

4/24/2023

Minutes of the
Town of Belmont
REGULAR SESSION
of the
SELECT BOARD
April 7, 2023
8:00am



RECEIVED
TOWN CLERK
BELMONT, MA

DATE: May 8, 2023
TIME: 2:39 PM

To view the recording of the meeting, please click [HERE](#).

Call to Order: Mr. Paolillo called the meeting to order at 8:01am.

Select Board Members	Present	Staff Members	
Mark Paolillo, Chair Pro Tempore	Yes	Patrice Garvin, Town Administrator	Yes
Roy Epstein, Member	Yes	James MacIsaac, Chief of Police	Remote
Elizabeth Dionne, Member	Yes	Other Officials Present	
		Michael Widmer, Town Moderator	Remote

Discussion of Select Board Rules & Regulations.

Mr. Epstein reviewed changes he recommends for the Rules & Regulations and the reasons for these recommendations. The most significant one is that the Chair does not rotate in April because this occurs in the middle of Town Meeting preparations. He suggests that the rotation become mandatory and occur on July 1, which is the start of the fiscal year and after Town Meeting. He then reviewed how this change would impact the Board members within the Board and with committee/liaison assignments. There were questions and a discussion of the proposal and its implications.

Mr. Paolillo suggested that the Select Board invite major committees to regularly attend Select Board meetings and report on their activities.

A Motion was made to adopt the Rule & Regulations as amended by Mr. Epstein dated April 7, 2023. The motion was seconded and passed unanimously by 3-0 vote.

Discussion and Vote on Officers.

A Motion was made for Mark Paolillo to remain as Chair of the Select Board through June 30, 2023. The motion was seconded and passed unanimously by rollcall 3-0 vote.

A Motion was made to appoint Roy Epstein as Vice Chair of the Select Board through June 30, 2023. The motion was seconded and passed unanimously by rollcall 3-0 vote.

Discussion and Vote on Select Board Committee/Board/Commission Liaison Assignments.

Mr. Epstein explained the roles Select Board members fill outside of Select Board meetings. He said he believes the liaison structure is not working and explained why. He recommended that there be no liaison appointments where the Select Board member is not a voting member, but instead have the committees that are appointed by the Select Board submit a regular written report (on a timeline determined by the Select Board). There were questions and discussion about this suggestion, with the recommendation being agreed to.

A Motion was made to reappoint Tom Caputo as the Select Board-designated member of the Belmont Middle and High School Building Committee. The motion was seconded and passed unanimously by 3-0 vote.

A Motion was made to appoint Roy Epstein as the Select Board-designated member of the Comprehensive Capital Budget Committee through June 30, 2023. The motion was seconded and passed unanimously by 3-0 vote.

There was a discussion of the role of the Capital Endowment Committee, which is an advisory committee to the Treasurer. Mr. Epstein recommended keeping the existing advisors (who are very qualified) but that the way the investments are reported should be discussed once there is a new, full-time Treasurer. He added that there is no need for a member of the Select Board to be part of this advisory committee, but that the Treasurer should report to the Select Board regularly. There was a discussion of these recommendations and the role that Town Meeting takes in how this committee works.

Mr. Paolillo recommended looking at the Capital Endowment Fund to help with the current financial challenge, and there was a discussion of how and when to do this.

A Motion was made to appoint Elizabeth Dionne as the Select Board-designated member of the Community Preservation Committee through June 30, 2023. The motion was seconded and passed unanimously by 3-0 vote.

A Motion was made to appoint Roy Epstein as the Select Board-designated member of the Middle and High School Traffic Working Group through June 30, 2023. The motion was seconded and passed unanimously by 3-0 vote.

A Motion was made to appoint Roy Epstein as the Select Board-designated member of the MBTA Advisory Board through June 30, 2023. The motion was seconded and passed unanimously by 3-0 vote.

Ms. Dionne proposed that there be a ballot question next year to create an Appointed Board of Assessors, with the possibility of creating a series of “clean-up” changes after that. There was a discussion of this recommendation and the PAC, as well as the Collins Center report/recommendations.

A Motion was made to appoint Roy Epstein as the Select Board-designated member of the Permanent Audit Committee through June 30, 2023. The motion was seconded and passed unanimously by 3-0 vote.

Ms. Garvin explained her communication path to the School Committee, pointing out that without a liaison the default path will be through the Select Board Chair. This was discussed.

Mr. Widmer endorsed the recommendation that he does not need to be the appointing authority for the Permanent Audit Committee. Mr. Paolillo said that further discussion about this Collins Center recommendation is needed.

Discussion and Possible vote to Ratify the Appointment of Jennifer Hewitt as Interim Treasurer/Collector.

Ms. Garvin explained her discussion with Town Counsel, and the process she used to appoint Ms. Hewitt to serve as an interim Treasurer/Collector. She explained the process to find a permanent Treasurer/Collector.

Mr. Epstein asked about Bonding, and Ms. Garvin said she has done this before and explained that the process is fairly easy.

A Motion was made to ratify the appointment of Jennifer Hewitt as the Treasurer/Collector effective April 5, 2023 through June 30, 2023 subject to being bonded. The motion was seconded and passed unanimously by 3-0 vote.

Review Job Description Posting for Treasurer/Collector.

Mr. Epstein asked several questions about the Job Description, and recommended some changes:

- Under Essential Functions: instead of “Division” or “Divisional” it should say “Department” or “Departmental”.
- Essential Functions should include “knowledge and adherence to Town financial policies.”
- Also, some knowledge of MA municipal finance should be included either as a requirement or as knowledge that will need to be acquired. This was discussed.
- Under Job Function: Work with Ratings Agencies should be included. Ms. Garvin explained that this role would work with the Finance Director who is the ultimate authority and is required to have that

knowledge. There was also a discussion of the strength of the financial team that Ms. Garvin is building.

Ms. Dionne asked several questions about the job description which Ms. Garvin explained. Ms. Dionne also recommended some grammatical corrections.

Ms. Garvin suggested a possible signing bonus for the Treasurer/Collector position, which was supported by the Board.

There was a discussion of some of the components of Job Description Posting.

Discussion and Possible Vote on the Appointment of a Parking Clerk.

Ms. Garvin said that the Treasurer has historically been the Parking Clerk and explained the reasoning for combining this role with one other than the Treasurer. There was a discussion of the responsibilities and appointment of the Parking Clerk.

Chief MacIsaac explained the reason that John Steeves, a current employee of the Police Department, is being recommended for this role.

Mr. Epstein asked that Mr. Steeves continue to hold the line when people contest parking tickets, as the previous Parking Clerk did. He also asked for a report on current outstanding parking tickets, and that Mr. Steeves report to the Board quarterly on ticket activity (dismissals, tows, boots, etc.). Chief MacIsaac explained the process the Police Department uses to address long outstanding parking tickets.

A Motion was made to appoint John Steeves as Parking Clerk for an indefinite term. The motion was seconded and passed unanimously by 3-0 vote.

Next Meetings

- April 10, 2023 at 7:00pm
- April 11, 2023 at 8:30am

Adjournment

A motion was made to adjourn the meeting of the Belmont Select Board Committee, and the motion was seconded and passed unanimously. The meeting was adjourned at 9:18am.

Respectfully submitted by,

Susan Peghiny
Recording Secretary