

Approved by The Select Board:

September 10, 2022

Select Board Meeting

Monday, August 15, 2022

Hybrid Meeting

7:00 PM

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: September 15, 2022

TIME: 9:17 AM

CALL TO ORDER

A meeting of the Select Board was called to order by Chair Mark Paolillo. Vice Chair Adam Dash and Select Board member Roy Epstein were present, along with Town Administrator Patrice Garvin.

COMMUNITY ANNOUNCEMENTS

- Committee vacancies are still open for applications. All committee appointments should be completed by the end of August.
- The first Municipal Skating Rink Building Committee Public Forum, will be held on August 17, 2022 at 7 pm via Zoom.
- There will be two 9/11 events held on September 11, 2022: 1) memorial event at 9 am at the Fire Station, and, 2) re-dedication of a tree to honor 9/11 victims at 10:28 AM on the corner of Pleasant and Moore St.

COMMENTS FROM TOWN RESIDENTS

Geoff Lubien said that the rat population in Belmont has increased as of late, and has again become a problem. He met with professionals at his residence and they told him that birdfeeders, composts, grass seed and fruit trees can attract rats. He suggested that the Town put in place an education program to inform residents about ways to mitigate the problem.

Epstein said rats have run right in front of him during the day and he said that complaints are coming in from all parts of Town.

The group discussed what kind of education program could be put in place. They talked about having the Health Department investigate the affected areas and contact residents through a reverse 311 call.

Alison Lenk said there have been rats in Belmont Center area during the day and night. She suggested that the trash cans at restaurants may need more frequent emptying.

Judith Feinleib, Town Meeting member, pct. 6 said it's important to involve the Health Department in this problem. Rats carry diseases. Patrice Garvin said she will work with the Board of Health to send out letters to places where there is an issue with rats.

TOWN ADMINISTRATOR'S REPORT

a. FY24 Budget Schedule Update

Garvin said her office has been developing a draft schedule for FY24. She said her office will be holding summits to keep the public updated on September 15, October 24 and December 8, 2022. Tentative dates for Town Meeting are November 14 and 16, 2022.

b. Salt Shed Condition Update

Garvin said the DPW Salt Shed structure will present a capital need in the future. Jay Marcotte, Director of the DPW, said that the Salt Shed had sustained structural damage from winter months. The shed is 40 years old, and currently structurally unsound. He said he has engaged outside engineering firms to look at options for renovating it. There are repairs that could be made that could extend its viability for a few more years, but then it will need to be replaced. The foundation is solid, but another dome would have to be built. He doesn't like the current dome structure due to loading issues because the trucks have to dump outside the structure. Marcotte said he will come back with a six-month and 3–5-year plan. Marcotte said replacement costs could be up to \$500K. The engineering report will produce some cost estimates and he said he will come back to the Select Board in a month or so to provide feedback from the reports.

c. Recreation Department Fall Programs

Garvin announced that the Recreation Department has increased its offerings. Flyers about the Recreation Department programs will be sent to all areas of Town and the schools.

ACTION BY CONSENT

Introduction and badge pinning of new firefighter

Chief DeStefano introduced a new officer, Firefighter on Probation Alec Thompson. Thompson was in the Marine Core and completed training at the Mass Firefighters Academy and at the Belmont Police Department. His father Mark Thompson pinned the badge on Firefighter Johnson. Photos were taken and the Select Board congratulated him.

Discussion on Cell Tower Draft Lease Agreement – Police Tower

Jennifer Platt, Anderson-Kreiger representative, gave an update for the cell tower lease for the tower on top of the Police Station. Platt said the RFP was submitted for a cell phone provider in 2019 and the only interested respondent was the current lessee, SBA. There have been a number of setbacks, but she said there is finally a draft lease retroactive to 2019, that covers a 20-year period. The contract includes an initial six-year term and then five-year renewal terms with a rent escalation at each renewal and a signing bonus of \$20k. SBA will submit the bonus to the Town promptly once the contract is signed. SBA has been paying the lease amount monthly since 2019 so it will be a continuation of their existing tenancy. SBA reported that Sprint and T Mobile had merged and T Mobile decided to reinvest and update the equipment at the property.

The group discussed the lease. Platt said SBA is a company that owns and manages cell towers in large volume to carriers. They are also the successor tenant for the other tower in Belmont.

Dash asked if the Town assesses personal property taxes for the cell tower. Garvin said she would look into that. She said a structural review was done when they were renovating the Police Station.

Epstein asked how the lease rate was determined. Platt said it was determined by the RFP. It is the rate offered by SBA. She was not sure if there was a minimum rate in the RFP. There is a 15% increase at each renewal period. Select Board members asked if she knew what other towns are paying. Platt said she would check into this.

Epstein asked about Section 3.3 in the contract. The section conditions installation of similar equipment on an adjacent Town-owned parcel on lack of interference with the existing tower and on agreement by the operator of the existing tower. He did not see a rationale for requiring such agreement, which was like a grant of exclusivity. Platt said she would discuss removing the language on agreement with SBA.

The Select Board members agreed to approve the contract with the qualification that the provision of concern at the end of Section 3.3 be removed.

Motion was made to approve the wireless facility lease agreement between the Town of Belmont and SBA TC Assets, LLC for the cell tower equipment at 460 Concord Ave., Belmont on condition that paragraph 3.3 have the language about exclusivity deleted.

Discussion and possible vote on request from the Belmont Youth Activities and D.A.R.E. Inc (Drug Abuse Resistance Education) for the use of the rear portion of the Claflin St. Municipal Parking Lot on Saturday, October 8, 2022 from the hours of 11:00 AM to 2:00 pm for a “Touch a Truck” event

Frank French, President, and Bobby Reardon, member, of Belmont Youth Activities and DARE Inc. joined the meeting. Reardon explained that the “Touch a Truck” event brings together Town departments and the community with the display of unique trucks. It’s an opportunity for kids to learn about different types of equipment being used by the Town and businesses. Reardon said this event meshes with the mission of the organization and provides a good community event. They decided that the Belmont Center Municipal Lot would be a good place because it offers parking, public transportation and sidewalks.

Epstein asked about Police detail and marking off the lot. Reardon said that right now they just need initial approval for the event, so that they can develop the rest of the plan. If needed, the organization will pay for a police detail. Paolillo asked that the group work with the Town Administrator if additional details are raised.

Motion was made to approve the request from the Belmont Youth Activities, and DARE Inc. for the use of the rear portion of the Claflin St. parking lot on Sunday, October 8, 2022 for the “Touch a Truck” event.

Motion was approved by a vote of 2-0 (Paolillo recused himself because he is a member of the Belmont Youth Activities).

Discussion and possible vote on request by the Belmont Lion's Club to place and maintain an honorary bench near the World War I Memorial monument

Frank French Sr., said they want to honor a lifelong member of the Belmont Lion's Club for his dedicated service by erecting a bench near the World War I Memorial Monument. They showed a photo of the location of the bench. The dedication will happen on September 10, 2022 during the day. The Porchfest event will be playing on Town Green across the street on the same day, but Mr. French said that this would not be a problem.

Motion was made to approve the request from The Belmont Lion's Club to install and maintain an honorary bench near the World War I Memorial monument. Motion was approved by a vote of 3-0.

Discussion and possible vote to approve FY23 contract for cleaning services to MP Building Services, Methuen, MA in the amount of \$692,240.00

Dave Blazon, Facilities Director, joined via Zoom.

Blazon said that the Select Board's approval is required for the cleaning contract. The existing contractor, MP Cleaning Services, had the lowest bid. Until now, they have been working on purchase orders because no contract was in place.

The contract covers the Chenery School, Phase I of the new High School, Town Library, Town Hall, Police Station, Homer Building and Beech St. Center. Cleaning services in other schools are taken care of by Town employees. DPW cleaning is being taken care of by another company.

Paolillo asked if he had ever considered outsourcing the other schools as well? Blazon said there are three Town custodians who do the work for those schools. Blazon said he would look into outsourcing other schools and buildings, but he said that Town employees would still need to be available for after hour events.

Motion was made to approve the contract for the FY23 cleaning services to MP Building Services, Methuen, MA in the amount of \$692,240 and to authorize the Town Administrator to execute said contract. Motion was approved by a vote of 3-0.

Discussion and possible vote to approve Town Field Playground Construction Renovation contract to M.J. Cataldo, Littleton, MA in the amount of \$870,000.00

Jay Marcotte, DPW Director, said this construction contract has taken years to negotiate. Eight bids were received. M.P. Cataldo was the lowest bidder with a significant difference between other bidders. The projected schedule is for the renovation to extend from September 2022 to June 2023. Marcotte

said M.P. Cataldo has a good reputation. Brandon Fitts, Director of Recreation Department, has worked with them and all reports from other towns came back positive.

Motion was made to approve the contract for the Town Field Playground Construction Renovation to M.J. Cataldo of Littleton, MA for the amount of \$870,000. Motion was approved by a vote of 3-0.

Presentation by the Wayfinding Advisory Working Group

Mark Favermann, from Favermann Designs, and Paul Joy from the Economic Development Committee joined the group to provide an update on the wayfinding and branding project. Alison Lenk joined the meeting as well. Favermann Design reported that they took some of the previous ideas and changed the scope of the project.

Favermann showed slides of proposed designs for the wayfinding project. The initial presentation he made, displayed a tree image and cherry blossoms. After further research, the Working Group developed an image of White Gardenias. They found out that there is a species of white gardenia called the Belmont Gardenia. Versions of the image with dark and light blue backgrounds were shown on the screen. Favermann said that once the design is approved, then they will develop a report for the state.

Alison Lenk said that gardenias were developed by her grandfather, Walter Lenk, who had a business called Belmont Gardens in 1920. Favermann said he worked with 40 communities dealing with branding and wayfinding and this is one of the best examples that connects to the history of a town. Favermann said that installation locations can be approved later. They need to have the cost estimates first. Favermann said he sent a budget for each sign type and once the specification package is completed, then the Town can send out to vendors. Often banks will support this type of endeavor.

Motion was made to adopt the recommendation of the Wayfinding Advisory Working Group to have the Belmont Wayfinding imagery be the white gardenia design on the dark blue background. Motion was approved by a vote of 3-0.

Possible vote on appointments, reappointments and acceptance of resignations:

a. Zoning Board of Appeals

Motion was made to reappoint Theresa McNutt to the Zoning Board of Appeals as a Full Member with a term expiring June 30, 2027. Motion was approved by a vote of 3-0.

Motion was made to reappoint David Stiff to the Zoning Board of Appeals as an Associate Member with a term expiring June 30, 2025. Motion was approved by a vote of 3-0.

b. Education Scholarship Committee

Motion was made to reappoint Leslie Aitken and Stephanie King to the Education Scholarship Committee for terms to expire June 30, 2025. Motion was approved by a vote of 3-0.

c. Permanent Audit Committee

Motion was made to reappoint Glenn Logan to the Permanent Audit Committee for a term to expire June 30, 2025. Motion was approved by a vote of 3-0.

The Select Board discussed asking the Permanent Audit committee to make a presentation to the Select Board at least once per year before the beginning of the audit.

d. Community Path Project Committee

Motion was made to reappoint Phillip Lawrence, Mark Kagan, Holly Muson and Steven Engler to the Community Path Project Committee for terms expiring June 30, 2025.

e. Economic Development Committee

Paul Joy, Co-chair of the Economic Development Committee joined the group. He said that Marie Warner, came and presented her ideas in person to the Committee so the members voted unanimously to support her candidacy.

Motion was made to appoint Marie Warner to the Economic Development Committee for a term to expire June 30, 2025. Motion was approved by a vote of 3-0.

Paolillo reported that he and Patrice Garvin met with the Economic Development Committee and talked about supporting the Belmont Center Business Association with zoning and permitting processes. Paolillo thanked Paul Joy and Katherine Venzke for supporting businesses in Belmont.

Discussion and possible vote to approve a one day liquor license request, wine and malt only, from Belmont Hill School for a "Welcoming Event" on Wednesday, August 24, 2022 from 6:30 PM – 9:30 PM at the Belmont Hill School Chapel Lawn

Dash reported that he talked to the Fire Chief and he asked that the request should be contingent on securing the Fire Prevention's approval of the safety of the propane and tent.

Motion was made to approve the request from Belmont Hill School for a one-day liquor license, beer and wine only, for a Welcoming Event at the Belmont Hill School Chapel Lawn on Wednesday, August 24, 2022 from 6:30 PM – 9:30 PM contingent on the approval by the Belmont Fire Prevention Division for the tent and any potential propane use. Motion was approved by a vote of 3-0.

SELECT BOARD COMMITTEE LIAISON REPORTS

[NONE.]

APPROVAL OF MINUTES

Motion was made to approve the August 3, 2022 Select Board Joint meeting notes as amended. Motion was approved by a vote of 3-0.

Motion was made to approve the August 8, 2022 Select Board Regular meeting notes as amended. Motion was approved by a vote of 3-0.

Decision was made to defer the approval of the two Executive Session minutes from August 8, 2022 until the next meeting on August 29, 2022.

Motion was made to adjourn the Select Board meeting and approved by a vote of 3-0.

Next Meetings:

a. Potential Topics:

(1) Committee Appointments/Reappointments

b. Next Meeting Dates:

(1) Monday, August 29, 2022 – 7:00 PM – Regular meeting

(2) Monday, September 12, 2022 – 7:00 PM – Regular Meeting

(3) Monday, September 19, 2022 – 7:00 PM – Regular Meeting