

## Approved By the Select Board:

**January 9, 2023**

Select Board Meeting  
Monday, December 19, 2022  
Hybrid Meeting  
7:00 PM

**RECEIVED  
TOWN CLERK  
BELMONT, MA**

DATE: January 25, 2023  
TIME: 3:06 PM

### 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 and Assistant Town Administrator/Finance Director Jennifer Hewitt.

### COMMUNITY ANNOUNCEMENTS

#### Beech St. Center

- Holiday Violin Concert with Yaeko Miranda Elmaleh will be held on December 20th at 1:15 pm.
- Billy Crystal: Not Just a Comedian will be held on December 30<sup>th</sup> at 1:15 pm.

Paolillo noted that the Town is wrapping up the final outstanding collective bargaining agreements.

### COMMENTS FROM TOWN RESIDENTS

### TOWN ADMINISTRATOR'S REPORT

- a. Update on DPW Cardboard Event held December 3, 2022  
The Cardboard event resulted in a loss of \$785. Jay Marcotte said there are three cardboard events planned for this year, and the first two were disappointing. Cardboard value is at an all-time low. The frequency of these events will be re-evaluated after the event in January.
- b. Rink Update  
Marcotte said the rink has been open and the ice has stayed frozen. There is one known leak in the old condenser. He said they are trying to maintain that condenser rather than replacing it. If the weather stays cold, then they should be able to keep the rink open through the hockey season.
- c. Update on the Town Accountant's Office  
Glen Castro, the Town Accountant, has submitted his resignation. He will be relocating to CA and his last day is January 5<sup>th</sup>. The Select Board thanked Glen for his great work.

#### American Rescue Plan Act (ARPA) Update: Discussion and possible vote on future use of ARPA Funds

Garvin displayed a table that showed the current status of the ARPA allocations and expenditures. She said School Superintendent Phelan and Meg Moriarty, Chair of School Committee will be joining the meeting to discuss the request to continue to use the state ARPA funds to support federally funded positions.

Supt. Phelan said there is data that reflects the need to retain these positions to provide the necessary support to students to bridge the losses resulting from COVID impacts.

Phelan said the ESSER and ARPA funds were used to hire positions to support increased services at the schools. Mental health data from a recent risk survey shows students are still at risk. Phelan said he

would like to use the \$2M of the ARPA funds in FY2024 and FY2025 to continue to support a portion of the FTEs that were added recently for the increased support services.

Megan Moriarty reported that the School Committee agrees that all the current federally-funded positions should continue to be supported.

Julie Crockett, Town Meeting member, wants the \$2M ARPA funds to be dedicated to the schools for 2024-25 to retain positions that were added. Students have missed out on a lot during COVID

Dash said that we may need to use the funds for Town operating expenses, and the Comprehensive Capital Budget Committee may bring attention to other necessary capital needs for the ARPA funds. He reminded the group that at the budget meetings held recently with the Town Department Heads, there were FTE requests from other departments that cannot be overlooked.

Garvin confirmed that the ARPA funds need to be authorized by the end of calendar year 2024.

Epstein confirmed with Garvin that there is \$3.7M remaining in the ARPA funds. He said there are unmet needs everywhere and that amount is not enough to address the unmet needs we have heard about. He suggested that the schools review the positions to decide which ones take priority. Supt. Phelan said he would review all the positions, but he finds them all valuable. Epstein said that the schools had originally categorized the positions as temporary and now that has changed.

Supt. Phelan said current data trends show that the schools need to enhance academic services.

Megan Moriarty commented that the loss of these positions now will cost the schools more money later. She still sees the positions as temporary, but there is a need to extend them for two more years.

Paolillo asked about the temporary nature of the positions. Phelan feels that the General Fund does not support the school budget properly.

Epstein said the slides from the Budget Summit Forum indicated that \$2M would go to the operating budget for schools and Town. That means only \$1.4M is remaining for FY24 or later. Garvin said once they settle FEMA reimbursements, there may be a bit more.

Paolillo suggested that \$1.3M should be committed to the schools for the first year and then they could make decisions about the remaining \$700K once the budget is further developed. He noted that the Comprehensive Capital Budget Committee is just starting to review the overall needs of the Town.

Phelan confirmed that they need the full \$1.3M in the first year.

Epstein said given the constraints, we need to trim the 17 FTEs request based on what is sustainable over the two-year period. Phelan agreed to review needs and return with a two-year estimate.

Epstein said we should reconvene in January. We are working through the General Budget exercise and it would be helpful for the schools to outline a number of acceptable scenarios. Garvin said the Town needs \$123K to fund a COA Social Worker and a Health Agent.

Dash said if it turns out there are remaining funds after other Town needs have been met, then the schools should be given priority.

The Select Board asked Supt. Phelan to come back to the January 9<sup>th</sup> meeting for a vote. The Select Board indicated there is strong commitment for this request.

#### Presentation of the Wage & Classification Study

Sandy Stapczynski, President of Human Resources Services, Inc., presented slides about the recently completed wage and classification study undertaken by her company.

A study was done to develop an equitable classification study for SEIU and non-union positions. The study looked at other municipalities and industry data to develop a data-driven analysis. Recommendations were made for pay and class plans in both union and non-union groups to be adjusted for employee retention. Ms. Stapczynski said the study included employee surveys and interviews. The study resulted in the updating of Town job descriptions using FLSA and ADA compliance requirements. The plan also included succession planning and internal equity standards.

Ms. Stapczynski displayed a list of the objectives for the study and said a recommended pay structure was developed for both plans based on positions, not employees. Job descriptions were determined by researching similar positions in other municipalities. The purpose of the labor market analysis is to identify comparable wage rates to get a realistic market rate, but she noted there will always be variability in the job market.

Epstein asked how an exact range is determined using the wide range of salaries for each position. Ms. Stapczynski explained that an employee falls within a range determined by the employee's length of years in the position, their performance and other factors.

The results of the study revealed that Belmont is competitive, but because the cost of living is going up so fast, \$55K would be needed to implement the recommendations. Ms. Stapczynski said that COLAs in general have been 3-4% and that increase does not reflect the current cost of living increases.

Garvin said the most important part of this study was the development of the job descriptions. Ms. Stapczynski replied a comprehensive compensation study should be done every seven years. Unions have three-year contracts so a less comprehensive survey should be done every three years.

Paolillo said he would like to see a wage pool for rewarding non-union employees with a bonus for merit work. The recommendation is for SEIU to use the report for a negotiating tool. For non-union positions, a plan can be developed for giving merit bonuses.

Garvin said she does not plan to add the \$55K to the budget until a new HR Director is hired. The non-union wage classification will be posted online, but we have to wait for the union classification to be reviewed by the Select Board in Executive Session before it is posted.

#### Update on the Belmont Middle and High School Building Committee

Bill Lovallo, Chair of the High School Building Committee and Tom Caputo, liaison to the Select Board joined the group to give an update.

- 1) Construction – An update on construction was given by Tom Caputo.
  - Phase I was completed in 2021.
  - Phase II for the 7<sup>th</sup> and 8<sup>th</sup> grades is on schedule to be completed for the upcoming school year.
  - The exterior is in the finish work stage.

- PV installation has been scheduled for the spring.
- 2) Transition – An update about Transition was given by Bill Lovallo.
- Supplies are still experiencing distribution delays.
  - Temporary certification of occupancy for the Middle School will be ready by April 2023.
  - Barricades have been placed to separate contractors from students.
  - IT networks will be installed.
  - Landscaping will be starting in Spring including planting of trees.
  - Temporary parking lot at Bowdoin will be removed during April break. Campus will be using parking on east side of school.
- 3) Financial – An update on Financials was given by Tom Caputo.
- The original MSBA reimbursement limit was projected at \$80.6M, and has since been reduced by \$1.3M to \$79.6M. The difference will have to be made up by the tax payers and may require some additional borrowing.
  - Reimbursements from the MSBA equal \$65M, to date. The full project invoicing has to be complete before the final reimbursement level can be determined.
  - Once the project hits 95% of the reimbursement level, further reimbursements will be held until the final audit has been completed. There is a possibility that the last 5% will not be reimbursed.

Lovallo said they have received additional funds for the project through ARPA and CARES. Caputo said they are 90% through the project and there is \$300K of contingency remaining. They confirmed that they will not pay for unacceptable work and the Building Committee is reviewing work on a regular basis. Changes in cost will only be related to design changes.

- 4) Solar panel update – An update on solar panels was given by Bill Lovallo.
- Solar panel allocation of \$2.6M, originally made in 2018, has been reallocated in each budget iteration specifically for Photovoltaic (PV) panels.
  - The bid for PV panels was broken into three levels of coverage to allow the Building Committee the flexibility to select coverage levels based on available project budget amounts, and avoid delays from having to rebid.
  - Three bidders came in over budget. Building committee decided to award 86% of the full PV project instead of 100% in order to stay within budget.
  - All the infrastructure necessary to get to 100% will be installed to allow for a later project to install the remaining panels.
  - Currently looking for funding for the remaining \$264K needed for the project.
  - A new federal grant has been identified that may support the later installation.

The Select Board noted that the completion of the PV project could repay itself in electric costs and the sooner the project is completed, the sooner those savings can be realized especially in light of the electricity cost increases starting in January 2023. The Board will deliberate in January about allocating the \$264K from ARPA funding.

Garvin said she would acquaint herself with the reporting requirements of the grant and report back to the Board at the next meeting.

#### Town Administrator's Goals and Objectives

Garvin displayed her goals and objectives. There were six goals that fell under categories of 1) Select Board, 2) Finance/Budget, 3) Operations/Service Delivery, 4) Transparency, 5) Union Negotiations, 6) COVID-19.

Garvin said that a PR firm was hired to analyze social media needs to increase transparency. She thinks that offering in-person office hours may be more successful. Since her time is limited, she wants to be efficient in her transparency goals. The group discussed limiting her office hours to an hour or two per month. Garvin feels that her time is better spent solving individual problems rather than trying to reach out to a large number of people at one time.

The Select Board added that succession planning and the hiring of an HR Director should also be included in the goals.

*Motion was made to accept the goals and objectives of the Town Administrator for FY2024. Motion was approved by a vote of 3-0.*

#### Discussion and possible vote to award the contract for the Winn's Brook Culvert Inlet Structure Replacement Project to I.W. Harding Construction Co., Inc. of West Bridgewater, MA for an amount not to exceed \$178,000.00

Jay Marcotte said they had a community meeting with the neighborhood about the replacement project. The project will include removing the existing culvert and replacing it with a storm-resistant culvert. The bid came in below estimate. If awarded tonight, the project can start in February.

*Motion was made to award the contract for the Winn's Brook Culvert Inlet Structure Replacement Project to I.W. Harding Construction Co., Inc. of West Bridgewater, MA for an amount not to exceed \$178,000. Motion was approved by a vote of 3-0.*

#### Discussion on request from the Energy Committee for the addition of a Sustainability Grant Manager for FY2024

John Kolterman and Roger Wrubel from the Energy Committee discussed a proposal for .75 FTE sustainability grant writer position beginning in FY2024. Mr. Kolterman explained that there are a lot of sustainability grants available. Town employees have no time to help out with this endeavor. He said that after doing research, he found that most neighboring towns have this kind of position.

Dash said that there are currently many needs in Belmont for additional employees. Kolterman noted that this position would be self-funding, if more grants are produced.

Epstein agreed that a grant writer would help with securing more funding for sustainability. He suggested doing an analysis of how many projects are likely to need funding in the Town and schools and then project the efficiency of hiring a grant writer. Dash said a grant writer was hired a number of years ago, but they didn't bring in the money expected. They discussed the possibility of hiring an independent contractor to write grants and they noted there are also alternative energy grants that may be available due to the new heat pump at the high school.

Garvin said we have \$640K in requests from departments. The Town brought in \$1M last year in grants but they were not energy specific. She noted that staff at Belmont Light support the Green Community submissions.

Kolterman said he would provide more info about contractors.

Vote to approve the renewal of the following business licenses:

Lodging House License:

- Lodging House @386 Common St., 386 Common St. (No complaints in past year.)

*Motion was made to approve the renewal of the Lodging House License for Lodging House @ 386 Common St. Motion was approved by a vote of 3-0.*

Class I License:

- Cityside Subaru, Inc., 790 Pleasant St.

*Motion was made to approve the Class I license for Cityside Subaru, Inc., 790 Pleasant St. Motion was approved by a vote of 3-0.*

Class II Licenses:

- Waverley Auto Exchange, 134 Waverley St.

*Motion was made to approve the Class II license for Waverley Auto Exchange, 134 Waverley St. Motion was approved by a vote of 3-0.*

Class II Licenses (CONDITIONAL APPROVAL)

- Brothers Auto Service, Inc., 337 Mill St.
- Belmont Car Care, Inc., 29 Lexington St.
- El-Lakkis Corporation (Pleasant Street Shell), 337 Pleasant St.
- Boston Motor Werks, LLC, 1000 Pleasant St., #7

*Motion was made to grant conditional approval for the above listed Class II Licenses pending approval by the Town Administrator. Motion was approved by a vote of 3-0.*

Livery Licenses:

- Pete's Livery Services, 17 Dalton Rd.
- Bowtie Limousine, Inc., 495 Belmont St.
- Lee Transport LLC, 463 Belmont St.

*Motion was made to approve the above listed Livery Licenses. Motion was approved by a vote of 3-0.*

Livery Licenses (CONDITIONAL APPROVAL)

- Advantage Limousine, 294 Fitzmaurice Cir.
- Boston Executive Coach, 500 Common St.

*Motion was made to grant conditional approval for the above listed Livery License pending approval by the Town Administrator. Motion was approved by a vote of 3-0.*

Common Victualler Licenses

- The Wellington, 75 Leonard St.

- The Vintage Tea and Cake Company, 129 Belmont St.
- Belmont Books Black Bear Café, 79 Leonard St.
- Thai Noodle Café, 289 Belmont St.
- Spoodles Soup Factory, 374 Trapelo Rd.
- Gen Sushi/HG Asia, Inc., 61 Concord Ave.
- Rancatore's Ice Cream, Inc., 36 Leonard St.
- Bruegger's Bagel Bakery, 41 Leonard St.
- Ani Catering, LLC, 687 Belmont St.
- Fiorella's Express Belmont, Inc., 263 Belmont St.
- Star Markets Company, Inc. #2583, 535 Trapelo Rd.
- Dunkin'/Patriot Donuts, LLC, 350 Pleasant St.
- Dunkin Donuts/ Cushing Donuts, Inc., 52 Church St.
- Dunkin Donuts/ Trapelo Donuts, Inc., 353 Trapelo Rd.
- Shine's, 30 Leonard St.
- Mark and Toni's, 121 Trapelo Rd.
- Belmont Country Club, Inc., 181 Winter St.
- Pho and Thai, 63 White St.
- Il Casale, 50 Leonard St.
- Patou Thai Restaurant, 69 Leonard St.
- Linda's Donuts, 247 Belmont St.
- Sodexo Operations, LLC, 115 Mill St.
- My Other Kitchen/ Take Away 762, LLC, 762 Pleasant St.
- Ovenbird Café, 105 Trapelo Rd.
- Michael's Pizza/ Paleo, Inc, 191 Belmont St.
- Stone Hearth Pizza, 57 Leonard St.
- Gregory's House of Pizza, 27 Leonard St.
- Trinktisch, 81 Leonard St., #1
- La Victoria Taqueria, 66 Leonard St.
- Café Vanak, 271 Belmont St.
- Nick's Place II, 6 Channing Rd.
- Savino's Grille, 449 Common St.
- Comella's, 11 Brighton St.

*Motion made to approve the above listed Common Victualler licenses. Motion was approved by a vote of 3-0.*

#### Common Victualler Licenses (CONDITIONAL APPROVAL)

- Bellmont Caffè, 80 Leonard St.
- Belmont Hill Club, Inc., 825 Concord Ave.
- Teddy's Kitchen, 462 Common St.
- Moozy's/Belmont Ice Cream, LLC, 2 Trapelo Rd.
- Belmont Pizza, 388 Trapelo Rd.
- Theo's Pizzeria, 389 Trapelo Rd.
- Number 1 Taste, 382 Trapelo Rd.

- Gill's Spice Delight Corp., 63 Concord Ave
- Starbucks #51917, 110 Trapelo Rd.
- Bakehaus, 442 Common St.
- Lisa's Family Pizzeria, 368 Trapelo Rd.

*Motion was made to grant conditional approval for the above listed Common Victualler Licenses pending approval by the Town Administrator.*

#### Liquor Licenses – Restaurants -- All Alcohol

- Altruista Developments, dba Il Casale, 54 Leonard St.
- Eatup, LLC., dba The Wellington, 75 Leonard St.
- Trinktisch, 87 Leonard St. #1
- Savino's Grille, Inc., dba Savino's Grille, Inc., 449 Common St

*Motion was made to approve the above listed Liquor Licenses – Restaurants – All Alcohol. Motion was approved by a vote of 3-0.*

#### Restaurants – Wine & Malt Liquor:

- Belmont Brother's Pizza, dba Mark and Toni's, 121 Trapelo Rd.
- Spice Corner, LLC dba Pho & Thai, 63 White St.
- Little Lotus Co., Inc., dba Patou, 69 Leonard St.
- Stone Hearth Also, Inc., dba Stone Hearth Pizza, 57 Leonard St.

*Motion was made to approve the above listed Restaurants – Wine & Malt Liquor Licenses. Motion was approved by a vote of 3-0.*

#### Retail – Wine & Malt Liquor:

- Craft Beer Initiative, LLC., dba Craft Beer Cellar - Belmont, 87 Leonard St., #2
- BLB 638, Inc., dba Cuvee Fine Wines, 32 Leonard St.
- Art's Specialties, dba Art's Specialties, LLC., 369 Trapelo Rd.
- Gajanand Inc., dba Belmont Convenience Store, 62 Concord Ave

*Motion was made to approve the above listed Retail – Wine & Malt Liquor Licenses. Motion was approved by a vote of 3-0.*

#### Retail – All Alcohol

- The Spirited Gourmet of Belmont, Ltd., dba The Spirited Gourmet, 448 Common St.
- Star Markets Company, Inc., dba Star Market, 535 Trapelo Rd.

*Motion was made to approve the above listed Retail – All Alcohol Licenses. Motion was approved by a vote of 3-0.*

#### Club Licenses

- Belmont Country Club, dba Belmont Country Club, 181 Winter St.

*Motion was made to approve the Club License for Belmont Country Club, dba Belmont Country Club, 181 Winter St. Motion was approved by a vote of 3-0.*



#### Club Licenses (CONDITIONAL APPROVAL)

- Waverley Post 1272 VFW, dba Veteran's Club, 310 Trapelo Rd.

*Motion was made to grant conditional approval for the Club License for Waverley Post 1272 VFW, dba Veteran's Club, 310 Trapelo Rd. pending approval by the Town Administrator. Motion was approved by a vote of 3-0.*

#### Possible vote on appointments, reappointments and acceptance of resignations:

##### Vision 21 Implementation Committee

*Motion was made to accept the resignation of Justin Bacule from the Vision 21 Implementation Committee. Motion was approved by a vote of 3-0.*

##### Cultural Council

*Motion was made to appoint Katherine Craig to the Cultural Council for a term ending 6/30/2025. Motion was approved by a vote of 3-0.*

#### Discussion and possible vote to amend the charge of the MBTA Communities Advisory Committee

The charge needs to be revised indicate that Belmont is a commuter rail, not bus community.

*Motion was made to accept the amendment to the charge of the MBTA Communities Advisory Committee as indicated. Motion was approved by a vote of 3-0.*

#### SELECT BOARD COMMITTEE LIAISON REPORTS

Community Path Project hybrid kick off meeting was held with Pare Engineering.

Comprehensive Capital Budget Committee has been working on a rubric for capital project process.

MBTA Communities Advisory Committee action plan will be submitted in January 2023. The plan will be reviewed by the Planning Board tomorrow and then the Planning Board will bring it before the Select Board.

#### APPROVAL OF MINUTES

##### November 21, 2022 – Regular Meeting

*Motion was made to approve the November 21, 2022 minutes as amended. Motion was approved by a vote of 3-0.*

##### Next Meetings:

###### a. Potential Topics:

- (1) Committee and Board Appointments/Reappointments
- (2) Update by the Age Friendly Action Plan Committee
- (3) Update by the MBTA Communities Advisory Committee
- (4) MAPC Presentation on Net Zero Carbon Emissions

###### b. Next Meeting Dates:

- (1) Monday, January 9, 2022 – 7:00 PM Regular Meeting

- (2) Thursday, January 12, 2022 – 7:00 PM Budget Summit IV
- (3) Thursday, January 19, 2022 – 7:00 PM -- Public Forum – Elected/Appointed Treasurer
- (4) Monday, January 23, 2022 – 7:00 PM – Regular Meeting

*Submitted by*

*Virginia Quinn*

*Recording Secretary*