

**MINUTES
TOWN OF BELMONT
BOARD OF SELECTMEN
SELECTMEN'S MEETING ROOM
Tuesday, April 24, 2012
9:00 AM**

A regular meeting of the Board of Selectmen was called to order in open session at 8:48 a.m. by Chair Paolillo in the Selectmen's Meeting Room. Selectmen Jones and Rojas were present. Interim Town Administrator Kellie Hebert and Town Accountant Chitra Subramanian were also present.

SPED, OPEB, and Facilities Maintenance Funding

Chair Paolillo noted that \$250K (remaining funds from the snow and ice removal) is being slated to be used for the SPED stabilization fund. He reviewed that money is available from FEMA and local aid money. Regarding the OPEB policy, Selectman Jones suggested looking at certified free cash for last 10 years to see what the levels have been. This data could drive the policy, Jones offered.

Chair Paolillo said he would like to have a recommendation in place regarding the OPEB policy for the May TM. WC Chair Allison (from the audience) said she will coordinate with Town Accountant Subramanian on this.

Chair Paolillo said he would like to put \$150K into a fund for facilities maintenance, as needs often arise that don't fall under the Capital Budget. Selectman Jones said he would like to have a list of orphan projects for TM members to view. Chair Paolillo agreed that a list of potential needs would be helpful. The final decision of specific projects will be left with the new facilities director once he/she is hired.

The Board moved: To approve the \$150K for facilities maintenance projects.
The motion passed unanimously (3-0).

SPED Stabilization Fund

Chair Jones asked to see the SPED Stabilization Fund article (Article 5). He noted that the Board has not yet determined how this will be funded going forward. Ms. Subramanian said TM will need to vote on the funding policy. It could be established that a percentage of free cash (as with the perspective OPEB policy) could be used to seed this stabilization fund.

Member Sarno said (from the audience) that the Ed. Subcommittee has not yet discussed specifically the funding of this. Selectman Jones said that Lexington put \$100K in the fund every year until it hit \$1M. Chair Allison offered that the WC has had concerns that if this budget item is removed from the School Department, there would be little

incentive to contain SPED costs. She suggested that this should be a one-year experiment before going forward permanently. The Board discussed.

General Government Appropriations

Chair Paolillo noted that the amount available to appropriate is \$311K.

The Board moved: To approval the Light Rate increase, the Town Administrator Salary, and fuel costs increase totaling \$98K.

The motion passed unanimously (3-0).

Chair Paolillo reviewed the Police Traffic Management supplemental requests. Selectman Jones said that if a full-time officer is hired to handle traffic issues across town, there needs to be a set of specific goals set out. The Board discussed performance measurements and the staffing of the police department as it impacts overtime and other patrol services.

The Board moved: To approve the part-time crossing guard at \$6.3K.

The motion passed unanimously (3-0).

IT Requests for Library access and a Security Study

The Board moved: To approve these two requests totaling \$42,600.

The motion passed unanimously (3-0).

TA Requests for Budget Analyst Position to be bumped to Full-Time and to increase the hours of an Administrative Support Position from Part Time to Full-Time

Chair Paolillo said the Board discussed that, once the funding is allocated, the new Town Administrator can approve the appointments.

The Board moved: To approval the appropriation (\$49K) contingent upon the new TA's approval.

The motion passed unanimously (3-0).

Recreation Department Part-Time Salaries

Recreation is requesting an additional \$1,600 for incremental hourly raises for summer employees who work with special needs children. Ms. Hebert said that revenue from the department programs would probably cover these additional requests.

COA Transportation

Ms. Nava Niv-Vogel, COA Director, and Mr. Joel Semuels appeared before the Board to discuss the transportation request funding for COA Transportation. Ms. Niv-Vogel stated that the \$4.3K would be the upper limit number of funding needed. She said she is

requesting to extend the hours of operation for the Belder Bus driver to extend the hours of services. The amount quoted (\$4.3K) is for the cost of the driver at the overtime rate. She explained how this would work. The purpose is to get seniors to attend various programs at extended hours. The Board discussed issues relating to this, including Newton's taxi service option.

The Board moved: To accept the COA transportation increase (\$4.3K).
The motion passed unanimously (3-0).

Recreation Department Part-Time Salaries (*continued*)

Ms. Howell, Recreation Coordinator, appeared before the Board to answer questions about the part-time hourly rate. She noted that this is a stipend for people who work with the Special Needs program. She said that the stipend would cover their gas expenses.

The Board moved: To approval the Recreation salary request (\$1,600).
The motion passed unanimously (3-0).

ACTION BY APPOINTMENT

Wheelabrator Settlement

DPW Director Castanino appeared before the Board to discuss the Wheelabrator settlement. He said a suit was settled a year ago regarding trash disposal methods that had violated state environmental regulations. The town needs to sign a release for this item in order to receive its portion of the settlement: \$51,992.64. Mr. Castanino informed the Board that Town Counsel has advised the Board to sign this release.

The Board moved: To agree to accept the Wheelabrator settlement money.
The motion passed unanimously (3-0).

Mr. Castanino then suggested that the money be placed in the ASH Landfill Stabilization Fund.

The Board moved: To place the \$51,992.64 in the ASH Landfill Stabilization Fund.
The motion passed unanimously (3-0).

The Board signed the settlement release papers.

Parks Rules and Regulations

Mr. Castanino remained before the Board to discuss the Parks Rules and Regulations. He discussed the "no smoking" signs as well as the signs prohibiting street hockey and skateboarding. The issue involves the Board specifically approving the regulations to allow for police enforcement.

The Board moved: To approve the parks and athletic rules and regulations as outlined by Mr. Castanino.

The motion passed unanimously (3-0).

The Board discussed alternative sites for street hockey. Mr. Castanino said he would explore options and report back to the Board. He said there are some possibilities throughout town.

The Board then discussed the specific amount of funding that remains from the \$311K (given what has been allocated thus far at this morning's meeting).

Library Requests

The Board agreed that the Municipal Appropriation Requirement (MAR) number has been a confusing issue. Selectman Jones said that once the Board allocates the Library additional funding, the town is then required to give this funding next year, by state law, and in order to receive state funding. Town Accountant Subramanian will seek more information on this issue from Director Connors. WC Chair Allison said some of the expenses could be labeled "one time". She suggested that if the Library's requests are approved, it should be done contingent on being "one-time" expenses.

Police Update

Town Clerk Cushman reported that the Police Chief (who was not available to attend this meeting) has communicated that the police OT would indeed be alleviated by adding this position.

The Board moved: To accept this police traffic position at \$60K.

The motion passed unanimously (3-0).

Social Worker Position

Chair Paolillo said that there is a need for this to be a full-time position and currently the social worker employee works for 10 months a year. He said he can't support this but will need to discuss it with the Health Department.

School Resource Officer (SRO)

This position has been split with the schools, Chair Paolillo noted, and there is a need for this position at the High School, but this needs to be explored further.

Town Clerk Office

This request is to bump a part-time position to full-time. Chair Paolillo said that he hoped a summer intern could accommodate some of the needs here.

Ms. O'Brien Cushman, Town Clerk, appeared before the Board to answer questions about this position. Chair Paolillo said he is reluctant to bring this to a benefited position. Ms. Cushman said her staff is working at a rate that cannot be sustained, e.g., 60 hours a week. Chair Paolillo asked if a part-time, non benefited position would work. Ms. Hebert said that the person in this position has superseded the part-time hours per week, and has technically already triggered eligibility for health benefits. Ms. Cushman said that this person has in effect been working much more than part-time hours.

The Board moved: To approve this request (\$14K).
The motion passed unanimously (3-0).

Library Requests (*continued*)

Ms. Connors, Library Director, appeared before the Board to offer clarification on the Library's requests, specifically the MAR impact. She explained how increases to the budget would be reported to the state and impacts the MAR. The Board discussed issues relating to this. The Board then discussed the specific Library requests that were put forth.

The Board moved: To approve the Library e-readers and Library materials (at \$20K each).
The motion passed unanimously (3-0)

The Board moved: To approve the \$8,000 pool for part-time Library personnel.
The motion passed unanimously (3-0).

The Board moved: To approve the YA reference library for five additional hours at \$7,100.
The motion passed unanimously (3-0).

Regarding the MAR, the Board then discussed the impact to the MAR on the approved motions that were passed. Mr. Fred Dooe, Technical Services Coordinator, joined the table, and explained how the previous three years would impact the MAR, which is the bottom line. He said if the MAR is not met, state funding is lost.

Chair Allison noted that the pension contributions have not been included in the expenses of the added positions. She suggested that the Board not spend every single cent on new programs/personnel. The Board discussed.

The Board moved: To approve one summer evening in the Children's Room for \$1.1K.
The motion passed unanimously (3-0).

Selectman Jones asked about an official procurement official in town. It was offered that Mr. Frank Martin, from Accounting, is the procurement official. He then noted that the

town needs to have someone review its construction contracts, both drafting the contracts and overseeing the contracts. This “contract administrator” position would pay for itself in ceasing contract overruns.

Chair Paolillo said he would like to allocate money (\$20K) to those non-union staff who innovate on the delivery of services which could result in cost savings for the town.

The Board moved: To increase the line-item for non-union personnel for merit bonuses by \$20K.

The motion passed unanimously (3-0).

Chair Paolillo noted that the remaining \$57K would remain in the levy capacity.

**One Day Liquor License: Belmont Hill School, 350 Prospect Ave
Woman Speaker Series, 4/25/12, Wine and Malt**

The Board moved: To approve the license request noted above.

The motion passed unanimously (3-0).

Vote on Final Warrant for Special TM May 14, 2012

The Board noted that it needs to vote on the inclusion of the articles in the warrant for the Special TM. Ms. Hebert reviewed the articles for the Special TM.

The Board moved: To approve the articles on the warrant for the Special TM to be held on May 14, 2012.

The motion passed unanimously (3-0).

The Board moved to adjourn the meeting at 10:45 am.

Ms. Hebert, Acting Town Administrator