

- **MINUTES**
- **TOWN OF BELMONT**
- **BOARD OF SELECTMEN**
- **SELECTMEN'S MEETING ROOM, TOWN HALL**
- **Thursday, January 14, 2010**
- **4:00 PM**

- **CALL TO ORDER**

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- A special meeting of the Board was called to order at 4:03 pm by Chair Leclerc in the Selectmen's Meeting Room. Selectmen Firenze and Jones were present. Town Administrator Tom Younger and Assistant Town Administrator Jeff Conti were also present.

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- **BUDGET DISCUSSION**

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- Chair Leclerc explained that the purpose of this meeting is for the Board to have dialogue with and provide direction and feedback to department heads regarding their FY11 budgets before they are finalized. There will be subsequent meetings with additional department heads. Each department head will be asked what the impact would be if funds are reduced, and what they would enhance if they had additional funds.

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- The Board began with a general discussion of the Selectmen's role in the budget process.

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- **Community Development – Glenn Clancy**

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- Mr. Clancy reviewed with the Board that his department consists of the four main areas of Building, Planning, Engineering, and Zoning Enforcement. Mr. Clancy is the Town Engineer, Building Inspector, and chief Zoning Enforcement Officer. Planning is handled by Planning Director Jay Szklut who could not be here for this meeting; the Board may wish to meet with him separately.

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- There has been no change in the number of full-time employees (FTEs) in the department over the last few years and none is expected in FY11.

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- Generally, the department follows up on building or zoning complaints within 24 hours; however, they are not able to be pro-active in searching for violations. They have not been able to conduct night-time enforcement due to the overtime cost.

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- A reduction of funding would mean a decreased ability to interact with the public and meet their needs. If additional funding were available, Mr. Clancy said he would like to modernize the department's document management and increase road reconstruction.

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- **Human Resources – Diane Crimmins**

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- The HR Department can be divided into four function areas: 1) Personnel, which includes administering the Town’s job classifications and salary and benefits levels, recruiting new employees, maintaining personnel records, and handling workers’ compensation and unemployment claims; 2) Labor issues; 3) Employee benefits administration; 4) Compliance with federal and state regulations.

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- Fundamentally, HR supports the Town employees so that they can provide services to the Town.

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- Selectman Firenze asked about the possibility of combining HR services for the Town and schools. Ms. Crimmins is discussing this with the school administration and will be visiting Andover to learn about how they combined this function for their Town and schools. She does not believe, however, that such a consolidation would save a significant amount because the total workload will be the same. She said that the director of a combined HR Department would need a full-time, experienced professional-level assistant because there are so many non-clerical tasks that must be handled.

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- **Building Services – Kevin Looney**

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- The department has 4 full-time employees. Among its duties, it handles mail pickup for all Town departments, and would like to assume that function for the School Administration and Library buildings also. About a third of the department’s budget is contracted services such as boiler maintenance and HVAC work.

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- There was discussion of combing the building services functions of the Town and schools. Mr. Looney said he supports this idea in principle, but school buildings are used very differently from Town buildings and therefore have different needs.

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- There was discussion of the importance of establishing and maintaining a standard of maintenance to protect the Town’s assets and prevent the need for early replacement.

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- Wishlist projects for the department include a comprehensive envelope and HVAC study, a document management program, and completing the implementation of new security measures for all buildings.

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- The Board moved to adjourn the meeting at 6:05 pm.

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- Thomas G. Younger, Town Administrator

