

Approved by  
the Select Board on:

10/25/2021

Select Board Joint Meeting with the School Committee

Monday, October 25, 2021

Remote Meeting

7:00 PM

RECEIVED  
TOWN CLERK  
BELMONT, MA

DATE: November 9, 2021

TIME: 2:42 PM

## CALL TO ORDER

A meeting of the Select Board was called to order at 7:00 pm by Chair Adam Dash. Vice Chair Roy Epstein and Select Board member Mark Paolillo were present, along with Town Administrator Patrice Garvin, Assistant Town Administrator Jon Marshall and Town Clerk Ellen O'Brien Cushman.

## TOWN ADMINISTRATOR'S REPORT

### Update on Staffing in Town Administrator's Office

Glenn Clancy agreed to fill in temporarily as the acting Assistant Town Administrator. Brandon Fitts will be temporarily filling in for Jon Marshall as the Recreation Director.

Mark Paolillo supports Glenn's role as acting Town Administrator, but he said he knows he is very busy so he hopes he can manage all the roles he is currently undertaking.

## ACTION BY CONSENT

### Discussion and vote on precinct redistricting

Town Clerk, Ellen Cushman, said there were no changes to the plan she presented last week. She is representing the Belmont Re-Precincting Team. Tonight she is asking for approval from the Select Board on the Town re-precincting map. She reported that comments received from public were supportive of the plan. There have been no changes since the original plan was delivered. The next steps are approval from the State, then a written letter needs to be sent to each resident affected by the change. The point of re-precincting is to balance representation among all eight precincts.

Cushman explained that current Town Meeting members from the redistricted precincts would need to submit a letter of intent to be considered for re-election in the Spring. The Town Clerk's Office will be sending letters to all 36 Town Meeting members who are affected.

Epstein said given the constraints of the project, it looks like the plan set forth is the only way to address the changes in the census. He feels this is an excellent outcome.

[No public comments were made during the public comment portion of the discussion on this matter.]

*Motion was made to accept the 2020 re-precincting plan and authorize the Town Clerk to submit the plan to the State. Motion was approved by a vote of 3-0.*

### Accept resignation from Lauren Meier from the Historic District Commission

Lauren Meier thanked everyone for their support of the Commission. She said she is moving out of Town and has to relinquish her membership. Lisa Harrington will assume role of Chair. They will be looking for new candidates for the three vacancies.

*Move to accept the resignation of Lauren Meier from the Historic District Commission. Motion was approved by a vote of 3-0.*

Approval of Meeting Minutes:

- a. October 26, 2020 – Regular Meeting
- b. December 9, 2020 – Joint Meeting
- c. January 15, 2021 – Joint Meeting
- d. August 17, 2021 – Joint Meeting

*Motion was made to approve the meeting minutes from January 15, 2021, October 26, 2020 and December 9, 2020 as amended. Motion was approved by a vote of 2-0. Paolillo abstained because he was not a Select Board member at the time.*

*Motion was made to approve the minutes of August 17, 2021 as amended. Motion was approved by a vote of 3-0.*

Discussion and possible vote on the timing, process and questions to ask of applicants regarding filling the current vacancy on the School Committee

[Open Joint Meeting with School Committee.]

School Committee was called to order at 7:30 pm by Chair, Amy Checkoway.

School Committee members present: Amy Checkoway, Mike Crowley, Meg Moriarty, Catherine Bowen and Jamal Saeh.

Chair Checkoway announced that Andrea Prestwich submitted her resignation from the School Committee last week. The Select Board members thanked Andrea for her leadership through the past years.

Checkoway announced that no appointments will be made at this meeting, but there will be discussion about how to move the process forward, establish a timeline for how long the position will be posted and set dates for interviews. She said she would like to fill this position by Thanksgiving.

Mike Crowley said the last process worked well but it was time consuming due to the number of applicants. He said that he thinks it's important that the new member possess finance and budgeting acumen.

Mark Paolillo would like to leave it to the School Committee to decide the skill set they would like to see for Andrea's replacement.

Catherine Bowen thought they should ask that candidates supply a short introductory statement to help hasten the hiring process.

Meg Moriarty suggested that they produce a list of qualifications that the committee would like to see in a candidate. She feels that it is important that the candidate has the time to participate. She feels it would also be helpful for the candidate to have some history of other service in the Town.

Amy Checkoway would like to see someone who is willing to jump into things. The School Committee would be willing to support the new person. She would like to see someone who is solution oriented with skills in union contract negotiations.

Jamal said he likes the idea of developing a list of preferred qualifications. He's not sure if having served on other Town committees is an important requisite, but he thinks it's important to have other skills that are compatible with the School Committee needs.

Epstein thought the questions developed last year were very helpful. He thinks the rubric of preferred qualifications would not exclude people but would be helpful for general criteria. He would like to see a timetable and application questions developed for the interview process. He thinks the questions and timetable can be developed after the job is posted.

Amy Checkoway thinks that developing a list of candidate qualifications, will increase transparency.

It was agreed that the Select Board and School Committee will hold a short meeting on November 9th at 8 am to agree on questions to ask of applicants, and then interviews will be conducted on November 10 at 8 pm. Catherine Bowen would like to see each candidate produce a two-minute introduction and she prefers that all candidates be interviewed in one night. She suggested developing a process that could successfully reduce the pool and ensure quick turnaround. Dash suggested that, after the two-minute introduction, a vote be taken to cut down the pool. The final applicants would then be asked questions.

Amy said she would send Patrice Garvin the posting from last year.

Meg Moriarty encouraged people to reach out to the members of the School Committee with any questions.

The decision was made to post the application for the open position on October 26, 2021 with a deadline for said applications of November 8, 2021 at the close of business. A resume and statement of interest will be required of applicants. The Chairs of the Select Board and School Committee will work to come up with a list of questions for discussion at the joint meeting on November 9, 2021.

*Motion to adjourn was approved by a quorum of School Committee members.*

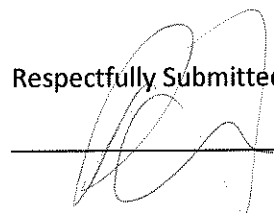
[End Joint Meeting with School Committee.]

Executive Sessions: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares; all unions

*Motion was made by the Select Board to enter into Executive Session and not return to public session.*

Next Select Board Meeting: November 1, 2021

Respectfully Submitted,



PATRICE GARVIN, Town Administrator

