

**Minutes
Town of Belmont
Board of Selectmen
Selectmen's Meeting Room
Monday, July 16, 2018
7:00pm**

**APPROVED
BOARD OF SELECTMEN
DATE: 1/25/2019**

CALL TO ORDER:

A regular meeting of the Board of Selectmen was called to order by Chair Adam Dash. Vice Chair Mark Paolillo and Selectmen Tom Caputo were present. Town Administrator Patrice Garvin was present.

COMMUNITY ANNOUNCEMENTS:

- Open Meeting Law training for all Boards, Commissions and Committees will be held on July 17, 2018, 7pm at the Chenery Middle School Auditorium.
- Concord Ave. will be closed to all traffic, except local traffic and emergency vehicles, between Pleasant St. and Mill St. on July 18, 2018 from 9am-3pm.
- The Office of Community Development is now offering online permitting.
- Free Nasal Narcan training will be held Monday July 23 from 6-7:30pm at Lowell General Hospital.

COMMENTS FROM TOWN RESIDENTS:

[There were none]

ACTION BY CONSENT:

Update on Trash/Recycling & Carry-In/Carry-Out

Jay Marcotte (Director, DPW) joined the meeting. He first gave an update on the implementation of the new trash and recycling collection program. Crews had been slightly delayed delivering the new carts due to extreme weather conditions, but were now finished. DPW is currently in the process of working with residents that had applied for smaller containers (~92 residents). To date, around 2000 trash overflow bags have been sold. Overall, DPW is working on streamlining and getting adjusted to the new system and J. Marcotte was confident the program will ultimately be a success. Another update will be provided to the Board prior to the start of the school year.

J. Marcotte then turned to provide an update on the pilot carry-in/carry-out policy, implemented at Town Field and Joey's Park starting back in March. He expressed that the DPW staff felt the program was largely a success, noting less trash accumulating in the parks overall. However, an issue had come up with respect to porta-potties in the parks being used as places to dispose of doggy waste bags. DPW was working with the youth groups to ensure the porta-potties are locked when not in use. In addition, DPW was working with the Health Department on education related to off-leash dog permits, as well as education and outreach to the community more broadly about trash in the parks. J. Marcotte will continue to monitor the carry-in/carry-out pilot and provide another update to the Board.

Sidewalk Contract Vote

J. Marcotte reviewed that DPW had gone out to bid for damaged concrete/asphalt sidewalk repairs. Using estimates from previous years' work the total cost of the repairs was projected to be ~\$300k. However, through the competitive bid process, N. Sacca and Sons had submitted a bid that was less than half of this amount. J. Marcotte expressed that N. Sacca and Sons had previously conducted work for the Town and that he was confident moving forward with them.

A. Dash asked about noticeable year-over-year increases in the cost of materials; J. Marcotte explained that concrete is like other commodities and can have price fluctuations. T. Caputo raised that residents at the previous Town Meeting had expressed concerns about the quality of the sidewalks; J. Marcotte said that the bids followed the minimum specifications outlined by the State, and that Mike Santoro (Assistant Director, DPW) had worked with the company many times and vouched that they do quality work. M. Paolillo asked if the remaining funds from the ~\$300k allocated could be used to go out to bid for other sidewalk work that needed to be done; J. Marcotte confirmed, stating it was his understanding that a change order could be applied for up to 20% of the contract for additional work.

Motion: To approve the contract with N. Sacca and Sons in the amount of \$127,375.00 for cement concrete sidewalk work and granite curbing work, for Fiscal Year 2019. (Vote passed 3-0)

Donation to the Police K9 Unit

Police Chief McLaughlin appeared to request the Board accept a donation towards the care of K9 Officer Grim, resulting from a safety presentation given at the Henry Frost Children's program.

Motion: To accept a donation in the amount of \$100 from Iris Chin Ponte and the Henry Frost Children's Program to be used for the care of Officer Grim. (Vote passed 3-0)

Off-Cycle Request – Community Preservation Committee – Community Path: Discussion and Vote

Susan Burgess-Cox (Chair, School Committee), William Brownsberger (State Senator), and Dave Rogers (State Representative) joined the meeting. P. Garvin explained that she had met with the Community Path Implementation Advisory Committee (CPIAC) to review a proposed letter to the CPC, requesting an off-cycle application for design funds for Phase 1A of the Community Path, the Alexander Avenue underpass. CPIAC had voted unanimously to move forward with submitting the letter, which P. Garvin had subsequently forwarded to Superintendent John Phelan and the School Committee.

A. Dash noted that it was an unusual request to submit the application off-cycle, however given the long history of the project and wide ranging benefits to the Town, it was important to move forward. W. Brownsberger confirmed that progress was being made with MassDOT towards getting the project designated by the State as part of the Transportation Improvement Plan.

S. Burgess-Cox expressed concern that things were moving forward without consultation from the School Committee. A. Dash said that the request is to kick-off the CPC application process; W. Brownsberger added that the project was quickly hitting milestones in order get to the project review stage, but there would still be lots of time for full consultation with all stakeholders about details. A. Dash asked if the School Committee could convene to take up the matter; S. Burgess-Cox would see if members were available.

Motion: That the Board of Selectmen submit an off-cycle application to the Community Preservation Committee for \$400,000 in design funds for Phase 1A of the Community Path, the Alexander Avenue underpass. (Vote passed 3-0)

Two month Contract Extension – MP Building Services (Facilities)

Steve Dorrance (Director, Facilities) appeared before the Board. He explained that the contract was to bridge the gap between the end of the old contract and the start of the new one. A similar scenario had occurred in 2015.

S. Dorrance also wanted to apprise the Board about the likely increase in cost for the upcoming new cleaning contract. He explained that the increase would be largely a result of re-defining the frequency of cleaning tasks to meet nationally recognized standards for the schools, which were currently not being met. M. Paolillo was supportive of using the national standards as a starting point for structuring the contract. T. Caputo asked if part of the increase was also due to adding square footage to the schools; S. Dorrance's view was that this was not the case, as those changes were incorporated previously.

P. Garvin noted that the new contract would amount to around \$200k above what was previously budgeted. She elaborated that prior to hiring S. Dorrance the budget had been level funded without a real look at what work was needed for facilities. She had therefore notified the Warrant Committee that there would likely be facility related issues coming up in the future.

Approval to Use Town Green by the First Church for BBQ Meet and Greet

Motion: To approve the use of Town Green by the First Church for a BBQ Meet and Greet on August 29, 2018, 4-8pm. (Vote passed 3-0)

Possible Committee Appointments

The Board reviewed current vacancies and applications for Town committees, however no appointments were made at this time. P. Garvin would work with Town Clerk Ellen O'Brien-Cushman to get a better print out from the application system to aide in the review process. P. Garvin would also verify expiring appointments for which members had not reapplied through the system.

There was discussion about forming a new committee for the Community Path, the idea being that the new committee would replace the CPIAC and function more like a building committee. P. Garvin would draft a charge for this new committee.

Incinerator Site Post-closure Use Matrix Review

A. Dash explained that the public forum had generated a list of 17 potential uses. The goal was to create an objective way to evaluate and rank the options, so that those lower on the list could be eliminated while higher options could be more thoroughly investigated. This was a first pass at establishing the matrix, and none of the criteria were weighted; rather, each criteria for each option was assigned a score based on 'True' (positive) or 'False' (negative). A. Dash was requesting feedback on the evaluation matrix itself.

M. Paolillo asked whether all the options were viable. A. Dash said that once the matrix was established some of the options (roughly half) could be eliminated, and then the remaining options could be vetted to see if they were viable, and also if multiple uses could be implemented.

T. Caputo felt that the revenue criteria was not sufficient and should be graded on a finer scale, for e.g., the potential revenue from an anaerobic digester versus a bike/skate park would likely be an order of magnitude different. M. Paolillo agreed and also suggested that the climate action plan criteria be on a finer scale as well.

Bonnie Friedman (Town Meeting Member, Precinct 3) urged the Board to reconsider the bike/skate park option based on its ranking from the preliminary matrix, since there was wide interest and many people actively working on this proposal. She also felt that at the public forum one of the themes had been to consider multiple uses for the site, for which the bike/skate park would be well suited. She requested the final evaluation matrix to be posted online for public comment/input.

The Board agreed to provide feedback individually to P. Garvin who would collate the input and revise the matrix. A. Dash noted that another public forum would be held once the list was shortened, and expressed a desire for the Board to make a final decision by the end of the year.

Traffic Advisory Committee Recommendations for Four Stop Intersections

Glenn Clancy (Community Development) shared recommendations from the Traffic Advisory Committee (TAC) to implement a four-way stop at Sherman/Waterhouse and Sherman/Dean. G. Clancy had reviewed each intersection based on criteria from Federal traffic regulation and had determined that both intersections qualified to have a four-way stop. At the TAC meetings concerning the proposal there was also support from the abutters and community for these measures as well. The new four-way stops would be in place by August.

Motion: To authorize the Office of Community Development to implement four-way stop traffic controls at the intersections of Sherman St. and Waterhouse Rd. and Sherman St. and Dean St. (Vote passed 3-0)

Town Engineer Recommendation for Four Stop Intersection

G. Clancy explained that VHB Consulting had been studying nearby intersections, when he requested that they also look into the intersection at Winter/Marsh, due to concern over the safety of this intersection. The recommendation from VHB was that a four-way stop was justified due to the crash history alone, in addition to other factors such as the sight-lines for left turns on Marsh St.

M. Paolillo asked about putting traffic signals at the intersection. G. Clancy said that the approach to signalization was incremental, and the first step was to have a four-way stop. M. Paolillo asked if the four-way stop would cause problems with queuing traffic; G. Clancy said this was evaluated by VHB and queuing would not significantly increase. A. Dash asked about the role of TAC in this decision. G. Clancy felt that due to the high safety hazard it was necessary to take immediate action, and that there would be subsequent outreach to the community regarding the change.

A. Dash suggested to implement the four-way stop as a pilot program, which would allow for public input and evaluation at the end of the pilot before the four-way stop was permanently installed.

Motion: That the Board of Selectmen authorize installation of a four-way stop at the intersection of Marsh St. and Winter St. for a period of six months. (Vote passed 3-0)

Contract Approval – Sewer Service Lateral Lining

G. Clancy said the contract would facilitate having a contractor on-call to address sewers identified as leaching into storm drains. Under a DEP order of consent, such issues needed to be fixed within 60 days of identification; under this contract the company would respond within 30 days. He considered the company to be reputable.

Motion: To award the sewer services lateral lining rehabilitation project to National Water Main Cleaning Company in the amount of \$164,700. (Vote passed 3-0)

TOWN ADMINISTRATORS REPORT:

P. Garvin reviewed the Town Administrator's Report:

- Recently received approval on the Town's Complete Streets policy with a score of 96.
- The Town received State recognition in May for efforts in meeting drinking water regulations.
- Planned vacation for August 6-13. The office will be otherwise staffed, and P. Garvin will be available to answer questions.
- Started reviews of non-union department heads. Previously no reviews were conducted for employees above the mid-point. Reviews will be conducted to determine the level of merit increases.
 - M. Paolillo suggested a greater distinction for those earning the highest performance rating. He also suggested looking into having an annual bonus pool instead of adding merit increases to base salary.
- Belmont Center directional signs have been installed as per the request from the Belmont Center Business Association.
- National Purple Heart Day is Tuesday August 7, with a ceremony at 10am at the Belmont Public Library.
- Extended a formal welcome to Pam Callahan in her role as administrative coordinator for the Selectmen.
- LimeBike bike share program will begin as of July 20 in Belmont. P. Garvin would like to schedule a kick-off event with the Selectmen.

BOARD OF SELECTMEN COMMITTEE LIAISON REPORTS:

[None]

APPROVAL OF MEETING MINUTES:

- *November 13, 2017, Pre STM Session:*
Motion: To approve the November 13, 2017 pre Special Town Meeting minutes. (Vote passed 2-0; Tom Caputo abstained)
- *November 20, 2017 regular session:*
Motion: To approve the November 20, 2017 regular session minutes. (Vote passed 2-0; Tom Caputo abstained)
- *March 12, 2018, Executive Session:* A. Dash suggested two small revisions.

Motion: To approve the March 12, 2018 regular session minutes, as amended. (Vote passed 2-0; Tom Caputo abstained)

- *April 30, 2018, Executive Session:*

Motion: To approve the April 30, 2018 executive session minutes. (Vote passed 3-0)

- *May 2, 2018, Regular Session: A. Dash proposed a minor change.*

Motion: To approve the May 2, 2018 regular session minutes, as amended. (Vote passed 3-0)

- *June 8, 2018, Regular Session:*

Motion: To approve the June 8, 2018 regular session minutes. (Vote passed 3-0)

- *June 11, 2018, Regular Session:*

Motion: To approve the June 11, 2018 regular session minutes. (Vote passed 3-0)

- *June 18, 2018, Regular Session:*

Motion: To approve the June 18, 2018 regular session minutes. (Vote passed 3-0)

[A. Dash recused himself from the discussion regarding the High School, due to the fact that he lives on Goden St. He explained that while Town Counsel was of the opinion that he did not need to recuse himself, the State had decided to the contrary that he was required to recuse himself from matters related to the project.]

High School Debt Exclusion Warrant Vote

Bill Lovallo (Chair, High School Building Committee) and Pat Brusch (Vice Chair, High School Building Committee) joined the meeting. P. Garvin explained that the Board was requested to authorize the question going on the ballot for the November 6th election.

M. Paolillo read the full ballot question and asked for confirmation that Town Counsel and the High School Building Committee had vetted the question, which they had.

Motion: That the debt exclusion question, as read, will be added to the November 6, 2018 State election ballot for Belmont voters, and that the Town Clerk be authorized to transmit this information to the Secretary of the Commonwealth for inclusion on such ballot. (Vote passed 2-0)

High School Traffic Working Group Charge, Discussion and Vote

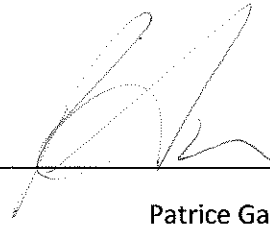
P. Garvin read the charge, which she had drafted with the assistance of G. Clancy. T. Caputo and M. Paolillo both approve of the charge as written.

Motion: To approve the temporary High School Traffic Working Group. (Vote passed 2-0)

Motion: To appoint Mark Paolillo as representative of the Selectmen to the High School Traffic Working Group. (Vote passed 2-0)

ADJOURNMENT:

Motion: To adjourn. (Vote passed 2-0)

A handwritten signature in black ink, appearing to be 'PG', is positioned above a horizontal line.

Respectfully Submitted,

Patrice Garvin, Town Administrator

