

2017 APR 28 AM 9:39

MINUTES  
TOWN OF BELMONT  
BOARD OF SELECTMEN  
SELECTMEN'S MEETING ROOM  
Friday, March 3, 2017  
8:15 AM

APPROVED  
BOARD OF SELECTMEN  
DATE: 4-24-17

### CALL TO ORDER

A meeting of the Board (primarily for budget hearings) was called to order in open session at 8:27 a.m. by Chair Mark Paolillo in the Selectmen's Meeting Room. Selectmen Sami Baghdady and Jim Williams were present. Town Administrator David Kale and Assistant Town Administrator Phyllis Marshall were also present.

Chair Paolillo reviewed the agenda. He then thanked the Budget Team for their FY18 budget efforts and for putting together the budget book.

### QUESTIONS FROM TOWN RESIDENTS

[There were none.]

### Town Administrator's Report

Mr. Kale reported on the following items:

- **Vote to Approve the Implementation of the EGWP (Employer Group Waiver Plan)**  
Ms. Jessica Porter, HR Director, and Mr. Michael Kaplan, Harvard Pilgrim Account Representative, appeared before the Board to discuss the EGWP implementation plan. Mr. Kale noted that, while this plan is beneficial to both the Town and the retirees, it will require significant upfront work for implementation. Ms. Porter provided a brief summary of EGWP, noting that it pertains to the prescription coverage plan for Medicare eligible retirees. It will be implemented in January of 2018. Mr. Kale provided a brief OPEB summary as it relates to the accounting and budget components. The Board briefly discussed the EGWP's impact on the town and on the overall retiree health insurance benefit instead of receiving a reimbursement. There is an estimated impact on our OPEB liability of \$13,000,000 without any actual experience.
- In addition, Mr. Kale provided an update on the OPEB (Other Postemployment Benefits) actuarial RFP (Request for Proposal) process. The Light Department Financial Statements must be issued by April 30, 2017 because it operates on a calendar year as opposed to the fiscal year basis and an interim OPEB actuarial study will need to be completed for compliance with GASB45. The Board of Selectmen met with the OPEB working group and the Board accepted their information and strategies for the accounting aspect and the budgeting aspect. In developing the RFP to accomplish those things and recognizing the fiscal year vs calendar year there is a requirement for an April 30 deadline, it was discovered that after the updated OPEB actuarial study and evaluating the proposal that meeting the April 30 date was not realistic. Shortly thereafter, an RFP

MEMTO: will be issued to incorporate the recommendation of the OPEB Working Group and to satisfy GASB 74 and 75 Requirements. Based on the timeline for the RFP Process and the need to complete Light Department financial statements by April 30, 2017, the Town has no alternate to this strategy to complete in two steps.

Mr. Kale also explained the estimated savings cannot be determined in the FY18 and FY19 budget. Retiree health insurance is rolled over in January of the calendar year. There is a 9% increase in the FY18 Health Insurance Budget. The January claims are being reviewed to see if it is an anomaly or trend. It was also noted that while actual claims experience had moderated in the first six months of the FY17 year, January claims saw a significant increase which will need to be monitored in future months to determine if a larger increase is required. Chair Paolillo asked about additional information on the health claims trust fund balance. Payment has been greater than the monthly allocation last fiscal year and the first six months of this fiscal year have generated payment need less than the average monthly allocation. The allocation is agreed in concert with Harvard Pilgrim and our insurance advisor. There were two years with zero increase and last year the increase in insurance was 2.5% in the working rate of insurance coverage. Jim Williams asked who does the work on the health insurance working rate and the trust. David Kale responded that it is the Town Administrator, Human Resources Director, Assistant Town Administrator, Insurance Consultant, Harvard Pilgrim representative, Town Treasurer.

Jessica Porter reviewed the process of educating the retirees on the Employer Group Waiver Plan for a January, 2018 implementation. The nonmedicare retirees stay on the same plan as active employees.

*The Board moved:* To approve the Implementation of the EGWP (Employer Group Waiver Plan), effective 1-1-18.  
The motion passed unanimously (3-0).

## **DEPARTMENTAL BUDGET MEETINGS**

### **Town Clerk (TC), Ellen Cushman**

The Town Clerk, Ms. Ellen Cushman, appeared before the Board to discuss the department's FY18 budget. Ms. Cushman began by explaining the three different components of the Town Clerk budget which are Legislative, Record Keeping and Licensing, and Elections and Registrations such as Town Government/Town Meeting, licensing applications, and the management of town, state, and national elections. The total Town Clerk budget is down by \$35,000; it does fluctuate depending on the number of elections in a given year, including Minuteman School. Election costs around \$17,000 - \$18,000. The total number of visitors to the Office is up. About 100 people a day visit the Town Clerk Office and there are many phone calls and emails on a daily basis. The Public Records Law, she noted, has put pressure on the Town Clerk Office.

The Board briefly discussed the Public Records Law and its impact on the Town Clerk Office.

The salary increases of the employees was raised by Selectman Williams, was also very briefly discussed. Chair Paolillo stated that this topic needs to be explored in Executive Session.

### **Information Technology (IT), David Petto**

Information Technology Director, Mr. David Petto, appeared before the Board to discuss the department's FY18 budget. Mr. Petto began by explaining the five major programs that his department oversees. IT provides support services to all the town departments. He reviewed the challenges faced this year such as the loss of Help Desk employee. He then explained how the hub switch system works and the switch gear systems. The system needs to be mapped, tested, and assessed. He noted that more funding is needed for the electronic switch-gear, which is included in the FY18 Budget.

The Board expressed its support for the network upgrades, e.g., the electronic switch-gear. Chair Paolillo raised the topic of cyber security. Mr. Petto summarized the security measures that are in place as well as the violations that have been attempted in the past year. He noted that additional administrative help would be appreciated. Mr. Kale noted that the switch-gear network was the priority for this year, but that the Administrative Support position is something that will be looked into in the future.

### **Human Resources (HR), Jessica Porter**

Director of Human Resources, Ms. Jessica Porter appeared before the Board to discuss the department's FY18 budget. Ms. Porter began by noting that there is basically no change to the budget with the exception of a request for \$4,000 to conduct background checks. She reviewed the accomplishments of the past year, the day-to-day operations, and provided an overview of the trainings conducted. She reviewed the number of employees in the department. Chair Paolillo noted the importance of succession planning and raised the issue of implementing an evaluation system. Mr. Kale replied that the departments as well as HR are mindful of both succession planning as well as the importance of an evaluation system. Selectman Williams raised the topic of the town organization chart as it relates to succession planning.

### **Facilities, Gerry Boyle**

Mr. Gerry Boyle, Director of Facilities, and Ms. Cindy Papa, Administrative Assistant, appeared before the Board to discuss the department FY18 budget. Mr. Boyle began by describing the scope of the department's work. He named several departmental accomplishments, including installing the Chenery Modular Units, finishing-up the Underwood Pool project, Town Hall paving, Belmont High School Building Committee work, coordination/combination with the School Department. Mr. Kale spoke to the need for additional assistance and the pilot plan for providing that assistance. Mr. Kale also provided information on the managing of the custodial component, given the combined (town/school) facilities department.

The HVAC Technician is a requested position for FY18. The position is intended to reduce money spent on HVAC contracted services. Mr. Boyle noted where additional support (staffing)

could be used in the department to support its functions.

The Board discussed the concept of merging DPW with Facilities at a new building facility. Selectman Williams raised the topic of available space that could be used in the School Administration building. Mr. Boyle stated that available space throughout town is being well utilized.

Mr. Boyle suggested that a touch screen board would be a good tool to help people find the location of meetings throughout town.

### **Community Development (CD), Glenn Clancy**

Mr. Glenn Clancy, Director of Community Development, appeared before the Board to discuss the department FY18 budget. Mr. Clancy began by highlighting Community Development accomplishments over the past year: overseeing the Trapelo Road project, overseeing vegetation planning, sewer connections, Mystic River water oversight, the Transfer Station/Incinerator Site capping, Community Path, etc. Mr. Clancy discussed the capping process and explained the plastic covering. He noted the funding that is available in the related stabilization fund to deal with the former Incinerator site.

Mr. Clancy then discussed the Belmont Goes Solar inspection process, as it put a big demand on the department.

He noted that a staff planner position was added to the department in December 2016, as approved in the FY17 Budget, and that a building inspector contractor is under consideration. He explained how the FY18 Budget includes \$25,000 for a pilot program to allow building inspectors to increase enforcement. There are times when permanent building inspectors may need to devote time on enforcement activities. If enforcement of zoning matters is required, the ability to allow for a contract with a temporary or consulting building inspector will be helpful to keep the building inspection demands met.

Mr. Clancy then mentioned the Charles River Watershed work that will need to be addressed going forward. There is federal money (via a permit) that can be put toward this undertaking.

[The Board took a brief recess.]

### **Department of Public Works, Jay Marcotte**

Mr. Jay Marcotte, Director of the DPW, Mr. Mike Santoro, Assistant Director of DPW, Ms. June Howell, Recreation Department, and Mr. Mike Bishop, Water Division, appeared before the Board to discuss the department FY18 budget. Mr. Marcotte began by reviewing the accomplishments of the department: renovating PQ tennis courts, completing the Recreation Strategic Plan, implementing Recreation software updates, assisting the Friends of the PQ Park on their CPA application, Friends of the Grove Street Park on their CPA application, trash survey of collection systems and Pilot program. Mr. Kale noted that a decision will need to be made in the near future on solid waste in Belmont.

Concerning the Recreation Department, Mr. Marcotte noted that Recreation did well with revenue collections last year. Pool memberships were very robust.

He then noted several programs executed by the highway (snow plow training division) and the implementation of water smart meter program in Fall 2017. The smart meter program was briefly discussed.

As for DPW goals, Mr. Marcotte noted the departmental reorganization based on the Recreation Department strategic plan. Mr. Kale explained that an interim Recreation Director position will be pursued. Several existing internal staff positions will be reorganized in support of the strategic plan, which is included in the FY18 Budget.

The Board asked about several budget line items such as snow and ice removal which is \$61,000 over budget, tree trimming which has required more attention as a result of the goal to trim and preserve the older, larger trees, pool programming, water rates, etc.

Selectman Williams raised the issue of the impact of the CPA projects implementation on the DPW. Mr. Marcotte stated that implementation has gone well thus far, but the coming year will be a litmus test.

### **Town Administration (TA), David Kale**

Mr. Kale began by stating that the non-salary component of the budget is roughly the same; however, the salary component has risen slightly. He noted several TA accomplishments: the BHS project is underway, the Trapelo Road project, the Belmont Center project, the Light substation project, AAA rating, balanced budgets for FY16, 17, 18, successful Town Meetings, conveyance of Incinerator Site, withdrawing from Minuteman, Recreation Strategic Plan, the Go Solar program, the Community Path process, the OPEB working group, the solid waste data collection, cable TV contracts renewal, the new and first full season of the Underwood Pool, a new accounting system, implementation of CPA projects, etc.

Goals for next year include hiring a new TA (the search firm RFP has been issued), creating vocational tech programming options (with the School Department), continuing the BHS project, exploring new skating rink options, community path options, solid waste collection bid process, updating personnel policies, water meter program upgrades, and the parking management plan – which was briefly explored.

### **TA Report (continued)**

- **Chief Procurement Officer Designation for Inspector General** – Mr. Kale stated that Ms. Marshall will need this designation in her role as Interim TA.

*The Board moved:* To appoint Ms. Marshall as the Chief Procurement Officer designee as provided by the Inspector General's Office.

The motion passed unanimously (3-0).

## **Town Day Approval**

Approval of a Request from the Belmont Center Business Association to hold the 27<sup>th</sup> Annual Belmont Town Day on Saturday, May 20<sup>th</sup> from 7:00 am – 5:00 pm, which would include closing Leonard Street from Pleasant Street to Concord Avenue from 7:00 am – 6:00 pm.

*The Board moved:* To approve the request from the Belmont Center Business Association to hold the 27<sup>th</sup> Annual Belmont Town Day on Saturday, May 20<sup>th</sup> from 7:00 am – 5:00 pm, details noted above.  
The motion passed unanimously (3-0).

## **Accounting, Chitra Subramanian**

Town Accountant, Ms. Chitra Subramanian, appeared before the Board to discuss the department's FY18 budget. Ms. Subramanian began by noting that the budget has increased by 2.5%. She reviewed several accomplishments of the department, such as decentralized accounts payable, cross-departmental trainings, the MUNIS system integration with the Water and Sewer utility billing system with the Belmont Light Department, audits, recreation program participation payment record keeping.

She stated that the staffing seems appropriate at this time, although there is an open position.

The Board asked very brief clarifying questions.

### **Other**

#### ***A Thank You to Mr. Kale***

Chair Paolillo thanked Mr. Kale for all that was accomplished under his tenure as Town Administrator. The Board wished him well in his new position.

#### ***Selectman Rojas Photo Unveiling***

Chair Paolillo recognized former Selectman Rojas for his service to the town. His photo was unveiled. Photos were taken.

## **NEXT MEETINGS**

Monday March 6, 2017 - 7:00 P.M. Town Hall Selectmen's Meeting Room  
Friday March 10, 2017 – 8:15 A.M. Town Hall Selectmen's Meeting Room  
Monday March 27, 2017 - 7:00 P.M. Town Hall Selectmen's Meeting Room

The Board moved to adjourn the meeting at 12:33 p.m.

  
\_\_\_\_\_  
Phyllis Marshall Interim, Town Administrator