

**RECEIVED  
TOWN CLERK  
BELMONT, MA**

DATE: October 14, 2020  
TIME: 2:54 PM

**Minutes  
Town of Belmont**

**Select Board  
Virtual Meeting on Zoom  
Monday, August 24, 2020  
7:00pm**

Approved by  
the Select Board on:

10/5/2020

**CALL TO ORDER:**

A meeting of the Select Board was called to order at 7:00pm by Chair Roy Epstein. Vice Chair Tom Caputo and Select Board member Adam Dash were present. Town Administrator Patrice Garvin,

**COMMUNITY ANNOUNCEMENTS:**

- Select Board Member Roy Epstein is hosting a virtual cooking program with the Beech Street Center on August 27<sup>th</sup> at 1:15pm. Please contact Dana Leavitt at 617-993-2977 or by email at [Dleavitt@belmont-ma.gov](mailto:Dleavitt@belmont-ma.gov) for more information.
- Voting Opportunities remain for the State primary Sept 1, 2020
  - Remaining In-Person Early Voting Dates and Times will all take place at Town Hall:
    - Tuesday, August 25 from 8am-4pm
    - Wednesday, August 26 from 8am-4pm
    - Thursday, August 27 from 8am-4pm
    - Friday, August 28 from 8am-12pm
  - In-Person Voting on Election Day Tuesday, September 1<sup>st</sup>. Voters wishing to cast their ballot on Election Day must go to their assigned voting precinct. Polling hours are 7am-8pm.

**APPROVAL OF MEETING MINUTES**

Dash had amended six sets of minutes, which changes Caputo and Epstein both approved of.

*Motion: To approve the regular meeting minutes for June 15, 2020, June 22, 2020, July 20, 2020, July 27, 2020, and August 10, 2020, as amended. (Vote passed 3-0)*

*Motion: To approve the minutes for August 4, 2020, as amended. (Vote passed 2-0, Epstein abstained)*

**ACTION BY CONSENT:**

**COVID-19 Update**

Health Department Director Wes Chen joined the call and said he only had quick reminders for the public as we head into colder weather and the Fall. Chen encouraged residents to continue practicing social distancing, wearing masks, and washing their hands. Chen also urged all to get the flu shot during the Fall and said that those who did not have health insurance could get the flu shot through the Belmont Health Department.

Chen spoke about the local "Mask Up" social media campaign, saying that residents could take photos of themselves wearing masks and post them with the tag #MaskUpBelmont or email them to Lindsay Sharpe at [lsharpe@belmont-ma.gov](mailto:lsharpe@belmont-ma.gov).

**Public Hearing on an Amendment to Fuel Storage License, DPW Yard, C-Street**

Garvin confirmed that Town Meeting had already approved appropriation of the tanks.

Epstein said that he hoped to better introduce the topic to residents, since the process would not happen until Spring. Town Meeting had approved \$39,000 to remove the current underground tanks and use one above ground tank for diesel, and one for gasoline. The tanks would be ten feet tall and white

[Open public comment]

- *Jean-Pierre Eliane:* Lives close to DPW Yard entrance. Raised concern about above ground tanks and potential fire hazards and for the environment, saying that an above ground leak could leak down the street. Eliane also expressed concern about the hours of operation and further increases in traffic in the area.
- *Jason Ketola:* Lives near the DPW Yard entrance. Echoed Eliane's concerns around safety and hours of operations. Asked what additional oversight would be implemented to ensure safety of the tanks. Said he was concerned about traffic, as many vehicles that go to the Yard drive above the posted 15mph speed limit.

Department of Public Works Director Jay Marcotte joined the call and answered the concerns, saying that fire suppression was included in the original quote for the project. Marcotte said there would be grooves in the entire concrete pad around the tanks for spill prevention. Marcotte said hours of operation would be 24/7 and that he expected the traffic pattern to stay the same. Marcotte said that the exceeding of the speed limit could be brought up at the next Town staff meeting. Marcotte further assured the public about fail-safe measures.

- *Judith Ananian Sarno:* Asked if the Town made the choice to move the tanks above ground and asked DPW to post updates and regulations about the tanks online before the project started.

Marcotte answered that the tank needed to be removed and replaced, and in order to adequately insure them, the tanks would have to be above ground.

[Close public comment]

## **91 Beatrice Circle Discussion of Amended Proposal and Town Response**

Epstein explained that the 91 Beatrice Circle developer submitted changes to the project on August 11<sup>th</sup>, evidently in response to the first letter Epstein had written on behalf of the Town. Epstein drafted a new letter on the revised project and asked for comments from the Select Board and public.

Dash and Caputo expressed approval of Epstein's letter. Epstein thanked Fire Chief Frizzell and the others on the team for their efforts.

[Open public comment]

- *Mark Stapp and Kristin Boardman:* Thanked Epstein and Frizzell and asked which version of the letter had been posted online.

Epstein said that the version posted online was most current.

- *Dan Devine:* Thanked Epstein and asked about the process from Mass Housing in communication with abutters and the developer, as some safety concerns were not addressed at all in the developer's response.

Epstein and Garvin answered that Mass Housing had not made contact with the Town on the specific matters addressed in the Town's letter or the developers amended proposal.

- *Sam and Chris Alexander:* Thanked all involved with the letter. Asked Epstein to consider changing the wording around fire spreading to "fire could spread to other structures on the site and the abutters". The Alexanders expressed that their fears were not calmed, but they appreciated Epstein's detailed response. They also suggested providing more examples of why the proposal was different from other Mass Housing projects.

Dash and Epstein said they were reluctant to add more detail or to explain Mass Housings own guidelines to Mass Housing, but that wording changes about the possibility of fire spreading might be beneficial.

- *Lois Pines:* Echoed the enthusiastic view of the letter Asked questions about the proposed placement of bedrooms, energy efficient building, and fire spreading.

Epstein responded that he would add more language about fire spreading to the letter and emphasized his concern that that some bedrooms were not code-compliant.

[Close public comment]

#### **Fire Chief Search Consultant Discussion and Possible Vote**

Human Resources Director joined and said the three applicants for the Fire Chief Search Consultant position.

##### GrouxWhite Consulting

Rick White and Fred Ryan of GrouxWhite Consulting joined the call and described their approach to finding a Fire Chief candidate for Belmont. White and Ryan said they would interview appropriate staff and dive into the community to create a specifically crafted process for the Town of Belmont. Ryan said he would develop simulation exercises unique to Belmont to find the best candidate.

The Select Board asked about the consultants' lack of searches and assessments for fire chief candidates, and Ryan answered that they would bring members to the team to speak specifically to the needs of a fire chief search. Ryan and White answered further questions from the Select Board, assuring the members that they would create exercises to test candidates' financial skills, that the pre-recruiting process could start as soon as they were hired, and that they intended to hold socially distanced interviews to get to know candidates better in person.

##### Parow Consulting and Associates

Jack Parow, of Parow Consulting and Associates, joined the call to introduce himself and his services. Parow's background is in the fire service and as a longtime consultant. Parow had hired several fire chiefs previously and described his process as one that would match the candidate and Town to each other.

The Select Board members asked Parow questions about the search and assessment process. Parow emphasized that having a good network and resources was a great asset to him, as he could reach out to a broad network for the search and worked with many assessors. Parow also assured the Select Board that he could start the process the day after he was hired. Further question and answer ensued.

##### Municipal Resources Incorporated (MRI)

Brian Duggan and Robert Loomer of Municipal Resources Incorporated joined the call. Both explained that they had been fire chiefs in Massachusetts and would co-manage the project. Duggan and Loomer presented their proposed process and project team for Belmont with slides. They highlighted their own and MRI's experience, partnership with communities, and detailed process, including a full background check done through a private investigator.

The Select Board asked Duggan and Loomer questions about their proposed team, process with COVID-19, location, and start date. Duggan and Loomer answered all the questions, including that they would prefer to have some of the candidates' processes held in person and that they were be able to start as soon as possible.

Epstein, Dash, and Caputo discussed the candidates, agreeing on MRI, saying they seemed most capable, especially with their fire experience and demonstrated use of technology.

Porter said that the MRI proposed budget was \$19,500, while the other two firms were around \$12,000, and that she was optimistic about lowering the amount with MRI.

The Select Board agreed to move forward with MRI.

*Motion: To retain Municipal Resources, Inc. as the search firm for the new fire chief pending agreement on a successful contract. (Vote passed 3-0)*

#### **Belmont Center Outdoor Dining Extension Discussion and Possible Vote**

The Select Board members discussed outdoor dining in Belmont Center. There were mixed opinions from the merchants and the public about whether or not the Select Board should extend outdoor dining after Labor Day. Epstein expressed concern with extending outdoor dining after Labor Day. Dash and Caputo advocated for extending outdoor dining and retail throughout town, and keeping Leonard Street as a one-way street until the end of September.

Marcotte said that DPW could open Leonard Street to two-way traffic starting Monday, September 28, 2020. Garvin and Glen Clancy brought up traffic concerns with the typical pick up in traffic after Labor Day, recommending that traffic issues be open for discussion.

The Select Board agreed on keeping Leonard Street one-way, and allowing outdoor dining and retail throughout town, until September 28, 2020. They agreed to discuss extending the free parking in the Claflin lot at their next meeting.

*Motion: To extend the one-way closure of Leonard Street and Belmont Center to September 27<sup>th</sup>, 2020 and to allow outdoor dining and retail until September 27<sup>th</sup>. (Vote passed 3-0)*

*There was a ten-minute intermission.*

#### **Discussion and Vote on an Extension of the Renewal Date for Antique & Second-Hand Good Licenses**

Garvin explained that the licenses were typically renewed each year, but the process had not yet occurred with COVID-19, so the Select Board was to vote on extending the renewal date until the end of April. The Select Board and Garvin had no issue.

*Motion: to extend the current business licenses for antique sales, secondhand goods, and junk from June 30, 2020 to April 30, 2021. (vote passed 3-0)*

#### **Discussion and Possible Vote on Warrant Article for Special Town Meeting to Restructure Municipal Light Board**

Epstein summarized the discussion in the Municipal Light Board meeting that preceded the Select Board meeting. Governance issues had been brought up by former Belmont Light General Manager Chris Roy. The Light Board Advisory Committee had voted to recommend that the Municipal Light Board be changed to an elected five-member body. The Municipal Light Board had interest in addressing governance structure, but there was little time to prepare for a vote at the September Special Town Meeting. Epstein said he had been willing to entertain the idea, but Caputo and Dash seemed less willing due to timing. Epstein did not wish to have a vote at the Special Town Meeting without a unanimous recommendation in favor by the Select Board. Dash and Caputo agreed with Epstein about the need for a governance discussion. All agreed that there was no motion needed for the September Town Meeting.

## **Committee Appointments and Resignations**

The Select Board thanked Jon Marshall and the Town Administrator's office for their work to contact board members whose terms had expired.

### Energy Committee

Four openings on the Committee had become five, with the immediate resignation of Roger Colton.

3 openings Alex Thurston, Adrian Allen, Don Mercier (business rep or town resident). Two resident appointments and business rep for terms ending in 2023. Roger Colton's resignation opens a term ending in 2022 position.

*Motion: To appoint Adrienne Allen and Alex Thurston as town residents, and Donald Mercier in the business representative, on the Energy Committee, all for terms ending in 2023 (Vote 3-0)*

*Motion: To accept the resignation of Roger Colton from the Energy Committee. (Vote passed 3-0)*

### Cable Television Advisory Committee

There was one application from Jonathan Birge, and the Select Board agreed to appoint him.

*Motion: Move to appoint Jonathan Birge to the Cable Television Advisory Committee for a term expiring in 2023. (Vote passed 3-0)*

### Community Preservation Committee

The Select Board members agreed Natasha Klemek would be a great fit for the CPC.

*Motion: To appoint Natasha Klemek to the Community Preservation Committee for a term expiring in 2023. (Vote passed 3-0)*

### Council on Aging

There were four openings on the Council. Ethel Hanmann asked for the one-year slot. The Board agreed on Marjorie Wayne for the fourth open position, and to reappoint three other members.

*Motion: To appoint Marjorie Wayne with a term ending in 2023, to reappoint Theodore Dukas and Tomi Olsen for terms ending in 2023, and to reappoint Ethel Hanmann for a term ending in 2021 to the Council on Aging. (Vote passed 3-0)*

### Disability Access Committee

There were five openings and the Select Board decided to reappoint the four reapplicants. Three of the openings were for terms expiring in 2023, one expiring in 2022, and one expiring in 2021, as the DAC terms needed to be realigned.

*Motion: To reappoint Mark Clark, Emily Marsh, and Erica Zidel with terms expiring in 2023 and to reappoint Michael Lanza for a term expiring in 2022 to the Disability Access Committee. (Vote passed 3-0)*

### Education Scholarship Committee

The Select Board agreed to appoint Zhenzhen Sun to the open committee seat.

*Move to appoint Zhenzhen Sun to appointment ending in 2023 to the Education Scholarship Committee (Vote passed 3-0)*

### Human Rights Commission

The Select Board agreed with the Chair's recommendation of Guy Asmindar and Katya Gajdos. After some discussion, they also decided to appoint Rodmina Abellard.

*Motion: To appoint Rodmina Abellard, Kathleen Gajdos, and Gay Asmindar to Human Right Commission with terms ending in 2023 (Vote 3-0)*

#### Information Technology Advisory Committee (ITAC)

There were three applicants for one opening for ITAC.

The Select Board agreed that Ian Rosenblum seemed most committed.

*Motion: To appoint Ian Rosenblum to ITAC with a term ending in 2023. (Vote passed 3-0)*

#### Meet Belmont Planning Committee

The Select Board agreed to appoint Rosa Sanheuzza.

*Motion: To appoint Rosa Sanheuzza to the Belmont Planning Committee with a term ending 2023 (Vote passed 3-0)*

#### Recreation Commission

There were five openings and many applications for the Recreation Commission. Three re-applicants were in key roles of Chair, Vice Chair, and Secretary, so the Select Board agreed to reappoint them. The Chair of the Recreation Commission had suggested Theresa O'Connor and Paul Cowing.

*Motion: To appoint Paul Cowing for a term expiring in 2022, to appoint Theresa O'Connor for a term expiring in 2021, and to reappoint Cortney Eldridge, Anthony Ferrante, and Marsha Semuels for terms expiring in 2023 to the Recreation Commission. (Vote passed 3-0)*

#### Registrar of Voters

There was some confusion among applicants due to the unusual nature of the committee, as the Democratic and Republican Town Committees put forward their candidates. Robert McGaw had been recommended for re-appointment by the Democratic Town Committee and Paul Miner had been recommended by the Republican Town Committee to fill the Republican vacancy. Melissa Davis, a local attorney had applied, but was not put forward by a Town Committee, and the Board felt that they had a responsibility to the Committees to follow their recommendations.

*Motion: To reappoint Robert McGaw for a term expiring in 2023 as a Democratic appointee, and to appoint Paul Miner as Republican appointee for a term ending 2021, to the Registrar of Voters. (Vote passed 3-0)*

#### Shade Tree Committee

The Committee was in the process of making changes to their structure, so the Select Board agreed to take further action later and simply reappoint candidates for the time being.

*Motion: To reappoint Kathleen Gajdos and Lucia Gates for terms ending in 2023 to the Shade Tree Committee (Vote passed 3-0)*

#### Transportation Advisory Committee

The Select Board agreed to reappoint to re-applicants for three-year terms.

*Motion: To reappoint David Coleman and Jeffrey Roth for terms ending in 2023 to the Transportation Advisory Committee. (Vote passed 3-0)*

#### Vision 21 Implementation Committee

There were three openings, with two re-applicants. The Select Board members also agreed to appoint Amy Kirshner.

*Motion: To reappoint Justin Bakule and Gang Zhao, and appoint Amy Kirshner, to the Vision 21 Implementation Committee with terms expiring in 2023. (Vote passed 3-0)*

### Water Advisory Board

Alex Thurston had withdrawn his application. Epstein said that the Board's charge would likely need to be rewritten to more accurately depict the duties, needs, and role of the WAB. Frank French was happy to continue on.

*Motion: To reappoint Frank French to the Water Advisory Board for a term ending in 2023. (Vote passed 3-0)*

### Youth Commission

There were many applicants for four open positions. After some discussion, the Select Board agreed to reappoint Zachary Gillette, and to appoint Rose Sanhueza, Abraham Dionne, and Clare Svetkey, to the Commission.

*Motion: To reappoint Zachary Gillette for a term expiring in 2023, to appoint Rose Sanhueza for a term expiring in 2023, to appoint Clare Svetkey for a term expiring in 2022, and to appoint Abraham Dionne for a term expiring in 2021 to the Youth Commission. (Vote passed 3-0)*

### Zoning Board of Appeals

Three full member spots were vacant, and the three associate members wanted to move up to full membership. There were other applicants for the full member positions. The Select Board members agreed to invite the applicants to be interviewed and to discuss the matter further at the following week's meeting.

### **Financial Task Force II Update**

Caputo said that FTF2 was continuing to review five-year financial models and work through scenarios for FY22 and beyond. The FTF2 and Town stakeholders were beginning to meet about the dual budget process and to prepare for the override vote in April 2021. Caputo said the FTF2 hoped to present an override amount in January 2021 and a firmer timeline as soon as possible.

### **Town Administrator Review**

Jess Porter explained that she had just sent out the summary of the Select Board members' evaluation of Town Administrator Garvin. The Select Board was to go through the full summary and provide Garvin with any additional feedback. The Select Board asked to review the document at another time, as it was already late at night. Porter, Garvin, and the Select Board agreed to meet on September 2, 2020 at 8:00am to complete Town Administrator Garvin's annual review.

## **TOWN ADMINISTRATOR'S REPORT**

### **Draft Special Town Meeting Warrant**

The warrant and a draft memo to inform Town Meeting members was provided to the Select Board for review. Garvin read the articles:

- Article 2: Adopting of Public Way Carleton Circle
- Article 3 Authorization for Temporary Easements for School Projects
- Article 4: Restoration projects
- Article 5: Water Enterprise to purchase the trailers being used by Police Department
- Article 6: Water capital balances repurposing for FY21 water main replacement program
- Article 7: Sewer capital balances repurposing for Town's sewer and storm water system
- Article 8: amending of a zoning by-law.
- Article 9: McClain District Zone 3 Overlay
- Article 10: Removal of Civil Service for Police and Fire. Public input session on September 9, 2020.
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### **Appointment Only – Town Hall and Homer Building**

Garvin explained that with questions on a daily basis for in-person services, a shared outlook calendar would be available beginning August 31, 2020, and departments would have scheduled open hours for residents to come for in-person services.

### **SELECT BOARD COMMITTEE LIAISON REPORTS**

Community Path Project Committee had continued to digest comments from their recent public forum. The Committee's goal was still to present 25% design application sometime during the fall.

Community Preservation Committee was holding a meeting on Wednesday, August 26, 2020. On September 9, 2020, applicants for funding would present at a public meeting.

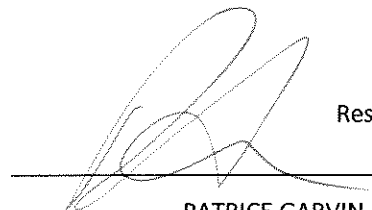
### **EXECUTIVE SESSION**

The Select Board, Garvin, Marcotte, and Porter agreed to enter executive session and conclude the open meeting.

*Motion: To enter executive session 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; at 10:46pm. (Vote passed 3-0)*

### **Next Meeting:**

- August 31, 2020 at 7PM

  
Respectfully Submitted,  
PATRICE GARVIN, Town Administrator