

Approved by  
the Select Board on:

*Revised minutes  
approved 1/10/2022*

Select Board Joint with Zoning Board of Appeals

Monday, November 15, 2021

Remote Meeting

7:00 Pm

**RECEIVED  
TOWN CLERK  
BELMONT, MA**

DATE: January 28, 2022  
TIME: 11:38 AM

## CALL TO ORDER

A meeting of the Select Board was called to order by Chair Adam Dash. Vice Chair Roy Epstein and Select Board member Mark Paolillo were present, along with Town Administrator Patrice Garvin, Acting Assistant Town Administrator Glenn Clancy, and Health Director Wes Chin.

## COMMUNITY ANNOUNCEMENTS

- Public hearing will be held by the Belmont Middle and High School Building Committee on November 18, 2021 at 7 pm about the design west of Harris Field. Remote meeting with discussion about new playing fields and on-site parking.
- Candlelight vigil and commemorative installation for Trans Lives will be held on November 17-18, 2021 sponsored by the Belmont LGBTQ Alliance and the Human Rights Commission. On Nov. 17 – 20 a commemorative installation will honor each individual.
- Paolillo announced that a few residents have not been respectful when calling the Town Administrative office. He said the Town employees will do their best to answer your questions, but it's been a challenging year and everyone should be patient.

## COMMENTS FROM TOWN RESIDENTS

[NONE.]

## TOWN ADMINISTRATOR'S REPORT

### a. Group Insurance Commission (GIC) Timeline

Garvin said she wanted to address questions about whether the Town was planning to join the GIC State insurance program. Sue Shillue, consultant to the Town, said the GIC is going out to bid for 2022 with an effective date of July 2023. Garvin said at this time, the Town has decided not to entertain discussion about joining the GIC until we have further information. The Select Board confirmed that this is still their stance. Dash said it seemed more prudent to wait. The Select Board would have to make a motion about section 32B before we could engage in conversation about joining the GIC. Garvin said it will be a long process and they need to develop a timeline. Epstein said it may be useful for Sue Shillue to come to a Select Board meeting next Spring to review the timeline with her.

### b. Holiday Schedule

Garvin is proposing an early close of Town offices on November 24th at 1 pm and to close offices on the Friday after Thanksgiving. For the Christmas holiday, she proposes to close offices early on Friday, December 24<sup>th</sup> and then close for the full day on Monday, December 26. On New Year's, she proposes to close offices for the full day on Friday December 31<sup>st</sup> and open on Monday, January 3rd.

- The Belmont Board of Health decided that they would review the mask mandate again in January 2022.
- Chin announced that contract tracing is done on the positive cases.

Bill Trabilcy asked what percentage of positive cases in Belmont have been hospitalized?

Chin replied that we have had a couple of hospitalizations but no deaths.

Trabilcy doesn't think that Belmont should be included with Middlesex County and when cases are reported in Belmont we should include outliers.

Chin reported that at the last Board of Health meeting, they discussed looking into exploring a metric that would produce statistics more specific to Belmont.

Trabilcy noted that there are possible inconsistencies with the mask mandate reflected in the number of people in restaurants that do not wear masks.

Chin said that businesses have received warnings about mask wearing. Dash said it's an imperfect system, but he feels the Town needs to continue to impose a mask mandate in order to protect Belmont residents.

Discussion and possible vote to approve the FY22 Pavement Management Engineering Services Contract to Vanasse Hangen Brustlin, Inc (VHB), of Watertown, MA in the amount of \$104,300.00

Glenn Clancy said this is an annual contract that is being renewed to perform pavement design for reconstructed roads. The pavement management costs are estimated to be over \$100K so the Select Board is required to sign off. The company will be acting as a consultant on the all the elements that go into pavement design.

Clancy said this doesn't require a bid. We have used the same company for years and Clancy sees no reason to change them.

*Motion was made to approve the fiscal year 2022 Pavement Management Engineering Service Contract to Vanasse Hangen Brustlin, Inc. of Watertown, MA in the amount of 104,300. Motion approved by a vote of 3-0.*

Discussion on potential cardboard event

Jay Marcotte said we held two cardboard events this past year and had several discussions about whether to do it for free or ask for a fee. Last year the event was on January 9th. He said he is currently looking at the dates of December 11th or December 18th for the event. In January of last year we charged \$5 and there was a slight profit so we covered our expenses. When a similar event was held on June 19<sup>th</sup>, there were only 125 cars at a \$10 fee, and we were not able to cover our costs. Marcotte said that another event after the holiday season may be held as well.

Epstein recommended charging a fee for the December event. He suggested that a preregistration requirement might be necessary to determine sufficient interest. If there are not enough registrants to make it worth our while, then we can elect not to hold the event in December.

*Motion was made to lay the Building Committee discussion on the table until after the grant of location public hearing regarding Verizon. Motion was approved by a vote 3-0.*

Public Hearing on the Request from Verizon for a Grant of Location for Job #1A5C2KE, Moore St., 8:30 PM

James Watt is present to represent Verizon. Verizon is planning on placing one new conduit from an existing manhole to provide new services through a handhole that was already installed by ExteNet. Watt said they talked with Arthur O'Brien, Town Engineer and Verizon has promised to work with ExteNet to make sure the conduit is placed around the trench.

Mr. O'Brien said that ExteNet has already placed the pole box and Verizon will follow that line.

Mr. Watt said that sidewalk and streets would be restored to their original state. Marcotte reported that criteria exist for contractors for restoring Town property back to normal and Verizon will have to comply with those criteria.

O'Brien said the Town requires a certain amount of materials in their specifications, and in some cases we ask outside vendors to repave a portion of the street. Epstein said trenches often show a noticeable dip and he just wants to make sure the finished surfaces are level.

PUBLIC COMMENT about Verizon public hearing:

[NONE.]

*Motion was made to approve the request from Verizon for job 1A5C2KE, to place one new two inch conduit approximately 100 feet northwesterly from existing manhole MH21/36, situated on the westerly side of Moore St. to a new handhole situated on the westerly side of Moore St. with the understanding that the job complies with all specifications set by the Town. Motion was approved by a vote of 3-0.*

*Motion was made to remove the Belmont High School Building Committee update from the table. Motion was approved by a vote of 3-0.*

Bill Anderson asked what the total development costs were for project? Lovallo reported that the total approved hard and soft costs are \$295M. Lovallo said hard cost maximum is \$250 M and soft cost maximum is \$45 M. Lovallo itemized the contingency amount for Anderson. Lovallo said they control all of the contingency money but approval has to be made for money spent. Anderson asked about final costs on contingency and Lovallo reported that they expect to have less than 1% left in contingency funds. Lovallo said we are going back to review the projections and reviewing line items in order to reduce costs. They will be looking at items that can be removed and closing out finished projects. All savings will start to be applied back to the contingency.

Epstein asked if we expect to receive the full MSBA reimbursement? Lovallo replied that Belmont has a maximum grant with the State for up to \$79.4 M. We have to spend before we can get reimbursement. That amount was lowered by a million dollars recently due to bid process re-evaluations. As the project gets evaluated, we will try to capture all costs. Lovallo said they are working with the MSBA to recover all of the costs for changes and so far they have recovered \$4.7 M in costs. Epstein wants to ensure that the Select Board is apprised of any increases in net project costs.

actionable items. We are trying to evaluate ideas, their budget impact and how complicated for implementation and time horizon. Our goal is to continue to have a final report by end of 2021. We have a short lived timeframe.

Sample of Project Ideas:

- Increase supplemental property tax on new construction.
- Encourage Beech St. center rental
- Reviewing zoning opportunities on Belmont St. recommended thru web form.
- Centralizing purchasing for Town and School.
- GIC cost sharing plans.
- Explore work at home opportunities for town employees.
- Key facts from meetings could be summarized that could be shared with community.
- Town IT infrastructure look for ways to serve delivery of services.
- Community Engagement committee that would help sustain volunteer activities. Belmont Helps like activity to sustain variety of activities.

COMMENTS from Select Board:

Dash said he is glad to see so much progress.

Epstein asked if there was a way to quantify the cost to revenue impact? Franck said they try to categorize by cost savings levels and the costs are scored based on a 10 year period. Franck said they will score the most promising ideas.

Paolillo said he has enjoyed his participation on the committee. They have had an opportunity to meet with Belmont department heads and with other local communities. There is still a need to explore significant ideas and collaborations with other Towns to see which ideas can be pursued. Franck said he can give an update in January and February.

Discussion and possible vote on request from 20th Century Studios to film movie scenes in the Statler Road area on December 6, 2021

Matt Melia and Ryan Cook, location managers for 20<sup>th</sup> Century Studios, reported about the film. Melia said this movie is about the Boston Strangler and a female journalist's career as she chases the case down.

Melia reported on the details of the filming project:

- The shooting of the film should only take one day, with one to two weeks preparation work.
- Filming will take place around 9:30 am with 150 people.
- Police detail has been hired and residents will be allowed to enter their homes during filming, but non-essential traffic in the Statler Road area will need to be shut down.
- Flyers were disseminated to all affected residents and a neighborhood meeting was held with 40 residents.
- Some residents' driveways will be needed for the filming and rent will be paid to those residents.

Naomi Dukas, co-chair of Belmont Art Association, asked if there are sign boards available from the Town? Garvin said they will need to fill out a form for this.

*Motion was made to approve the request from the Belmont Gallery of Art to host an outside art marketplace on Saturday, December 11, 2021 from 12 to 5 pm. Motion was approved by a vote 3-0.*

Discussion and possible vote to approve a Disclosure by Non-Elected Municipal Employee of Financial Interest and Determination by Appointing Authority Form for a Member of the Planning Board regarding McLean Zone 3, Design and Site Plan Review

Thayer Donham, Planning Board member, filed a form with the State Ethics Board about a potential conflict of interest. Ms. Donham said her son was hired by a company working on landscape architecture for the McLean development. There may be a potential conflict for her as a voting member of the Planning Committee and she may need to recuse herself from voting on any related issues.

Town Counsel, George Hall, said he doesn't think that her son would be seen as having a financial interest in McLean because he is an employee of a firm and financial interest should not be speculative. He said this could be handled by a simple disclosure, but since she already filled out the form, he thinks the Select Board may as well approve it. The decision by the Select Board would be that the financial impact would not be so substantial as to affect Ms. Donham's decision making on the project. Dash asked Ms. Donham whether she thinks there would be a financial conflict of interest and whether she feels she can participate in the McLean development matter fairly. Ms. Donham she said she did not expect any conflicts and that she felt that she could participate fairly.

*Motion was made to approve the request for signature on the State form "Disclosure by a Non elected Municipal Employee of Financial Interest and Determination by Appointing Authority." It was determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee. Motion was approved by a vote of 3-0.*

[Dash announced that the Select Board will enter into Executive Session with the Zoning Board of Appeals and then come back to public session.]

*Motion was made to enter into Executive Session with the Zoning Board of Appeals. Motion was approved by a vote of 3-0.*

[Open Joint Meeting with Zoning Board of Appeals in Executive Session]

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*Motion was made to return to public session after the Zoning Board of Appeals join meeting in executive session. Motion was approved by a vote of 3-0.*

Select Board Committee Liaison Reports

[NONE.]

Approval of Meeting Minutes

a. November 1, 2021 – Regular Meeting