

**MINUTES
TOWN OF BELMONT
BOARD OF SELECTMEN
SELECTMEN'S MEETING ROOM
Friday, May 4, 2012
9:00 AM**

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CALL TO ORDER

A regular meeting of the Board was called to order in open session at 9:07 am by Chair Paolillo in the Selectmen's Meeting Room. Selectmen Jones and Rojas were present. Interim Town Administrator Kellie Hebert was present.

QUESTIONS FROM TOWN RESIDENTS

[There were none.]

ACTION BY APPOINTMENT

MWRA – Financial Assistance Loan/Grant

Town Treasurer Floyd Carman appeared before the Board to request that the Board approve and sign a \$559,405 interest-free loan for five years, which is part of the \$1.17M of an MWRA loan. He said this loan would be used to realign sewer pipes.

The Board moved: To approve the \$559,405 sewer bond documents.
The motion passed unanimously (3-0).

The Board signed the documents.

Special Town Meeting (STM) Articles

STM Article 2: Old Bills Legal Expenses

Selectman Jones explained that these are old legal bills from FY11 and that the money will be taken out of free cash.

The Board moved: Favorable action on STM Article 2.
The motion passed unanimously (3-0).

STM Article 3: Transfer of Balances

Ms. Hebert explained the balances that would need to be transferred.

The Board moved: Favorable action on STM Article 3.
The motion passed unanimously (3-0).

STM Article 4: Minuteman

Chair Paolillo explained that Minuteman needs \$46K to address fire safety issues (walls needed to be replaced). Selectman Jones noted that the WC raised several questions about this issue, including the E and D fund. The Board discussed. The Board will wait until Minuteman Representative, Mr. Jack Weis, reports out to the WC on the questions raised. Jones said that more detail would be useful, although it's unlikely this bill will be avoided.

The Board will vote STM Article 4 on May 14.

STM Article 5: SPED Stabilization Fund

Chair Paolillo noted that this fund is being created to address unanticipated SPED costs, and the fund would be initialized by transferring \$250K from snow and ice savings. The \$250K will be placed in free cash prior to the transfer. Town Accountant Subramanian approached the table to answer questions. Selectman Jones noted that there will be questions about this article at TM.

The Board moved: Favorable action on STM Article 5.
The motion passed unanimously (3-0).

STM Article 6: OPEB

Chair Paolillo noted that this appropriation does not constitute the adoption of a specific policy, but the Board will work on a policy in the very near future. WC Chair Allison said that the free cash balances for the last 10 years are being analyzed to inform the decision regarding the particular percentage to be applied in a future policy. The Board then discussed the \$105K and if that is the appropriate amount. Selectman Jones said that if state aid is reduced, this number may also be reduced. Mr. Widmer offered (from the audience) that the state will decide in two weeks, and it looks like the numbers predicted by the House will stick.

The Board moved: To approve the appropriation of \$105K for OPEB.
The motion passed unanimously (3-0).

The Board moved: Favorable action on STM Article 6.
The motion passed unanimously (3-0).

STM Article 7: FY13 Facilities Management

Chair Paolillo explained this appropriation of \$150K, which will fund miscellaneous capital needs under the direction of the new Facilities Manager. The Board discussed that \$39K (reversion funding) from the school budget will be added to this as well.

The Board moved: Favorable action on STM Article 7.
The motion passed unanimously (3-0).

STM Article 8: Change Date of Annual Election

Town Clerk Cushman appeared before the Board to explain why she is requesting that Tuesday (not Monday) be the official day to vote at the Town Election. She said that Tuesday works better for the Clerk's office as a result of state laws. She noted that this works better for absentee voting, as well. She informed the Board that, while the annual election has always been on Monday, Tuesday is the date of other town elections, and consistency is important. She said that this would be more convenient for residents and offer some cost savings.

The Board moved: Favorable action on STM Article 8.
The motion passed unanimously (3-0) .

STM Article 9: Solar Panel By-law

Planning Board (PB) Chair Baghdady appeared before the Board to explain this article. He noted that this article, with the amendment, represents a compromise that is amenable to the PB and to the Energy Commission.

The Board moved: Favorable action on STM Article 9.
The motion passed unanimously (3-0).

STM Article 10: Amend Zoning District

PB Chair Baghdady remained before the Board to explain the background of this article. He said that the PB voted to let the by-law expire by its own terms and that this area would be revisited. He said the by-law, as it currently stands, needs revision, as it proposes more residential housing than is appropriate. He said the PB has scheduled a public hearing on May 8 on this topic.

The Board opted to wait until the hearing, upon which it will receive PB input. Chair Paolillo requested the PB's feedback on how they vote on this.

STM Article 11: Trapelo Road and Belmont Street

Selectman Jones explained this article, noting that this involves town-owned property and that the tax revenue impact is very small. WC Chair Allison said that the loss of tax revenue is under \$200K and, as such, the WC did not take a position. Ms. Hebert offered that Mr. Clancy has estimated that this would cost Belmont no more than \$100K in associated costs, with the money coming from the Pavement Management fund.

The Board opted to wait to vote on this article. Ms. Hebert said that there is an item on the agenda regarding this on May 7.

Discussion and Vote on Annual Town Meeting (ATM) Financial Articles

Article 5: Salary of Elected Officials

Chair Paolillo reviewed the salaries of the elected officials in town. He noted that the Town Clerk's salary has garnered a fair amount of discussion. Selectman Jones informed the Board that the WC intends to file an amendment to the Board's recommendation. He said that the Board was basing their recommendation on former Interim TA Mr. Kelliher's recommendation, based on information gathered by Ms. Diane Crimmins (HR Director). He said there needs to be agreement on procedure and data gathering.

Ms. Crimmins then appeared before the Board to explain that she updated the job description and the payment scale. She informed the Board of the methodology for creating a payment evaluation (point factor system) and then how the position receives a grade. This job was rated at a grade 18 with a salary of \$78K. She then explained how the pay system works for non-union managers: minimum salary, mid-point, and maximum salary. She said this is a performance-based pay system.

Selectman Jones asked Mr. Widmer to join the table to offer a historical perspective on the rating of the Town Clerk's job. Mr. Widmer said that both the Town Clerk and the Treasurer were graded 18, but that it was not appropriate to slot them together, as the Treasurer has greater responsibilities. He said that a rationale was developed to justify changing the grade based on a survey of neighboring towns.

Mr. Widmer then explained how the WC established its pay range, using the market as a driving force. He also reviewed TM's perspective on this, noting that this is inherently complex.

The Board discussed the details of this issue.

WC Chair Allison informed the Board that the WC amendment puts forth \$66,052 for the Town Clerk's salary. She explained how this number was arrived at and then offered some history on how the WC has approached this issue in the past. She noted that the issue of salaries will be studied across the Board in FY13 (\$25K was allocated to do so) and that any major salary adjustment should wait until the survey is complete. She noted that the Board's recommended increase is a 25% increase, and the WC's recommendation is a 6% increase.

WC Member Epstein approached the table to offer insights into the research he did on the approach undertaken in suggesting a salary for this position. He said they looked at comparable towns and evaluated the job descriptions of the Town Clerk positions. He said there was similarity in comparing these towns to Belmont and found that the median salary was about \$60K. He said 6% is a reasonable escalator and keeps Belmont in line with the market. He said there is no logic to have a 25% increase.

The Board discussed many factors relating to the salary considerations of this position, specifically market data and job responsibilities.

Ms. Crimmins then reviewed the salary ranges of a grade 17 and 19.

The Board moved: Favorable action on Article 5.
The motion passed unanimously (3-0).

The Board will vote on the WC's amendment to the Town Clerk's salary when it meets prior to the ATM on Monday May 14

The Board took a five-minute recess.

Article 8: Capital Expenditures

Chair Paolillo noted that there are reversions from the School Department that will be funneled back into the Capital budget. He noted items that will be considered. The total appropriation is \$1.4M, but \$300K will be added to handle sewer issues.

DPW Director Mr. Peter Castanino appeared before the Board to discuss this article. Mr. Castanino explained the financial plan for the sanitary sewer and stormwater budget. He explained that water and sewer is outside of the Capital budget.

The Board will need to vote on a new motion as the CBC has new numbers based on new information. Ms. Subramanian explained some of the adjustments to the articles (specifically Articles 3 and 8).

Selectman Jones asked about the Underwood Pool restoration costs, given its present location. Mr. Castanino provided some background information on the pool, noting that it lies below the Wellington Brook water table. He said the pool is long past its useful life and someday it will fail. Chair Paolillo said he would like to revisit this entire issue in the near future.

The Board moved: Favorable action on Article 8.
The motion passed unanimously (3-0).

Article 14: Landfill Stabilization Fund

Mr. Castanino remained before the Board to discuss Article 14; Mr. Clancy joined him. Chair Paolillo noted that the post-closure use(s) at this site still needs to be decided upon. Mr. Clancy explained the comprehensive site assessment, including the CAAA study. This study will analyze the containments found at the site and identify ways to mitigate the impact of those containments. After this, the corrective active design (\$90K) will occur; again once the CAAA is complete. Selectman Rojas asked about the consideration of the final use of this site. Mr. Clancy said that post-closure use will likely be a municipal use.

The Board discussed that there is commercial interest in this site.

The Board moved: Favorable action on Article 14.
The motion passed unanimously (3-0).

[Selectman Rojas left the meeting.]

Article 11: Community Preservation Act (CPA)

Mr. Carman appeared before the Board to speak on Article 11. He said that the CPA is requesting funding to be allocated as the committee begins to review various projects. He explained the statutory obligations of the funding. He said that administrative expenses are granted at 5%. The CPA is trying to understand the nuances of the law as they relate to community preservation. He said they may need to employ a consultant to offer expertise to the CPA in the first year. After the first year, a part-time non-benefit person may need to be hired.

He then updated the Board on the CPA, noting that \$850K has been raised thus far from Belmont tax payers.

The Board moved: Favorable action on Article 11.
The motion passed unanimously (2-0).

Article 4: Budget Appropriation

Chair Paolillo asked if these motions reflected the Board's discussions. Selectman Jones noted that the WC will submit an amendment to the budget pertaining to the Town Clerk's salary. Ms. Hebert noted that there is a change to Article 3.

The Board moved: Favorable action on Article 4.
The motion passed unanimously (2-0).

Article 3: Authorization to Transfer Balances

Chair Paolillo requested clarification on the changes in Article 3. Ms. Hebert said that it has been updated based on the CBC's meeting.

The Board moved: Favorable action on Article 3 (as updated).
The motion passed unanimously (2-0).

Article 6: Contributory Pension

The Board moved: Favorable action on Article 6.
The motion passed unanimously (2-0).

Article 7: Appropriation of "Up Front" Funds for Highway Improvements

The Board moved: Favorable action on Article 7.
The motion passed unanimously (2-0).

Article 9: Water and Sewer and Stormwater Services

The Board moved: Favorable action on Article 9.
The motion passed unanimously (2-0).

Article 10: Revolving Funds

The Board noted that there will be questions at TM on this article. Selectman Jones said that amounts over \$5K will need to be analyzed and understood in preparation of TM.

The Board moved: Favorable action on Article 10.
The motion passed unanimously (2-0).

Article 12: Water Main Replacement Program – Bond Authorization

The Board moved: Favorable action on Article 12.
The motion passed unanimously (2-0).

Article 13: DEP Sewer/Stormwater Loan Program

The Board moved: Favorable action on Article 13.
The motion passed unanimously (2-0).

OTHER

Selectman Jones explained that the health insurance savings will be variable from year to year. He said this will need to be explained and tied to the budget line items.

Chair Paolillo raised the topic of the BMLD substation report at TM. He said he would also like to briefly discuss (at TM) the budget process that was instituted this year. Selectman Jones agreed and noted that this was the first year that the Board did not need to appropriate all the money and in fact was able to put \$57K in reserves.

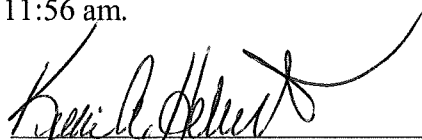
He reviewed the TM reports:

- BMLD
- WC's budget report
- Budget collaboration report

The Board then discussed that the TA budget salary line item has been increased. The CBC is requesting money for administrative support (e.g., a minutes taker) at its meetings.

Chair Paolillo gave a brief update on the TA search committee's work. He said that meetings with the final candidates will commence after TM.

The Board moved to adjourn the meeting at 11:56 am.



Ms. Hebert, Acting Town Administrator