



TOWN OF BELMONT
OFFICE OF THE BOARD OF SELECTMEN
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BOARD OF SELECTMEN

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MARK A. PAOLILLO, Vice Chair
ADAM DASH

INTERIM TOWN ADMINISTRATOR

PHYLLIS L. MARSHALL

INTERIM ASSISTANT TOWN ADMINISTRATOR

DOUGLAS MEAGHER

April 6, 2017

Dear Town Meeting Members:

Enclosed please find the Warrant for the **Annual Town Meeting** scheduled for 7:00 p.m. on **Monday, May 1, 2017** at the Belmont High School Auditorium.

Should the business of the Annual Town Meeting not conclude on May 1st, the meeting will be continued to 7:00 p.m. on the following dates, as required:

- May 3, 8, 10 at the Belmont High School Auditorium
- Monday, June 5, 7, 12, and 14 at the Belmont High School Auditorium

Also enclosed, please find the Warrant for the **Special Town Meeting** scheduled for 7:30 p.m. on **Wednesday, May 3, 2017** at the Belmont High School Auditorium.

As you will see from the attached materials, the Annual Town Meeting Warrant includes twenty six (26) articles. The non-financial articles are contained in Segment A. Information on the financial articles contained in Segment B will be distributed prior to June 1, 2017.

Please be reminded that the Warrant and any additional information can be found in the Town Meeting section of the Town Clerk's web page at www.Belmont-ma.gov.

The customary Warrant Discussion Night, co-sponsored by the League of Women Voters and the Warrant Committee is scheduled for Monday, April 24, 2017 at 7:30 pm at the Beech Street Center.

We look forward to a productive Annual Town Meeting, and thank you for your continued involvement and participation in our Town's legislative process.

Sincerely,

James R. Williams, Chair
Mark A. Paolillo, Vice Chair
Adam Dash, Selectman

You are invited to attend

Warrant Briefing

Monday, April 24th, 2017

at 7:30 PM

Beech Street Center

266 Beech Street

**Opportunity to ask questions about
Warrant Articles**

prior to

May 1st Annual Town Meeting

**Town Officials and Department Heads
will be present to provide information**

Roy Epstein

Chair of the Warrant Committee will preside

Cosponsored by:

the Warrant Committee

and the



**Belmont League of Women Voters®
Education Fund**



MODERATOR'S MESSAGE ON TOWN MEETING PROCEDURES

Belmont's Town Meetings are conducted in accordance with the Massachusetts General Laws, our Representative Town Meeting statute, the General Bylaws, and traditional customs and practices that we have followed for many years, with guidance provided by the principles and rules of conduct in *Town Meeting Time, a Handbook of Parliamentary law*. Several matters of procedure are summarized below.

- An **article** in the Warrant provides notice to the Town Meeting of a matter to be considered. The article itself is not a specific proposal for action. A **motion** is a proposal for action by the Town Meeting and must be within the scope of the notice provided by an article in the Warrant. An article may not be amended but a motion may be amended by vote of the Town Meeting.
- Formal seconding will not be required on **main motions** under articles in the warrant. Seconding will be required on all other motions.
- All **main motions and proposed amendments** involving the expenditure of money must be in writing. All other motions and proposed amendments must also be in writing unless they are brief and simple as to be easily understood when stated orally.
- All substantive amendments and motions to be offered under an article in the Warrant must be submitted to the Town Clerk in writing not later than the close of business on the third (3rd) business day before the commencement of the session at which the Article is considered, in order to provide sufficient time for review by Town Counsel and the Moderator and to be made available for distribution to the Town Meeting Members before the commencement of such session. The Moderator may allow exceptions to the advance filing requirement in case of motions that are easy to understand, but such exceptions are within the exclusive discretion of the Moderator.
- Except for motions involving the expenditure of money or Bylaw amendments, the Moderator will first recognize the maker of the motion, if he or she wishes to speak.
- Before commencing discussion on motions involving the expenditure of money or Bylaw amendments, the Moderator will first call for committee reports as follows:
 - **Expenditure of Money** – Warrant Committee,
 - **Capital Improvements** – Warrant Committee, then Capital Budget Committee,
 - **General Bylaw amendments** – Bylaw Review Committee,
 - **Zoning Bylaw amendments** – Planning Board.
- Town Meeting Members wishing to speak should come to a microphone. When recognized by the Moderator, the Member should state his or her name and precinct number before commencing.
- Registered voters of the Town who are not Town Meeting Members may speak at the Town Meeting, but first must either arrange in advance with the Moderator for recognition or arrange to be introduced by a Town Meeting Member.

- Persons who are not Town Meeting Members may be admitted to the floor by invitation **but may not vote.**
- All discussion must be relevant to a motion before the town meeting. All speakers must address the Moderator; questions may be asked only through the Moderator. Speakers are limited to an initial question and one follow-up question. A Town Meeting Member who wishes to make a motion that is debatable must first make the motion and, after it is seconded, if required, the Moderator will recognize the maker of the motion to speak to it. The Moderator will not recognize a motion made at the conclusion of a speech. This, by definition, includes a motion that would terminate debate, such as a motion for the previous question.
- The Moderator will try to recognize Town Meeting Members in the order in which they come to the microphones. While our General Bylaws do not set a time limit for Town Meeting Members when speaking for the first time, the Moderator has established a limit of five minutes. Unless the Town Meeting consents no person may speak more than twice upon any question, except to correct an error or to make an explanation of a previous statement. No person should seek recognition to speak for a second time until others who have not yet spoken have had an opportunity to be recognized. The five-minute limit also applies to those speaking for a second time.
- Section 30-115 of our General Bylaws provides that all votes shall be taken in the first instance by a “yes” or “no” voice vote. If the Moderator is in doubt as to the vote, or if any Town Meeting Member doubts the vote, the Moderator will call for an electronic vote. Any Town Meeting Member may also request a roll call vote; the request must be concurred in by 34 or more additional Town Meeting Members; and the request must be made in connection with final action under an article in the Warrant.
- Our Bylaws require that a Town Meeting Member who wishes to speak on an issue in which he or she or a member of his or her family has a direct financial interest, or in which he or she is engaged as an attorney or consultant, must first disclose this interest to the Town Meeting.
- A motion to reconsider a vote adopted at one session of a Town Meeting may not be made at an adjourned session of the same Town Meeting unless the mover has given notice of his or her intention either at the session at which the vote was passed or by written notice delivered to the Town Clerk by 12 o'clock noon on the first business day following the commencement of the session at which the vote sought to be reconsidered was passed. A two-thirds vote is required for reconsideration; no vote may be reconsidered more than once.
- Action on our general budget article will not be considered final so as to require a two-thirds vote for reconsideration, or any other procedures relating to reconsideration, until all action under that Article has been completed.

Any citizen who has questions about Town Meeting procedures is encouraged to email me at mike.j.widmer@gmail.com.

Michael J. Widmer

Moderator

2017 Annual Town Meeting

INDEX OF WARRANT ARTICLES

Article Number	Segment	Title	Page
ARTICLE 1	A	Reports	3
ARTICLE 2	A	Authorization to Represent the Town's Legal Interests	3
ARTICLE 3	A	Adopt MGL c. 90 § 17C – Speed Limits	4
AMEND GENERAL BYLAWS			
ARTICLE 4	A	Amendments to The Demolition Delay General Bylaw (§60-320)	4
AMEND ZONING BY-LAW			
ARTICLE 5	A	Amend Sign Zoning By-Law:	9
ARTICLE 6	A	Zoning Amendment Marijuana Establishment Temporary Moratorium	16
COMMUNITY PRESERVATION FUNDS			
ARTICLE 7	A	FY18 Community Preservation Committee Budget & Projects	17
CITIZEN PETITION			
ARTICLE 8	A	Amend General Bylaws , Section 40-200A to increase membership of the Board of Selectmen from three to five members	19
ARTICLE 9	A	Petition to allow Board of Selectmen to consider waste metering approaches to save money and reduce trash	19
ARTICLE 10	A	Welcoming Town Designation	20
BUDGETARY & FINANCIAL ARTICLES			
ARTICLE 11	B	Salaries of Elected Officials	21
ARTICLE 12	B	Enterprise Funds for Water and Sewer and Stormwater Services	21
ARTICLE 13	B	FY18 Budget Appropriation and Transfer Balances to Fund the FY18 Budget	21
ARTICLE 14	B	Authorization for Up-Front Funds for Chapter 90 Highway Improvements	22
ARTICLE 15	B	Appropriation of Capital Expenditures	22
ARTICLE 16	B	Appropriation of Other Post-Employment Benefits (OPEB) Stabilization Fund	23
ARTICLE 17	B	Authorization for Revolving Funds	23
ARTICLE 18	B	Authorization to Establish a Special Education Reserve Fund	24
ARTICLE 19	B	Authorization to Increase Retirement Board Stipend	24
ARTICLE 20	B	Authorization to Increase COLA Base by Retirement Board	24
ARTICLE 21	B	Authorization to Increase Minimum Allowance Payable to Survivors of Members of the Belmont Retirement System	25

ARTICLE 22	B	Authorization to Adjust Spousal Benefits for Surviving Spouses of Retirees	25
ARTICLE 23	B	Municipal Light Substation Project Borrowing De-Authorization and Appropriation	25
ARTICLE 24	B	Joint Public Safety Communications Center Project Borrowing De-Authorization and Reduction of the Appropriation	26
ARTICLE 25	B	Replacement Fire Alarm System at Belmont High School Borrowing De-Authorization and Reduction of the Appropriation	26
CITIZEN PETITION			
ARTICLE 26	B	Citizens' Petition: General Fund Stabilization	26

Segment A: Belmont High School 7 pm, begins May 1, 2017
Segment B: Belmont High School 7 pm, begins June 5, 2017



**TOWN OF BELMONT
WARRANT FOR 2017 ANNUAL TOWN MEETING
MAY 1, 2017
COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

To either of the Constables in said County:

Greetings:

In the name of the Commonwealth of Massachusetts you are required to notify and warn the Inhabitants of the Town of Belmont, qualified as the law requires to vote in elections and Town Affairs, to meet at the Belmont High School Auditorium on **MONDAY, MAY 1, 2017, at 7:00 P.M.**, and to notify and warn the Town Meeting Members to meet and act at said time and place on the following Articles, viz:

ARTICLE 1:

REPORTS

To hear the report of the Selectmen and other Town Officers, any Committee heretofore appointed and to act thereon.

This article accepts the reports of Town departments appearing in the Annual Town Report and allows the Board of Selectmen and other Town officers, boards and committees to report orally to the Town Meeting on appropriate matters not otherwise appearing on the Warrant. This article stays "on the table" throughout the Town Meeting to allow Town officials and committees to report at the call of the Moderator.

Majority vote required for passage.

ARTICLE 2:

AUTHORIZATION TO REPRESENT THE TOWN'S LEGAL INTERESTS

To see if the Town will authorize the Selectmen to bring and defend actions for and against the Town, to submit any such claims to arbitration and to enter into settlement on account of the same in behalf of the Town, as and when they deem it for the best interest of the Town to do so, or in any way act thereon.

This is a standard article that authorizes the Board of Selectmen to represent the Town's legal interests and to settle legal claims.

Submitted by the Board of Selectmen

The Board of Selectmen will report on this Article.

Majority vote required for passage.

ARTICLE 3:**ADOPT MGL c. 90 § 17C – SPEED LIMITS**

To see if the Town will vote to adopt Chapter 90, section 17C of the Massachusetts General Laws, providing for a uniform speed limit of 25 miles per hour on those streets determined to be thickly settled, or take any action relative thereto.

This is a new provision under the Municipal Modernization Act giving the town the authority to reduce the uniform speed limit on all public ways within a thickly settled area or business district, except in those areas where special speed limits have been established, from 30 to 25 mph. Signs would be installed at town borders notifying motorists that the speed limit is 25 MPH unless otherwise posted. Advantages would be that speed limits are presumed to be 25 MPH unless otherwise posted and a reduction in number of signs. The town would still have to seek MassDOT approval for any changes in previously approved posted speed signs.

Submitted by the Board of Selectmen

The Board of Selectmen will report on this Article.

Majority vote required for passage.

ARTICLE 4:**AMENDMENTS TO THE DEMOLITION DELAY GENERAL BYLAW (§60-320)**

To see if the Town will vote to amend the General Bylaws by deleting Section 60-320 in its entirety and replacing it with the following:

- A. Intent and purpose. This Section is adopted for the purpose of preserving and protecting Significant Buildings within the Town of Belmont that constitute or reflect distinctive features of the architectural, cultural, economic, political, or social history of the Town; and to limit the detrimental effect of Demolition on the character of the Town. Through this Section, owners of Preferably Preserved Buildings are encouraged to seek out and consider alternative options that will preserve, rehabilitate or restore such Buildings; and residents of the Town are alerted to impending Demolitions of Significant Buildings. By preserving and protecting Significant Buildings, this Section promotes the public welfare by making the Town a more attractive and desirable place in which to live and work. To achieve these purposes, the Belmont Historic District Commission is authorized to advise the Inspector of Buildings with respect to Demolition Permit Applications.
- B. Time limitation. The provisions of this Section shall be null and void and of no force and effect on and after December 31, 2022.
- C. Definitions. For the purposes of this Section, the following terms shall have the following definitions:

APPLICANT

Any person or entity that files an Application for a Demolition Permit.

APPLICATION

An Application for a Demolition Permit.

BUILDING

A roofed Structure enclosing useful space.

COMMISSION

The Belmont Historic District Commission.

DEMOLISH

To engage in Demolition of a Building.

DEMOLITION

The removal or dismantling of a Building in whole or substantial part, with or without the intent to replace the construction so affected.

DEMOLITION PERMIT

The permit required by the Inspector of Buildings for Demolition of a Building.

INSPECTOR OF BUILDINGS

The person authorized by law to issue Demolition Permits within the Town of Belmont.

LIST

A list of Buildings, entitled *Belmont's Significant Historic Buildings Subject to Demolition Delay Bylaw*, prepared by the Commission and filed with the Town Clerk, on March 30, 2017, as it may be modified pursuant to Subsection D.

PREFERABLY PRESERVED BUILDING

Any Significant Building that the Commission determines, following a public hearing, should be preserved or rehabilitated rather than Demolished.

SIGNIFICANT BUILDING

A Building that is listed on the List.

STRUCTURE

Anything constructed or erected, the use of which requires fixed location on the ground.

D. The List of Buildings.

- (1) Upon the effective date of the 2017 amendments to this Section, the Commission shall notify the owner of record of any Building identified on the List, of the owner's right to appeal to the Board of Selectmen within 60 days of such notice to have the Building removed from the List. The basis for this appeal shall be limited to a factual demonstration that the Building does not qualify to be a Significant Building, based upon the following considerations:
 - (a) Whether the Building is associated with events that have made a significant contribution to our history;
 - (b) Whether the Building is associated with the lives of persons historically significant in our past;

- (c) Whether the Building embodies distinctive characteristics of a type, period, or method of construction; represents the work of a master; possesses high artistic value; or represents a significant and distinguishable entity whose components may lack individual distinction;
- (d) Whether the Building has recognized national, state, or local level historical significance;
- (e) The historic context of the Building; and,
- (f) The integrity of the Building.

(2) Additional Buildings shall not be added to the List.

(3) Buildings that are located within the McLean Hospital National Historic District, the Common Street Historic District, the Pleasant Street Historic District and the Richardson Farm Historic District, as well as the Belmont Center Fire Station and Waverley Square Fire Station and all municipal Buildings shall be ineligible for inclusion on the List.

(4) The Demolition of a Significant Building following the issuance of a Demolition Permit shall automatically result in the removal of such Building from the List. Demolition Permits issued for Significant Buildings shall expire six months after their issuance, and a Significant Building that is not Demolished within such period shall remain on the List, and shall be subject to the review procedure set forth in Subsection F.

E. Exclusions. Subsection F shall not apply to:

- (1) The removal of a Building to another site within the Town of Belmont;
- (2) Routine maintenance of a Building;
- (3) Interior renovations of a Building;
- (4) Removal, replacement, renovation, or construction of a Building's porches, entryways, entry platforms and accompanying roofs, decks, dormers, or other architectural elements;
- (5) Removal or replacement of a Building's roofing materials, siding, railings, or windows; or
- (6) Removal or destruction of a substantial addition to a Significant Building that, in the determination of the Commission, does not contribute to the historic character of the Building.

F. Review Procedure.

- (1) No Demolition Permit for a Significant Building shall be issued until the provisions of this Subsection have been satisfied.
- (2) An Applicant proposing to Demolish a Significant Building shall file with the Inspector of Buildings an Application containing the following information:
 - (a) The address of the Building to be Demolished;

- (b) The owner's name, address, relevant contact information and telephone number;
- (c) A description of the Building; and
- (d) Photographs of the Building and of neighboring properties.

If the Applicant is not the owner of the Building, the Application shall demonstrate the owner's assent to the filing of the Application.

- (3) The Inspector of Buildings shall, within seven days of receipt of such Application, forward a copy thereof to the Commission.
- (4) Within 35 days of receipt of a copy of the Application from the Inspector of Buildings, the Commission shall hold a public hearing to determine if it is in the public interest for a Significant Building to be preserved or rehabilitated rather than Demolished and, based on such determination, whether the Significant Building is a Preferably Preserved Building. Public notice of the time, place and purpose of the hearing shall be posted in the same manner as meeting notices posted in Belmont under the Open Meeting Law, MGL c.30A, §20, for a period of not less than seven days prior to the hearing date. The Inspector of Buildings, the Applicant and the owner of the Significant Building (if different from the Applicant) shall be notified in writing of the meeting time and place no less than 14 days prior to the hearing date.
- (5) Within 10 days of the first date of such public hearing, the Commission shall provide written notification to the Inspector of Buildings and the Applicant of its determination as to whether the Significant Building is a Preferably Preserved Building. If agreed to in writing by the Applicant, the determination of the Commission and notification to the Inspector of Buildings may be postponed to a specified date. If the Commission does not provide written notification to the Inspector of Buildings and the Applicant of its determination in writing by such deadline, then the Inspector of Buildings may issue the Demolition Permit.
- (6) If the Commission determines that the Significant Building is not a Preferably Preserved Building, the Commission shall so notify the Inspector of Buildings and Applicant in writing. The Inspector of Buildings may then issue the Demolition Permit.
- (7) If the Commission determines that the Significant Building is a Preferably Preserved Building, a Demolition Permit may thereafter be issued no sooner than 12 months after the date that the Application was filed with the Inspector of Buildings, unless a shorter time is otherwise authorized by the Commission based on its finding that the intent and purpose of this Section, as provided in Subsection A hereof, will be adequately served.

G. Responsibility of Owners and Applicants.

- (1) The owner of a Significant Building for which a Demolition Permit is being sought shall:
 - (a) Provide such information as is reasonably requested by the Commission in connection with its consideration of whether the Significant Building is a Preferably Preserved Building;
 - (b) Allow exterior access to the property on which the Significant Building is located, as reasonably requested by the Commission; and

- (c) Secure the Significant Building, if vacant, to the satisfaction of the Inspector of Buildings until a Demolition Permit is issued.
- (2) An Applicant who has applied for a Demolition Permit for a Preferably Preserved Building shall:
 - (a) Participate in the investigation of preservation options for the Preferably Preserved Building; and
 - (b) Reasonably cooperate with the Commission and any interested parties in seeking alternatives to the Demolition of the Preferably Preserved Building.
- (3) If the owner of a Significant Building fails to secure the Building to the satisfaction of the Inspector of Buildings, the subsequent destruction of the Building through any cause, shall be considered a voluntary Demolition in violation of this Section if such destruction could have been prevented by the required security measures.

H. Emergency Demolition.

- (1) Nothing in this Section shall restrict the Inspector of Buildings from ordering the immediate Demolition, in accordance with applicable law, of any Building in the event of imminent danger to the safety of the public. In the event that the Inspector of Buildings is informed that a Significant Building is dangerous to life or limb, or otherwise may be subject to a removal order, the Commission shall be notified and, where practicable, the Commission or its designee shall be allowed to accompany the Inspector of Buildings during the inspection of the Building.
- (2) As soon as practicable after the Inspector of Buildings has issued an emergency Demolition order for a Significant Building, a copy of such order shall be provided to the Commission, together with copies of all documentation relevant thereto.

I. Administration, Enforcement and Remedies.

- (1) The Commission may adopt such rules and regulations as are necessary to administer the provisions of this Section, but may not increase the length of the delay period stated herein.
- (2) In computing any period of time prescribed in this Section, the day of the act, event, or default after which the designated period begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday or a legal holiday, in which event the period runs until the end of the next business day.
- (3) The Commission and the Inspector of Buildings are each specifically authorized to institute any and all actions and proceedings, in law or equity, as either of them may deem necessary and appropriate to obtain compliance with the requirements of this Section or to prevent a threatened violation thereof.
- (4) Any owner of a Significant Building that is Demolished without first obtaining a Demolition Permit in accordance with the provisions of this Section shall be subject to a penalty of \$300.00. Each day that such violation exists until a faithful restoration of the Demolished Significant Building or other remediation or remediation plan has been approved by the

Commission shall constitute a separate offense. The Inspector of Buildings may enforce this Section by non-criminal disposition as provided in MGL c.40, §21D.

- (5) If a Significant Building is voluntarily Demolished without first obtaining a Demolition Permit in accordance with the provisions of this Section, no building permit authorizing construction on the lot on which the Building was located or on any adjoining lot under common ownership therewith shall be issued for a period of two years from the date of the Demolition, unless agreed to by the Commission.

Submitted by the Historic District Commission

The Board of Selectmen, Bylaw Review Committee, and Planning Board will report on this Article.

Majority vote required for passage.

ARTICLE 5:

AMENDMENTS TO THE SIGN ZONING BY-LAW (§5.2)

- A. To see if the Town will vote to amend Section 1.4, Definitions and Abbreviations, in the definition for 'Sign' by deleting from sub section c) the phrase 'covering not more than 50% of window area', as follows:

- c) temporary signs inside display windows, ~~covering not more than 50% of window area,~~
illuminated by building illumination only;

- B. To see if the Town will vote to amend Section 1.4, Definitions and Abbreviations, in the definition for 'Sign, Temporary' by deleting '100' and replacing it with '60' and inserting the phrase 'and not repeated for a period of 4 months after removal' at the end of the definition, as follows:

Sign, Temporary - Any sign, including its supporting structure, intended to be maintained for a continuous period of not more than ~~100~~ 60 days in any calendar year, and not repeated for a period of 4 months after removal.

- C. To see if the Town will vote to amend Section 5.2, Signs, by deleting those words and phrases that are strike through and inserting those words and phrases underlined and renumbering the Section accordingly:

Section 5.2 Signs

5.2.1 Intent and Purpose

It is recognized that signs perform important functions in the community ~~which~~ and are essential for the public safety and general welfare, such as communicating messages, providing information about goods and services available, and providing orientation. It is further recognized that because of their potential ~~detrimental~~ impact on the visual and perceptual environment, signs must be regulated in order to:

- a) prevent hazards to vehicular and pedestrian traffic;

- b) prevent conditions which have a blighting influence and contribute to declining property values;
- c) provide for easy recognition and legibility of all permitted signs and other uses in the immediate vicinity;
- d) preserve the amenities and visual quality of the Town and curb the deterioration of the community environment; and
- e) conserve energy.

It is the intent of this Section 5.2 to protect property values, create a more attractive business climate, enhance and protect the physical appearance of the community, provide a more enjoyable and pleasing community and to encourage the most appropriate uses of land.

5.2.2 Permits

No sign (other than a temporary sign in a window or a sign pursuant to Section 5.2.5 a) 1. shall be erected, altered or enlarged in a General or Local Business District until a permit has been issued by the Building Inspector, to be issued only for signs complying with all applicable provisions of this By-Law.

Any party seeking to erect a sign that does not meet dimensional or operational requirements of this By-Law may seek a waiver of the requirements of this By-Law from the Planning Board. The Planning Board may provide such a waiver if it finds that such a waiver will not adversely impact the health and safety of nearby persons or property and that granting the waiver is materially consistent with the purposes of this By-Law. In granting such a waiver, the Planning Board shall specify the size, type, and location of the sign(s) and impose such other terms and conditions as deemed necessary to promote the purposes of this By-Law.

5.2.3 General Requirements

- a) Movement. No sign shall contain any visible movable or moving parts (except for the hands of a traditional analog type, i.e., non-digital clock whose face does not exceed 36 inches in diameter), any moving, flashing, or animated lights, or any automatically changing written or pictorial matter or message.
- b) Illumination. No sign shall be illuminated between the hours of 10:00 p.m. and 6:00 a.m. unless the premises on which it is located are legally open for business. Signs may be illuminated only by the following means:
 1. By a white, steady stationary light shielded and directed solely at the sign;
 2. By interior non-exposed lights;
 3. By exposed neon or similar tube illumination.
- c) ~~Window Signs. Window signs shall be permitted, provided that the aggregate area of such signs does not exceed 20% of the area of the window glass. Removable signs temporarily affixed to the window or associated with a window display are permitted, provided that the aggregate area of the window covered by the signs, including permanent signs, does not exceed 50%.~~

- c) Temporary Signs. Temporary signs must comply with the requirements for permanent signs, except for temporary non-commercial signs allowed in all districts without a permit from the Building Inspector. ~~except signs for charitable and public safety purposes, which may be authorized by the Building Inspector despite noncompliance. Before a temporary sign (other than a temporary sign placed in a window) shall be erected, there shall be deposited with the Town Treasurer the sum of \$20.00 for each sign, and the Town Treasurer shall notify the Building Inspector. The deposit shall be refunded only upon the removal of the sign.~~
- d) Removability. No sign shall be painted or posted on the surface of any wall without an intermediary removable surface.
- e) ~~Non-accessory Signs. The erection of non-accessory signs is not permitted.~~
- e) Sign Location. Signs attached to a roof and v-shaped signs attached to buildings are not permitted. Signs attached to a building must be either flat against the wall or perpendicular to the wall. If attached flat against the wall, the sign shall not project more than 12 inches outward or six inches upward from the wall or parapet of the building. If perpendicular to the building, the sign may not project more than five feet from the building, three feet over a public sidewalk, and shall be no less than two feet from the curb line.

The minimum vertical clearance to the underside of any sign projecting over a sidewalk or other pedestrian or vehicular passage shall be 10 feet above the surface of the sidewalk or passage.

5.2.4 Prohibited Signs.

The following sign types shall not be permitted, constructed, erected, or maintained:

- a) Any sign that advertises or calls attention to any commercial activity, business, product, or service that is no longer not produced, sold, carried, or conducted on the premises upon which the sign is located. No such sign shall remain in place or on vacated premises for more than 90 days from the date the vacancy commenced or commercial activity or service ceased, unless otherwise permitted by this By-Law;
- b) String lights used in connection with commercial premises with the exception of temporary lighting for holiday decoration;
- c) Signs erected so as to obstruct any door, window or fire escape on a building;
- d) Signs which incorporate in any manner flashing, moving or intermittent lighting, excluding public service signs showing time and temperature; and,
- e) Signs illuminated by other than a white, steady stationary light.

5.2.5 District Regulations

- a) All Districts. In all zoning districts, the following are permitted:

- 1. Non-Commercial Signs. Non-commercial signs, subject to the following conditions:

- a. Standing signs accessory to a non-commercial building are permitted in all districts, provided that no more than church, synagogue, school, or other permitted nonresidential institution. Two such signs are permitted for each such building use, plus one additional sign for each additional street where the lot fronts on more than one street, each such sign not to exceed 18 square feet in area;
 - b. No such sign shall be affixed to a tree or utility pole or otherwise erected in a public way except pursuant to Section 5.2.5 a) 1. c. below;
 - c. Non-commercial signs may be erected in the Town's right of way adjacent to a private property by the property owner only if (a) there is no protrusion of the sign into the public walkway or roadway; (b) placement of the sign will not damage any plantings that are in the area; and (c) placement does not pose a hazard to passersby;
 - d. Non-commercial signs may be erected on other Town property only pursuant to such other administrative policy governing the placement of signs on Town property duly enacted by the Board of Selectmen;
 - e. The non-commercial sign complies with Section 5.2.3 and the applicable dimensional requirements for commercial signs in the same district;
 - f. Any such non-commercial sign must be no larger than the largest commercial sign permitted in the district in which it is located;
 - g. The number of non-commercial signs permitted on one property shall be no more than the number of commercial signs permitted on the property pursuant to this By-Law; however, non-commercial signs shall not count toward the allowable square footage or allowable number of signs on a parcel of land;
 - h. Non-commercial sandwich board signs are permitted, provided that they comply with the dimensional standards in Section 5.2.5 b) 7 a. through 7 e.; and
 - i. Non-commercial temporary signs may be in place for longer than 90 days, notwithstanding the definition of temporary signs.
2. One sign displaying the street number and/or name of the occupant of the premises not exceeding 150 square inches in area. Such sign may include identification of a home occupation only if authorized on Special Permit from the Board of Appeals.
 3. Temporary signs pertaining to the lease, sale, renovation, or maintenance of, or initial occupancy of a lot or building, provided that the aggregate area of all such signs on the premises does not exceed nine square feet. Notwithstanding the definition of temporary signs, the following shall apply:
 - a. temporary signs pertaining to the lease or sale of a lot or building shall be removed within 10 days of the effective date of the lease or sale; and,
 - b. temporary signs pertaining to the renovation or maintenance of a lot or building shall be removed within 90 days of the sign being installed or when the renovation or maintenance is finished, whichever is less.

- ~~3. One bulletin or announcement board, identification sign, or entrance marker for each public entrance to the premises of a church, synagogue, school, or other permitted nonresidential institutions.~~
 - ~~4. Standing signs accessory to a non-commercial building are allowed in all districts, provided that no more than church, synagogue, school, or other permitted nonresidential institution. Two such signs are permitted for each such building use, plus one additional sign for each additional street where the lot fronts on more than one street, each such sign not to exceed 18 square feet in area.~~
 4. Signs at Town boundaries and within a street right-of-way, if authorized on Special Permit by the Board of Selectmen, not exceeding five square feet in sign area indicating the meetings of any Town civic organization.
- b) Business Districts. In an area zoned as a Local Business or General Business District, the following are permitted in addition to signs permitted under Section 5.2.5 a).
1. Attached Signs. One sign for each exterior wall of an establishment if such wall faces a public way, private way, or contains a public entrance.
 - Wall Mounted - The area of the sign may not exceed the lesser of 10% of the wall area of such establishment or 65 square feet.
 - Projecting – The area of the sign may not exceed 12 square feet if projecting perpendicular to the wall.
 - More than one sign - The Planning Board may grant a Special Permit authorizing more than one identifying sign on an exterior wall provided that the aggregate area of such signs does not exceed the limits set forth herein.
 2. Directories. One directory of the establishments occupying a building or identification of the principal such establishment at each public entrance to the building. Such directory shall not exceed 1.5 square feet in area for each establishment occupying the building.
 - ~~3. Standing Signs. The Planning Board may grant a Special Permit for the erection of a standing sign if it finds that the sign complies with the purposes of this By-Law and the following dimensional requirements:~~
 - ~~➤ In the LB I and LB III Districts the sign shall not exceed 15 square feet in area nor shall it exceed 5 feet in height above the ground.~~
 - ~~➤ In the LB II and GB Districts the sign shall not exceed 30 square feet in area nor shall it exceed 15 feet in height above the ground.~~
 3. Standing Signs. The Planning Board may grant a Special Permit for the erection of a standing sign. A Special Permit may be granted if the Board finds that the sign complies with the requirements and purposes of this By-Law. The Special Permit shall specify the size, type, and location of the sign and impose such other terms and conditions as deemed necessary to promote the purposes of this By-Law. The size of the sign shall not exceed 15 square feet in area nor shall it exceed 5 feet in height above the ground. The Special Permit may require the sign to be renewed, provided that such requirement renewal period does not

exceed five years. A special permit shall not be required for the erection of a non-commercial standing sign.

4. Awnings. A metal or cloth awning, whether containing advertising signage or not, may be located 7.5 feet or higher from the ground and may project over the sidewalk, more than three feet but in no event closer than two feet to the curb line, notwithstanding any provision herein to the contrary.

- a. Valance – A valance shall consist of the vertical surface of the awning that hangs perpendicular to the ground.

- i. The maximum height of the valance shall be 18 inches or less.

- ii. The maximum letter or symbol height on the valance shall be 14 inches or less, with a margin around the edge of the valance of 2 inches or greater.

1. If lettering and/or symbols are placed on the valance they shall only depict the company name and/or the property's address.

2. Logos shall not be permitted on the valance.

- iii. The aggregate area of letter and/or symbols shall not exceed 60% of the area of the valance.

- b. Slope – The slope of the awning shall consist of the angled surface of the awning that connects to the façade of the building and to the valance, whose height shall not exceed 50% of the height of the window or door that it hangs above. Where an awning hangs above a window and a door, the height of the awning shall not exceed the height of the window that it hangs above.

- i. If a wall sign either exists or is also proposed, no signage shall be permitted on the slope.

- ii. If lettering and/or symbols are placed on the valance, then signage located on the slope shall be restricted to one logo.

- iii. Signage on the slope shall not exceed 25% of the area of the slope, and shall have a margin around the edge of the slope of 2 inches or greater.

- c. Sides – Signage shall not be placed on the vertical surfaces of the awning that connects the façade of the building to the slope and to the valance.

5. Marquee. A metal or cloth, roof-like projection extending from the façade of a building with a vertical surface or "face" greater than 18 inches in height, whether containing signage or not, the Marquee may be located 7.5 feet or higher from the ground and may project over the sidewalk more than three feet but in no event closer than two feet to the curb line, notwithstanding any provision herein to the contrary.

- a. The height of a marquee shall not exceed more than 30% of the height of the window or door that it hangs above. Where a marquee hangs above a window and a door, the

- height of the marquee shall not exceed 30% of the height of the window that it hangs above.
- b. If a wall sign either exists or is also proposed, neither a marquee structure nor sign shall be permitted.
 - c. A marquee shall be permitted in lieu of a wall sign, and signage on the marquee shall be subject to the following provisions:
 - i. The signage shall be located on the face (the vertical surface of the marquee that hangs perpendicular to the ground). Signage shall not be permitted on the roof (the top of the marquee, whether sloped, angled, or flat), nor on the sides (the vertical surfaces of the marquee that connect the façade of the building, the roof, and the face).
 - ii. The signage area may not exceed the lesser of 10% of the wall area of such establishment, 65 square feet, or 50% of the area of the face, and shall have a margin around the edge of the face of 2 inches or greater.
6. Window Signs. Window signs (permanent and/or temporary) shall be permitted, provided that the aggregate area of such signs does not exceed 20% of the area of the window glass.
7. Commercial Sandwich Board Signs. One "A" frame Sandwich Board sign per business or building shall be permitted (including within the public right-of-way, sidewalk only, except in conditions of snow and/or ice), subject to the following conditions:
- a. The sign shall only be displayed, adjacent to the buildings only, and not along the curb;
 - b. If placed on public property, the sign may not be placed without the prior written permission from the Board of Selectmen in accordance with the Town's General Bylaws, Section 60-800 D, Public ways, sidewalks and rights-of-way;
 - c. The sign shall not exceed 24 inches in width and 48 inches in height, including supports and sign area;
 - d. The sign shall not protrude on the sidewalk in such a way as to obstruct pedestrian traffic or reduce the open sidewalk width to less than four feet;
 - e. The sign shall be free of sharp corners, protrusions and devices that could inadvertently cause injury;
 - f. Liability insurance coverage shall be carried, and evidence of same may be requested by the Building Inspector. Said insurance must cover personal injuries or property damage that may occur in such areas. Such liability insurance insured on the liability insurance policy in the amount of one million dollars (\$1,000,000) per claim and two million dollars (\$2,000,000) per occurrence for any and all claims which may arise, for any reason, as a result of the placement of such a sign. The business shall also require the insurer to give at least thirty (30) days written notice of termination, reduction or cancellation of the policies to the Town; and,

- g. Commercial sandwich board signs shall only be displayed during business hours and shall be removed thereafter.

5.2.6 Maintenance

- a) Every sign permitted hereunder shall be maintained in good condition. If a sign shows corrosion or deteriorated paint over 25% of the area of one side or if damage to a sign causes the loss of 10% of its surface or if a sign suffers damage or deterioration which creates a risk of harm to the person or property of another, it shall be repaired or removed.
- b) The Building Inspector may order the repair of a sign that is not secure, safe or in good state of repair by written notice to the owner. If the defect in the sign is not corrected within 30 days of said written notice, the Building Inspector may order the removal of the sign.

5.2.7 Nonconforming Signs

~~Signs made nonconforming as a result of change of use on the premises shall be made to conform or be removed within 60 days of becoming nonconforming. Signs made nonconforming as a result of a change to this By-Law change shall be subject to the requirements of Section 1.5, Non-Conforming Uses and Structures.~~ that are subsequently enlarged, redesigned, replaced, or altered in any way including repainting in a different color, shall comply immediately with all provisions of this By-Law and provided further that any such sign which has deteriorated to such an extent that the cost of restoration would exceed 35% of the replacement value of the sign at the time of replacement shall not be repaired or rebuilt or altered except to conform to the requirements of this By-Law.

Submitted by the Planning Board

The Board of Selectmen and Planning Board will report on this Article.

Two-thirds vote required for passage.

ARTICLE 6:

**ZONING AMENDMENT: MARIJUANA ESTABLISHMENT
TEMPORARY MORATORIUM**

To see if the Town will vote to amend the Zoning By-Laws by inserting a new Section 9.0, 'Marijuana Establishment Temporary Moratorium', at the end of the Zoning By-Laws, as follows:

Section 9 Marijuana Establishment Temporary Moratorium

9.1 Definition

"Marijuana establishment" shall mean "a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business," as defined in G.L. c. 94G, § 1, but shall not include facilities engaged in the sale, distribution or cultivation of marijuana for medical purposes licensed under Chapter 369 of the Acts of 2012."

9.2 Purpose

By vote at the State election on November 8, 2016, the voters of the Commonwealth approved a law entitled the Regulation and Taxation of Marijuana Act (the "Act"), regulating the control and production and distribution of marijuana under a system of licenses and regulations. Currently under the Zoning By-Law, a Marijuana Retailer or Establishment is not a permitted use in the Town and any regulations promulgated by the Cannabis Control Commission are expected to provide guidance to the Town in regulating marijuana sales and distribution. The regulation of marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Marijuana Retail or Distribution centers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning By-Law regarding regulation of Marijuana Retail sales and distribution and other uses related to the regulation of marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Marijuana Retail and Distribution so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

9.3 Temporary Moratorium

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for "Marijuana Establishments". The moratorium shall be in effect through July 1, 2018. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of marijuana in the Town, consider the Cannabis Control Commission regulations regarding "Marijuana Establishments" and related uses, and shall consider adopting new Zoning By-Laws to address the impact and operation of Marijuana Establishments and related uses.

Submitted by the Planning Board

The Board of Selectmen and Planning Board will report on this Article.

Two-thirds vote required for passage.

ARTICLE 7:

FY18 COMMUNITY PRESERVATION COMMITTEE BUDGET & PROJECTS

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the FY2018 Community Preservation budget and, pursuant to the recommendations of the Community Preservation Committee, to appropriate from the Community Preservation Fund, or to reserve amounts in the Community Preservation Fund for future appropriations, for the administrative expenses of the Community Preservation Committee for FY2018; for the acquisition, creation and preservation of open space - including land for recreational use; for the acquisition, preservation, rehabilitation and restoration of historic resources; and for the creation, preservation and support of community housing; or in any way act thereon.

Amount	Project Name	Category	Funding Source
\$ 336,000	Grove Street Tennis Courts	Open Space/ Recreation	Open Space/ Recreation Account/Unallocated Account
\$ 173,200	Assessment and Project Redevelopment of Sherman Gardens	Community Housing	Community Housing
\$ 24,125	Belmont Headquarters Sons of Italy – Historical Artifacts Preservation	Historic Preservation	Historic Preservation Account
\$ 35,000	Grove Street Park Intergenerational Walking Path Construction Site Plan	Open Space/ Recreation	Open Space/ Recreation Account/Unallocated Account
\$ 615,000	PQ Playground Revitalization Project Phase 2	Open Space/ Recreation	Open Space/ Recreation Account/Unallocated Account
\$130,500	Allocation of not less than 10 percent of annual revenues in the Community Preservation Fund for Historic Preservation Account	Community Housing	Community Housing
\$55,000	Appropriations for administrative and operating expenses not more than 5 percent of annual revenues in the Community Preservation Fund	Administration	Administrative Expenses

This article is a standard article that appropriates funds to support the operations of the Town's Community Preservation Committee and its approved projects. The Community Preservation Fund receives revenues from a 1.5% property tax surcharge to fund the program. The state provides limited matching grant funds to the Town based on the surcharge collections.

Submitted by the Community Preservation Committee

The Board of Selectmen, Community Preservation Committee, Warrant Committee, and Capital Budget Committee will report on this Article.

Majority vote required for passage.

ARTICLE 8: CITIZENS' PETITION: AMEND GENERAL BYLAWS, SECTION 40-200A TO INCREASE MEMBERSHIP OF THE BOARD OF SELECTMEN FROM THREE TO FIVE MEMBERS

"To see if the Town will vote to increase the membership of the Board of Selectmen from three to five members by amending Chapter 40, Article 2, Section 40-200-A of the Town Bylaws to provide as follows:

- A. The Board of Selectmen shall consist of five members elected by Ballot at the Annual Town Election for a term of three years. The terms of the members shall be staggered such that no more than two members are elected to a full term each year.

Said increase in membership shall take effect at the 2018 Annual Town Election by the election of two members for terms of three years, and one member for a term of two years, as provided in MGL Chapter 41, section 2."

Submitted by James R. Williams, Selectman

The Board of Selectmen and Warrant Committee will report on this Article.

Majority vote required for passage.

ARTICLE 9: CITIZENS' PETITION: PETITION TO ALLOW BOARD OF SELECTMEN TO CONSIDER WASTE METERING APPROACHES TO SAVE MONEY AND REDUCE TRASH.

This non-binding resolution will empower the Board of Selectmen to consider all options for waste management in the town, including waste metering such as pay-as-you-throw systems, as part of their ongoing role of financial managers of the town. By acknowledging that needs and goals have changed since the 1990 override for waste expenses, the Board will be better equipped to align the town's policies for waste with the current financial challenges and environmental goals, (such as Climate Action Plan, passed by town meeting in September, 2009)

This article is submitted in the exact form as provided by the Citizens.

Submitted by Kim Slack

The Board of Selectmen and Warrant Committee will report on this Article.

Majority vote required for passage.

ARTICLE 10:

CITIZENS' PETITION: WELCOMING TOWN DESIGNATION

To see if the Town will hear and vote on a resolution "Welcoming Town Designation."

WELCOMING TOWN DESIGNATION

- Whereas, Historically Belmont has welcomed immigrants from many regions around the world, including the Middle East, Europe, Africa, Asia and Latin America; and
- Whereas, Immigrants have enriched the fabric of this community, adding new life and great potential to Belmont; and
- Whereas, We are one community and we stand by our residents without regard to race, creed, sex, nationality, legal status, religion, gender identity, age, ability, or sexual orientation; and
- Whereas, National policies that discriminate against immigrants because of religion or country of origin run counter to our values; and
- Whereas, In some communities, local law enforcement agencies are used to collect and deliver immigration status data to Immigration and Customs Enforcement ("ICE"); and
- Whereas, ICE may issue voluntary information or detainer requests that could subject individuals who are in local custody to prolonged detention; and
- Whereas, It has been demonstrated in other communities that when local law enforcement officials indiscriminately comply with all ICE civil immigration information and detainer requests, including those that target non-criminal undocumented residents, public trust is eroded, immigrants are less likely to cooperate with local law enforcement and are less likely to report serious crimes, thus making the work of local law enforcement more difficult to address serious crimes; and
- Whereas, The Belmont Police Department will continue its long-held policy of not asking any individual about immigration status when that individual is seeking help from the police or is stopped for a minor infraction, and will provide assistance and protection to any member of the public without regard to immigration status; and
- Whereas, The Belmont Police do not respond to ICE requests for information unless a criminal warrant has been issued, or unless an individual is suspected of a serious crime other than an offense for which an essential element was the individual's immigration status;

NOW THEREFORE BE IT RESOLVED:

- 1) The Belmont Town Meeting hereby expresses our solidarity with displaced persons and migrants from around the world.
- 2) The Belmont Town Meeting affirms its support for the Belmont Police Department policy of: (a) not honoring ICE detainers without a court order or a probable cause warrant signed by a magistrate or judge; (b) not detaining a person solely on the belief that the person has committed a civil immigration violation.

Submitted by Anne Barrington Mahon

The Board of Selectmen and Warrant Committee will report on this Article.

Majority vote required for passage.

ARTICLE 11:**SALARIES OF ELECTED OFFICIALS**

To see if the Town will vote to fix the salary and compensation of each and all the elected officers of the Town, appropriate a sum of money for that purpose, determine how the same shall be raised, or in any way act thereon.

Elected Officials of the Town	Salary
Town Moderator	\$450
Chair of the Board of Selectmen	\$5,000
Selectmen (2)	\$4,500 (each)
Town Clerk	\$95,235
Town Treasurer	\$101,433
Chair of the Board of Assessors	\$3,030
Assessors (2)	\$2,200 (each)

This is a standard article to comply with the provision in M.G.L. c. 41, § 108 requiring the compensation levels of all elected officers to be fixed at the annual town meeting, and to appropriate the funds necessary for FY18. Please note that Town Meeting establishes and appropriates the compensation of other municipal employees under Article 13.

Submitted by the Board of Selectmen

The Board of Selectmen and Warrant Committee will report on this Article.

Majority vote required for passage.

ARTICLE 12: ENTERPRISE FUNDS FOR WATER AND SEWER AND STORMWATER SERVICES

To see if the Town will vote to appropriate a sum of money from the accounts classified as an "Enterprise Fund", pursuant to Chapter 44, Section 53F½ of the General Laws for water service, and for sewer and stormwater service; or in any way act thereon.

This is a standard article to appropriate funds to support the operations of the Town's water and sewer functions from enterprise funds that receive revenues from user fees. Enterprise funds are entirely self-supporting from user fees and do not receive any funding from property taxes.

Submitted by the Board of Selectmen

The Board of Selectmen and Warrant Committee will report on this Article.

Majority vote required for passage (two-thirds if borrowing).

ARTICLE 13:
**FY18 BUDGET APPROPRIATION AND AUTHORIZATION TO
TRANSFER BALANCES TO FUND THE FY18 BUDGET**

To determine what sums of money shall be granted to pay Town expenses for the fiscal year beginning July 1, 2017 and to make the necessary appropriations for the same for the support of schools and for other Town purposes; to determine how the same shall be raised, and to see if the Town will authorize

the transfer of certain balances on the Treasurer's books and Accountant's books, or in any way act thereon.

This is a standard article that appropriates the Town's FY18 budget, commencing on July 1. The budget consists of several categories of expenditures; each such category, and the transfer of balances from various sources necessary to fund the General Fund Budget, will be presented for a separate vote of Town Meeting. Due to uncertainty regarding the amount of state aid, the budget will be heard at the June sessions of Town Meeting. The Warrant Committee Report contains the budget summary and supporting information and will be distributed to Town Meeting Members in advance of the June sessions.

Submitted by the Board of Selectmen

The Board of Selectmen and Warrant Committee will report on this Article.

Majority vote required for passage.

ARTICLE 14:**AUTHORIZATION FOR UP-FRONT FUNDS FOR CHAPTER 90
HIGHWAY IMPROVEMENTS**

To see if the Town will vote to raise and appropriate, or transfer from unappropriated available funds in the Treasury, sums of money for the repair, improvement and construction of highways, said money to be used in conjunction with any money which may be allotted by the Commonwealth for the said purposes, authorize the acceptance of such allotment, determine how the money raised and allotted as aforesaid shall be expended under the provisions of Chapter 90 of the General Laws, and acts in amendment thereof and in addition thereto, or in any way act thereon.

This is a standard article that seeks to appropriate "up-front" funds that will be reimbursed from state highway aid, referred to as Chapter 90. This aid is authorized by the Legislature through state transportation bond issues. The estimated apportionment will be reported prior to the June sessions of Town Meeting. These funds, when supplemented with capital budget funds, will be used for the Town's Pavement Management Program to extend the life of our roadway system. In addition, the Town has used Chapter 90 funds to "leverage" substantial state/federal funding to design major road projects (i.e., Trapelo Road).

Submitted by the Board of Selectmen

The Board of Selectmen, Warrant Committee, and Capital Budget Committee will report on this Article.

Majority vote required for passage.

ARTICLE 15:**APPROPRIATION OF CAPITAL EXPENDITURES**

To see if the Town will vote to appropriate sums of money to purchase public safety equipment, computer equipment (including consulting work), public works equipment and furnishings and equipment for Town facilities, construct public ways, and for building and facility and public works construction, major maintenance and alterations (including design work); to determine whether these appropriations shall be raised by borrowing or otherwise, or in any way act thereon.

This is a standard article to appropriate funds for capital budget expenditures. While the article is general as to the categories of capital expenditures, the motion will be explicit. The recommendations of the

Submitted by the Board of Selectmen

Majority vote required for passage (two-thirds if borrowing).

Submitted by the Board of Selectmen

Two-thirds vote required for passage.

Submitted by the Board of Selectmen

Majority vote required for passage.

ARTICLE 18: AUTHORIZATION TO ESTABLISH A SPECIAL EDUCATION RESERVE FUND

To see if the Town will vote, pursuant to G.L. c. 40A, § 13E, to establish a reserve fund to be utilized in the upcoming fiscal years, to pay, without further appropriation, for unanticipated or unbudgeted costs of special education, out-of-district tuition or transportation, and to appropriate a sum of money to said reserve fund, or in any way act thereon.

This is a new provision under the Municipal Modernization Act giving the town the authority to establish a reserve fund to pay, without further appropriation, for unanticipated or unbudgeted costs of special education. By vote of School Committee or Superintendent, The balance in the reserve fund shall not exceed 2% of the annual net school spending.

Submitted by the Board of Selectmen/School Committee

The School Committee, Warrant Committee, Board of Selectmen will report on this Article.

Majority vote required for passage.

ARTICLE 19: AUTHORIZATION TO INCREASE RETIREMENT BOARD STIPEND

To see if the Town will vote to accept the provisions of Section 20(6) of Massachusetts General Laws Chapter 32, as amended by Section 34 of Chapter 176 of the Acts of 2011, so as to provide an increase to the stipend available to members of the Belmont Contributory Retirement Board to not more than \$4,500 per year, or in any way act thereon.

This article is inserted in the warrant at the request of the Belmont Contributory Retirement Board. By taking favorable action on this article, the town will accept a local option which increases the stipend available to be paid to members of the Belmont Contributory Retirement Board from the current stipend amount of \$3,000, previously accepted by Town Meeting in 1997, to \$4,500 per year.

Submitted by the Belmont Contributory Retirement Board

The School Committee, Warrant Committee, Board of Selectmen will report on this Article.

ARTICLE 20: AUTHORIZATION TO INCREASE COLA BASE BY RETIREMENT BOARD

To see if the Town will vote to approve the decision of the Belmont Contributory Retirement Board pursuant to MGL Chapter 32 section 103(j) to increase the maximum Cost of Living Adjustment base to \$14,000, or in any way act thereon.

This article is inserted in the warrant at the request of the Belmont Retirement Board. By taking favorable action on this article, the Town will accept a local option which increases the base upon which cost of living increases may be granted to Town retirees from the first \$12,000, in effect since 1997, to the first \$14,000 of the retirement allowance. The Retirement Board's actuary estimates that the amortization of this new COLA provision.

Submitted by the Belmont Contributory Retirement Board

The School Committee, Warrant Committee, Board of Selectmen will report on this Article.

Majority vote required for passage.

ARTICLE 21: AUTHORIZATION TO INCREASE MINIMUM ALLOWANCE PAYABLE TO SURVIVORS OF MEMBERS OF THE BELMONT RETIREMENT SYSTEM

To see if the Town will vote to accept the provisions of Section 12(2)(d) of Massachusetts General Laws Chapter 32, as amended by Sections 29 and 30 of Chapter 176 of the Acts of 2011, *An Act Providing for Pension Reform and Benefit Modernization*, so as to provide an increase to the monthly minimum allowance payable to survivors of members of the Belmont Contributory Retirement System who die while actively employed, from \$250 to \$500, or in any way act thereon.

This article is inserted in the warrant at the request of the Belmont Retirement Board. Section 12(2)(d) benefits are paid to survivors of members who die while actively employed. Payment of the increased minimum monthly benefit to eligible recipients is prospective only. This would impact survivors and increase the cost of the system's average monthly retirement payroll by \$507.75.

Submitted by the Belmont Contributory Retirement Board

The School Committee, Warrant Committee, Board of Selectmen will report on this Article.

Majority vote required for passage.

ARTICLE 22: AUTHORIZATION TO ADJUST SPOUSAL BENEFIT FOR SURVIVING SPOUSES OF RETIREES

To see if the Town will vote to accept the provisions of MGL Chapter 32, section 101, third paragraph so as to provide an increase in the annual allowance payable to certain surviving spouses of accidental and ordinary disability retirees from \$6,000 to \$12,000, or in any way act thereon.

This article is inserted in the warrant at the request of the Belmont Contributory Retirement Board. An affirmative vote would increase the benefit to surviving spouses of disabled retirees who retired prior to 1997 and were precluded by law from selecting Option C, the joint and survivor option. There are 3 surviving spouses who would be impacted by acceptance of this local option.

Submitted by the Belmont Contributory Retirement Board

The School Committee, Warrant Committee, Board of Selectmen will report on this Article.

Majority vote required for passage

ARTICLE 23: MUNICIPAL LIGHT SUBSTATION PROJECT BORROWING DE-AUTHORIZATION AND APPROPRIATION

To see if the Town will vote to rescind the unused borrowing authority in the amount of **\$27,600,000** that was appropriated under Article 2 of the January 18, 2012 Special Town Meeting for the Municipal Light Department Substation Project; and appropriate NSTAR reimbursement to pay costs of the project financed by such bonds and to reduce the amount authorized to be borrowed by the same amount, or in any way act thereon.

This article rescinds the authority to borrow funds that were not needed for the Municipal Light Substation Project due to usage of NSTAR reimbursement to pay costs in place of bond proceeds. The total authorization was approved not to exceed \$60,000,000 in Article 2 of the January 18, 2012 Special Town Meeting.

The Warrant Committee and Capital Budget Committee will report orally on this Article.

Majority vote required for passage.

**ARTICLE 24: JOINT PUBLIC SAFETY COMMUNICATIONS CENTER PROJECT
BORROWING DE-AUTHORIZATION AND REDUCTION OF THE
APPROPRIATION**

To see if the Town will vote to rescind the unused borrowing authority in the amount of **\$255,000** that was appropriated under Article 16 of the June 3, 2015 Annual Town Meeting for the Capital Expenditures for the purchase and installation of radio transmission equipment, Joint Public Safety Communications Center equipment and portable radios financed by such bonds and to reduce the amount authorized to be borrowed and appropriated by the same amount, or in any way act thereon.

This article rescinds the authority to borrow funds that were not needed for the Joint Public Safety Communications Center Project. The total authorization was approved in Article 16 (B) of the June 3, 2015 Annual Town Meeting.

The Warrant Committee and Capital Budget Committee will report orally on this Article.

Majority vote required for passage.

**ARTICLE 25: REPLACEMENT FIRE ALARM SYSTEM AT BELMONT HIGH SCHOOL
BORROWING DE-AUTHORIZATION AND REDUCTION OF THE
APPROPRIATION**

To see if the Town will vote to rescind the unused borrowing authority in the amount of **\$350** that was appropriated under Article 16 of the June 3, 2015 Annual Town Meeting for the Capital Expenditures for the design and purchase of equipment, materials and installation of a replacement fire alarm system at the Belmont High School financed by such bonds and to reduce the amount authorized to be borrowed and appropriated by the same amount, or in any way act thereon.

This article rescinds the authority to borrow funds that were not needed for the Replacement Fire Alarm System at Belmont High School. The total authorization was approved in Article 16 (C) of the June 3, 2015 Annual Town Meeting.

The Board of Selectmen, Warrant Committee, and Capital Budget Committee will report orally on this Article.

Majority vote required for passage.

ARTICLE 26: CITIZENS' PETITION: GENERAL FUND STABILIZATION

To see if the Town will vote to transfer from unappropriated available funds in the Treasury a sum of money to the General Stabilization Fund.

The purpose of this article is to transfer a portion of the Town's certified Free Cash balance into the General Stabilization Fund in order to ensure that existing Town revenues, including those that have resulted from the April 2015 Override, stretch as far into the future as possible, thus delaying and/or limiting the need for a future

operating override. By transferring these monies into the General Stabilization Fund, this article will provide Town Meeting with the opportunity to evaluate and vote on any proposed appropriation."

This article is submitted in the exact form as provided by the Citizens.

Submitted by Robert L. Sarno

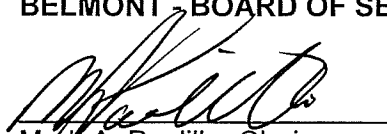
The Board of Selectmen and Warrant Committee will report on this Article.

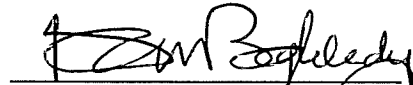
Majority vote required for passage.

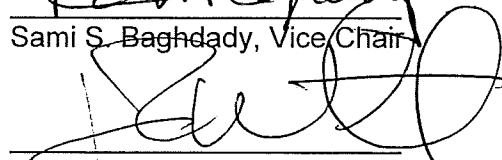



Given under our hands this 3rd day of April, 2017.

BELMONT, BOARD OF SELECTMEN


Mark A. Paolillo, Chair


Sami S. Baghdady, Vice Chair


James R. Williams

A True Copy, Attest

Town Clerk of Belmont, MA



MOTIONS
2017 ANNUAL TOWN MEETING
MAY 1, 2017
As of April 7, 2017
(Subject to Change)

PRELIMINARY MOTION

ORDER OF THE ARTICLES

MOVED: That the Town Meeting hear the motions in the following order: *(Majority vote)*

ARTICLE 1:

REPORTS

MOVED: That the reports of the Selectmen and other Town Officers, departments and committees for the year 2016 be accepted. *(Majority vote)*

MOVED: That Article 1 motion be laid on the table. *(Majority vote)*

ARTICLE 2:

AUTHORIZATION TO REPRESENT THE TOWN'S LEGAL INTERESTS

MOVED: That the Board of Selectmen be, and it hereby is, authorized to bring and defend actions for and against the Town, to submit any such claims to arbitration and to enter into settlement on account of the same in behalf of the Town, as and when they deem it for the best interest of the Town to do so; said power shall be vested solely in the Board of Selectmen. *(Majority vote)*

ARTICLE 3:

ADOPT MGL c. 90, § 17C – SPEED LIMITS

MOVED: That the Town accept the provisions of Chapter 90, section 17C of the Massachusetts General Laws. *(Majority vote)*

REPORTING: Board of Selectmen

ARTICLE 4:

MOVED: That under Article 4, the reading of the proposed Amendment to the General Bylaws pertaining to Section 60-320, 'Demolition Delay', be dispensed with, the same being set forth in full under Article 4 of the Warrant for this Meeting and having been previously distributed to each Town Meeting Member. *(Majority vote)*

MOVED: That the Town vote to amend the General Bylaws pertaining to Section 60-320, 'Demolition Delay', as set forth under Article 4 of the Warrant for this Town Meeting. *(Majority vote)*

REPORTING: Historic District Commission

ARTICLE 5:

MOVED: That under Article 5, the reading of the proposed Amendments to the Zoning By-Law pertaining to Sections 1.4, 'Definitions and Abbreviations' and 5.2, 'Signs', be dispensed with, the same being set forth in full under Article 5, subparts A, B, and C of the Warrant for this Meeting and having been previously distributed to each Town Meeting Member. *(Majority vote)*

MOVED: That the Town vote to amend the Zoning By-Law pertaining to Sections 1.4, 'Definitions and Abbreviations' and 5.2, 'Signs', as set forth under Article 5, subparts A, B, and C of the Warrant for this Town Meeting. *(Two-thirds vote)*

REPORTING: Planning Board

ARTICLE 6:

MOVED: That under Article 6, the reading of the proposed Amendment to the Zoning By-Law pertaining to inserting a new Section 9, 'Marijuana Establishment Temporary Moratorium', be dispensed with, the same being set forth in full under Article 6 of the Warrant for this Meeting and having been previously distributed to each Town Meeting Member. *(Majority vote)*

MOVED: That the Town vote to amend the Zoning By-Law pertaining to inserting a new Section 9, 'Marijuana Establishment Temporary Moratorium', as set forth under Article 6 of the Warrant for this Town Meeting. *(Two-thirds vote)*

REPORTING: Planning Board

ARTICLE 7: FY17 COMMUNITY PRESERVATION COMMITTEE BUDGET & PROJECTS

MOVED: That the Town reserve for appropriation the following amounts from FY2018 estimated receipts of \$1,300,000 as recommended by the Community Preservation Committee:

1. \$130,000 for acquisition, creation and preservation of open space and for recreational use;
2. \$130,000 for acquisition, preservation, rehabilitation and restoration of historic resources;
3. \$130,000 for the creation, preservation and support of community housing;
4. \$855,000 to the budgeted reserve; and
5. \$55,000 to be appropriated for the Administrative Expenses and all other necessary proper expenses of the Community Preservation Committee for FY17

(Majority vote)

MOVED: a) That \$336,000 be appropriated from the Budgeted Reserve Account of the Community Preservation Fund for the reconstruction and repair of the Grove Street Tennis Courts. *(Majority vote)*

MOVED: b) That \$173,200 be appropriated from the Budgeted Reserve Account of the Community Preservation Fund to procure of an assessment of the feasibility of an expansion of community housing at the Sherman Gardens development, and upgrades thereto. *(Majority vote)*

MOVED: c) That \$24,125 be appropriated from the Budgeted Reserve Account of the Community Preservation Fund for Historical Artifacts Preservation at the Belmont Headquarters of the Sons of Italy. *(Majority vote)*

- MOVED: d) That \$35,000 be appropriated from the Budgeted Reserve Account of the Community Preservation Fund for the Grove Street Park Intergenerational Walking Path Site Plan.
(Majority vote)
- MOVED: e) That \$615,000 be appropriated from the Budgeted Reserve Account of the Community Preservation Fund for the Pequossette Park Revitalization Project, Phase II.
(Majority vote)
- REPORTING: Community Preservation Committee, Warrant Committee, Capital Budget Committee, Board of Selectmen
-

ARTICLE 8:

- MOVED: That the Town vote to increase the membership of the Board of Selectmen from three to five members by amending Chapter 40, Article 2, Section 40-200-A of the Town Bylaws as printed in the warrant for this Town Meeting
- REPORTING: Jim Williams, Town Meeting Member at Large, Petitioner
-

ARTICLE 9:

**PETITION TO ALLOW BOARD OF SELECTMEN TO
CONSIDER WASTE METERING APPROACHES TO
SAVE MONEY AND REDUCE TRASH**

- MOVED: That the Town would empower the Board of Selectmen to consider all options for waste management in the town, including waste metering such as pay-as-you-throw systems, as part of their ongoing role as financial managers of the town. By acknowledging that needs and goals have changed since the 1990 override for waste expenses, the Board will be better equipped to align the Town's policies for waste with current financial challenges and environmental goals such as the Climate Action Plan passed by town meeting in Sept. 2009.
- REPORTING: Fred Paulsen Precinct 1 (for Citizen Petitioners) and Kim Slack, Petitioner
-

ARTICLE 10:

WELCOMING TOWN DESIGNATION

- MOVED: That the Town adopt the following resolution:

WELCOMING TOWN DESIGNATION

1. Whereas, Historically Belmont has welcomed immigrants from many regions around the world, including the Middle East, Europe, Africa, Asia and Latin America; and
2. Whereas, Immigrants have enriched the fabric of this community, adding new life and great potential to Belmont; and
3. Whereas, Assumptions made about a person's legal status in the United States that are based upon the person's religion, ethnicity, or national origin, and discrimination, harassment, or bullying of people based on those assumptions, have no place in our community.
4. Whereas, National policies that discriminate against immigrants because of religion or country of origin run counter to our values; and

5. Whereas, In some communities, local law enforcement agencies are used to collect and deliver immigration status data to Immigration and Customs Enforcement ("ICE"); and

6. Whereas, ICE may issue voluntary information or detainer requests that could subject individuals who are in local custody to prolonged detention; and

7. Whereas, It is believed in some communities that when local law enforcement officials indiscriminately comply with all ICE civil immigration information and detainer requests, including those that target non-criminal undocumented residents, public trust is eroded, immigrants are less likely to cooperate with local law enforcement and are less likely to report serious crimes, thus making the work of local law enforcement more difficult to address serious crimes; and

8. Whereas, The Belmont Police Department will continue its long-held practice of not asking any individual about immigration status when that individual is seeking help from the police or is stopped for a minor infraction, and will provide assistance and protection to any member of the public without regard to immigration status; and

NOW, THEREFORE BE IT RESOLVED:

- 1) The Belmont Town Meeting hereby expresses our solidarity with displaced persons and migrants from around the world.
- 2) The Belmont Town meeting affirms its support for these Belmont Police Department practices:
 - (a) Belmont Police officers will not detain persons solely to investigate their immigration status;
 - (b) Belmont Police officers will not inquire into the immigration status of persons seeking help from the police unless the information is relevant to prosecuting the reported crime or for the person's protection;
 - (c) The Belmont Police Department will not keep an index or list of persons suspected of being aliens or deportable aliens;
 - (d) The Belmont Police Department will not seek to have any officer receive a delegation of the powers of an immigration officer ;
 - (e) The Belmont Police Department will cooperate with federal, state, and local criminal and civil investigative agencies in the accomplishment of their lawful objectives by providing such information as the Police Department maintains;
 - (f) Upon the presentation by U.S. Immigration and Customs Enforcement of a detainer and an administrative warrant for the detention of a person arrested by Belmont Police Department in the course of enforcing state and local laws and currently in custody, the Belmont Police Department will maintain custody of the person for sufficient time to bring to the attention of the court officials responsible for decisions upon bail. (The Belmont Police Department will continue this practice until such time as a court with authority over the Belmont Police Department finds the practice to be contrary to law.); and
 - (g) The Belmont Police Department will continue to investigate reports of hate crimes, criminal discrimination, and criminal harassment of persons based upon their religion, ethnicity, or national origin without regard to the person's known or suspected unlawful status within the United States.

(Majority vote)

REPORTING: Anne Mahon, Precinct 4, Petitioner



**OFFICE OF COMMUNITY DEVELOPMENT
TOWN OF BELMONT**

19 Moore Street
Homer Municipal Building
Belmont, Massachusetts 02478-0900

BELMONT HISTORIC DISTRICT COMMISSION

To: Town Meeting Members
From: Historic District Commission
Date: March 31, 2017

Subj: Invitation to Public Meeting on Amendments to the Demolition Delay Bylaw

Public Meeting Information

The Historic District Commission (HDC) invites you to a public meeting on Thursday, April 13th, 2017, from 7-9 PM at the Beech Street Center (266 Beech Street) to discuss proposed amendments to the existing Demolition Delay Bylaw and the revised List of Significant Buildings (List). The HDC also extended a similar invitation to property owners with properties included on the List.

If you are unable to attend, the presentation will be made available on the HDC website, where you can also find information regarding the Demolition Delay Bylaw and the List.

For specific questions regarding the public meeting, please contact Spencer Gober, Staff Planner in the Office of Community Development, at sgober@belmont-ma.gov.



**OFFICE OF COMMUNITY DEVELOPMENT
TOWN OF BELMONT**

19 Moore Street
Homer Municipal Building
Belmont, Massachusetts 02478-0900

BELMONT HISTORIC DISTRICT COMMISSION

To: Town Meeting Members
From: Historic District Commission
Date: April 3, 2017

Subj: Amendments to Existing Demolition Delay Bylaw

The Town of Belmont adopted the Demolition Delay Bylaw in 2013 as a tool to encourage the retention of the most significant, unprotected historic buildings in Belmont that contribute to our Town's character. The Bylaw provides time to consider alternatives to demolition of these historic buildings. The proposed amended Demolition Delay Bylaw represents a collaborative effort between the Historic District Commission (HDC), Planning Board, and the Bylaw review Committee to update the Bylaw based on our 3 ½ year experience, as well as information from the recently completed Historic Resources Survey¹ (Survey). The existing Bylaw will expire in spring 2017; this amended Bylaw retains key components of the existing Bylaw and aims to create a clearer, streamlined process through the following revisions:

- Update the List of Significant Buildings (List);
- General formatting;
- Increase Sunset Provision to 5 years;
- Add definition for Demolish;
- Add an Exclusions Section
- Add provision for buildings not demolished;
- Standardize delay period to 12 months
- Delete Severability Clause

Experience with 2013 Bylaw

No property owners on the existing List filed an appeal to have their property removed from the existing List. Two properties were removed from the existing List after the Demolition Delay review process: 257 Prospect Street and 122 Waverley Street. Additionally, one property burned and was removed from the existing List. In the case of 257 Prospect Street – the HDC affirmed the significance of the property but waived the delay period because the owners demonstrated due diligence related to health and safety issues. In regards to 122 Waverley Street, however, HDC imposed the 6-month delay period. Despite numerous offers to meet and extensive neighborhood support to keep the two historic buildings (house and barn), the owner/developer refused to consider any options other than demolition and the structures were ultimately destroyed. The HDC realized through this experience, that the 6-month delay period was not sufficient to affect any influence on the outcome.

¹ For more information on the Survey visit: www.belmont-ma.gov/historic-district-commission

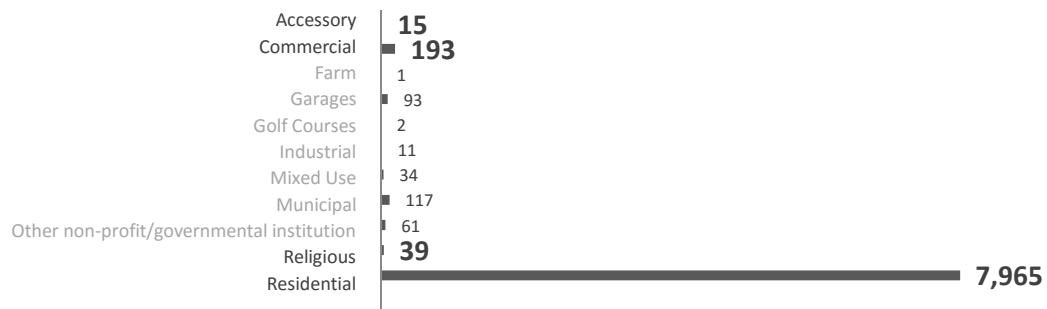
List of Significant Buildings

The existing List consists of 149 properties based on the Town's inventory completed in 1982. The revised List of 182 properties includes data from the recently completed Survey and is composed of 111 properties from the existing List plus 71 new properties. The Survey was instrumental in assessing the integrity and significance of these buildings, and not all of the inventoried properties are recommended for inclusion on the revised List, which represents the best examples of unprotected historic properties of a variety of historic periods and architectural styles. In fact, the Survey identified that 36 properties on the existing List have changed so much that they were removed from the revised List. As with the existing List, the revised List does not include municipal buildings, the former Leonard St. and Waverley fire stations, and buildings in the McLean Hospital, Pleasant Street, Common Street, and Richardson Farm historic districts. The Appeal Process remains and provides an opportunity for property owners to appeal inclusion on the List.

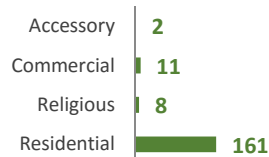
Total Assessed Properties in Belmont: 8,531

Total Properties on the Revised List: 182 (2.1% of all Assessed Properties)

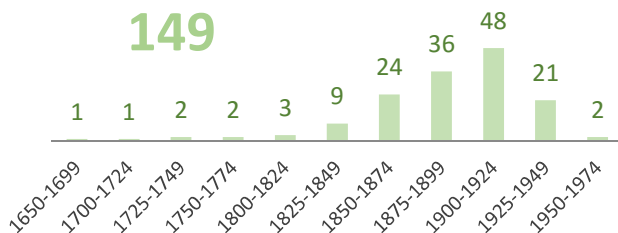
Total Properties in Belmont by Assessed Use



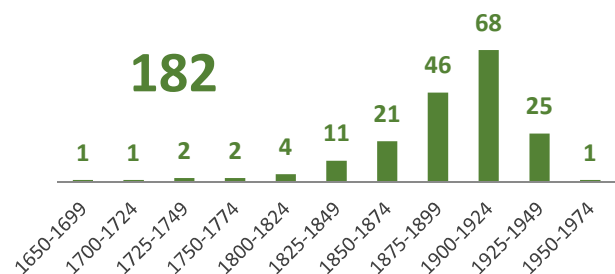
Total Buildings and Structures on the Revised List by Use



Total Buildings and Structures on the Existing List by Period Built



Total Buildings and Structures on the Revised List by Period Built



FAQs

1. What is a Demolition Delay Bylaw?

A Demolition Delay Bylaw affords public review of demolition permit applications for historically significant buildings, and can impose a delay period before the demolition of such buildings may commence. During the delay period, the building owner(s) and the HDC can explore alternative approaches to development to preserve the threatened building. While the Bylaw is not intended to delay demolition indefinitely or prevent it altogether, the opportunity to temporarily postpone the demolition of a Preferably Preserved Building often has a positive outcome.

2. What buildings are affected by this bylaw?

The Demolition Delay Bylaw only applies to buildings included on the List of Significant Buildings. The List was developed utilizing data from the Historic Resources Survey, which was conducted by a historic preservation consultant in conjunction with the Historic District Commission. The Survey began with over 600 properties, 205 of which were inventoried, and ultimately 182 were identified by the HDC as either being associated with historically significant people or events, or were considered to be an outstanding representation of a given architectural style.

3. Why did the general format need revising?

The Bylaw Review Committee previously undertook the effort of standardizing the format for all General Bylaws in Belmont, and amending the format of the Demolition Delay Bylaw brought it current with all other General Bylaw's formatting.

4. Why increase the Sunset Provision from 3 years to 5 years?

Retaining a Sunset Provision allows the Town to review the effectiveness of and potentially improve upon the Bylaw at a later date. It also provides the HDC an opportunity to assess the List of Significant Buildings to ensure it continues to represent buildings and structures of the highest historical and/or architectural integrity in Belmont. During the Bylaw's current tenure, a lack of appeals from property owners and only having two buildings go through the demolition delay process indicates that the Bylaw is appropriate and effective. Furthermore, the List itself is now based on more robust data, which ensures that the buildings placed on the List are more accurately identified as being historically significant. The sunset date of December 31, 2022, is proposed in order to provide the Attorney General sufficient time to review the Bylaw before the 5-year clock starts.

5. How is "Demolish" defined, and why?

Demolish is now defined in the Bylaw as: *Engaging in Demolition*. The definition was needed to provide clarity within the Bylaw.

6. Why add an Exclusions Section?"

The existing definition of "Demolition" lacks clarity on what constitutes "substantial" demolition. However, retaining the existing definition maintains continuity with the State Building Code. By adding the Exclusions Section, the HDC created needed clarity and

identified activities that are not considered demolition, and therefore are not subject to this Bylaw. A more clear and explicit Bylaw helps to ensure a more streamlined and consistent process is applied to all applicants.

7. Why add a provision for buildings that are not demolished?

The provision is added because a loophole currently exists. The goal of the provision is to close that loophole and avoid having buildings or structures removed from the List when no actual plans for demolition and/or redevelopment of the property exist.

8. What is the reason for standardizing the delay period?

The delay period is being standardized because experience gained indicates that a 6 month delay period is not a sufficient time for effective dialogue with a property owner or developer. Additionally, standardizing the delay period creates clarity, ensuring that all buildings on the List are subject to the same process. Furthermore, research into 24 surrounding communities highlighted that no other community has a different delay period between uses, and most have a longer delay period than 6 months. These findings reinforced the belief that a longer delay period is needed to have an effective bylaw and that a standard period, regardless of a building's use, was appropriate.

9. Why delete the severability clause?

The Bylaw Review Committee previously developed a severability clause that covers all General Bylaws for the Town of Belmont. Therefore, the clause is no longer needed within this section.

DEMOLITION DELAY BYLAW

(March 30, 2017)

- A. Intent and **p**Purpose. This Section is adopted for the purpose of preserving and protecting Significant Buildings within the Town of Belmont that constitute or reflect distinctive features of the architectural, cultural, economic, political, or social history of the Town; and to limit the detrimental effect of **D**emolition on the character of the Town. Through this Section, owners of Preferably Preserved Buildings are encouraged to seek out and consider alternative options that will preserve, rehabilitate or restore such Buildings; and residents of the Town are alerted to impending **D**emolitions of Significant Buildings. By preserving and protecting Significant Buildings, this Section promotes the public welfare by making the Town a more attractive and desirable place in which to live and work. To achieve these purposes, the Belmont Historic District Commission is authorized to advise the Inspector of Buildings with respect to Demolition Permit Applications.
- B. Time **L**imitation. The provisions of this Section shall be null and void and of no force and effect on and after **December 31, June 30, 2017**2022.
- C. Definitions. For the purposes of this Section, the following terms shall have the following definitions:

APPLICANT

Any person or entity that files an Application for a Demolition Permit.

APPLICATION

An Application for a Demolition Permit.

BUILDING

A roofed Structure enclosing useful space.

COMMISSION

The Belmont Historic District Commission.

DEMOLISH

To engage in Demolition of a Building.

DEMOLITION

The removal or dismantling of a Building in whole or substantial part, with or without the intent to replace the construction so affected. ~~For the purposes of this Section, the term "Demolition" shall not include routine maintenance; interior renovations; or gutting, removal, replacement, construction or reconstruction of the interior features of a Building.~~

DEMOLITION PERMIT

The permit required by the Inspector of Buildings for Demolition of a Building; ~~excluding a permit required solely for the Demolition of the interior of a Building.~~

INSPECTOR OF BUILDINGS

The person authorized by law to issue Demolition Permits within the Town of Belmont.

LIST

A list of Buildings, entitled *Belmont's Significant Historic Buildings Subject to Demolition Delay Bylaw*, prepared by the Commission and ~~on~~ filed with the Town Clerk, on March 30~~29~~, 2017, as it may be modified pursuant to Subsection D.

PREFERABLY PRESERVED BUILDING

Any Significant Building that the Commission determines, following a public hearing, should be preserved or rehabilitated rather than ~~D~~emolished.

SIGNIFICANT BUILDING

A Building that is listed on the List.

STRUCTURE

Anything constructed or erected, the use of which requires fixed location on the ground.

D. The List of Buildings.

(1) Upon the effective date of the 2017 amendments to this Section, the Commission shall notify the owner of record of any Building identified on the List ~~as originally filed~~, of the owner's right to appeal to the Board of Selectmen within 60 days of such notice to have the Building removed from the List. The basis for this appeal shall be limited to a factual demonstration that the Building does not qualify to be a Significant Building, based upon the following considerations:

- (a) Whether the Building is associated with events that have made a significant contribution to our history;
- (b) Whether the Building is associated with the lives of persons historically significant in our past;
- (c) Whether the Building embodies distinctive characteristics of a type, period, or method of construction; represents the work of a master; possesses high artistic value; or represents a significant and distinguishable entity whose components may lack individual distinction;
- (d) Whether the Building has recognized national, state, or local level historical significance;
- (e) The historic context of the Building; and,
- (f) The integrity of the ~~historic~~ Building.

(2) Additional ~~B~~buildings shall not be added to the List.

(3) Buildings that are located within the McLean Hospital National Historic District, the Common Street Historic District, the Pleasant Street Historic District and the Richardson

Farm Historic District, as well as the Belmont Center Fire Station and Waverley Square Fire Station and all municipal ~~B~~buildings shall be ineligible for inclusion on the List.

- (4) The Demolition of a Significant Building following the issuance of a Demolition Permit shall automatically result in the removal of such Building from the List. Demolition Permits issued for Significant Buildings shall expire six months after their issuance, and a Significant Building that is not Demolished within such period shall remain on the List, and shall be subject to the review procedure set forth in Subsection F.

E. Exclusions. Subsection F shall not apply to:

- (1) The removal of a Building to another site within the Town of Belmont;
- (2) Routine maintenance of a Building;
- (3) Interior renovations of a Building;
- (4) Removal, replacement, renovation, or construction of a Building's porches, entryways, entry platforms and accompanying roofs, decks, dormers, or other architectural elements;
- (5) Removal or replacement of a Building's roofing materials, siding, railings, or windows;
or
- (6) Removal or destruction of a substantial addition to a Significant Building that, in the determination of the Commission, does not contribute to the historic character of the Building.

~~EF~~. Review Procedure.

- (1) No Demolition Permit for a Significant Building shall be issued until the provisions of this Subsection have been satisfied.
- (2) An Applicant proposing to ~~D~~emolish a Significant Building shall file with the Inspector of Buildings an Application containing the following information:
 - (a) The address of the Building to be ~~D~~emolished;
 - (b) The owner's name, address, relevant contact information and telephone number;
 - (c) A description of the Building; and
 - (d) ~~A photograph or P~~photographs of the Building and ~~photographs~~ of neighboring properties.

If the Applicant is not the owner of the Building, the Application shall demonstrate the owner's assent to the filing of the Application.

- (3) The Inspector of Buildings shall, within seven days of receipt of such Application, forward a copy thereof to the Commission.
- (4) Within 35 days of receipt of a copy of the Application from the Inspector of Buildings, the Commission shall hold a public hearing to determine if it is in the public interest for a Significant Building to be preserved or rehabilitated rather than ~~D~~demolished and, based on such determination, whether the Significant Building is a Preferably Preserved Building. Public notice of the time, place and purpose of the hearing shall be posted ~~in a conspicuous place~~ in the same manner as meeting notices posted in Belmont under the Open Meeting Law, MGL c.30A, §20, for a period of not less than seven days prior to the hearing date. The Inspector of Buildings, the Applicant and the owner of the Significant Building (if different from the Applicant) shall be notified in writing of the meeting time and place no less than 14 days prior to the hearing date.
- (5) Within 10 days of the first date of such ~~p~~Public ~~h~~Hearing, the Commission shall provide written notification to the Inspector of Buildings and the Applicant of its determination as to whether the Significant Building is a Preferably Preserved Building. If agreed to in writing by the Applicant, the determination of the Commission and notification to the Inspector of Buildings may be postponed to a specified date. If the Commission does not provide written notification to the Inspector of Buildings and the Applicant of its determination in writing by such deadline, then the Inspector of Buildings may issue the Demolition Permit.
- (6) If the Commission determines that the Significant Building is not a Preferably Preserved Building, the Commission shall so notify the Inspector of Buildings and Applicant in writing. The Inspector of Buildings may then issue the Demolition Permit.
- (7) If the Commission determines that the Significant Building is a Preferably Preserved Building, a Demolition Permit may thereafter be issued no sooner than ~~six months for residential buildings and~~ 12 months ~~for commercial, institutional, and religious Buildings~~ after the date that the Application was filed with the Inspector of Buildings, unless a shorter time is otherwise authorized by the Commission based on its finding that the intent and purpose of this Section, as provided in Subsection A hereof, will be adequately served. ~~If a Building is of mixed use, having both residential and commercial, institutional or religious uses, then the relevant delay for the issuance of a Demolition Permit shall be the longer of the applicable delay periods.~~

FG. Responsibility of Owners and Applicants.

- (1) The owner of a Significant Building for which a Demolition Permit is being sought shall:
 - (a) Provide such information as is reasonably requested by the Commission in connection with its consideration of whether the Significant Building is a Preferably Preserved Building;

- (b) Allow exterior access to the property on which the Significant Building is located, as reasonably requested by the Commission; and
 - (c) Secure the Significant Building, if vacant, to the satisfaction of the Inspector of Buildings until a Demolition Permit is issued.
- (2) An Applicant who has applied for a Demolition Permit for a Preferably Preserved Building shall:
 - (a) Participate in the investigation of preservation options for the Preferably Preserved Building; and
 - (b) Reasonably cooperate with the Commission and any interested parties in seeking alternatives to the Demolition of the Preferably Preserved Building.
- (3) If the owner of a Significant Building fails to secure the Building to the satisfaction of the Inspector of Buildings, the subsequent destruction of the Building through any cause, shall be considered a voluntary Demolition in violation of this Section if such destruction could have been prevented by the required security measures.

| **GH.** Emergency Demolition.

- (1) Nothing in this Section shall restrict the Inspector of Buildings from ordering the immediate Demolition, in accordance with applicable law, of any Building in the event of imminent danger to the safety of the public. In the event that the Inspector of Buildings is informed that a Significant Building is dangerous to life or limb, or otherwise may be subject to a removal order, the Commission shall be notified and, where practicable, the Commission or its designee shall be allowed to accompany the Inspector of Buildings during the inspection of the Building.
- (2) As soon as practicable after the Inspector of Buildings has issued an emergency Demolition order for a Significant Building, a copy of such order shall be provided to the Commission, together with copies of all documentation relevant thereto.

| **HI.** Administration, Enforcement and Remedies.

- (1) The Commission may adopt such rules and regulations as are necessary to administer the provisions of this Section, but may not increase the length of the delay period stated herein.
- (2) In computing any period of time prescribed in this Section, the day of the act, event, or default after which the designated period begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday or a legal holiday, in which event the period runs until the end of the next business day.

- (3) The Commission and the Inspector of Buildings are each specifically authorized to institute any and all actions and proceedings, in law or equity, as either of them may deem necessary and appropriate to obtain compliance with the requirements of this Section or to prevent a threatened violation thereof.
- (4) Any owner of a Significant Building that is ~~De~~molished without first obtaining a Demolition Permit in accordance with the provisions of this Section shall be subject to a penalty of \$300.00. Each day that such violation exists until a faithful restoration of the ~~De~~molished Significant Building or other remediation or remediation plan has been approved by the Commission shall constitute a separate offense. The Inspector of Buildings may enforce this Section by non-criminal disposition as provided in MGL c.40, §21D.
- (5) If a Significant Building is voluntarily ~~De~~molished without first obtaining a Demolition Permit in accordance with the provisions of this Section, no building permit authorizing construction on the lot on which the Building was located or on any adjoining lot under common ownership therewith shall be issued for a period of two years from the date of the Demolition, unless agreed to by the Commission.

~~I.—Severability.~~

~~If any provision of this Section shall be found invalid for any reason, such invalidity shall be construed as narrowly as possible, and the balance of the Section shall be deemed to be amended to the minimum extent necessary, so as to secure the purposes thereof, as set forth in Subsection A.~~

Belmont's Significant Historic Buildings Subject to Demolition Delay Bylaw

2017 MAR 30 AM 8:52

The following buildings are identified as historically significant based on the Belmont Historic Resources Survey completed in 2016 and through inventory and National Register forms filed at the Massachusetts Historical Commission (MHC). The List does not include the properties in the Pleasant Street, Common Street, Richardson Farm, and McLean Hospital Historic Districts; state and municipally-owned buildings; and the historic former Belmont Center and Waverley fire stations.

#	Street	Historic Association Architect/builder	Style	Date
55	Alexander Ave	Locke, W.H. House	French Second Empire	1875
191-203	Belmont St	Kartun Block	Classical Revival	1921
351	Belmont St	Payson Park Congregational Church Newhall & Blevins, architect McLean, William H., architect	Neo Gothic Revival	1915
577	Belmont St	Barnard, Samuel Jr. House	Greek Revival	1837, 1895
583	Belmont St	Barnard, Edward Studio	English Revival	c. 1900
18	Blake St	Hayes, Lloyd B. House MacNaughton, James, architect Underwood, H. Thaxter, architect	English Revival	1914
170	Brighton St	Frost, Jonathan House	Greek Revival	1851
291	Brighton St	Frost, Thaddeus House	Federal	1827
4	Cambridge St		Second Empire	c. 1876
24	Cedar Rd	Chaffee, Emory F. House Wigglesworth, Victor, architect	Prairie	1913
26	Cedar Rd	Stone, Howard House Underwood, H. Thaxter, architect	Craftsman	1911
35	Cedar Rd	Frazar, M. Abbott House	Shingle Style / Queen Anne	c. 1890
41	Cedar Rd	Taft, Roger House Grandgent, Louis, architect	Dutch Colonial	1915
46	Centre Ave	Robbins, Chandler House	Italianate	1880
44-48	Church St	Waverley Hall	Greek Revival	1853
52-54	Church St		Victorian Eclectic	1885
84	Claflin St	Winn Farmhouse	Federal / Greek Revival	1830
30	Clark St	Prindell, James Dwight House Kelley & Graves, architect	Colonial Revival	1910
65	Clark St	Frenning, John J. House Underwood, H. Thaxter, architect	English Revival	1922
80	Clark St	McCabe, George House	Craftsman / Shingle Style	1898
81	Clark St	Widow Brown Cottage Holyoke, C.O., architect Hatch, Lemuel, builder Longfellow, Alexander W. Jr., architect	Gothic Revival	1856

		Historic Association		
#	Street	Architect/builder	Style	Date
86	Clark St	Hatch, Lemuel House	Italianate / Greek Revival	1863
95	Clifton St	Hartwell, Richardson & Driver, architect	Federal	1820
184	Clifton St	Ellis, Alexander House Demone, Harry, builder	English Revival	1929
191	Clifton St	Kazanjian, Varaztad House Stebbins & Watkins, architects	Tudor Revival	1930
200	Clifton St	Willard, Ralph House Heenan, Edward, architect	English Revival	1921
210	Clifton St	Robinson, Edward K. House Avery, Philip S., architect Donaldson, Robert D., builder	Colonial Revival	1928
1	Clover St	Armstrong, George P. House Underwood, H. Thaxter, architect	English Revival	1910
15	Clover St	Cole, James House Cox, William H., architect Hopkins, P.A., architect	Tudor Revival	1911
21	Clover St	Stone, Joseph House Burgess, Charles Vernon, architect	English Revival	1910
24	Clover St	Kelso, Robert House Gay & Proctor, architects	Craftsman	1910
27	Clover St	Sherman, Herbert House Alden, Henry Bailey, architect	English Revival	1908
1	Colonial Ter	Wigglesworth, Victor, architect	Colonial Revival	1916
2	Colonial Ter	Wigglesworth, Victor, architect	Colonial Revival	1916
3	Colonial Ter	Wigglesworth, Victor, architect	Colonial Revival	1916
4	Colonial Ter	Wigglesworth, Victor, architect	Colonial Revival	1916
5	Colonial Ter	Wigglesworth, Victor, architect	Colonial Revival	1916
50	Common St	Underwood, Lyman House	Italianate	1853
69	Common St	All Saints Episcopal Church, Rectory, Parish Hall (14 Clark St) Wood, Rev. Hermon Gaylor, architect McLaughlin & Burr, architect Underwood, H. Thaxter, architect	Shingle Style; English Revival	1897
70	Common St	Underwood, Lyman Barn	Italianate	1853
76	Common St	Mead, Samuel O. House	Gothic Revival / Victorian Eclectic	1853
100	Common St	Underwood, Henry O. House Hartwell & Richardson, architect	Shingle Style	1885
160	Common St	Saint Joseph's Roman Catholic Church Sheehan, T. Edward, architect McGahey & O'Connor, builder Whelan & Westman, architect	Gothic Revival	1912

#	Street	Historic Association Architect/builder	Style	Date
200	Common St	Ticknor-Farnham House Jackson, Allen W., architect	English Revival	1912
209	Common St	Giles, George A. House Little & Russell, architects	Colonial Revival	1922
325	Common St	Grant, Col. Christopher House	Georgian	c. 1760
368-370	Common St	Poole, Fanny House Beal, John Williams, architect	Craftsman	1917
386	Common St	Whitney, Edward C. Mansion	Gothic Revival	1856
389	Common St	Cushing Gate House	Victorian Eclectic	1870
404	Common St	Ellison Barn (accessory building)	Vernacular	1890
410	Common St	Ellison, Henry House	Queen Anne	1890
421	Common St	Belmont Methodist Church Woodbury & Stuart, architects Dirlam, A.A., architect	Gothic Revival	1922-1939
432-444	Common St	Nelson, Arthur T., architect	Colonial Revival	1931
441-449	Common St	Maltzman & Moffie, architects	Classical Revival	1924
296	Concord Ave	Washington Street School, Old	Greek Revival / Italianate	1859
346	Concord Ave	Mead, Samuel O. House, barn	Greek Revival	1836
396	Concord Ave	Underwood, Lyman House	Stick Style / Victorian Eclectic	1898
404	Concord Ave	First Church Hartwell & Richardson, architect Low, Will H./Tiffany Studios, glass art	Richardsonian Romanesque	1890
531	Concord Ave	Atkins - Claflin House Sturgis, R. Clipston, architect	Colonial Revival	1926
560	Concord Ave	Stowe, William E. House	Stick Style	c. 1880
567	Concord Ave	Atkins, Edwin F., Jr. House Shepley, Henry Richardson, architect	Colonial Revival	1918
660	Concord Ave		Federal	c. 1810
741	Concord Ave	Chenery, W. W. Farmhouse	Greek Revival	1870
981	Concord Ave	Shattuck, Josiah House	Georgian	1744
34	Cushing Ave	Garmon, Fred C. House Hathaway, Harold W., architect	Craftsman	1908
72	Cushing Ave	Adams, Cecilia House Willard, Charles F., builder	Bungalow	1912
27	Dorset Rd	Downes, Prentice House Wills, Royal Barry, architect	English Revival	1938
21	Elm St	Hittinger, Richard House	Shingle Style	1897
19	Fairmont St	Chenery, Winthrop L. House	Queen Anne	1886
85	Fairview Ave	Former Harvard Lawn Fire Station	Colonial Revival	1928

#	Street	Historic Association Architect/builder	Style	Date
1	Fletcher Rd	Fletcher, J.V. Farm House Underwood, H. Thaxter, architect	Second Empire / Dutch Colonial	c. 1870
89	Fletcher Rd	Jackson, Henry B. House Derby Barnes & Champney, architects F.C. Alexander, builder	English Revival	1935
136	Fletcher Rd	Duguid-Lockard House Duguid, William, architect	Colonial Revival	1936
14	Glendale Rd	Underwood, H. Thaxter House Underwood, H. Thaxter, architect	Colonial Revival	1921
12	Goden St	Graham-Floyd House Monroe, Murdock, builder	Colonial Revival	1895
73	Goden St	McNamara, Eugene House Bartlett Brothers, builder	Queen Anne	1895
124	Goden St	Pomeroy, William A. Farmhouse	Greek Revival	1850
74	Grove St	Skahan House	Colonial Revival / Shingle Style	1880
106	Grove St	Choate, Francis A. House	Greek Revival	1865
19	Hawthorne St	Barney, Charles House	Second Empire	c. 1880
30	Hawthorne St	Niles House	Italianate	c. 1880
41	Hay Rd	Chase, Nelson House and Studio Chase, Nelson, architect	Rustic/English Revival	1925
20	Highland Rd	Chaffee, E. Leon House Wigglesworth, Victor, architect	Eclectic	1915
36	Hillcrest Rd	Underwood, H. Thaxter, architect	Colonial Revival	1913
63	Hurd Rd	Chenery Farmhouse	Second Empire	c. 1886
10	Juniper Rd	Churchill, Ruth Hornblower Atkins Greenough House Chapman & Frazer, architect	Colonial Revival	1913
105	Juniper Rd	Miller, Theodore T. House Raymond, Eleanor, architect	International Style	1936
92	Kilburn Rd	Gerry, Florence L. House Ramsay, Harry Morton, architect	Craftsman	1910
308	Lake St	Frost, Sylvester C. House	Queen Anne / Colonial Revival	1889
340	Lake St	Frost, M. E. House	Greek Revival	1843
354	Lake St	Frost, Varnum House	Greek Revival	1840
46-48	Leonard St	Perault Building	Italianate	1890
49-63	Leonard St	Locatelli Building Kelley, John Edmund, architect	Georgian Revival	1940
65-89	Leonard St	Locatelli Building Kelley, John Edmund, architect	Georgian Revival	1941

		Historic Association		
#	Street	Architect/builder	Style	Date
70	Lexington St	Beetle, Walter F. House	Shingle Style / Queen Anne	1888
129	Lexington St	First Baptist Church Lewis, C. Wilton, architect Dirlam, Arland Augustus, architect	Shingle Style / English Revival	1904
132-160	Lexington St	Saint Luke's Church & School (includes 21 Beech St.) Shields, Edward, architect Cooper, Frank Irving, architect	Gothic Revival	1923-1951
139-141	Lexington St	Cutter, E.F. House	Second Empire	1870
151	Lexington St	Munroe, William A. House	Italianate	1872
181	Lexington St	Corey, Fred House Melanson Brothers, builders	Queen Anne	1913
21	Marlboro St	Saint Andrews Episcopal Church Sylvester, Edmund Q., architect	Mission Style	1912
154	Mill St	Eaton, Capt. House	Georgian	1750
20	Moraine St	"The Thayer"	Colonial Revival	1908
16	Myrtle St	Sherman, Charles House Bartlett Brothers, builders	Queen Anne/Shingle	1897
17	Myrtle St	Parker, A.B. House	Shingle Style	1895
18	Oak Ave	Goss, John L. House Wadsworth, W.A., architect	Craftsman/Prairie	1915
23	Oak Ave	Cushing Farmhouse Benjamin, Asher, architect	Greek Revival	1837
34	Oak Ave	McGahey, Henry House McGahey, Henry, builder	Colonial Revival	c. 1922
39	Oak Ave	Davis, Herbert L. House Davis, H.L. (maker)	Craftsman Colonial	1908
43	Oak Ave	Dodd-Wendell House	Craftsman	1906
51	Oak Ave	Gray, Robert House Nathan Douglas, architect	Colonial Revival	1910
60	Oak Ave	Dohs-Lane House	English Revival	1900
63	Oak Ave	Eddy, Jesse House	Colonial Revival	1906
11	Oak St	Cate, Eleazar House Bartlett Brothers, builders	Queen Anne/ Shingle	1894
17	Oak St	Pierce, Eugene House Bartlett Brothers, builder	Colonial Revival	1897
23	Oak St	Woodin, George House Bartlett Brothers, builders	Shingle Style	1895
29	Oak St	Bathrick, John House Bartlett Brothers, builders	Shingle Style	1897
35	Oak St	Worth House Bartlett Brothers, builders	Colonial Revival	1897

#	Street	Historic Association Architect/builder	Style	Date
15	Oakley Rd	Lancaster, Sherman House Sutherland, S.F.	Craftsman	1919
38	Oakley Rd	McArdle, James W. House McArdle, James W. builder	Colonial Revival	1912
48	Oakley Rd	McArdle-Carrington House McArdle, James W., builder	Georgian Revival	1908
58	Oakley Rd	Benton, Col. E.C. two-family	English Revival	1915
163-165	Oakley Rd	Chenery House Underwood, H. Thaxter, architect (1923)	Greek Revival	c. 1830
186	Payson Rd	Castle, Clara S. B. House	Craftsman / Colonial Revival	1907
210-212	Payson Rd	Reed two-family Shaw, Richard, architect, Lynch, Albert E., builder	Shingle Craftsman	1910
69	Pinehurst Rd	Howlett, Clarence House The Architects Collaborative, Gropius, Walter and Thompson, Benjamin, architects	International Style	1948
388	Pleasant St	Hill, Abraham House	First Period	1730
307	Pleasant St	Frost, Henry House	Greek Revival	1844
312	Pleasant St	Frost, Walter L. House	Queen Anne	1892
318	Pleasant St	Frost, Warren S. House	Italianate	1860
936-1000	Pleasant St	Pleasant Street Garage Bagnaschi, Charles, architect Wilson, Albert, architect	Moderne	1912-1949
200	Prospect St	Perry, Henry House Bellows & Aldrich, architect	Colonial Revival	1923
204	Prospect St	Peabody, Lucia House Avery, Philip S., architect	Colonial Revival	1913
206	Prospect St	Prentiss, George A. IV House	Italianate	1881
216	Prospect St	Prentiss, George III House	Greek Revival	1830
225	Prospect St	Locatelli, Albert House St. Sauveur, Lewis A., architect	English Revival	1929
233	Prospect St	George Prentiss II House Aub, Elizabeth Cope, architect (1928)	Federal	1809
6	Raleigh Rd	Norby, C. N. House Gowing, Frederick H., architect	English Revival / Craftsman	1919
32	Rockmont Rd	Connelly, James House McDonald, Hugh, builder	Spanish Eclectic	1929
32	School St	Morton, Thomas C. House	Greek Revival	1840
90	School St	Bartlett, Wilbert House Bartlett Brothers, builders	Queen Anne/Shingle	1895

#	Street	Historic Association Architect/builder	Style	Date
96	School St	Lowe, William W. House Bartlett Brothers, builders	Queen Anne	1895
104	School St	Richardson-Swift House	Stick Style	1883
111	School St	Pearse House	Queen Anne	1898
128	School St	Fletcher, Elmer House	Queen Anne/Col. Rev.	1895
20R	School St	Underwood Greenhouse Lord & Burnham, designer	Victorian Eclectic	1894
468-470	School St	Richardson, Henry House	Greek Revival / Italianate	1853
256	Slade St	Powers, Martin House Bates & Wigglesworth, architects	Colonial Revival	1922
77	Snake Hill Rd	Koch, Carl House Koch, Carl, architect	International Style	1940
90	Somerset St	Howells, William Dean House (Red Top) McKim, Mead & Bigelow, architects	Queen Anne / Colonial	1877
11	Springfield St		Colonial Revival	1900
39	Stone Rd	Green-Kirkpatrick House Parker, Stanley B., architect	English Revival	1914
60	Stone Rd		Greek Revival	1860
94	Stone Rd	Flint, Lester House	English Revival	1913
17	Sycamore St	Kilpatrick, Charles W. House Kilpatrick, Charles, builder	Colonial Revival / Craftsman	1911
36	Sycamore St	Butler, Rev. Daniel House	Gothic Revival / Victorian Eclectic	1853
72-86	Trapelo Rd	Winters Block Robinson, George Ernest, architect	English Revival	1929
105-115	Trapelo Rd	Cliff, Zebedee Block Cliff, Zebedee, architect/builder	Classical Revival	1922
232	Trapelo Rd	McCarthy, John V. House	Craftsman	1920
464-470	Trapelo Rd	Kaplan Block Underwood, H. Thaxter, architect	Classical Revival	1927
472-488	Trapelo Rd	Norcross, Fred A., architect	Colonial Revival	1914
1	Tyler Rd	Knight, Morris House Kendall, Frank, architect	Colonial Revival	1925
8	Tyler Rd	Gaskill, Walter House Walker, Robert T., architect	Shingle Style / Craftsman	1928
34	Tyler Rd	Punchard, William House Keyes, Henry, architect	English Revival	1930
41	Tyler Rd	Hamilton, Parker House Derby & Robinson, architects	Colonial Revival / First Period Reproduction	1927

#	Street	Historic Association Architect/builder	Style	Date
43	Village Hill Rd	Barnard, Frank House Wills, Royal Barry, architect	English Revival	1936
51	Washington St	Barron Homestead	Colonial	1700
52	Washington St	Chenery, John House	Colonial / Italianate	1654
80	Washington St	Long, George House	Italianate	1830
215	Washington St	Shaw, Edward H. House	Craftsman	1912
232	Washington St	King, Charles House	Gothic Revival / Stick Style	1853-1858
160-162	Washington St	Stone, Jonathan Mansion	Federal	1800
153	Watson Rd	Bright, Frederick House	Greek Revival / Italianate	1874
22	Waverley St		Second Empire	1878
40	Waverley St		Second Empire	1878
69	Waverley St		Queen Anne	1890
112	Waverley St	Harris, Henry S. House	Queen Anne	c. 1880
323	Waverley St	Goodridge, William H. House	French Second Empire / Victorian Eclectic	1876
331	Waverley St	Robbins, Frank House	Victorian Eclectic / Stick Style	1876
32	Willow St	Hanson, William C. House	Shingle Queen Anne	1900
41	Willow St	Morrow, Charles House Nale, C., architect Robertson, E.J., builder	Queen Anne/Col. Revival	1910
52	Willow St	Odde, John A.L. House Greco, Charles, R., architect	Shingle Style	1905



**OFFICE OF COMMUNITY DEVELOPMENT
TOWN OF BELMONT**

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Memorandum

To: Town Meeting Members
From: Belmont Planning Board
Date: April 6, 2017

RE: Planning Board's Report to the 2017 Annual Town Meeting

Pursuant to the requirements of Massachusetts General Laws, Chapter 40A, Section 5, the Planning Board hereby provides the following recommendations on the zoning amendments that will appear before the 2017 Annual Town Meeting. Sitting for the Board were Liz Allison, Chair; Barbara Fiacco, Vice Chair; Charles Clark; Joseph DeStefano; Karl Haglund; and Raffi Manjikian, associate member. A brief overview of the zoning amendments, the reasons for them and the Board's recommendation to the Town Meeting are provided below.

Article 5 Amend Sign Zoning By-Law

The Town spent considerable amounts of time and money rebuilding Belmont Center and the Trapelo Road/Belmont Street corridor to improve the streetscape and the pedestrian experience. As a result, the Board decided that the Sign Zoning By-Law, whose provisions have a significant impact on the Town's streetscape, needed to be amended in order to support the Town's investment. Additionally, the existing Sign Zoning By-Law does not limit the size of a sign on an awning, a loophole that the Board agreed needed to be closed. Furthermore, while conducting research into other comparable communities' by-laws, various provisions were identified as missing from the Town's By-Law and the Board felt they should be added. Finally, the Sign Zoning By-Law must be amended in order to comply with a 2015 Supreme Court decision that requires Sign By-Laws be content neutral.

As a result, the Planning Board proposes the following amendments to the Sign Zoning By-Law:

1. Standardize the size of Standing Signs across all commercial zoning districts;
2. Reduce the total size of Window Signs, including permanent and temporary signs;
3. Limit the size and placement of Sandwich Board Signs;
4. Reduce the number of days and how often a Temporary Sign can be displayed;

5. Tighten the Non-Conforming Signs provision to help bring existing signs into conformance with the amended By-Law;
6. Allow the Planning Board to waive the regulations if the proposed sign is consistent with the purposes of the By-Law;
7. Define Awning and Marquee Signs and limit their size;
8. Provide a comprehensive list of Prohibited Sign types;
9. Require proper maintenance of permanent signs; and
10. Allow Non-Commercial Signs in all zoning districts.

The Board held a public hearing on February 16, 2016 and continued it to March 7 and 21. At the conclusion of the public hearing, the Board deliberated on the zoning amendment and voted unanimously **to recommend favorable action by Town Meeting to adopt the amendments to the Sign Zoning By-Law.**

Article 6 Zoning Amendment Recreational Marijuana Establishment Temporary Moratorium

By vote at the State election on November 8, 2016, the voters of the Commonwealth approved a law regulating the control and production and distribution of recreational marijuana under a system of licenses and regulations. A Recreational Marijuana Establishment is not permitted under zoning in the Town and regulations promulgated by the State are expected to provide guidance to regulate marijuana sales and distribution. The regulation of marijuana sales raises novel and complex legal, planning, and public safety issues. The Town needs time to study and consider the complex issues, as well as to address the potential impacts of the State regulations on local zoning. The moratorium will allow the Town sufficient time to engage in a planning process to address the effects of Recreational Marijuana Establishments and to enact bylaws in a manner consistent with sound land use planning.

The Board held a public hearing on March 21. At the conclusion of the public hearing, the Board deliberated on the zoning amendment and voted unanimously **to recommend favorable action by Town Meeting to adopt a Recreational Marijuana Establishment Temporary Moratorium.**

If you have any questions regarding the zoning amendment, please do not hesitate to contact Jeffrey Wheeler, Senior Planner, at 617-993-2666 or at jwheeler@belmont-ma.gov.

Thank you.

Annual Town Meeting 2017

Community Preservation Committee

Index

CPC Introductory Letter.....	pg. 3
Overview of CPA in Belmont.....	pg. 4
FY 2018 CPA Project Summary.....	pg. 6
Fund Balance.....	pg. 12
Prior Year Project Statuses.....	pg. 13



COMMUNITY PRESERVATION COMMITTEE

Margaret Velie, Conservation Commission (Chair)
Anne Marie Mahoney, Board of Selectmen Appointee (Vice Chair)
Floyd Carman, Board of Selectmen Appointee (Floyd Carman)
Anthony Ferrante, Recreation Commission
Karl Haglund, Planning Board
Lisa Harrington, Historic District Commission
Gloria Leipzig, Housing Authority
Andrés Rojas, Board of Selectmen Appointee
Jim Williams, Board of Parks Commissioners

March 10, 2017

Dear Town Meeting Member,

The enclosed information summarizes the status of the past four years of Town Meeting approved projects and describes the five projects which Belmont's Community Preservation Committee (CPC) is recommending to Town Meeting for funding under the State's Community Preservation Act (CPA) in FY 2018. Detailed project descriptions for all Town Meeting approved projects can be found on the CPC webpage on the Town of Belmont website:

<http://www.belmont-ma.gov/community-preservation-committee>.

Town Meeting has the final vote on funding these recommendations. According to CPA legislation, Town Meeting actions on recommendations are limited to the following:

- May approve, reduce or reject recommended amounts.
- May reserve all or part of amount recommended for specific project to applicable reserve.
- May not increase recommendations or initiate appropriations from fund monies.

This is the fifth year the CPC will make funding recommendations to Town Meeting, and we welcome questions and suggestions. Please contact fcarman@belmont-ma.gov or mtrainor@belmont-ma.gov or call our hotline at (617) 993-2774.

Copies of this document will not be available at Town Meeting, so we encourage you to bring this packet with you at the May 2017 session or contact the CPC in advance to schedule a time to pick up a hardcopy.

We look forward to discussing these recommendations with you at Town Meeting.

Margaret Velie, Chair
Community Preservation Committee

Overview of the CPA in Belmont

Recommended Community Preservation Act Funding for FY 2018

The Community Preservation Committee (CPC) is recommending five projects to the 2017 Annual Town Meeting for funding. Described In the following pages, each of these projects was evaluated by the CPC in light of the articulated criteria for eligibility and appropriateness under the Community Preservation Act (CPA). The projects have been presented at a public hearing held on November 10, 2016 and at a League of Women Voters meeting on April 24, 2017.

Community Preservation Act

The CPA is a state statute which individual communities in the Commonwealth may choose to adopt; Belmont adopted the statute at the State election held November 2, 2010. CPA communities impose a surcharge on their own property taxes of up to 3%, and funds raised from the surcharge are restricted to use for projects in four categories: community housing, historic resources, open space and recreation. To support expenditures in these areas, the state provides partial match of the funds raised by the community surcharges.

Belmont elected a 1.5% surcharge on both residential and commercial taxpayers. Mindful of the burden on homeowners, however, the Town also adopted provisions which exempt the first \$100,000 of residential property values from the surcharge, and grant a total exemption from the surcharge to lower income residents. In 2017, the annual surcharge averaged \$160.27 per Belmont single family household.

The State match, originally 100%, has declined since 2006 as additional communities have adopted the statute and joined the funding pool, and as registry of deed fees which feed the State fund have suffered in a weak economy. The match is currently estimated at 20%. On average, Belmont generates approximately \$1.3 million of CPA funding annually.

Revenue	FY12	FY13	FY14	FY15	FY16	FY17 (Estimated)
Surcharge	\$ 858,359.01	\$ 890,298.66	\$ 917,630.41	\$ 963,354.88	\$ 1,058,165.74	\$ 1,084,619.88
Surcharge - Subsequent Year Collection	\$ -	\$ 6,358.84	\$ 7,325.91	\$ 6,204.44	\$ 4,137.15	\$ -
State Match (Based Off Of Prior Year Collections)	\$ -	\$ 232,884.00	\$ 470,418.00	\$ 291,615.00	\$ 288,337.00	\$ 219,502.00
TOTAL	\$ 858,359.01	\$ 1,129,541.50	\$ 1,395,374.32	\$ 1,261,174.32	\$ 1,350,639.89	\$ 1,304,121.88

Community Preservation Committee

The CPA requires each adopting community to appoint a Community Preservation Committee. By statute, the CPC consists of nine members, of whom three are appointed by the Board of Selectmen as at-large members and six are appointed by the following boards

and commissions: Parks Commissions (the Board of Selectmen in Belmont), Conservation Commission, Historic District Commission, Housing Authority, Planning Board, and the Recreation Commission. Currently Margaret Velie serves as Chair of the CPC and Anne Marie Mahoney serves as Vice-Chair.

The CPC is responsible for reviewing applications for funding under the CPA and recommending to Town Meeting expenditure of CPA funds on those projects it approves each year. All funding decisions by the CPC were made within the framework of the Community Preservation Plan, which was approved by the CPC on August 14, 2013. The Community Preservation Plan was last updated on September 19, 2016 following the 2016 Annual Town Meeting.

FY 2018 CPA Project Summary

Proposed FY18 Projects	Recommended Appropriation	
Grove Street Tennis Courts	\$	336,000
Assessment and Project Redevelopment of Sherman Gardens	\$	173,200
Belmont Headquarters Sons of Italy - Historical Artifacts Preservation	\$	24,125
Grove Street Park Intergenerational Walking Path Construction Site Plan	\$	35,000
PQ Playground Revitalization Project Phase 2	\$	615,000
TOTAL	\$	1,183,325.00

Project:	Grove Street Tennis Courts
CPA Category:	Open Space/Recreation
Amount Requested:	\$336,000
Amount Recommended:	\$336,000
CPC Vote:	8/8
Sponsors:	Jay Marcotte
	Town of Belmont - DPW

Project Description

Removal and replacement of the four (4) Tennis Courts.

Project Goals and Objectives

Through the staff evaluation of the tennis courts in 2010 and the approved Capital Budget Committee (CBC) request for the spring 2011 Town Meeting, it was clear that there is significant town-wide support for maintaining all of the existing tennis courts. The initial CBC request was to repair the Grove Street and Pequossette tennis courts permanently remove the Grove Street Playground tennis courts. At the 2011 Town Meeting, tennis advocates offered an amendment that succeeded in providing the CBC funds for the short-term, temporarily repairs to maintain the tennis courts at all three (3) locations. A copy of the Town Meeting discussion is attached to demonstrate the town-wide support for these recreational assets.

Project Benefit

This important Town asset is needed as an integral part of the resident's opportunity to have athletic facilities available to them for both pleasure and competitive enjoyment with the associated health benefits. The availability of tennis courts also allows every new generation to have the opportunity to acquire skill that they can enjoy for a lifetime. This request addresses Town needs as identified in the CPA Guidelines. In addition, addresses the following needs as detailed in the Comprehensive Plan; quality of life, maintaining recreational facilities, invest in routine asset management, meeting the needs of children, youth and seniors, maintaining open space and reflects community priorities.

Project:	Assessment and Project Redevelopment of Sherman Gardens
CPA Category:	Community Housing
Amount Requested:	\$173,200
Amount Recommended:	\$173,200
CPC Vote:	8/8
Sponsors:	Donna Hamilton
	Belmont Housing Authority

Project Description

Sherman Gardens Apartments is a state-aided public housing development owned and operated by the Belmont Housing Authority. The development was built in 1971 for elderly and disabled households. Currently there are 80 one bedroom units on site that are located in two story buildings and none of these units is accessible. The lack of accessible housing within the development has been a serious concern of the residents as well as the Council on Aging. Community Preservation funds would enable the evaluation of a combination of new construction on the site including the addition of an elevator building, renovation of existing units and the creation of new apartments. CPA funds would enable the Belmont Housing Authority to develop a project plan with the assistance of an architectural firm and a housing consultant that would include but not limited to site assessment, outreach to residents, abutters and the Town, preliminary title/zoning review, conceptual design plans, preparation of initial development budget and identification of potential financial resources and assembly of a development team.

Project Goals and Objectives

The Goal of the Belmont Housing Authority in requesting \$173,200.00 in CPA funds is to complete an assessment and project redevelopment plan of Sherman Gardens Apartments. The assessment and redevelopment plan will focus on the feasibility of a new construction building with elevator access for the elderly and disabled residents of Belmont and also the creation of affordable apartments on the site.

Project Benefit

The redevelopment of Sherman Gardens Apartments will create additional affordable housing in Belmont. Although the number of new units and the bedroom size will be determined through the planning process, affordable housing for seniors, young adults and young families is limited and needed.

Belmont's Comprehensive Plan for 2010 – 2020 indicates that the number of seniors (55-74) will be 26% by 2030 up from 18% in 2000, an increase of 57%. The Comprehensive Plan also notes that "housing suitable for the needs of ...the elderly is "insufficient". Although Sherman Gardens has 80 apartments for the elderly and disabled, none of the apartments meet the criteria for accessibility. A comprehensive evaluation of the site will determine the feasibility of adding an elevator building that would provide accessible apartments as well as different configurations not currently possible, for example the addition of two bedroom apartments that would accommodate a Personal Care Attendant or separate bedroom space.

Project: Belmont Headquarters Sons of Italy –
Historical Artifacts Preservation
CPA Category: Historic Preservation
Amount Requested: \$24,125
Amount Recommended: \$24,125
CPC Vote: 7/8
Sponsors: Cynthia Pasciuto
Sons of Italy - Culture Commission

Project Description

The project address location is 93 Concord Avenue in Belmont, Massachusetts 02178. The current owner of the property is Order Sons of Italy in America, OSIA Trust.

This project will allow the Sons of Italy to document their collection which preserves artifacts that chronicle the history of this important immigrant group in Belmont and around Massachusetts. The preservation and documentation of these artifacts will enable the Belmont Sons of Italy Headquarters to share online and in Belmont school presentations the rich cultural traditions and the role of Italian immigrants in Belmont and the Commonwealth.

Project Goals and Objectives

- I. Preserve a vital part of the story of Belmont's settlement and growth in the 20th thru 21st centuries.
- II. To document the experience of an important immigrant community in Belmont.
- III. To insure that future generations of Belmont residents can learn about the contributions of Italian-American families to Belmont's history.
- IV. To be able to share their important life stories with the Belmont community and the Commonwealth.

Project Benefit

The Belmont Headquarters Sons of Italy- Historical Artifacts Preservation project meets the "general guidelines" of Chart 1, "Allowable Spending Purposes, " (G.L.c 44B, 5). With respect to Historical Resources, the Sons of Italy artifacts are significant to the culture of the Town of Belmont and the Commonwealth.

With respect to the CPA "specific guidelines" (page 20, Town of Belmont Community Preservation Plan), the Belmont Headquarters Sons of Italy- Historical Artifacts Preservation project will, "identify, document, protect, preserve historic resources," which in this case are, "historic objects." Once this project is complete, it will indeed be a public benefit by sharing the rich cultural traditions and the role of Italian immigrants in Belmont and the Commonwealth. This project will "protect" these historic artifacts, contributing to their "long term maintenance and sustainability." At completion of the project, an exhibit, a website, and subsequent Belmont school visitations and presentations will benefit Belmont residents.

ARTICLE

Project:	Grove Street Park Intergenerational Walking Path Construction Site Plan
CPA Category:	Open Space/Recreation
Amount Requested:	\$35,000
Amount Recommended:	\$35,000
CPC Vote:	8/8
Sponsors:	Donna Ruvolo The Friends of Grove Street Park

Project Description

Grove Street Park, the largest of the Town of Belmont's public parks, has provided an oasis of open space and a destination for informal and organized recreational activities for town residents for many years.

In the past few years, through multiple public meetings and by the creation of a Master Plan commissioned by the Town, there has been an opportunity to examine improvements and/or additions to the park by various stakeholders. The Friends of Grove Street Park, a group of park neighbors and friends formed after the town sponsored meetings, reviewed the options, and prioritized improvements that would serve the most residents while still maintaining the open space that is cherished in our community. This led to the recommendation of an ADA compliant Intergenerational Walking Path.

Project Goals and Objectives

The proposed construction site plan is based on elements presented in the Master Plan, including: a 6 to 8 foot wide walking path that circumnavigates the entire park; a landscaping plan (especially shade trees) and seating/gathering areas for resting/socializing.

Project Benefit

- Improve entrances to the park that are smooth and welcoming, free of tree roots and erosion, suitable for wheelchairs, strollers and for unstable/elderly walkers
- Create a path that brings people into the park instead of walking along the edges
- Create a plan for the planting of shade trees and other landscaping, to be enjoyed by everyone but in particular spectators for baseball and soccer games (note: several large trees were lost in recent years during storms/micro-bursts).
- Create areas with seating for resting and socializing for all ages.
- Improve the overall look and feel of the park as a welcoming environment for everyone in the community.

ARTICLE

Project:	PQ Playground Revitalization Project Phase 2
CPA Category:	Open Space/Recreation
Amount Requested:	\$615,000
Amount Recommended:	\$615,000
CPC Vote:	8/8
Sponsors:	Julie Crockett Friends of PQ Park

Project Description

The CPA funds approved in Phase 1 resulted in hiring Waterfield Design Group (WDG), who led a rigorous design and public engagement process, including three community input meetings and resulting in final design for the Pequossette (PQ) Park Playground Revitalization Project. The Friends of PQ Park are requesting funds for Phase 2 of the PQ Park Playground Revitalization Project for implementation and construction. . As shown in the design, the improvements to the PQ Park playground area will include: removal of all playground components, which includes broken and outdated equipment; installing age-appropriate play structures and equipment; replacing and extending paths around the playground area allowing for a handicapped accessible and intergenerational multi-use path; and all related site work. At all stages of the process, WDG has and will continue to work closely with Jay Marcotte, DPW Director.

Project Goals and Objectives

The goals of the project align with fulfilling the General and Specific Criteria of the Community Preservation Committee Guidelines in the following ways:

- Preserve or utilize currently owned Town assets
- Benefit a currently underserved population
- Provide long-term benefit to the Town
- Preserve the essential character of the Town

Project Benefit

The PQ Park Playground Revitalization Project is the result of neighborhood input about community needs, concerns, and aspirations. Renovating the PQ playground will make better use of space and increase the usability of PQ park as a whole. The renovations will include new landscaping with benches and picnic tables for caregivers, parents, grandparents and community members to enjoy while watching their children play. Completion of the project will improve the quality of life for the residents and visitors who use the playground and the other facilities in PQ Park. PQ Park is one of the busiest parks and playgrounds in town of Belmont.

TOWN OF BELMONT
COMMUNITY PRESERVATION COMMITTEE
CPA Fund
March 10, 2017

Revenue (FY12-FY17)

Local Surcharge	\$ 5,796,455
State Match	\$ 1,502,756
Interest and Misc Fees	\$ 44,662
Total Collection	\$ 7,343,873

Expenses (FY12-FY17)

Project Spending	\$ (3,883,051)
Remaining Appropriated Project Funding	\$ (1,122,909)
Admin Expenses (see spending guidelines)	\$ (102,874)
Total Expenses	\$ (5,108,834)

Proposed Appropriations (FY18)

FY18 Projects	\$ (1,183,325)
FY18 Admin Budget (see spending guidelines)	\$ (51,916)
Total Proposed Appropriations (FY18)	\$ (1,235,241)

Summary

Collections	\$ 7,343,873
Expenses	\$ (5,108,834)
Proposed Appropriations	\$ (1,235,241)
Total Estimated CPA Fund Balance (7-1-17)	\$ 999,798


<u>Admin Fees</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
Admin Salary	\$ 8,916.99	\$ 11,412.03	\$ 10,091.71	\$ 11,000.00
Procurement Training	\$ 450.00	\$ 1,265.00	\$ -	\$ -
Open Space Land and Housing Inventory Project	\$ 30,000.00	\$ -	\$ -	\$ -
Deed Restriction - Homer House	\$ -	\$ -	\$ 4,266.00	\$ -
CPA Coalition Dues	\$ 3,000.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Misc Office Supplies	\$ 153.94	\$ -	\$ 362.53	\$ -
Total Admin Spending	\$ 42,520.93	\$ 16,177.03	\$ 18,220.24	\$ 14,500.00

Original Appropriated Admin Budgets	\$ 58,000.00	\$ 56,498.00	\$ 56,200.00	\$ 50,650.00
Turnback	\$ 15,479.07	\$ 40,320.97	\$ 37,979.76	

***FY18 Admin Budget estimated as of 3-10-17, subject to change prior to Town Meeting.


TOWN OF BELMONT
COMMUNITY PRESERVATION COMMITTEE
CPA Project Statuses
March 3, 2017

FY 2014

PROJECT	SPONSOR	APPROPRIATION	EXPENSES	% COMPLETED	TURNBACK
(Belmont Village) Electric Service Upgrade Underground Wiring	Donna Hamilton	\$ 147,000.00	\$ 128,161.22	100.00%	\$ 18,838.78
(Town Hall) Concord Avenue Door Remediation	Kevin Looney	\$ 72,000.00	\$ 71,870.50	100.00%	\$ 129.50
Building Survey and Investigation of the William Flagg Homer House	Susan Smart	\$ 10,000.00	\$ 9,500.00	100.00%	\$ 500.00
Comprehensive Cultural Resources Survey	Lisa Harrington	\$ 115,000.00	\$ 115,000.00	100.00%	\$ -
Irrigation Improvements at Rock Meadow Community Gardens	Mary Trudeau	\$ 10,000.00	\$ 9,023.63	100.00%	\$ 976.37
Joey's Park Rehabilitation	Ellen Schreiber	\$ 100,000.00	\$ 100,000.00	100.00%	\$ -
Landscape Plan for Intergenerational Walking Path at Clay Pit Pond	Mary Trudeau	\$ 20,000.00	\$ 18,970.00	100.00%	\$ 1,030.00
Preserving and Digitizing Belmont's Vital Records	Ellen O'Brien Cushman	\$ 100,000.00	\$ 77,685.09	77.69%	\$ -
All work for the project must cease after June 30, 2016, at which point the CPC will require a deliverable.					
Underwood Park (Plan & Design)	Peter J Castanino	\$ 298,000.00	\$ 298,000.00	100.00%	\$ -
		\$ 872,000.00	\$ 828,210.44 	97.52%	\$ 21,474.65

TOWN OF BELMONT
COMMUNITY PRESERVATION COMMITTEE
CPA Project Statuses
March 3, 2017

FY 2015

PROJECT	SPONSOR	APPROPRIATION	EXPENSES	% COMPLETED	TURNBACK
Belmont Community Moving Image Archive	Jeffrey Hansell	\$ 12,000.00	\$ 11,963.85	100.00%	\$ 36.15
Daniel Butler School Playground Project (Phase II)	Michael McAllister, Principal	\$ 66,524.00	\$ 60,988.00	91.68%	\$ -
Although a small amount of work remains, a deadline extension might be necessary given unfavorable winter weather conditions.					
(Belmont Village) Electrical Upgrade Interior Wiring	Donna Hamilton	\$ 165,000.00	\$ 165,000.00	100.00%	\$ -
First Time Homebuyer Assistance	Helen Bakeman	\$ 375,000.00	\$ -	100.00%	\$ 375,000.00
JV Field Irrigation Upgrade	Jim Fitzgerald	\$ 8,700.00	\$ 8,700.00	100.00%	\$ -
Underwood Pool	David Kale	\$ 2,000,000.00	\$ 2,000,000.00	100.00%	\$ -
Winn Brook Field Renovation	Peter Thomson	\$ 100,000.00	\$ 96,373.54	100.00%	\$ 3,626.46
		\$ 2,727,224.00	\$ 2,343,025.39 	98.81%	\$ 378,662.61

TOWN OF BELMONT
COMMUNITY PRESERVATION COMMITTEE
CPA Project Statuses
March 3, 2017

FY 2016

PROJECT	SPONSOR	APPROPRIATION	EXPENSES	% COMPLETED	TURNBACK
Belmont Veterans Memorial Project	Kevin Ryan	\$ 60,000.00	\$ 26,800.00	100.00%	\$ 33,200.00
Electrical Upgrade	Donna Hamilton	\$ 522,500.00	\$ 430,650.40	82.42%	\$ -
The project work has been completed. Final invoices have not yet been submitted. Floyd Carman will contact the project sponsor to acquire project photos for CPC records. It is expected that the project sponsors give a final presentation to the Board of Selectmen, as well as a short presentation at the Annual Town Meeting.					
Digitization of Belmont Newspapers (1890-1923)	Emily Reardon	\$ 17,923.24	\$ -	0.00%	\$ -
A vendor has been selected and a contract has been filed with the Town Accountant.					
1853 Homer House Rehabilitation and Restoration	Kelly Higgins	\$ 100,000.00	\$ 10,200.00	10.20%	\$ -
Construction is expected to begin in spring 2017.					
Pegussette Tennis Courts Rehabilitation and Restoration	David Kale	\$ 295,000.00	\$ 206,940.21	70.15%	\$ -
The project has been completed. Final invoices have not yet been submitted.					
Wellington Station Exterior Restoration and Rehabilitation	Emilio E Mauro, Jr.	\$ 26,300.00	\$ -	0.00%	\$ -
Victoria Hasse is the new project sponsor, and has been given procurement information so that a scope-of-work statement can be advertised for the beginning of March 2017.					
		\$ 1,021,723.24	\$ 674,590.61	43.80%	\$ 33,200.00

TOWN OF BELMONT
COMMUNITY PRESERVATION COMMITTEE
CPA Project Statuses
March 3, 2017

FY 2017					
PROJECT	SPONSOR	APPROPRIATION	EXPENSES	% COMPLETED	TURNBACK
Construction of Intergenerational Walking Path at Clay Pit Pond	Mary Trudeau	\$ 228,350.00	\$ -	0.00%	\$ -
The Town Administrator is currently reviewing all Belmont contracts, including the contract with BETA Group Inc. to provide construction drawings.					
Preserving Belmont's Original Vital Records	Ellen Cushman	\$ 80,000.00	\$ -	0.00%	\$ -
Digitizing Belmont's Town Meeting Records	Ellen Cushman	\$ 85,000.00	\$ -	0.00%	\$ -
Town Hall Exterior Railings Improvements	Gerald R. Boyle	\$ 75,000.00	\$ -	0.00%	\$ -
An anonymous benefactor donated \$7,500 to clear the brush around the exterior railings. After the brush had been cleared, it was discovered that the condition of the railings was much worse than previously anticipated. The project sponsors are determining whether the amount of the current CPA grant is sufficient, or if the project should be cancelled and resubmitted in next year's application process.					
PQ Playground Revitalization (Phase I)	Julie Crockett	\$ 25,000.00	\$ 14,658.00	58.63%	\$ -
Project sponsors will be conducting a public meeting on Wednesday September 28, 2016 to present the vendor who was chosen as the landscape architect.					
Winn Brook Tennis Courts	Jay Marcotte	\$ 325,000.00	\$ 22,566.46	6.94%	\$ -
The project is expected to be completed by the end of the calendar year.					
		\$ 818,350.00	\$ 37,224.46	10.93%	\$ -

SAVE \$\$\$ + REDUCE  =



Article 9: Allow Selectmen to Consider Waste Metering Approaches to Save Money and Reduce Trash

In 1990, Belmont residents passed an override to pay for trash services. A lot has changed in 27 years, and that override now stands in the way of the Town reducing trash and saving money. Since the waste contract usually gets bid every 5 years, this is a critical time to consider all options. **This non-binding resolution will have no immediate effect on the Town's trash services. This resolution updates the sense of the Town on this issue in order to inform the freedom of action the Selectmen can have in evaluating options for managing waste, including waste metering such as Pay As You Throw.** This resolution seeks to honor the old override while allowing the Town to improve upon our already successful trash and recycling services.

After 27 years, conditions change. Here are a few things to consider:

- At least 179 landfills accepted municipal trash in the 1990s; today there are 7
- The last incinerator built in MA opened 29 years ago
- The Town adopted a Climate Action Plan in 2009, but little progress has been made on it
- MA passed the Global Warming Solutions Act in 2008, and adopts a Solid Waste Master Plan every decade. Towns have been asked to reduce waste by 30% by 2020; Belmont is just half way there
- Belmont has seen an influx of hundreds of additional students for the past 6 years, increasing financial pressure on the Town
- Global temperatures continue to increase, sea ice is being lost, extreme weather is more common

How waste metering (where residents buy town bags to dispose of trash) can help Belmont at this time:

- Save Belmont up to 10% on its next 5 year waste contract
- Reduce our trash by at least 25%
- Reduce our carbon footprint by 4000 metric tons/yr of CO₂; equivalent to over 4% of Belmont's home energy use
- Give residents more control over the spending on waste
- Reduce the risk of rising disposal fees, which historically increase at twice inflation
- If bag fee revenue is returned to homeowners, it will cost the average household nothing. If the Selectmen do not do this, the revenue would be invested in education, road repairs, etc.

By passing this non-binding resolution, you are asking the Board of Selectmen to consider all options, including Pay As You Throw in the upcoming waste contract, and telling them it's time to move forward from 1990. Voters did what was right for our Town in 1990, and they would want us to do the same now. Join us in telling the Selectmen that it's okay to consider improvements in trash services so we can reduce waste, save money and improve our environment.

Sustainable Belmont held a panel discussion with experts on municipal waste in April. Visit www.sustainablebelmont.org for meeting recording and slides

For more information, contact Kim Slack 617-993-3232 or email him at kim.slack23@gmail.com

ARTICLE 10 – RESOLUTION: WELCOMING TOWN DESIGNATION

April 7, 2017

Dearest Belmont Friends,

It is with great delight that I let you all know that the Citizen's Petition that I had drafted and submitted for Town Meeting has been further edited with the assistance of our Police Department and the community to reflect how we treat our community members. The original resolution had not specifically outlined the protections of all of our neighbors.

This Citizen's petition is intended to make sure that all of those who reside in Belmont feel safe here and the amendment to this resolution does just that....outlining everyone's rights and protections.

I hope you will all join me in adopting this resolution and appreciate the time you've taken to read it.

Warmest,

A handwritten signature in cursive script, reading "Anne Mahon". The signature is written in black ink and is positioned to the left of the printed name.

Anne Mahon,

Precinct 4

Roads to be Reconstructed in FY 18*

Name	From	To	PCI
WILLISTON RD	TRAPELO RD	HORNE RD	34
ALMA AVE	BARTLETT AVE	BELMONT ST	38
LOUISE RD	EDGEMOOR RD	BECKET RD	38
NEWTON ST	BELMONT ST	FAIRVIEW AVE	38
RIDGE RD	BELMONT ST	WHITE ST	38
CARLETON RD	WASHINGTON ST	CHESTER RD	39
JUNIPER RD	SOMERSET ST	FLETCHER RD	39
BRANCHAUD RD	CARLETON RD	WASHINGTON ST	40
CREELEY RD	SLADE ST	HAMMOND RD	40
HARRIET AVE	BARTLETT AVE	BELMONT ST	40
BENTON RD	PAYSON RD	OAKLEY RD	51
LAWNDALE ST	OAKLEY RD	PAYSON RD	49
TOWNSEND RD	PAYSON RD (N)	PAYSON RD (S)	51
PAYSON RD	OAKLEY RD	BELMONT ST	48

* Subject to funding and National Grid availability

All work proposed in FY 18 follows DPW Water Main replacement work.



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Kathleen A. Riley, FSA, MAAA, EA
Senior Vice President and Actuary
kriley@segalco.com

March 30, 2017

Belmont Contributory Retirement System
455 Concord Avenue
Belmont, MA 02478-0900

Subject: Costs of Increasing the COLA Base - Revised

Dear Board Members:

This letter revises our letter dated March 17, 2017 and provides the impact on the fiscal 2019 appropriation of increasing the COLA base to \$14,000 effective date to July 1, 2018, rather than one year earlier shown in the previous letter.

The funding schedule included in the January 1, 2016 Actuarial Valuation and Review dated January 6, 2017 fully funds the actuarial accrued liability of the Belmont Contributory Retirement System by fiscal 2029 with total payments increasing 6.97% for fiscal 2018 and fiscal 2019 and 4.45% per year thereafter. We have incorporated the additional cost of increasing the COLA base into the funding schedule by adding an amount to the fiscal 2019 appropriation, with future appropriations increasing by 4.45% per year thereafter.

COLA Base Increase

We have estimated the cost of increasing the Cost of Living Adjustment (COLA) base effective July 1, 2018 from \$12,000 to \$14,000. We have estimated that increasing the COLA base to \$14,000 increases the July 1, 2018 Unfunded Liability by \$1,722,000, the July 1, 2018 employer normal cost by \$37,000 and the fiscal 2019 appropriation by \$219,100.

Please refer to our January 1, 2016 Actuarial Valuation and Review dated January 6, 2017 for the data, assumptions and plan of benefits underlying these calculations.

This report was prepared in accordance with generally accepted actuarial principles and practices at the request of the Board to assist in administering the Retirement System.

The measurements shown in this actuarial valuation may not be applicable for other purposes. Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period); and changes in plan provisions or applicable law.

The actuarial calculations were directed under my supervision. I am a member of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion herein. To the best of my knowledge, the information supplied in this actuarial valuation is complete and accurate. Further, in my opinion, the assumptions as approved by the Board are reasonably related to the experience of and the expectations for the Plan.

Please let us know if you have any questions or need any additional information.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kathleen Riley".

Kathleen A. Riley, FSA, MAAA, EA

KCR/an

8516878V5/14077.003

Article 7: FY18 Community Preservation Committee Budget and Projects,

Substitute Motion

Requested by: Chitra Subramanian, Town Accountant, and
Floyd Carman, Town Treasurer.

The original motion has not changed as far as approved projects and budgeted dollars being requested for appropriation approval by Town Meeting. The changes involve the technical language required by the Department of Revenue.

ARTICLE 7: FY18 COMMUNITY PRESERVATION COMMITTEE BUDGET & PROJECTS

MOVED: That the Town reserve for appropriation the following amounts from FY2018 estimated receipts of \$1,300,000 as recommended by the Community Preservation Committee:

1. \$130,000 for acquisition, creation and preservation of open space and for recreational use;
2. \$130,000 for acquisition, preservation, rehabilitation and restoration of historic resources;
3. \$130,000 for the creation, preservation and support of community housing;
4. \$855,000 to the budgeted reserve; and
5. \$55,000 to be appropriated for the Administrative Expenses and all other necessary proper expenses of the Community Preservation Committee for FY18

(Majority vote)

MOVED: a) That a total of \$336,000 be appropriated, \$132,980 be appropriated from Open Space Reserve and the balance of \$203,020 be appropriated from Budgeted Reserve of the Community Preservation Fund for the reconstruction and repair of the Grove Street Tennis Courts.

(Majority vote)

MOVED: b) That \$173,200 be appropriated from Fund Balances Reserve for Community Housing of the Community Preservation Fund to procure of an assessment of the feasibility of an expansion of community housing at the Sherman Gardens development, and upgrades thereto. *(Majority vote)*

MOVED: c) That \$24,125 be appropriated from Fund Balances Reserve for Historic Preservation of the Community Preservation Fund for Historical Artifacts Preservation at the Belmont Headquarters of the Sons of Italy. *(Majority vote)*

MOVED: d) That \$35,000 be appropriated from Budgeted Reserve of the Community Preservation Fund for the Grove Street Park Intergenerational Walking Path Site Plan. *(Majority vote)*

MOVED: e) That \$615,000 be appropriated from Budgeted Reserve of the Community Preservation Fund for the Pequossette Park Revitalization Project, Phase II. *(Majority vote)*

REPORTING: Community Preservation Committee, Warrant Committee, Capital Budget Committee, Board of Selectmen

Contact information: Floyd Carman, fcarman@belmont-ma.gov

Article 8: Substitute Motion

- Moved: That Article 8 be referred to committee to study and recommend whether or not the Board of Selectmen should be expanded from three members.
- Said committee shall be appointed by the Moderator, and shall consist of a Town Meeting Member from each Precinct, and five town residents selected at large and shall file a written report of its recommendations in the Town Clerk's office, for distribution to all Town Meeting Members, by January 31, 2018.

REPORTING: Jim Williams, Town Meeting Member at Large



*Office of the Board of Selectmen
Town of Belmont
Massachusetts*

selectmen@belmont-ma.gov

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BOARD OF SELECTMEN

JAMES R. WILLIAMS, Chair
MARK A. PAOLILLO, Vice-Chair
ADAM DASH, Selectman

INTERIM TOWN ADMINISTRATOR

PHYLLIS L. MARSHALL

INTERIM ASSISTANT TOWN ADMINISTRATOR

DOUG MEAGHER

May 16, 2017

Dear Town Meeting Members:

Enclosed please find information for Segment B of the Warrant for the **Annual Town Meeting** scheduled for 7:00 p.m. on **Monday, June 5, 2017** at the Belmont High School Auditorium.

Should the business of the Annual Town Meeting not conclude on June 5th, the meeting will be continued to 7:00 p.m. on the following dates, as required:

- Wednesday, June 7 at the Belmont High School Auditorium

Please be reminded that the Warrant and any additional information can be found in the Town Meeting section of the Town Clerk's web page at www.Belmont-ma.gov.

The customary Warrant Discussion Night, co-sponsored by the League of Women Voters and the Warrant Committee is scheduled for May 22, 2017 at 7:00 pm at the Beech Street Center.

We look forward to a productive Annual Town Meeting, and thank you for your continued involvement and participation in our Town's legislative process.

Sincerely,

James R. Williams, Chair
Mark A. Paolillo, Vice Chair
Adam Dash, Selectmen

You are invited to attend
Warrant Briefing

Monday, May 22nd, 2017
at 7:30^{PM}

Beech Street Center
266 Beech Street

Opportunity to ask questions about
Financial/Budgetary Warrant Articles
prior to
June 5th Annual Town Meeting

Town Officials and Department Heads
will be present to provide information

Roy Epstein
Chair of the Warrant Committee will preside

Cosponsored by:

the Warrant Committee
and the

LWV

Belmont League of Women Voters®
Education Fund



MOTIONS
2017 ANNUAL TOWN MEETING
June 5, 2017
Draft as of May 16, 2017
(Subject to Change)

PRELIMINARY MOTION

ORDER OF THE ARTICLES

MOVED: That the Town Meeting hear the motions in the following order: *(Majority)*

1,15,12,14,23,24,25,11,17,16,18,13,26,20,19,21,22

ARTICLE 1:

REPORTS

MOVED: That Article 1 be taken from the table.

MOVED: That Article 1 be laid on the table. *(Majority)*

ARTICLE 11:

SALARIES OF ELECTED OFFICIALS

MOVED: That there be paid to the elected officers of the Town as salaries for the fiscal year commencing July 1, 2017 the amount set forth opposite the name of each officer as listed below:

Elected Officials of the Town	Salary
Town Moderator	\$450
Chair of the Board of Selectmen	\$5,000
Selectmen (2)	\$4,500 (each)
Town Clerk	\$95,235
Town Treasurer	\$101,433
Chair of the Board of Assessors	\$3,030
Assessors (2)	\$2,200 (each)

(Majority)

Reporting: The Warrant Committee and the Board of Selectmen will report on this article.

ARTICLE 12:

**ENTERPRISE FUNDS FOR WATER AND SEWER
AND STORMWATER SERVICES**

MOVED: A) That **\$7,492,653** be appropriated from the account classified as "Water Enterprise Fund" pursuant to Chapter 44, Section 53F½ of the General Laws for water service; said sum to be expended under the direction of the Board of Selectmen and said appropriation to be funded by a transfer of **\$1,300,000** from Water Retained Earnings and **\$6,192,653** from Water Revenues. *(Majority)*

2017 Annual Town Meeting Motions – Segment B

MOVED: B) That **\$9,326,880** be appropriated from the account classified as “Sewer and Stormwater Enterprise Fund” pursuant to Chapter 44, Section 53F½ of the General Laws for sewer and stormwater services; said sum to be expended under the direction of the Board of Selectmen and said appropriation to be funded by a transfer of **\$775,000** from Sewer Retained Earnings and **\$8,551,880** from Sewer and Stormwater Revenues.
(Majority)

Reporting: The Board of Selectmen, Warrant Committee, and Capital Budget Committee will report on this article.

ARTICLE 13: FISCAL YEAR 2018 BUDGET APPROPRIATION AND TRANSFER BALANCES TO FUND THE FY18 BUDGET

MOVED: A) That under General Government, **\$4,602,723** be raised and appropriated.

MOVED: B) That under Employee Benefits, **\$7,345,623** be raised and appropriated for Retirement expenses.

MOVED: C) That under Employee Benefits, **\$2,994,039** be raised and appropriated for Other Reserves, including Health Insurance, Insurance and Salary Reserve.

MOVED: D) That under Public Safety **\$14,321,520** be raised and appropriated.

MOVED: E) That under Belmont Public Schools **\$52,969,485** be raised and appropriated.

MOVED: F) That under Minuteman Regional School **\$910,185** be raised and appropriated.

MOVED: G) That under Public Services **\$13,416,759** be raised and appropriated.

MOVED: H) That under Human Services, **\$3,217,001** be raised and appropriated.

MOVED: I) That under Debt and Interest on Debt **\$4,514,763** be raised and appropriated.

(Majority)

Reporting: The Board of Selectmen, Warrant Committee, and Capital Budget Committee will report on this article.

ARTICLE 13: AUTHORIZATION TO TRANSFER BALANCES

MOVED: That **\$3,822,471** be transferred from the following available funds to meet a portion of the FY2018 operating budget expenses in such sums as listed below:

- a) **\$235,000** from fund balance in Abatement and Exemption Surplus Account
- b) **\$650,000** from Belmont Municipal Light Department to offset the tax rate
- c) **\$2,322,850** from Unreserved Fund Balance (Free Cash)
- d) **\$90,000** from Parking Meters Receipts
- e) **\$170,150** from Water Revenue for indirect costs
- f) **\$136,325** from Sewer Revenue for indirect costs
- g) **\$125,000** from Capital Endowment Fund for various capital expenditures
- h) **\$74,322** from Capital Projects Fund for various capital expenditures
- i) **\$18,824** from Bond Premium Amortization

(Majority)

MOVED: That the entire revenue derived from the sale of electricity to private customers, municipal departments, including the cost of street lighting and from jobbing during the twelve

2017 Annual Town Meeting Motions – Segment B

months beginning **January 1, 2017**, be allocated and appropriated for the operating expenses of the Municipal Light Department including out-of-state travel, all said appropriations and payments to be expended under the direction of the Municipal Light Board and that the Town Accountant is hereby authorized to make such transfers on the books of the Town. (*Majority*)

Reporting: The Board of Selectmen, Warrant Committee, and Capital Budget Committee will report on this article.

ARTICLE 14: AUTHORIZATION FOR UP-FRONT FUNDS FOR CHAPTER 90 HIGHWAY IMPROVEMENTS

MOVED: That the Town be authorized to construct, reconstruct, resurface or repair all or portions of various Town Ways and to authorize the expenditure of **\$535,089** as may be received from the Commonwealth of Massachusetts through the Massachusetts Department of Transportation for the fiscal year commencing July 1, 2017 and expended under the provisions of Chapter 90 of the Massachusetts General Laws. (*Majority*)

Reporting: The Board of Selectmen, Warrant Committee, and Capital Budget Committee will report on this article.

ARTICLE 15: APPROPRIATION OF CAPITAL EXPENDITURES

MOVED: A) That **\$1,366,600** be raised and appropriated for the purchase of Public Safety Equipment, Site Improvements, Public Works Equipment, Equipment for Town Facilities, and consulting services in connection therewith, to construct public ways, and for Building and Facility and Public Works Construction; and for Major Maintenance and Alterations (including design work) as follows, said sum to be expended under the direction of the Board of Selectmen. (*Majority*)

MOVED: B) That **\$1,852,000** be appropriated for road paving projects, said sum to be raised and expended under the direction of the Board of Selectmen. (*Majority*)

Reporting: The Board of Selectmen, Warrant Committee, and Capital Budget Committee will report on this article.

ARTICLE 16: OTHER POST EMPLOYMENT BENEFITS (OPEB) STABILIZATION FUND

MOVED: That the Town appropriate and transfer **\$354,314** from the General Fund (Free Cash), and to appropriate and transfer a total of **\$30,392** from the Water Enterprise Fund, the Sewer Enterprise Fund and the Light Enterprise Fund to the Other Post Employee Benefits ("OPEB") Stabilization Fund for the purpose of funding Other Post Employment Benefits, as follows:

Free Cash	92.1%	\$354,314
Light Enterprise Account	4.2%	\$ 16,158
Sewer Enterprise Account	1.7%	\$ 6,540
Water Enterprise Account	2.0%	\$ 7,694
Total	100%	\$384,706

(*Two-Thirds*)

Reporting: The Board of Selectmen, Warrant Committee, and Capital Budget Committee will report on this article.

ARTICLE 17:

AUTHORIZATION FOR REVOLVING FUNDS

MOVED: That the Town authorize or reauthorize revolving accounts for Fiscal Year 2018 pursuant to Chapter 44, Section 53E½ of the General Laws as printed in Article 17 of the Warrant for this Annual Town Meeting. (*Majority*)

[Table from Warrant reprinted below – not part of the motion to be read]

Revolving Account	Spending Authority	Revenue Source	Allowed Expenses	Expenditure Limits
Teen/Youth Events	Recreation Commission	Event fees	Teen/youth center events	\$ 5,000
Senior Programs	Council on Aging	Course/Program fees	Program costs, trip expenses	\$ 150,000
Art Gallery	Belmont Cultural Council	Percentage of art sales	Gallery exhibit and event expenses	\$ 15,000
Restoration Maintenance of Rock Meadow	Conservation Commission	Rental fees: garden plots	Restoration, maintenance of conservation area	\$ 11,000
Copying/ Lost Books	Board of Library Trustees	Lost book fees; Printing/ copying fees	Replacement of lost books; copier, printer, supplies & maintenance	\$ 15,000
Stormwater Consulting	Community Development	Consultant fees collected from permit applicants	Consultant fees	\$ 50,000
Stormwater Improvements	Community Development	Consultant Fees and contributions collected from permit applicants	Consulting, design, construction, and maintenance of public or shared stormwater facilities	\$100,000
Martin Luther King Day Breakfast	Human Rights Commission	Ticket Sales	Event expenses	\$ 5,000

Reporting: The Board of Selectmen, Warrant Committee, and Capital Budget Committee will report on this article.

ARTICLE 18: AUTHORIZATION TO ESTABLISH A SPECIAL EDUCATION RESERVE FUND

MOVED: That the Town will vote, pursuant to G.L. c. 40, § 13E, to establish a reserve fund to be utilized in the upcoming fiscal years, to pay, without further appropriation, for unanticipated or unbudgeted costs of special education, out-of-district tuition or transportation. (*Majority*)

Reporting: The Board of Selectmen, Warrant Committee, School Committee, and Capital Budget Committee will report on this article.

ARTICLE 19: AUTHORIZATION TO INCREASE RETIREMENT BOARD STIPEND

MOVED: That the Town vote to accept the provisions of Section 20(6) of Massachusetts General Laws Chapter 32, as amended by Section 34 of Chapter 176 of the Acts of 2011, so as to provide an increase to the stipend available to members of the Belmont Retirement Board to not more than \$4,500 per year. (*Majority*)

Reporting: The Board of Selectmen and Warrant Committee will report on this article.

ARTICLE 20: AUTHORIZATION TO INCREASE COLA BASE BY RETIREMENT BOARD

MOVED: That the Town vote to approve the decision of the Belmont Contributory Retirement Board pursuant to MGL Chapter 32 section 103(j) to increase the maximum COLA base to \$14,000. (*Majority*)

Reporting: The Board of Selectmen and Warrant Committee will report on this article.

ARTICLE 21: AUTHORIZATION TO INCREASE MINIMUM ALLOWANCE PAYABLE TO SURVIVORS OF MEMBERS OF THE BELMONT RETIREMENT SYSTEM

MOVED: That the Town vote to accept the provisions of Section 12(2)(d) of Massachusetts General Laws Chapter 32, as amended by Sections 29 and 30 of Chapter 176 of the Acts of 2011, *An Act Providing for Pension Reform and Benefit Modernization*, so as to provide an increase to the monthly minimum allowance payable to survivors of members of the Belmont Retirement System who die while actively employed, from \$250 to \$500. (*Majority*)

Reporting: The Board of Selectmen and Warrant Committee will report on this article.

ARTICLE 22: AUTHORIZATION TO ADJUST SPOUSAL BENEFITS FOR SURVIVING SPOUSES OF RETIREES

MOVED: That the Town vote to accept the provisions of MGL Chapter 32, section 101, third paragraph so as to provide an increase in the annual allowance payable to certain surviving spouses of accidental and ordinary disability retirees from \$6,000 to \$12,000. (*Majority*)

Reporting: The Board of Selectmen and Warrant Committee will report on this article.

**ARTICLE 23: MUNICIPAL LIGHT SUBSTATION PROJECT
BORROWING DE-AUTHORIZATION AND
APPROPRIATION**

MOVED: That the Town will vote to rescind the unused borrowing authority in the amount of **\$27,600,000** that was appropriated under Article 2 of the January 18, 2012 Special Town Meeting for the Municipal Light Department Substation Project and to reduce the amount authorized to be borrowed by the same amount. (*Majority*)

Reporting: The Board of Selectmen, the Warrant Committee, and the Capital Budget Committee will report.

**ARTICLE 24: JOINT PUBLIC SAFETY COMMUNICATIONS CENTER
PROJECT BORROWING DE-AUTHORIZATION AND
REDUCTION OF THE APPROPRIATION**

MOVED: That the Town will vote to rescind the unused borrowing authority in the amount of **\$255,000** that was appropriated under Article 16 of the June 3, 2015 Annual Town Meeting for the purchase and installation of radio transmission equipment, Joint Public Safety Communications Center equipment and portable radios, and to reduce the amount authorized to be borrowed and appropriated by the same amount. (*Majority*)

Reporting: The Board of Selectmen, the Warrant Committee, and the Capital Budget Committee will report.

**ARTICLE 25: REPLACEMENT FIRE ALARM SYSTEM AT BELMONT
HIGH SCHOOL BORROWING DE-AUTHORIZATION AND
REDUCTION OF THE APPROPRIATION**

MOVED: That the Town will vote to rescind the unused borrowing authority in the amount of **\$350** that was appropriated under Article 16 of the June 3, 2015 Annual Town Meeting for the design and purchase of equipment, materials and installation of a replacement fire alarm system at the Belmont High School and to reduce the amount authorized to be borrowed and appropriated by the same amount. (*Majority*)

Reporting: The Board of Selectmen, the Warrant Committee, and the Capital Budget Committee will report.

ARTICLE 26: CITIZENS' PETITION: GENERAL FUND STABILIZATION

MOVED: That the Town vote to transfer \$1,000,000 from unreserved fund balance (free cash) to the General Stabilization Fund. (*Two-Thirds*)

Submitted by Robert L. Sarno

Reporting: The Board of Selectmen, the Warrant Committee, and the Capital Budget Committee will report.



Warrant Committee Report Town of Belmont FY 2018 Budget

May 2017

2016–2017 Warrant Committee Members

John Alcock

Michael Crowley

Adam Dash (Vice-Chair, resigned, now Selectman)

Roy J. Epstein (Chair)

Jennifer Fallon

James Gammill (Secretary)

Anne Helgen

Michael Libenson

Paul Lisanke

Geoffrey Lubien

Robert McLaughlin

Gregory Mennis

Ellen Schreiber

Laurie Slap

Ex officio

Sami Baghdady (former Board of Selectmen representative)

Lisa Fiore, School Committee

Mark Paolillo, (former Board of Selectmen representative)

James Williams (Board of Selectmen)

Report of the Belmont Warrant Committee to Town Meeting May 2017

Authorization: *As prescribed by the Town of Belmont's By-Laws, it is the duty of the Warrant Committee to consider for all town meetings all articles in the Warrant that involve an appropriation of money and to report thereon to Town Meeting. The Warrant Committee is specifically charged with recommending a budget to Town Meeting and such recommendations are contained herein.*

I. Overview of FY18 Recommended General Fund Budget

The FY18 recommended General Fund budget is \$110.08 million, which represents a 3.5% increase over last year.¹ This increase is made possible primarily by the allowed 2.5% increase in last year's property taxes. In addition, the budget reflects "new growth" from additional property improvements, expected motor vehicle excise and restaurant taxes, other local revenue such as building permits and fees, and various forms of state aid. The budget process identifies the expected revenues and subtracts out the fixed costs, such as pensions, debt service, Minuteman, and roads override funds. The remainder of the revenue is available for the General Fund budget.

Town Meeting created a General Stabilization Fund ("GSF") after the 2015 override as a "savings account" for the revenue from the override. The override has been essential to preserve town services. The GSF was originally expected to allow the budget to remain in balance for three years (FY16–FY18). Not using the GSF in FY18 means that we should be in a position to use a portion of it to balance the budget in FY19. However, the projected deficits for FY20 and beyond suggest that the GSF may be depleted in FY20 and increased revenue (such as in the form of a future override) and/or reduced expenditures may therefore be required in the coming years.

The GSF balance is currently about \$3 million. The Warrant Committee concurs with the approach under consideration by the Board of Selectmen not to draw upon the GSF in FY18, leaving the \$3 million in that account for future use. This approach would instead make greater use of Free Cash in FY18. We will study our Free Cash balance further in advance of an expected Fall 2017 Town Meeting to make recommendations concerning a possible additional transfer at that time from Free Cash to the GSF.

Exhibit 1 compares the recommended FY18 General Fund budget to corresponding data for FY17. This budget is as of May 12, 2017 and is subject to minor adjustments before the June Town Meeting.

¹ The General Fund budget does not include expenditures budgeted under the Enterprise accounts (i.e., water and sewer), the Belmont Housing Trust, or Belmont Light.

Exhibit 1: Summary of FY18 General Fund Budget vs. FY17 (\$ million)

	FY18	FY17	\$ Change	% Change
Town	\$38.55	\$36.97	\$1.57	4.3%
Schools	\$52.97	\$50.13	\$2.84	5.7%
Capital Budget (Discretionary)	\$1.37	\$2.63	(\$1.26)	-48.1%
Fixed Costs*	\$17.19	\$16.61	\$0.58	3.5%
Total General Fund Budget	\$110.08	\$106.34	\$3.74	3.5%

*Includes legally binding obligations such as pensions, debt replacement, state charges (e.g., MBTA), capital items (roads, sidewalks), Minuteman Vocational School, and Assessor's abatement reserves.
Note: Data do not include expenses budgeted in enterprise funds, trust accounts, or Belmont Light.
FY17 data is adjusted budget, not budget as voted by Town Meeting. Calculations reflect rounding.

The "split" of the general fund budget across spending categories is one of the key decisions in the budget process. Exhibit 1 indicates the overall budget growth of 3.5% reflects growth of 4.2% for the town and 5.7% for the schools. The reduction in discretionary capital spending is a return to a more normal level after unusually high expenditures in FY17, as explained further below. The split between town and school in part reflects the stated purpose of the 2015 override to devote the majority of the override revenue to the schools due largely to increased enrollment.

Exhibit 2 breaks out the increases in spending by function. The exhibit shows town departments, school spending, and Minuteman costs as discussed later in this report. In addition, the exhibit breaks out insurance expense, capital spending, and other fixed costs.

Exhibit 2: FY18 General Fund Budget vs. FY17 by Department or Function (\$ million)

	FY18	FY17	\$ Change	% Change
General Government	\$4.60	\$4.50	\$0.09	2.1%
Human Services	\$3.22	\$3.19	\$0.03	1.1%
Police	\$7.75	\$7.68	\$0.07	1.0%
Fire	\$6.57	\$6.53	\$0.04	0.6%
Public Works	\$7.93	\$7.71	\$0.22	2.8%
Community Development	\$1.11	\$1.06	\$0.05	4.9%
Facilities	\$4.38	\$4.32	\$0.05	1.2%
Insurance	\$2.99	\$1.98	\$1.02	51.3%
Belmont Public Schools	\$52.97	\$50.13	\$2.84	5.7%
Capital Budget (Discretionary)	\$1.37	\$2.63	(\$1.26)	-48.1%
Minuteman Vocational	\$0.91	\$0.80	\$0.11	14.4%
Pension Expense*	\$7.35	\$6.96	\$0.39	5.6%
Other Fixed Costs**	\$8.94	\$8.86	\$0.08	0.9%
Total General Fund Budget	\$110.08	\$106.34	\$3.74	3.5%

* Does not include pension expenses budgeted in enterprise funds, Belmont Light, or trust accounts. See Pension discussion below.

** Includes legally binding obligations such as: debt replacement, state charges (e.g., MBTA), capital budget (roads override), and Assessor's abatement reserves.

Note: Data do not include expenses budgeted in enterprise funds or trust accounts. FY17 data is adjusted budget, not budget as voted by Town Meeting. Calculations reflect rounding.

The most material changes (i.e., a percentage change of more than 5% and a dollar change of at least \$100K) are for Insurance, Belmont Public Schools, Capital Budget (Discretionary), Minuteman, and

Pensions. On the town side, the increases for departments were generally well below 2.5%. The increase for Insurance was by far the largest item for the town side. These issues are discussed in greater detail below.

The recommended budget maintains roughly level town services, avoids major cuts in the School programs and addresses higher enrollments, and provides for capital investments (roads, sidewalks, equipment).

On the revenue side, FY18 is expected to produce increased property taxes, local receipts (e.g., motor vehicle excise), and state aid. The new Belmont Light substation was sold to Eversource (formerly Nstar) in December 2016 and will generate additional property tax revenue for FY18, as will the Belmont Uplands development.

Expected and recommended revenues are summarized in Exhibit 3. This funding approach increases utilization of Free Cash to \$2.32 million and does not draw upon the GSF in FY18. The Board of Selectmen is expected to vote on May 15 whether to endorse this approach.

Exhibit 3: FY18 Expected General Fund Revenues vs. FY17 Actual Revenues (\$ million)

	FY18	FY17	\$ Change	% Change
Total Property Taxes	\$88.55	\$85.38	\$3.17	3.7%
Local Receipts	\$7.61	\$7.22	\$0.39	5.4%
State Aid	\$10.10	\$9.38	\$0.72	7.7%
Free Cash	\$2.32	\$1.71	\$0.60	35.1%
Other Available Funds				
General Stabilization Fund	\$0.00	\$0.00		
Assessor Overlay	\$0.24	\$0.24		
Parking Meters	\$0.09	\$0.09		
Belmont Light PILOT	\$0.65	\$0.65		
Enterprise Funds Transfers	\$0.31	\$0.30		
Other	\$0.22	\$0.57		
Total Other Available Funds:	\$1.50	\$2.66	(\$1.21)	-45.5%
Total General Fund Revenue	\$110.08	\$106.34	\$3.67	3.5%

Note: Subject to adjustment when State Aid is finalized later this fiscal year. Calculations reflect rounding.

II. Enterprise Funds

Belmont maintains separate Water Enterprise and Sewer Enterprise Funds. The Enterprise Funds receive revenue from rates charged for these services. The expenses of the Funds include operation and upkeep of the town's water and sewer system, including stormwater management. The total expenditures for the Enterprise Funds are summarized in Exhibit 4.

Exhibit 4: Enterprise Funds Budget Summary (\$ million)

	FY18	FY17	\$ Change	% Change
Water	\$7.49	\$6.81	\$0.68	10.0%
Sewer	\$9.33	\$9.18	\$0.15	1.6%
Total Enterprise Funds	\$16.82	\$15.99	\$0.83	5.2%

Note: Calculations reflect rounding.

III. Risks and Concerns regarding the FY18 Budget

Two areas in the budget will require particular monitoring during FY18 because they can give rise to material unbudgeted expenses:

- Special education (“SPED”) costs continue to represent a large percent of the Education budget. This cost category, particularly out-of-district placement and transportation costs, is difficult to forecast and small changes can have meaningful impact. There are reserves for SPED expenses in the school department “circuit breaker” account that will provide a buffer in FY18. Town Meeting will be asked this year to create a new vehicle called a “Special Education Reserve Fund” to manage SPED expenses. The new Fund is made possible by changes in state law and provides greater flexibility to accommodate unanticipated SPED expenses compared to the existing Special Education Stabilization Fund, which has had nearly a zero balance since May 2015.
- Belmont’s model of self-insurance for healthcare has budgeted growth of 9.0% for FY18 compared to 2.5% last year. Health insurance costs are volatile. If the actual healthcare expenses exceed the forecast, the additional costs would need to be absorbed. If the expenses come in lower than budgeted, the savings can be added to Free Cash or the General Stabilization Fund, or put to other use. Belmont has reinsurance policies to manage extraordinary adverse health insurance events.

The line item for Insurance in Exhibit 2 increases by about \$1 million. However, this change primarily reflects an accounting adjustment related to the difference between the FY17 budget as voted by Town Meeting and the “adjusted budget” that takes account of certain labor contract negotiations for which the FY17 budget set up a reserve. The Warrant Committee does not see the budgeted FY18 Insurance expense as a problem.

IV. Departmental Highlights:

The key analyses and recommendations for specific departments are summarized below. Detail and support is provided in the report that follows.

Education (*Belmont Public Schools and Minuteman*):

The 2015 Override has provided key support to Belmont’s schools. The ongoing contract negotiations and continuing pressure from increased enrollments present the most important financial management decisions facing the School Committee. These factors will strongly influence when the next operating override will be need to be considered.

Total enrollment is expected to increase by about 100 students per year in the near term, in line with the recent trend. The schools are reaching physical capacity limits. The school district will need more classrooms and teachers to accommodate them. Funding for additional modular classroom space will likely be considered by a Fall 2017 Town Meeting.

Belmont's schools are efficiently run with excellent results. Compared to a group of nearby towns and cities, Belmont has relatively low spend per pupil, faster enrollment growth especially in the elementary grades, and larger than average class sizes.

Minuteman: The October 2016 Special Town Meeting voted to withdraw from the Minuteman District effective June 2020. At present 28 students from Belmont attend Minuteman.

Public Services (*Department of Public Works (DPW), Community Development (CD), Facilities*)

The new solid waste contract bidding process is a key departmental focus. A significant amount of time has already gone into coming up with potential options including pay as you throw. An audit has taken place over the last two years with input from numerous parties. The department will go in front of the Board of Selectmen in the fall to determine the next contract with the goal of having a new contract in place by the new calendar year. There are challenges with recycling as manufactures are moving to more light-weight plastic which is not as valuable; however, cardboard shipping boxes are offsetting some of these declines.

Community Development has built a talented, hardworking team; however, a fair amount of turnover exists, particularly in Inspection Services. The Department has worked with HR and the Town Administrator to increase the salary grade to meet the needs of adding experience and be better aligned with market rates. New zoning bylaws introduced by the Planning Board will increase this Department's workload; the newly added Staff Planner role will now include enforcement to the position to answer that challenge. For FY18, \$26,000 has been added to Inspectional Services for fill-in inspectors to offset the resources that have been diverted to focus on zoning. The department will evaluate its effectiveness and determine whether additional staffing will be necessary in subsequent years.

The consolidation of the Facilities of both the Town and School Department has been successful. The consolidation of vendors has resulted in savings. Progress has been made with the union that allows the Department's personnel to work interchangeably in Town and School Department buildings. The Department has engaged through the bid process three so-called House Doctors that can be called upon to promptly provide outsourcing of maintenance and repairs. The cost effectiveness of the House Doctors program is still under review. As referenced below, the Department seeks a FTE in the FY18 budget to hire an in-house HVAC technician.

Public Safety (*Police, Fire, Emergency Management*)

Both the Police and Fire Departments have expressed the need for additional information technology support to make better use of recent investment in software and data management tools. The Warrant Committee sees a priority in trying to meet these needs and to identify scope of work and staffing requirements, presumably civilian employees or outside contractors.

The pending completion of the Uplands development puts additional management demands on the Public Safety Departments to track the number, types, and frequency of calls and transports in order to realign current staffing and equipment or identify increased staffing needs. Public Safety officers are among the most expensive FTEs in the Town on an all-in cost basis that includes benefits, retirement and OPEB. Any additions in FTEs should be based on a thorough analysis of the need.

The Police Department building does not meet the needs of a modern department. The recommendations to be provided to the town by the Major Capital Projects Working Group should address the timetable and scope of work to solve this long-standing problem.

General Government (*Financial departments: Assessors, Accounting, Treasurer; Administrative departments: Human Resources, Information Technology, Town Administrator, Town Clerk*)

The Town Administrator department has a significant number of strategic projects in the upcoming year, including implementation of a strategic planning process with the BOS and department heads; supporting the process to hire a new Town Administrator; continuing the Belmont High School Building process; developing a capital plan for major buildings; continuing implementation of the Recreation Strategic Plan, including consideration of opportunities to regionalize where they may exist; and completing negotiations for all expiring labor contracts.

The Informational Technology department is beginning a 3-year project to transition the fiber hub located in the former Belmont Municipal Light building in Belmont Center. The first phase, in this year's capital budget, is to analyze the current fiber network and create a fiber map. Phase two will create a new design, and phase three will implement the new network. The transition is planned to avoid any disruption in services when the building is eventually decommissioned.

The new Massachusetts public records law went into effect in January 2017, which requires all requests for information to be logged, tracked, and responded to within specific time frames. Public record requests have significantly increased as the public has become more aware of the laws and the availability of information. At the same time, the new law limits the fees that municipalities can charge for researching answers to requests. The Town Clerk's office has created new processes to track the status of requests throughout all of Belmont town government, which is currently being automated in order to reduce the administrative burden.

Human Services (*Council on Aging (COA), Health, Library*)

The Council on Aging, with a relatively modest budget of about \$400K, continues to provide a wide range of services to the seniors leveraged by grants, donations, sponsorships, volunteer services and revolving funds. Sign-in records show that approximately 40 percent of Belmont's seniors utilize the Beech Street Center.

The Health Department has been proactive, in cooperation with the Council on Aging and the Police and Fire Departments, in dealing with the increasing occurrence of seniors living alone with no support system and the problem of hoarding.

Despite an aging building, the Belmont Library nevertheless is the 11th best circulating Public Library in the Commonwealth of Massachusetts and the 12th best circulating Children's Room in the Commonwealth. The number of children participating in outreach programming, i.e., librarian-led activities outside the library, rose over the previous year by 28% to more than 1,500. The new Director has launched several new initiatives and reorganized the utilization of space within the library for greater efficiency and circulation storage.

V. Free Cash and Stabilization Fund Update

By law, the MA Department of Revenue certifies each city or town's free cash as of July 1 of a given year. Belmont started FY17 with \$7,135,275 in certified Free Cash. Several years ago the Board of Selectmen and Warrant Committee agreed upon a Free Cash Guideline: Belmont will seek to maintain the amount of Free Cash in the range from 3-5% of the current year's General Fund Revenue Budget (with a target of 4%). This is thought to be a prudent level to cushion against unforeseen adverse financial events. Given the FY17 General Fund Revenue Budget is approximately \$106 million, the guideline indicates a target of approximately \$4.3 million for FY18, with range of \$3.5 million to \$5.3 million.

The Warrant Committee recommends allocating \$2.32 million in Free Cash to the General Fund budget. Assuming Town Meeting approves this and the proposed contribution of \$384,706 to the OPEB Stabilization Fund, Belmont would retain approximately \$4.4 million in Free Cash before adjustments for replenishments, which is within the guideline range.

Free cash is replenished from revenues in excess of budget and from expense turnbacks, i.e., lower than budgeted expenses. Based on our financial experience, we expect to replenish our use of Free Cash in the FY18 budget by the July 1, 2018 certification. The average Free Cash replenishment over the past six years has been approximately \$3.0 million but there is no guarantee that this rate will be maintained in the future.

Town Meeting has created three stabilization funds – each effectively “rainy day funds”. The Special Education Stabilization Fund was established in 2012 to cover extraordinary special education costs but that fund was drawn down to nearly a zero balance in 2015 and has not received additional funding. As mentioned above, Town Meeting will be asked this year to create a new vehicle for a similar purpose called a “Special Education Reserve Fund.” Two additional stabilization funds were created recently by Town Meeting: the General Stabilization Fund mentioned above as well as a Major Capital Stabilization Fund. The latter fund is expected to hold one-time revenues from the sale of Town assets. The Major Capital Stabilization Fund is currently empty because its initial funding of \$1.75 million from the sale of the Woodfall Road parcel has already been transferred to the High School Building Project.

The Warrant Committee is committed to ensuring that taxpayer monies are deployed with maximum efficiency and effectiveness. The Committee also understands that overrides in Belmont are rare and should be used as a last resort to preserve services in town. It will be a top priority of the Warrant Committee to use the most recent override to keep Belmont's budget in balance for as long as possible. The stabilization funds are an important part of that strategy.

The long-term use of Free Cash for the General Fund budget is only sustainable if there is adequate replenishment. It is not realistic to expect that greater reliance on Free Cash will eliminate the eventual need for a future override to avoid sacrificing town services.

VI. Longer-Term Issues

Two decisions made in FY17 have particularly significant financial implications beyond the next fiscal year. First, Belmont voted to withdraw from the Minuteman Vocational School District effective June 2020. Thereafter, Belmont may send students by paying a tuition fee to be determined by the Minuteman District, contingent on space being available. A non-member town will not have legal responsibility for the debt that will be issued to construct a new Minuteman School. The vote to leave the Minuteman District reflected an expectation that Belmont will be able to provide comparable vocational education in the future, either at Minuteman or elsewhere, at a lower cost than as a member town.

Second, the Belmont Retirement Board voted to extend the amortization schedule for the town's unfunded pension obligation by two years, from 2027 to 2029, and made technical changes that affected the necessary payments. With the extension, the annual payments will be lower but the number of payments will be higher. The Warrant Committee as well as the Board of Selectmen recommended an extension to the amortization schedule to 2030 but the Retirement Board, which has independent authority in this area, chose 2029 as the new target date. The new payment schedule implies contributions that increase by approximately 4.45% per year over 2020–2029, compared to the rate of about 7% in the prior schedule. The change provides greater flexibility for the Town to fund priorities in future budgets but does not eliminate the pressure of this significant liability.

As discussed at the beginning of this report, the 2015 override was expected to balance the budget for three to four years. We are discussing strategies with the Board of Selectmen to handle projected budget deficits that the town's financial model currently indicates for FY20 and later. This is a complex problem involving management of costs, generating economic growth to produce new revenue, utilization of Free Cash and any remaining balances in the GSF, and consideration of a future operating override.

Four issues stand out as long-term drivers of increased costs for the town: 1) employee compensation costs, 2) school enrollment growth and special education, 3) capital projects, and 4) unfunded pension and healthcare liabilities.

1. Compensation

Compensation costs represent over 60% of the overall Belmont budget. As such, controlling compensation growth and matching it to revenue growth will remain a vital factor in keeping our budget in balance for years to come.

Many municipal and school employees are unionized, with contracts that typically last three years. We are in the midst of a new negotiating round. The outcome of upcoming contract negotiations will be vital in determining whether or for how long Belmont will be able to maintain a balanced budget

without drastic service cuts or further operating overrides. It is an enormous challenge to hire and retaining top quality talent across the municipal and school employment spectrum while managing compensation with revenue growth.

2. Enrollment Growth and Mandated School Costs

Belmont has outstanding schools that attract families from all over the world. Over the past ten years, student enrollment has increased by approximately 700 students, more than the total populations of any of our four elementary schools. The School Department anticipates an additional 100 students each year for at least several years. This comes from turnover in the existing housing stock as well as new students expected from the residential expansion in Cushing Square and the Uplands.

Maintaining classroom sizes has necessitated more teachers and aides. However, the schools are reaching physical capacity limits. Modular classrooms have been installed at Chenery and additional modulars will be installed at one or more elementary schools sometime in 2018. It will be more difficult to find further short-term solutions if overcrowding continues.

Special Education and ELL costs are also significant cost drivers over which the School Department has only limited control due to legal mandates.

3. Capital Projects

Belmont has a Capital Budget Committee (“CBC”) that annually recommends typically smaller capital projects with a total value of between \$1 million and \$2 million. The FY17 CBC budget was augmented with a one-time insurance settlement of nearly \$1 million related to the construction of the fire stations. The FY18 CBC budget of \$1.37 million is a return to a more normal level.

Belmont has a large backlog of major capital projects. Notable achievements funded by debt exclusions and the General Fund budget in the past few years include the Wellington School, two new fire stations, renovations to Town Hall and the Homer Building, the Beech Street Center, the new Underwood Pool complex, and the Belmont Center project. There has been increasing attention to the state of our roads and sidewalks and the 2015 override devoted more resources in this critical area.

There remains a list of large capital projects that will require decisions by the voters because the scale is beyond what can be handled with the General Fund budget. Debt exclusions will be needed to finance them. Depending on the project, there may also be a role for private fundraising or other partnerships. The high school and library have received the most discussion to date. In addition, the list includes the DPW facility, the police station, the former incinerator site, and the hockey rink.

A High School Building Committee has already been formed and is engaged in studying essential questions such as how many grades should be included in the project. The Belmont Library has completed a feasibility study and has a preliminary design for a new building at the current library site.

The Warrant Committee is working with the Capital Budget Committee, the Board of Selectmen, the Town Treasurer, and other bodies to develop leadership and feasible strategies for the major capital projects other than the high school. With the recent formation of the Major Capital Projects Working

Group, the expectation is to report back to Town Meeting by fall of 2017 with plans that can be executed within a reasonable time frame and in a financially responsible way.

4. Pension and Healthcare Liabilities

Belmont currently has unfunded pension obligations of over \$77 million. Several years ago the Belmont Retirement Board set 2027 as the date to fully amortize, i.e., pay down, this liability.² Discussions in November 2016 between the Warrant Committee, the Board of Selectmen, and the Belmont Retirement Board led the Retirement Board to extend the planned amortization by two years to 2029.

In FY18 Belmont is contributing a total of approximately \$9.01 million for pension expense for all relevant employees (General Fund, Enterprise, Housing Trust, Belmont Light). Approximately \$1.8 million of this amount is the budgeted pension expense for current employees in FY18. The remainder of approximately \$7.2 million is the required contribution to meet the new amortization target date. As previously mentioned, the growth in the total expense is expected to taper to 4.45% annually over the period FY20–FY29.

The Retirement Board's 2029 amortization schedule is based on an assumed average investment return of 7.5% on the pension assets. Belmont conducts a biennial actuarial valuation to evaluate investment performance and other factors, which is used to evaluate our funding strategy. The intent is to pay off the unfunded liability prior to the state-mandated upper limit of 2040, as this leaves some cushion in the event of a financial downturn. If the average investment return falls significantly below 7.5%, either the annual contribution would need to increase (to meet the 2029 target) or the amortization period would need to be extended.

In addition to pensions, Belmont has an even larger unfunded liability for Other Post-Employment Benefits ("OPEB"). The liability is estimated to exceed \$150 million. The precise magnitude is difficult to measure because it depends on many assumptions about future health care costs, longevity, and investment returns.

Following the guidance of our actuarial consultants, Belmont adheres to GASB 45 rules by using pay-as-you-go funding for current health care costs as well as an annual contribution for future liabilities. Specifically, the FY18 budget includes approximately \$3 million to pay for health care benefits for currently eligible Belmont retirees. In addition, the financial articles include a contribution of \$384,706 to the OPEB Stabilization Fund for future benefit payments. The amount of this contribution reflects a formulaic guideline established by the Warrant Committee and the Town Treasurer several years ago. The plan is to accelerate paying down the OPEB liability after the unfunded pension obligation is extinguished.

A Belmont OPEB Study Group is working to try to gain greater clarity regarding our ultimate OPEB liability. The Town has issued an RFP for actuary services to provide two actuarial estimates. The first estimate would follow the accounting guidance of GASB 75. The second estimate would use actual data

² The Retirement Board has independent authority to set the amortization schedule. The 2027 date was originally chosen in keeping with state requirements, which have since been eased.

from Belmont's health claims experience and the Study Group's assumptions about health care inflation. The actuary has not yet been chosen and the report will not be available in time for the June ATM. But the RFP represents great progress over where we were a year ago.

Belmont is not alone with regard to its large unfunded retiree healthcare liability. This is an issue for towns across the country. We expect that eventual action by the state legislature and federal government will be required to reduce healthcare delivery costs to help cities and towns meet this obligation.

VII. Organization of the report

As in the past, the Warrant Committee takes a programmatic approach to analyzing the budget. Under this approach, we identify the programs provided by each department and then analyze the cost and FTE allocations of those programs. For each department, we have provided a description of the core mission and services provided. We then present a spending overview on a programmatic basis. An expense analysis follows, detailing and explaining those expense items that have changed by more than \$10,000 and 5%. There is description of proposed additions to programs and services, whether budgeted or not. Where useful, we have included special analyses and recommendations on issues confronting a department.

This report is a collaborative report that reflects many hours of work by all members of the Warrant Committee with assistance from the Town Administrator, the Town Treasurer, the Town Clerk, the School Committee and the School Superintendent, and each of the department heads. The Chair of the Warrant Committee takes responsibility for the contents. We welcome all feedback that could help make the report more useful to Town Meeting Members. Please email any comments to warrcommpublic@belmont-ma.gov.

Contents

General Government.....	1
Town Clerk	1
Town Administration	3
Human Resources.....	5
Information Technology	6
Town Accountant	8
Town Treasurer	9
Assessors' Office.....	10
Human Services	12
Council on Aging.....	12
Health Department	14
Library	16
Public Safety	17
Police Department	17
Fire Department	20
Public Services	24
Public Works	24
Community Development	28
Facilities.....	30
Minuteman.....	32
Belmont Public Schools	35

General Government

Article 13: That under General Government, \$4,202,724 be raised and appropriated.

General Government departments are responsible for the administrative, financial, legal, and management functions of the Town. They are Town Clerk, Town Administration, Human Resources, Information Technology, Town Accountant, Town Treasurer, and Assessors' Office.

Town Clerk

Budget Overview

FY18	\$ change from prior year	% change from prior year	FY18 FTEs
\$415,975	(\$34,114)	-7.58%	4.50

Department Mission / Description of Services

Mission: To support town governance by gathering, recording and communicating vital information in a timely and accurate manner.

Services: (a) Elections and Registration: conduct elections, maintain the town census and voting lists, promote voter registration and participation; (b) maintain the town's vital records from 1859 to present, issue licenses, maintain information about Town Meeting, boards and committees in compliance with Open Meeting Laws, ensure compliance with ethics and campaign reporting requirements; and (c) Legislative: provide information support to Town Meeting members and support to conduct Town Meeting.

Budget by Program

Most of the cost is distributed between two areas – Elections and Registration and Town Clerk responsibilities.

Program	FTEs	FTE %	Budget \$	Budget %
Elections & Registration	2.05	45.6%	\$185,349	44.6%
Town Clerk	2.05	45.6%	\$206,050	49.5%
Legislative	0.40	8.9%	\$24,576	5.9%
Total	4.50	100.0%	\$415,975	100.0%

Expense Analysis

The following budget line items changed by more than 5% and by more than \$10,000 from the prior year.

Line Item	FY18	Prior Year	% Change	Explanation
Part Time Sal Poll Workers	\$37,500	\$76,950	-51.3%	Fewer elections

Requested Adds (not included in the budget above)

None.

Special Analysis and Observations

Massachusetts early voting law went into effect for the November 2016 presidential election. Belmont's rollout was very successful – 34% voted before Election Day during 11 days of early voting (including late

hours and Saturday voting). New central tabulation facility on Election Day (at Town Hall) counted all of the early votes, which included more votes than any of our other eight precincts. Belmont was randomly selected for a mandated post-election audit/recount which verified the results. NOTE: The FY18 election budget is reduced because there are fewer elections.

The new Massachusetts public records law went into effect in January 2017, leading to a significant increase in public record requests. In preparation, staff inventoried and indexed stored records, and they are currently implementing a database to track the progress of requests to all departments. The new law limits the fees charged for researching answers to requests, which will have a budgetary impact.

Town Administration

Budget Overview

FY18	\$ change from prior year	% change from prior year	FY18 FTEs
\$1,044,141	\$27,767	2.73%	5.00

Department Mission / Description of Services

Mission: Under the policy direction of the Board of Selectmen (BOS), the Town Administrator shall: (i) serve as the town's chief administrative officer; (ii) act as the agent for the BOS; (iii) be responsible to the BOS for the proper operation of town affairs; (iv) supervise, direct and be responsible for the efficient administration of all departments and employees under the jurisdiction of the BOS; and (v) perform all functions for which the administrator is given responsibility, authority or control by the Town Administrators Act of 2013, by-law or vote of the BOS.

Services: (a) Oversee and coordinate activities of Town departments; (b) initiate and organize planning and budgeting; (c) serve as senior point of contact for residents, the media and the general public regarding town services and issues; (d) coordinate and manage legal services and risk management.

Budget by Program

The largest amount of time and resources are spent in General Management services, which includes but is not limited to, managing and coordinating the work of department heads, overseeing and procuring insurance, and handling community relations. Legal Services takes the next largest amount of resources.

Program	FTEs	FTE %	Budget \$	Budget %
General Management	5.00	100.0%	\$612,398	58.7%
Board of Selectmen	0.00		\$126,743	12.1%
Legal Services	0.00		\$297,500	28.5%
VFW Lease Agreement	0.00		\$7,500	0.7%
Total	2.92	100.0%	\$308,068	100.0%

Expense Analysis

The following budget line items changed by more than 5% and by more than \$10,000 from the prior year.

Line Item	FY18	Prior Year	% Change	Explanation
Full Time Salaries	\$510,099	\$484,866	5.2%	Adjusted salary range for TA search; adjusted employee's position to reflect expanded responsibilities

Requested Adds (not included in the budget above)

None.

Special Analysis and Observations

Areas of particular focus for the department this year will include: implementation of a strategic planning process with the BOS and department heads; supporting the process to hire a new Town

Administrator; continuing the Belmont High School Building process; developing a capital plan for major buildings; continuing implementation of the Recreation Strategic Plan, including consideration of opportunities to regionalize where they may exist; and completing negotiations for all expiring labor contracts.

FY18 Recommendations

Recommendation	Explanation
Promote appropriate opportunities to issue the remaining alcohol licenses	The Town is still holding several full alcohol restaurant, and several beer/wine restaurant, licenses. Issuing them will lead to more revenue and bringing more customers to business centers.

Human Resources

Budget Overview

FY18	\$ change from prior year	% change from prior year	FY18 FTEs
\$308,067	\$15,283	5.22%	2.92

Department Mission / Description of Services

Mission: Provide a range of personnel services to the Town.

Services: (a) Benefits administration for current employees, retirees and survivors; (b) management of employee/labor relations including contract negotiations, grievances, performance policies and handbooks; (c) implementation of pay and position classification including maintenance of job descriptions and pay plans for all employees; (d) recruiting and overseeing training for employees in compliance with contracts and state and federal regulations; and (e) providing information and assistance on HR-related matters to residents, prospective applicants, other municipalities and government agencies.

Budget by Program

Time and money are divided among Benefits Administration services including health, dental and life insurance and flexible spending and deferred compensation plans, labor relations and negotiations, pay and classification plan matters, and general assistance to employees, agencies and the general public.

Program	FTEs	FTE %	Budget \$	Budget %
Benefits Administration	0.39	13.4%	\$37,578	12.2%
Employee/Labor Relations	0.54	18.5%	\$62,234	20.2%
Pay and Classification	0.63	21.6%	\$63,412	20.6%
Recruitment & Retention	0.78	26.7%	\$87,811	28.5%
Other	0.58	19.9%	\$57,033	18.5%
Total	2.92	100.0%	\$308,068	100.0%

Expense Analysis

No budget line items changed by more than 5% and by more than \$10,000 from the prior year.

Requested Adds (not included in the budget above)

None.

Special Analysis and Observations

The department is continuing collaboration with the School Department and union leaders to improve and look for potential savings in benefit offerings. Work is continuing to streamline and improve hiring, orientation, and exit interview processes. Primary challenges in FY18 will be reaching contract settlements with all unions and continuing to ensure compliance with requirements of the Affordable Care Act.

Information Technology

Budget Overview

FY18	\$ change from prior year	% change from prior year	FY18 FTEs
\$919,874	\$45,803	5.24%	5.00

Department Mission / Description of Services

Mission: Provide the technology infrastructure for the town government.

Services: (a) Maintain core network infrastructure (including backup and security); (b) provide essential enterprise software systems; (c) provide coordinated support for GIS data and software; (d) provide and maintain desktop and field hardware and software equipment, applications and support; and (e) provide user training.

Budget by Program

Personnel expenses account for 47% of the budget, with the remainder spent on software licensing and support, computer equipment, and other non-salaried cost of services.

Program	FTEs	FTE %	Budget \$	Budget %
Desktop Services	1.10	22.0%	\$199,852	21.7%
ERP Systems Admin	1.25	25.0%	\$194,325	21.1%
GIS/DB Admin	1.10	22.0%	\$32,231	3.5%
File Server/Communications	1.25	25.0%	\$469,521	51.0%
Technology Training	0.30	6.0%	\$23,945	2.6%
Total	5.00	100.0%	\$919,874	100.0%

Expense Analysis

The following budget line items changed by more than 5% and by more than \$10,000 from the prior year.

Line Item	FY18	Prior Year	% Change	Explanation
Equipment and Wiring	\$95,000	\$63,000	50.8%	Replace network switch gear \$30K/year for 3 years

Requested Adds (not included in the budget above)

None.

Special Analysis and Observations

The IT department is beginning a 3-year project to transition the fiber hub located in the Belmont Light building. The first phase, in this year's capital budget, is to analyze the current fiber and create a fiber map. Phase two will create a new design, and phase three will implement the new network. The transition is planned to coincide with the decommissioning of the old electric substation.

The IT department has successfully moved many software applications to the cloud, including office applications, MUNIS, GIS, and other department-specific applications, which will continue to save money in equipment and maintenance in the future. Belmont is currently ahead of many other

Massachusetts municipalities in making this transition. In addition, we have been upgrading the town's ISP service, and we plan to upgrade the network switching gear over the next three years.

FY18 Recommendations

Recommendation	Explanation
Reduce number of printers	Lower cost & maintenance by sharing within departments
Increase departmental app development	Save time and cost by automating more processes
Expand technology training programs	Accelerate adoption of new applications and automated processes

Town Accountant

Budget Overview

FY18	\$ change from prior year	% change from prior year	FY18 FTEs
\$417,762	\$10,192	2.50%	3.60

Department Mission / Description of Services

Mission: To perform accounting, auditing, procurement, and budgeting/reporting functions.

Services: Prepare Town financial statements, maintain general ledger, prepare required filings to MA Department of Revenue, and assist with recapitulation for tax rate certification. Auditing—work with external auditors, review internal procedures and perform fraud risk assessments, assist with Town compliance with Personal Information Protection Program Contracts/Accounts Payable, maintain custody of all contracts, prepare and approve all warrants for payments in accordance with Massachusetts General Laws. Budgets—provide financial information to all town departments, assist in preparation of department budgets and monitoring revenues and expenditures.

Budget by Program

Program	FTEs	FTE %	Budget \$	Budget %
Accounting	0.80	22.2%	\$104,624	25.0%
Auditing	0.80	22.2%	\$104,623	25.0%
Budgeting/Reporting	0.10	2.8%	\$55,799	13.4%
Accounts Payable & Purchasing	1.45	40.3%	\$113,289	27.1%
Other	0.45	12.5%	\$39,427	9.4%
Total	3.60	100.0%	\$417,762	100.0%

Expense Analysis

No budget line items changed by more than 5% and by more than \$10,000 from the prior year.

Requested Adds (not included in the budget above)

None.

Special Analysis and Observations

The staff is cross-functionally trained and is operating well.

Town Treasurer

Budget Overview

FY18	\$ change from prior year	% change from prior year	FY18 FTEs
\$680,751	(\$628)	-0.09%	7.50

Department Mission / Description of Services

Mission: To manage all cash collections, borrowings, investing and disbursements for the Town.

Services: The Treasurer's Department manages all cash collections, borrowings, investing and disbursements, insuring the safety of all funds and adequate liquidity to pay obligations as due. In addition, the Treasurer is responsible for other financial functions including the administration of payrolls, deferred compensation plans, management of real estate and other tax collections, preparation of quarterly reports for the IRS, liaison with debt rating agencies, and serving as the Parking Clerk.

Budget by Program

Program	FTEs	FTE %	Budget \$	Budget %
Treasury Management	3.60	48.0%	\$299,084	43.9%
Collections	3.30	44.0%	\$285,822	42.0%
Parking	0.60	8.0%	\$95,845	14.1%
Total	7.50	100.0%	\$680,751	100.0%

Expense Analysis

No budget line items changed by more than 5% and by more than \$10,000 from the prior year.

Requested Adds (not included in the budget above)

None.

Special Analysis and Observations

None.

FY18 Recommendations

Recommendation

Select a Warrant Committee representative to the Community Preservation Committee.

Evaluate new Belmont Center Parking Program
Continue to monitor adoption of on-line billing program

Explanation

In 2010 Belmont voted to adopt the Community Preservation Act (CPA). Belmont raises funds for the CPA by assessing a 1.5% charge on real estate taxes. The CPA is a significant part of the annual expenditures of Belmont and there would be a benefit from more active dialogue between the CPC and the Warrant Committee.

The Treasurer's Office has implemented a new parking program in Belmont Center and it will be important to assess the impact to business and citizens. Adoption rates by taxpayers have increased and the department should continue to advance this program in FY18.

Assessors' Office

Budget Overview

FY18	\$ change from prior year	% change from prior year	FY18 FTEs
\$416,154	\$28,009	7.22%	3.40

Department Mission / Description of Services

Mission: To list and value all real and personal property for purposes of taxation by the Town.

Services: The Assessor's office is responsible for listing and valuing all real estate and personal property in Belmont. It is also charged with the administration of tax exemptions, excise and real estate and personal property abatements as well as inspections and changes in value due to structural additions and modifications. It operates under the oversight and direction of an elected Board of Assessors.

Budget by Program

Program	FTEs	FTE %	Budget \$	Budget %
List & Value	1.10	32.4%	\$134,150	32.2%
New Growth	1.00	29.4%	\$123,840	29.8%
Abatements & Exemptions	0.85	25.0%	\$103,511	24.9%
Excise Taxation	0.45	13.2%	\$54,654	13.1%
Total	3.40	100.0%	\$416,154	100.0%

The budget for FY18 increased largely due to health insurance costs and full staffing of the department.

The Department will be renewing the appraisal software contract that has been used for many years at a favorable rate. This software (CAMA) works well for Belmont and the staff is well trained in its use.

The Commonwealth has informed Belmont that the town will no longer need to undergo a revaluation audit every three years but rather every five years. This will reduce some expenses in the coming years.

Expense Analysis

The following budget line items changed by more than 5% and by more than \$10,000 from the prior year.

Line Item	FY18	Prior Year	% Change	Explanation
Revaluation Services	\$100,000	\$90,000	11.1%	Adjusted annually based on revaluation requests from the Department of Revenue

Requested Adds (not included in the budget above)

None.

Special Analysis and Observations

The Assessors welcome the fact that the department is fully staffed and will continue its goal of continuous improvement in its operations.

New Growth figures are expected to include the value of the Belmont Light transfer station.

The Abatements and Exemptions reserve will increase to \$ 800,000 from \$ 750,000 which is approximately 1% of the property tax revenue (the Commonwealth would approve a range of 1-5%). The additional reserve allows for larger new growth valuations that might create additional abatement requests.

Human Services

Article 13: That under Human Services, \$3,206,856 be raised and appropriated.

Council on Aging

Budget Overview

FY18	\$ change from prior year	% change from prior year	FY18 FTEs
\$399,157	(\$11,263)	-2.74%	5.70

Department Mission / Description of Services

Mission: Provide services to enrich the ability of seniors to live safe, independent, meaningful and healthy lives. There are approximately 5,000 Belmont residents over the age of 60 which is approximately one-fifth of the population.

Services: Transportation; social services for seniors and their families; on-site and home-delivered meals through Springwell, a funded non-profit; fitness activities and health education; recreation, education and arts programs for socialization; volunteer service opportunities; and, senior trips. Also manages the Beech Street Center rental program. The number of visits by sign-in increased over the previous year to 63,640. The number of different users (about 2,000) remained approximately the same with about 70 percent of the users as Belmont residents, but with many of the remaining 30 percent former Belmont residents.

Budget by Program

Program	FTEs	FTE %	Budget \$	Budget %
Transportation	1.90	33.3%	\$123,735	31.0%
Social Services	1.20	21.1%	\$86,021	21.6%
Nutrition	0.10	1.8%	\$13,768	3.4%
Health & Wellness	1.00	17.5%	\$94,358	23.6%
Socialization, Adult Ed	0.90	15.8%	\$50,689	12.7%
Volunteer Services	0.40	7.0%	\$15,753	3.9%
Senior Trips	0.10	1.8%	\$7,418	1.9%
After Hours & Rentals	0.10	1.8%	\$7,415	1.9%
Total	5.70	100.0%	\$399,157	100.0%

Transportation accounts for the largest percentage of FTEs (33.3%) and highest percentage of budget dollars (31.0%). FTEs for volunteers or grant-funded programs are not included.

Expense Analysis

No budget line items changed by more than 5% and by more than \$10,000 from the prior year.

The \$11,263 decrease in the budget results primarily from a retirement and a decrease in health insurance from a family to an individual plan. The decrease allowed an upgrade of a Senior Coordinator to the position of Assistant Director. Transportation is again approximately 1/3rd of the budget and amounts to a cost of approximately \$15.00 per ride. Transportation for the seniors is critical to many if they are to remain independent. To employ a means testing would disqualify the COA for transportation

grants. Transportation expenses are supported to a small degree by State and private grants. Most of the Health and Wellness budget line items are largely self-supporting by revolving funds.

Requested Adds (not included in the budget above)

More Social Services funding for the gap in the summer months and to continue to deal in conjunction with the Police, Fire and Health Departments with the growing problem of the seniors living alone with little support system and the increasing problem in the seniors community of hoarding.

Special Analysis and Observations

Utilization: The increased usage of the Beech Street Center driven by the expansion and the variety of the programs offered by the COA is to be applauded. Forty percent of Belmont's seniors use the services of the COA at the Beech Street Center. With seed money from the Friends of the Council on Aging, the COA is exploring expanding its programs during the evenings. The COA's tracking of the nature of the transportation rides has greatly improved. The COA is following with interest a study conducted by Brookline and Newton to outsource some of their transportation needs to ride-sharing companies such as Uber and Lyft.

Overall Funding: The COA budget of slightly less than \$400,000 is leveraged with the receipt of grants, contributions, business sponsors, revolving accounts and volunteer services, as well as the federally-funded Springwell Nutritional program that serves lunch at the Beech Street Center to approximately 60-70 seniors every weekday. In addition, lunches are delivered to the home-bound seniors.

Inter-Dept. Cooperation: As referenced above, the COA coordinates with the Police, Fire, Board of Health and Community Development departments providing services to the elderly. In addition, they have a close working relationship with the Recreation Department, including sharing their transportation capabilities and are coordinating with the Recreation Department the use of the Beech Street Center.

FY18 Recommendations

Recommendation

COA should evaluate outsourcing of transportation services to a ride-sharing company such as Uber or Lyft.

Explanation

Also being considered in Brookline and Newton. Potential cost savings but also question of feasibility for riders with disabilities. gogograndparent.com allows a senior without a smartphone to interface with a ride sharing service.

Health Department

Budget Overview

FY18	\$ change from prior year	% change from prior year	FY18 FTEs
\$588,991	\$9,198	1.59%	4.90

Department Mission / Description of Services

Mission: To enforce state and local health and environmental regulations, disease prevention, and health promotion activities to maximize health of residents.

Services: (a) enforce state and local regulations related to the control and care of animals; (b) enforce the mandated state sanitary codes, including inspections and complaints; (c) provide social services to veterans, youth and families (seniors are served through the Council on Aging); and (d) investigate and monitor disease outbreaks, disease prevention and health promotion, provide health education, and participate in public health emergency preparation.

Budget by Program

Program	FTEs	FTE %	Budget \$	Budget %
Animal Care & Control	1.00	20.4%	\$69,448	11.8%
Environmental Health	2.00	40.8%	\$239,133	40.6%
Youth, Family, Veterans	0.90	18.4%	\$147,966	25.1%
Disease Control	0.00		\$46,680	7.9%
Admin	1.00	20.4%	\$84,264	14.3%
Other	0.00		\$1,500	0.3%
After Hours & Rentals	0.10	1.8%	\$7,415	1.9%
Total	4.90	100.0%	\$588,991	100.0%

Program categories were restructured last year to better communicate the activities of the department. The largest share of time and budget is devoted to environmental health (inspections and complaints). Disease control is performed by a nurse shared with the town of Lexington (through a contract, not a Belmont employee). Contracting out of a portion of restaurant inspections has and continues to be successful in freeing up time for department staff to focus on other areas.

Expense Analysis

No budget line items changed by more than 5% and by more than \$10,000 from the prior year.

Requested Adds (not included in the budget above)

Potential addition of FTE hours to address the growing hoarding problem in town.

Special Analysis and Observations

The Health Department participates in numerous collaborations providing grants and programming, including mosquito control, tobacco prevention, substance abuse, emergency preparedness, and stress management. Additionally, through regionalization, we share a nurse with Lexington and a weights-and-measurements professional with Arlington.

Flu vaccinations are no longer provided as there were not enough residents taking advantage of it. This is due to the ability of individuals to obtain flu vaccinations from multiple sources and thus the grant was not pursued this year.

Hoarding and the opioid epidemic are big concerns of the department. Hoarding is the primary concern as cases are on the rise and highlighted by some recent highly visible cases in town, including the death of one resident in a house fire. The department believes this trend will continue and that additional resources are necessary to address this issue. Thus far, the opioid epidemic has been manageable in Belmont with continued public education.

Looking ahead, the department sees the legalization of marijuana in Massachusetts and possible Zika outbreaks as potential resource challenges to the department.

FY18 Recommendations

Recommendation	Explanation
Continue joint communication of public health programing with other departments and community organizations.	To help residents become more aware of the breadth of available programing and expand utilization.
Look at way to add additional FTE hours	The additional hours would be used to address the increasing hoarding problem in the town.
Potentially coordinate with the town administration and other departments about obtaining a dedicated Grant writer	Grants are an important resource to the town that take a significant amount of time to complete. A dedicated resource would increase the number of requests while significantly freeing up resources in each town department.

Library

Budget Overview

FY18	\$ change from prior year	% change from prior year	FY18 FTEs
\$2,218,708	\$26,124	1.19%	24.50

Department Mission / Description of Services

Mission: Serve as a resource for equal and open access to information, ideas and technology to enrich the lives of all; provide services that address the diverse needs and interests of the citizens of Belmont; promote and support a strong sense of community.

Services: Curate resource collections; facilitate circulation of resources; provide reference and research support; sponsor programs; maintain public community spaces and meeting rooms; support life-long learning, including technology training; and, participate in larger networks such as the Minuteman Library Network, Massachusetts Library Association, and Mass Library System.

Budget by Program

The library provides services in five primary program areas: Circulation Services; Adult/Reference Services; Young Adult Services; Children's Services; and Technical/Processing Services.

The budget calls for an increase below the town average. There are no significant changes in the allocation across program areas.

The FY18 allocations are provided below. Public Services include the first four program areas noted above. When combined with Technical/Processing services, programming accounts for 86% of the FTEs and 77% of the total budget.

Program	FTEs	FTE %	Budget \$	Budget %
Public Services	17.80	72.70%	\$1,398,529	63.0%
Technical/Processing Services	3.40	13.90%	\$309,536	14.0%
Plant Operations	1.30	5.30%	\$308,750	13.9%
Administration	2.00	8.20%	\$201,893	9.1%
Total	24.50	100.0%	\$2,218,708	100.0%

Expense Analysis

There were no line items that changed by at least 5% and more than \$10,000; although the library does plan to reallocate \$8,690 in expiring ESCO Lease Payments towards energy conservation measures. Maintenance building costs are budgeted to decline by 112.5% as a result of creation of an R&M HVAC Line. Note also that salary levels included in the budget submission may be adjusted based on the outcome of the current negotiation between the town and Belmont employees.

Special Analysis and Observations

None.

Public Safety

Article 13: That under Public Safety, \$14,321,520 be raised and appropriated.

The Public Safety departments are the Police Department and the Fire Department. In addition to these two departments, the Public Safety appropriation includes \$24,341 for the Belmont Emergency Management Agency (BEMA), a mandated function responsible for planning, training, compliance and mitigation in relation to disaster planning and Homeland Security.

Police Department

Budget Overview

FY18	\$ change from prior year	% change from prior year	FY18 FTEs
\$7,727,528	\$74,769	0.98%	86.00

Department Mission / Description of Services

Mission: The Police Department's primary responsibility is to protect and serve the Town residents.

Services: There are five primary services: 1) Police Patrol Services; 2) Traffic Management; 3) Detectives and Investigations; 4) Community Services; and, 5) Public Safety Communications.

Budget by Program

Program	FTEs	FTE %	Budget \$	Budget %
Patrol Services	35.00	40.7%	\$4,456,258	57.7%
Traffic Management	27.00	31.4%	\$641,195	8.3%
Detectives & Investigations	5.00	5.8%	\$586,852	7.6%
Community Services	4.00	4.7%	\$400,251	5.2%
Joint Public (911)	10.00	11.6%	\$1,013,425	13.1%
Administration	3.00	3.5%	\$535,542	6.9%
Records	2.00	2.3%	\$94,005	1.2%
Total	86.00	100.0%	\$7,727,528	100.0%

Note: The department also utilizes 26 volunteer and per diem staff in addition to the above FTEs.

The FY18 budget for the Police Department calls for a 1.0% increase over the FY17 Adjusted Budget. However, the FY18 budget represents a 7.0% increase over the FY17 Budget voted by Town Meeting. The difference represents adjustments to the Police Department's budget to reflect salary and benefit increases from the settlement of contract negotiations post-Town Meeting. These adjustments include settlements for the years 2015-17. About 58% of the budget is allocated to Patrol Services, which provides 24/7 coverage of the Town. The next largest portion of the budget is Communications, 13%, which handles emergency calls for both the Police and Fire Departments, including emergency medical services, as well as all after hours calls for the town. Administration expenses, including records, account for 8.1% of the budget.

Expense Analysis

The following budget line items changed by more than 5% and by more than \$10,000 from the prior year.

Line Item	FY18	Prior Year	% Change	Explanation
Police Patrol/First Responder Pay	\$89,330	\$79,294	12.7%	Increase due to settlement of collective bargaining agreements, which govern pay.
Police Patrol/Education Incentive	\$88,500	\$42,500	108.2%	Increase due to settlement of collective bargaining agreements, which govern education incentives so that more officers will have college degrees.
Police Detectives/Full Time Salaries	\$409,873	\$346,822	18.2%	Reflects reallocation of a sergeant position from Patrol Division to Detectives Division.

Requested Adds (not included in the budget above)

While there are no requested adds to the budget, the Police Department has expressed concern to the Public Safety Subcommittee about the need for increased information technology support.

Special Analysis and Observations

General: Community policing is an increasingly complex engagement, influenced by the rise in opioid usage, widespread mental health and domestic abuse issues, and the perception of policing driven by incidents occurring elsewhere. The Belmont Police Department's proactive engagement in these issues and community-based outreach continues to be an important asset to the town.

Technology and Data Management: In recent years, the Department was able to utilize an existing employee to assist in advancing the Department's use of technology and data management, resulting in significant time savings for the Department. However, with the loss of this employee, the department is reconsidering how to meet its technology challenges, especially with respect to making maximum use of its existing QED record management system. Development of customized management reports can provide efficiencies, more targeted deployment of assets, and enhanced support for achieving departmental goals, without which the technology becomes a wasted resource.

Staffing: FY17 is the first year in many that the Department is fully staffed at its budgeted number of positions. In addition to 48 sworn police officers, the Department oversees 38 additional communications, traffic safety, community service and administrative personnel, as well as 26 auxiliary and special police volunteer personnel for a total of 112 departmental employees. The Department believes the School Resource Officer (SRO), added in FY16, is extremely useful and has talked about the desire to add another. Because of the expense of adding additional officers, including salary and benefits (including pension expense and post employment health benefits), more analysis of benefits is needed before expanding the School Resource Officer program.

Future Development: In anticipation of new development at the Uplands and in Cushing Square, an analysis of peer community police department metrics was performed by the Subcommittee and shared with Police Department administrators. The analysis shows that the number of Belmont sworn officers is above those of many towns with similar number of calls for service, crime levels and arrests. Ratios of supervisory to non-supervisory personnel also are above those of many similar agencies. The analysis is one indicator that suggests increased activity from new development may be able to be absorbed without increases in FTEs. However, more analysis will be needed in order to determine the full impact of new developments on departmental resources. The Department is encouraged to engage in

discussion with the Cambridge and Arlington Police Departments about average calls from similar apartment complexes in those communities, which could provide additional information to assess the impact to the Department of new development.

Physical Plant: As recognized by the Capital Budget Committee and the Major Capital Projects Working Group, the Department's building does not meet the needs of a 21st century police department. For example, improvements are needed to ensure the security and efficiency of the booking area, and work needs to be done to identify storage options for evidence and other materials currently challenging the building's capacity.

FY18 Recommendations

Recommendation

Hire a consultant to assist with QED record management system.

Evaluate staffing models and "best practices" of comparable towns.

Evaluate existing use of space to meet current needs.

Consider implementation of a town-wide grant writing capability.

Explanation

Assistance is needed developing customized reports that can assist the management and efficiency of the Department, as well as reviewing the Department's existing technology base and needs. The Subcommittee recommends that the Town hire outside software consultants specializing in public safety to: 1) assess the ongoing technology needs of the Department and the level and type of support required on an ongoing basis, and 2) make recommendations regarding the compatibility, usage and efficiencies that can be obtained from maximizing the use of these investments.

Subcommittee analysis of staffing, crime rates, and a number of other variables affecting police operations suggest that the Department may be able to handle new developments such as the Uplands and Cushing Square when they come online without new staff resources. The Department should consider extending the analysis, as peer community departments may suggest ideas, efficiencies, and other support for the Department's goals. At a minimum, neighboring police departments should be consulted about the nature of calls received from similar apartment complexes in their communities.

While there is a need to address new or rehabilitated space for the police headquarters building, possible short term solutions should be evaluated in order to remedy the most pressing challenges until then.

The Subcommittee recommends that the Town hire or procure a centralized town-wide grant writing capability. Competition for state and federal grants would be improved by a centralized resource with grant writing expertise, whether staff or consultant, who can monitor the panoply of federal, state, and other grant opportunities and, working with town departments, ensure that applications are made on behalf of the town.

Fire Department

Budget Overview

FY18	\$ change from prior year	% change from prior year	FY18 FTEs
\$6,569,651	\$38,647	0.59%	55.49

Department Mission / Description of Services

Mission: The Fire Department's primary responsibility is providing emergency response to Town residents.

Services: The Fire Department is divided in to the following functions: 1) fire suppression, which is acts to extinguish and prevent the spread of fires, including responding to calls where a fire is likely; 2) fire prevention; 3) providing rescue services to the Town; 4) service calls and 5) fire department administration.

Budget by Program

Program	FTEs	FTE %	Budget \$	Budget %
Fire Administration	5.49	9.9%	\$820,827	12.5%
Fire Suppression	50.00	90.1%	\$5,548,924	84.5%
Rescue Services	0.00		\$199,900	3.0%
Total	55.49	100.0%	\$6,569,651	100.0%

Although the Fire Department is divided into five functions, the need to staff Fire Suppression 24/7 drives 88% of the FY18 budget and all of the non-administrative FTEs. These expenditures also cover ambulance, emergency and service calls, minor maintenance, and other tasks performed by the Fire Suppression personnel when not on fire calls. The Department recorded 2,814 incidents in calendar year 2016, of which 151 were fires and 1,200 were medical. Belmont's Fire Department provided 109 mutual aid calls (one engine sent) and received 63 mutual aid calls (often more than one piece of equipment). The EMS portion of the budget includes supplies, training and overtime, and other incremental costs required to provide ALS/BLS services. The bulk of EMT and ALS stipends are included in departmental expenses.

The table below shows a relatively flat 0.6% increase in FY18 over the FY17 Adjusted Budget; however, the FY18 budget represents a 5.8% increase over the FY17 Budget voted by Town Meeting. The difference represents adjustments to the Fire Department's budget to reflect salary and benefit increases from the settlement of contract negotiations post Town Meeting. These adjustments include settlement for the years 2015-2017.

Expense Analysis

The following budget line items changed by more than 5% and by more than \$10,000 from the prior year.

Line Item	FY18	Prior Year	% Change	Explanation
Admin-Full Time Salaries	\$498,262	\$462,903	7.6%	Rolls stipends and other pay into base salaries under new contract
Admin-Longevity	\$3,468	\$22,360	-84.5%	Reflects change in contract

Admin-Holiday Differential	\$8,642	\$20,180	-57.2%	language relating to longevity pay Reflects above restructuring of administrative base salaries
Admin-Replace Equipment	\$56,475	\$76,475	-26.2%	Reflects costs of Records Mgmt System in FY17; Telestat upgrade in FY18
Suppression-Overtime	\$565,397	\$643,195	-12.1%	FY17 Adjusted numbers include retroactive OT pay
Suppression-Longevity	\$17,867	\$40,826	-56.2%	Reflects change in contract language relating to longevity pay
Suppression-Holiday Differential	\$173,714	\$160,666	8.1%	Reflects change in contract pay, including retroactive year.

Requested Adds (not included in the budget above)

- 1) ALS Coordinator: Estimated annual expenses of \$90,000.
- 2) ½ FTE Data Analyst position: Estimated annual expenses of \$40,000
- 3) Dedicated Public Safety Information Technology Support: Additional support from IT department of 10-20 hours per week.

See below for discussion of these requests.

Special Analysis and Observations

Ambulance Services: The Fire Department provides both Basic Life Support ambulance service (BLS) and, since FY14, Advanced Life Support (ALS) services to the Town. In FY16, there were 1,170 ambulance transports made by the FD, of which 52% were ALS and the remainder BLS.

Several trends in providing ambulance services have budgetary impact:

- Ambulance services are facing increased pressure on revenues by legislative and insurance programs that seek to limit or cap payment for emergency transport services, which could significantly reduce ambulance receipts.
- Belmont's ambulance revenues peaked in FY15 (the first full year of operation and during which Belmont provided ALS service for Watertown) and, in spite of higher transports, both revenues and average collections declined in FY16.
- At the same time, EMS expenses increase annually and are not related to the number of transports or changes in revenues. Fire suppression personnel (the providers of EMS services) are staffed based on fire suppression equipment needs, not EMS volume. EMS and ALS stipends, training, overtime and supplies also increase without relation to number of calls.

EMS provides a necessary service to the Town and represents a significant portion of departmental activity. The changing landscape of delivery of these services will necessitate continued careful analysis to ensure that incremental costs are in line with revenues.

Administrative Turnover: The anticipated spate of administrative retirements referred to in prior year reports has begun, with the retirements of the Assistant Chief and the Fire Prevention Officer in FY17. An additional four officers retired or resigned in FY17 and three more retirements are expected in FY18. As has been done historically, these positions are required to be filled internally per Civil Service. To

maintain full staffing the Department also has four firefighters expected to graduate from the Academy by first quarter FY18.

Analysis conducted by the public safety subcommittee shows that Belmont's public safety departments appear to have a higher percentage of supervisory personnel than comparable towns, and that towns of Belmont's size and number of calls typically do not have an assistant fire chief. The density of population and housing in Belmont renders this analysis simplistic from the Department's point of view, necessitating different staffing from other towns of Belmont's size. Without the commercial tax base of comparably dense cities and town, the budgetary impact of incremental staffing is greater in Belmont than in many of the comparables.

The Department has expressed a need for additional technology support in order to maximize the utilization of sophisticated systems purchased by the Town and also a desire to add an ALS coordinator. Public safety positions such as these are among the most expensive to add to the town's payroll when all-in costs, including retirement and other liabilities, are considered; any addition to Department FTEs should require a thorough analysis.

Staffing: The Department FTE count is driven by the need to staff 24/7 the required number of personnel to man resident equipment for a potential fire emergency. Belmont staffs two shifts with 13 firefighters and two shifts with 12, to provide a minimum of 11 firefighters for three fire trucks (two engine pumps and one ladder), ambulance, and a shift commander vehicle. Personnel also respond to EMS calls, conduct service calls, and perform in service inspections and routine maintenance. NFPA 1710 recommends a minimum of 17 firefighters responding to a fire; this can be achieved through a variety of options, including automatic mutual aid agreements. Belmont's larger neighbors, such as Cambridge, Waltham and Watertown, can meet this standard due to total size of their forces. Many comparable communities to Belmont in size are not able to meet NFPA 1710. Lexington and Arlington staff at less than 17 per shift and other communities, such as Reading and Winchester, staff below Belmont's 13 per shift.

Overtime: To the extent that there are vacancies, injuries or other absences, the Department uses overtime to ensure necessary equipment coverage. In FY17, an unanticipated number of injuries, non-job related sick leaves and medical leaves is expected to increase the amount of overtime hours by 25% over the most recent three-year average. Nonetheless, the department expects that overtime expenses will be within budget in FY17 and has budgeted the same number of expected OT hours in FY18 as FY17.

Future Development: In anticipation of new development at the Uplands and in Cushing Square, an analysis of comparable towns' fire departments was performed by the Subcommittee and shared with Fire Department administrators. Based on reported emergency responses and medical assists across this group, this analysis indicates that Belmont should be able to absorb incremental calls with existing staffing and equipment. During FY18, the Uplands apartments will begin occupancy and the Department will be able to collect data on the number and nature of calls they can expect over time. Discussion with the Cambridge Fire Department to ascertain the average calls per person at similar apartments in the Alewife area could provide further information on which to assess the impact of new development on the Department.

FY18 Recommendations

Recommendation	Explanation
Consider a consultant to assess IT needs.	The Town has recently invested significant funds in new management software and the Department has requested additional support for information technology needs. The Subcommittee recommends retaining an outside contract consultant specializing in public safety to assess the adequacy of the hardware and software already acquired and to help train staff to use the systems to achieve the greatest benefit of the technology.
Further develop data analysis capability and management tools.	Retain an outside contract programmer/consultant with public safety experience to help develop management reports and strategic plans using data collected by the new systems. Strategic planning should include knowledgeable individuals from elsewhere in town government or committees to assist with identifying relevant metrics and reporting areas.
Evaluate opportunities to provide ALS coordinator without adding FTE.	Given the long-term all in expenses associated with adding an ALS coordinator and the variable nature of ambulance revenues in the two and one half years since ALS was initiated, the Subcommittee does not recommend the addition of an ALS Coordinator position at this time. The Department should pursue whether such a position can be absorbed

Public Services

Article 13: That under Public Services, \$13,416,759, be raised and appropriated.

Public Services includes the Departments of Public Works (which includes the Recreation Department), Community Development, and Facilities. These departments are discussed separately below.

Public Works

Budget Overview

FY18	\$ change from prior year	% change from prior year	FY18 FTEs
\$7,931,932	\$217,115	2.81%	66.90

Note: Dollar amounts exclude water and sewer enterprise accounts, which are shown separately below.

Department Mission / Description of Services

The Department of Public Works (DPW) provides a wide variety of key Town services including street and sidewalk maintenance, snow removal, vehicle fleet maintenance, forestry, grounds and delta maintenance, solid waste collection and disposal, street lighting, parks and playing fields maintenance, cemetery maintenance, water and sewer maintenance and construction. The Recreation Department was consolidated into Public Works several years ago.

Recreation provides Belmont residents with healthy, enjoyable and affordable activities regardless of age, gender or physical ability. Offerings include Summer Underwood and Higginbottom Pool Programs, Summer Sports and Activity Programs, School Year Programs, Skating Rink Programs, Spring Programs and Special Needs Programming.

For FY18, the Recreation Department is going through some organization realignment as the result of the recommendations of the recreational strategic plan. This plan suggested having an interim executive director role for two years to create and implement the vision for the department. The department was running programs and staffing that did not fully reflect the current needs of the town. Recently, many directors of programs retired, so an opportunity exists to realign the department to meet the current and future needs of the town focusing on planning, fees, scheduling, and relationships with schools and youth groups.

Budget by Program

Program	FTEs	FTE %	Budget \$	Budget %
Administration	3.00	4.5%	\$342,473	1.4%
Street Maintenance	5.00	7.5%	\$726,969	2.9%
Snow Removal	0.00		\$749,591	3.0%
Central Fleet Maintenance	4.00	6.0%	\$596,008	2.4%
Forestry	1.00	1.5%	\$308,398	1.2%
Delta & Grounds	1.00	1.5%	\$75,650	0.3%
Solid Waste Collection & Disposal	1.60	2.4%	\$2,650,348	10.7%
Street Lighting	0.00		\$348,495	1.4%
Cemetery Maintenance	5.70	8.5%	\$499,911	2.0%
Parks & Facilities Maintenance	5.30	7.9%	\$625,518	2.5%

Recreation	15.90	23.8%	\$1,008,571	4.1%
General Fund Total	42.50	63.5%	\$7,931,932	32.0%
Water Administration	2.00	3.0%	\$716,094	2.9%
Water Distribution	10.40	15.5%	\$6,776,559	27.4%
Sewer Maintenance	8.00	12.0%	\$8,847,345	35.7%
Stormwater Maintenance	4.00	6.0%	\$479,535	1.9%
Enterprise Fund Total	24.40	36.5%	\$16,819,533	68.0%
Department Total	66.90	100.0%	\$24,751,465	100.0%

Expense Analysis

The following budget line items changed by more than 5% and by more than \$10,000 from the prior year.

Line Item	FY18	Prior Year	% Change	Explanation
Forestry - Tree Services	\$211,620	\$190,890	10.9%	Tree contractor bid is every three years. Increase in age of a large number of trees, for removals and for trimming. Increase in public safety issues due to increasing weather events.
Recreation Administration - Full Time Salaries	\$80,627	\$66,510	21.2%	These changes in roles and costs are the results of organizational change recommendations in the recreation strategic plan and the retirement of several employees. See above.
Recreation Programs - Part Time Salaries	\$25,659	\$0		
Recreation Programs - Full Time Salaries	\$100,726	\$52,171	93.1%	See above.
Recreation Programs - Part Time Salaries Summer Program	\$139,924	\$154,200	-9.3%	Too many lifeguards were staffed in 2016, resulting in savings from a reduction in those staffed this year.
Recreation Programs - Part Time Salaries SPORT	\$23,015	\$47,815	-51.9%	Working on an inter-governmental agreement with Watertown that will lead to cost reductions.
Recreation Programs - Skating Rink Supplies	\$50,000	\$33,720	48.3%	Ongoing increases in maintenance and upkeep needed for aging rink.
Parks - Part Time Salaries	\$28,320	\$21,511	31.7%	Increase due to increased minimum wage.

Requested Adds (not included in the budget above)

For longer-term consideration, the DPW would like the town to consider restoring several positions that have been lost over the years with the department staff down about 40% in the last 25 years. This has resulted in delaying routine maintenance for the fleet, sewer and drain lines, sweeping, and highways.

The department would like to add another fleet mechanic which the department has been without for 5-7 years. The department services all of the town vehicles and with limited mechanics who can only maintain and repair equipment so much in a day, vehicles are out of service for longer periods of time.

Would be nice to have seasonal help again to fill the voids for vacations as well as provide much need highway maintenance. The DPW used to have six seasonal minimum wage positions that were last in place in 2005.

Would also like to add back a truck driver/garage attendant who maintained the garage and do snow plowing as well as cover driver vacations.

Special Analysis and Observations

Recycling tonnage collected at the curb excluding yard waste for FY14, FY15, and FY16 is as follows:

	FY14	FY15	FY16
Tons	2,119	2,222	1,769
%CH		4.9%	-20.4%

The recent declines follow a national trend with reductions in the amount of paper that is recycled with the increase in the usage of online news. Also, light weight plastic packaging of soda and water bottles are contributing to the declines in recycling tonnage. Note that when comparing Belmont to other municipalities there can be different definitions of what is considered recycling tonnage.

The department is constrained to work within the available revenue budget. However, an available revenue budget does not allow for additional investment to maintain Town infrastructure.

The summer of 2016 was the first full-year operation of the new Underwood Pool and 2017 memberships have started off at a brisk pace.

As noted in the past, the Skip Viglirolo Skating Rink is past its useful life and the new rink proposal is currently on hold while the new high school is being determined. However, the DPW is responsible for maintenance and upkeep which is getting harder and harder since the rink is past normal upkeep. A contingency plan needs to be in place to secure ice time for when the rink completely fails.

The deteriorating condition of the DPW yard facilities also needs to be addressed. These assets may fail with little warning and currently do not allow for adequate use during a long emergency events with increased staff. Currently the women's bathroom is in the fleet foreman's office.

The new solid waste contract bidding process is also a key departmental focus. A significant amount of time has already gone into coming up with potential options. An audit has taken place over the last two years with input from numerous parties. The department will go in front of the Board of Selectmen in the fall to determine the next contract with the goal of having a new contract in place by the new calendar year. There are challenges with recycling as manufactures are moving to more light-weight plastic which is not as valuable; however, cardboard shipping boxes are offsetting some of these declines.

Evolving changes to the CPA process has added to the duties to the department - especially its director. This past year the director has been heavily involved in the PQ Playground and Grove Street Park

projects. The Winn-Brook tennis courts project will need constant supervision, which will put added pressure on department resources.

FY18 Recommendations

Recommendation

Check quality of sidewalks and other concrete work in the town.
Develop a contingency plan for if and when the rink fails.

The DPW should work with other town departments, committees and boards about financing/budgeting some of the Department's longer term needs mentioned in this report

Explanation

There have been instances of poor quality concrete in various locations.
Since a new rink is several years out, a plan should be put in place for when the rink fails; including additional budget to purchase ice time from nearby rinks.

The current resourcing and infrastructure needs of the department are not going away and will continue to worsen. Given the budget constraints of the town, short-term solutions should be investigated to help mitigate some of these longer-term issues.

Community Development

Budget Overview

FY18	\$ change from prior year	% change from prior year	FY18 FTEs
\$1,107,487	\$52,194	4.95%	10.10

Department Mission / Description of Services

Community Development consists of four departments.

Administration: administers and monitors requests for proposals, grants, contracts, and reimbursements.

Inspection Services: issues building permits and conducts building inspections, also responsible for code enforcement. Plumbing and gas inspector is a shared position with the Town of Watertown.

Engineering: responsible for the development, design, and oversight of road reconstruction and major sanitary sewer and storm drain rehabilitation projects.

Planning: provides services and guidance on land use and related issues to the Board of Selectmen, Town Administrator, Town boards, residents, and developers.

Budget by Program

Program	FTEs	FTE %	Budget \$	Budget %
Administration	3.00	29.7%	\$385,198	34.8%
Engineering	1.30	12.9%	\$117,437	10.6%
Inspection/Enforcement*	2.80	27.7%	\$333,403	30.1%
Planning	3.00	29.7%	\$271,449	24.5%
Total	10.10	100.0%	\$1,107,487	100.0%

* includes \$86,864 for plumbing and gas and wiring inspectors shared with Watertown

Expense Analysis

The following budget line items changed by more than 5% and by more than \$10,000 from the prior year.

Line Item	FY18	Prior Year	% Change	Explanation
Planning - Full Time Salaries	\$210,408	\$197,360	6.6%	Rate for new Staff Planner higher than anticipated.
Building Inspection - Prof & Tech Services	\$33,000	\$6,400	415.6%	Temporary help, if needed, to enforce new zoning bylaws.
Recreation Programs - Skating Rink Supplies	\$50,000	\$33,720	48.3%	Ongoing increases in maintenance and upkeep needed for aging rink.

Requested Adds (not included in the budget or discussed by Board of Selectmen above)

None.

Special Analysis and Observations

It appears that Community Development has a very good, hardworking staff, but experiences a fair amount of turnover, particularly in Inspection Services.

FY18 Recommendations

Recommendation

Explore strategies to reduce staff turnover and possibly increase staff.
Continue work towards online permit filing

Explanation

Turnover harms department efficiency and reduces level of service.
Greater convenience, efficiency.

Facilities

Budget Overview

FY18	\$ change from prior year	% change from prior year	FY18 FTEs
\$4,377,340	\$53,824	1.24%	29.55

Department Mission / Description of Services

In September 2013 the consolidation of the Town and School building maintenance departments into a single department was accomplished with the hiring of a new Director of Facilities. Starting in 2016, the consolidation of the Facilities Operation for both the Town and the School Department was undertaken and the budget report below still shows some vestiges of the original separation.

Mission and Services: The new combined Facilities department is responsible for the maintenance, cleaning, repair of all Town and School buildings, including managing the fuel and utilities for said buildings. The department also assists with the oversight of Town and School capital projects.

Budget by Program

The combined budget for both Town and School buildings broken down by function in dollar amount and percentage is as follows:

Program	FTEs	FTE %	Budget \$	Budget %
Personnel & Admin	1.30	4.4%	\$720,038	16.4%
General Services	0.00		\$150,400	3.4%
Utilities	0.00		\$1,652,485	37.8%
Utilities Conservation	0.00		\$216,030	4.9%
Building Maintenance	27.35	92.6%	\$895,387	20.5%
Supplies & Equipment	0.00		\$394,000	9.0%
Major Building Repairs	0.90	3.0%	\$349,000	8.0%
Total	29.55	100.0%	\$4,377,340	100.0%

Expense Analysis

The following budget line items changed by more than 5% and by more than \$10,000 from the prior year. As most of the increases in this Department's budget are due to bringing in the School Department's facilities budget and FTE's, this report will not identify those changes in detail.

Line Item	FY18	Prior Year	% Change	Explanation
Full Time Salaries	\$563,242	\$487,969	15.4%	
Major Building Repairs	\$349,000	\$295,000	18.3%	
Custodial Supplies	\$30,000	\$22,000	36.4%	
Custodial Supplies	\$100,000	\$75,300	32.8%	
R&M Bldg/Grounds	\$50,000	\$8,000	525.0%	
Repair Contract Svcs	\$77,330	\$0		
R&M HVAC Contr. Svcs	\$255,000	\$0		
Energy Conservations	\$183,500	\$0		
R&M HVAC Contr. Svcs	\$93,000	\$0		

The comparison of FY17 to FY18 is still skewed by the on-going consolidation of the Town and the School Department Facilities and further by different allocation of budget item categories. The duplication of

custodial services and HVAC Contractual Services are still broken out by the School and Town respectively. The FY18 budget includes one new FTE at an estimated salary of \$59,585 for an HVAC Technician position. The rationale for the new position is the complexity of the new HVAC system has necessitated outsourcing repair service and an in-house technician will save money

Requested Adds (not included in the budget above)

None.

Special Analysis and Observations

The consolidation of the Facilities of both the Town and School Department has been successful. The consolidation of vendors has resulted in savings. Progress has been made with the union that allows the Department's personnel to work interchangeably in Town and School Department buildings. The Department has engaged through the bid process three so-called House Doctors that can be called upon to promptly provide outsourcing of maintenance and repairs. The cost effectiveness of the House Doctors program is still under review. As referenced below, the Department seeks a FTE in the FY18 budget to hire an in-house HVAC technician.

FY18 Recommendations

Recommendation

"Floating maintenance man"
Consolidated home for Facilities Dept.

Explanation

Reduce the need for outsourcing maintenance.
Consolidation of all aspects of the Facilities Dept. in one location would greatly improve efficiency compared to the existing scattered sites.

Minuteman

Article 13: That under Minuteman Regional School, \$910,185 be raised and appropriated.

Budget Overview

FY18	\$ change from prior year	% change from prior year	FY17 Belmont Enrollment
\$910,185	\$114,531	14.39%	28

Belmont's assessment has increased 14.4% primarily because of an increase in enrollment from 26 to 28 students. Member town assessments overall have increased 5.5% due to other factors, as well, including a decline in non-member tuition revenue, Chapter 70 School Aid, and Excess & Deficiency (E&D) funding (E&D funding is similar to "Free Cash"). In contrast, the District budget decreased 1.4%, and this mainly stemmed from a reduction in enrollment. The fiscal year 2018 budget and assessment is under a new District agreement, amended March 11, 2016, which includes a rolling average to determine enrollment and a revised capital allocation formula.

Department Mission / Description of Services

Mission: Minuteman's mission is to serve a diverse student body with multiple learning styles within academic, career, and technical areas.

Services: Minuteman provides instruction to high school students in traditional academic subjects and 19 career and technical training areas, such as carpentry, plumbing, culinary arts, early education, telecommunications, biotechnology, environmental science, and computer programming/web design. Minuteman also provides career and technical training to postgraduate students, although the costs for the post-graduate programs are primarily covered through a separate revolving fund budget.

Budget by Program

Minuteman's major program areas are shown below. Instructional support includes services such as special education, technology support, guidance, the library, and health.

Program	Budget \$	\$ change from prior year	% change from prior year
Administration	\$1,597,041	(\$142,844)	-8.2%
Student Instructional Services	\$9,825,078	\$198,557	2.1%
Student Services	\$1,902,488	(\$337,560)	-15.1%
Operation & Maintenance	\$1,779,420	(\$24,384)	-1.4%
Insurance, Retirement, Leases	\$2,787,268	(\$126,297)	-4.3%
Community Services	\$100,000	\$0	0.0%
Asset Acquisition & Improvements	\$272,623	\$115,301	73.3%
Debt Service	\$1,155,549	\$38,597	3.5%
Tuition Payments	\$30,000	\$0	0.0%
Total	\$19,449,467	(\$278,630)	-1.4%

The increase for Asset Acquisition & Improvements is due primarily to replenishment of the Stabilization Fund, which provides for future capital needs.

Special Analysis and Observations

Belmont's Membership: On October 19, 2016, Town Meeting voted to leave in the Minuteman Regional Vocational District. The vote triggered an exit process that will end Belmont's membership in the District on July 1, 2020 if approved by the state Commissioner of Education. Until then, Belmont pays an annual assessment based on a 4-year rolling average of enrollment. Belmont will not pay for construction of a new Minuteman school building, which was approved by 69.5% of District member voters in a special election on September 20, 2016. Belmont students enrolled prior to termination of Belmont's membership will be permitted to continue in their programs and graduate from Minuteman. New Belmont enrollments as a non-member town will be possible if space permits. In the meantime, the Belmont School Superintendent has committed to review alternatives and make eventual recommendations about how to meet Belmont's future vocational education needs.

Enrollment Trends: The current total enrollment at Minuteman is comprised of 618 high school students, down 20.9% and from 667 students the previous year. Under the revised Regional District Agreement, six towns are exiting the District effective July 1, 2017. The enrollment from the 10 remaining towns is 347 students, or approximately 56% of the total enrollment. Belmont currently has 28 high school students attending Minuteman. A new pressure on enrollment has arisen from the state Department of Elementary and Secondary Education (DESE), which mandates an exploratory first year for 9th graders in their home school districts for districts offering five or more state-approved vocational education programs. The result has been a decline of enrollment from non-member towns to 219 from 277 the previous year, a 20.9% loss of potential enrollments.

Non-Member Tuition Students: Non-member towns pay a tuition rate set by DESE. While out-of-district tuitions are less than the total per-pupil cost for each member town, non-member towns must provide their own transportation and pay a surcharge for special education students, costs that are built into the assessments charged member towns.

District's Present and Future

For the past several years, the Minuteman Regional Vocational District has been under pressure from: (i) declining enrollment from member towns; (ii) a governance structure that Belmont and other member towns found unsatisfactory; (iii) an aging building in need of repair or replacement; and (iv) a State mandated funding environment financially favorable to non-member towns. With the adoption of DESE regulatory changes in 2015, the District also is confronting a decline in non-member town enrollments.

Under the Regional District Amended Agreement, adopted in 2016, District governance has been improved with, among other things, the adoption of weighted voting for member towns. The Amended Agreement also changed exit procedures, and six member towns voted to exit the District upon ratification of the new agreement. Belmont Town Meeting voted to exit the District on October 19, 2016, in order to avoid legal obligation for paying the construction cost of a new Minuteman high school building. During the final three years of Belmont's membership in the District, Belmont will not contribute for the building project cost.

The District-wide vote by residents of member towns on September 20, 2016 authorized the District to construct a new building. The expected \$144.9 million capital cost will be offset by a \$44 million state grant for which approval has been already obtained from the Massachusetts School Building Authority. The remainder of the capital cost will be paid for by member and non-member towns, as DESE has issued new regulations permitting Minuteman to charge non-member towns substantially the same capital cost as member towns. If Belmont enrolls students in Minuteman following the effective date of

its withdrawal from the District (July 1, 2020), it will pay a prorated share of capital costs based on those students, although non-member tuition likely will remain lower than member costs.

Belmont students will be able to continue to enroll in Minuteman after 2020 provided space is available. A new school building may stimulate demand, which could lead to a capacity constraint for students from non-member towns. Continued Belmont enrollment also depends on alternatives to be identified by Belmont's School Superintendent. Belmont's exit vote was predicated on an assumption that space would continue to be available at Minuteman or that significantly lower cost alternatives would be found.

Belmont Public Schools

*Article 13E: That under Belmont Public Schools, **\$52,969,484** be raised and appropriated.*

Budget Overview

FY 2018	\$ change from prior year	% change from prior year	FY 2018 FTEs
\$52,969,484	\$2,842,901	5.67%	484.13

Department Mission / Description of Services

The School Department, responsible for K-12 education of all Belmont children and also for preschool inclusion services, is Belmont's largest department. In addition to its core classroom education, it provides Belmont students with a wide array of athletic, cultural, and service opportunities. The School Department also manages an adult education program and recreation programs open to both children and adults.

Overview

There are three important observations as we approach Fiscal Year 2018:

- (1) FY18 is the third year of the Three Year Fiscal Plan that emerged from the 2015 Override.
- (2) Enrollment, Class Size, and Space Issues are key financial pressure points on the schools.
- (3) This calendar year is a contract negotiation year.

This chapter begins with a look at the proposed General Fund budget request for FY18 and its relation to the three observations above. Next is a broader look at the FY18 school operating budget, considering other sources of funds in addition to the General Fund appropriation. Third, we offer an updated comparison of Belmont and fourteen other municipalities with respect to their spending on schools.

We close with commentary summarizing our observations and findings, and framing them around the choices currently facing the School Committee. At stake is whether or not subsequent budgets can address rising enrollments within the Town's existing revenue base, or whether an operating override or curtailment in spending growth (or both) will be required in the future to meet the demands for educational services.

The General Fund Budget

Town Meeting will vote a General Fund appropriation for the schools, and the FY18 budget approved by the School Committee ties specific expense accounts to the General Fund revenue. The expense accounts are organized under six major programs, and the following table shows the FY17 and FY18 budgets and budgeted Full Time Equivalent ("FTE") staff positions assigned to the General Fund.

The General Fund Budget

Program Category	Budget \$s		Budget △ %	Full Time Equivalents	
	FY17	FY18		FY17	FY18
Regular Instruction	19,854,495	20,653,620	4.02	244.7	249.5
Special Instruction	13,823,085	14,173,585	2.54	126.7	126.8
Student & Instructional Services	5,361,418	5,827,821	8.70	46.3	48.1
Operations	956,984	976,034	1.99	18.5	18.8
Leadership & Administration	3,310,457	3,353,843	1.31	41.2	40.9
Allowances & Benefits	6,820,145	7,984,581	17.07	0.0	0.0
TOTAL	50,126,583	52,969,484	5.67	477.3	484.1

The FY18 Budget and the 2015 Override

The FY18 budget implements the third year of the three year plan presented to the voters during the 2015 spring override campaign. The \$4.5 million annual addition to the tax base has helped fund services such as:

- 20 new FTE (full-time equivalent) teachers in classrooms, allocated across all grades.
 - 7 elementary school FTEs
 - 5.4 FTEs at the middle school
 - 5.6 FTEs at the high school
 - 2.0 English Language Learner FTEs working across all grades
- 6.1 additional FTEs
- 2 new buses, bringing the total of in-district buses up to 8
- full funding within the budget for materials and supplies
- full funding within the budget for current special education expenses

The challenge will be whether future budgets can continue to support these needs and other needs as identified by the School Committee and school administration.

Continuing Pressure from Increasing Enrollment

The pressure point most discussed by the School Committee is the year-over-year increase in district enrollment. The following table shows the enrollment growth over the past ten years and how that has been distributed across grades.

Belmont Enrollment Growth, Oct 2005 to Oct 2015

	Enrollment		10 year change	
	2005	2015	#s	percent
Elementary Schools (K-4)	1332	1733	401	30.1
Middle School (5-8)	1125	1323	198	17.6
High School (9-12)	1169	1245	76	6.5
TOTAL (K-12)	3626	4301	675	18.6

The growth in the elementary grades makes it particularly difficult to manage the desired cap on classroom enrollment as defined by School Committee guidelines. It would take an additional 5 classroom teachers in the next year or two to reduce elementary class sizes to below the maximum target levels. Assuming these elementary students stay within the district, the middle and high schools will face even greater enrollments in the future. If so, requests for addition classroom teaching staff could follow.

Growth Rates of Spending and Town Revenues

To look at the types of spending that contribute to the overall growth, the next table uses one of the school department's categorization methods to allocate the 5.67% total General Fund budget growth across different functional categories:

Contribution to Total General Fund School Budget Increase

Category	FY18 \$	% increase over FY17	contribution to % increase total GF Budget
Base Salary and Wages	34,452,094	4.16	2.75
Contract Allowances	773,662	316.16	1.17
Health Insurance	6,294,282	9.57	1.10
Operating Expenses	2,006,491	6.21	0.23
SPED Transportation	1,207,470	7.00	0.16
SPED Contract Services	1,115,705	7.00	0.15
Temp Salaries	1,210,875	2.75	0.06
Other Benefits	916,637	3.00	0.05
Equipment	213,675	0.05	0.00
SPED Tuitions	4,778,593	0.00	0.00
TOTAL	52,969,484	5.67	5.67
<hr/>			
<i>Override plan: +5 FTEs, +1 bus</i>	<i>(\$410,000)</i>		<i>(0.82)</i>
<i>TOTAL excluding override items</i>			<i>4.85</i>

There are several observations based on this table.

First, almost all of the 5.67% increase is related to compensation and benefit expenses.

Second, looking just at the first line, Base Salary and Wages, this accounts for 2.75% of the overall increase of 5.67%. About one-quarter of this increase is due to the addition of 5 teachers in FY18

as scheduled in the three-year plan presented during the 2015 override campaign.

Third, the cost increase for the town-wide health insurance plan is significantly higher in FY18 than has been the case in previous years. We expect this is an unusually high jump, with subsequent years' increases to be more in line with the historical average. The FY18 increase of 9.57% contributes 1.10% to the total increase in the General Fund budget.

Fourth, the special education ("SPED") out-of-district tuition dollar amount paid through the General Fund budget is kept the same as the FY17 budget numbers, even though the school department projects total SPED out-of-district tuitions to increase by 7.8%. As described more fully on page 42, SPED out-of-district tuitions are funded through grants as well as the General Fund budget, and it will be the grant accounts that will fund whatever increases in SPED tuitions that materialize in FY18.

Finally, the line below the main table identifies the impact of the additional items in the FY18 budget made possible through the 2015 override – the five FTEs and the additional bus. These new items account for 0.82% of the FY18 budget increase, and they are now part of the new baseline for the school's General Fund budget in subsequent years.

Over the past five years, the "organic growth" of General Fund property tax revenues has been 3.5% per year. 2.5% of the annual increase is allowed by Proposition 2 $\frac{1}{2}$, and the other 1.0% has come from "new growth" – new development that increases the assessable tax base. (There are other sources of General Fund revenues, such as local receipts and state aid, but property taxes make up 80% of total revenue).

The last line in the above table suggests 4.85% as an estimate of future years' budget growth for a level services budget. While there are many uncertain factors that will affect future budgets, such as the outcome of contract negotiations and the realized experience of health insurance claims and mandated SPED services, the gap between the projected growth in a level services budget versus the projected growth in revenue is a concern to take seriously.

The Consolidated Budget – All Funding Sources

In addition to the appropriation from the General Fund, which contributes more than 87% of the total school revenue each year, the school district also receives money from state and federal grants, from program fees paid into segregated revolving funds, and from other grants and gifts.

Funding Source	FY 2018	Description
<i>GENERAL FUND APPROPRIATION</i>		
Chapter 70 State Aid for Education	7,800,233	The final amount available will not be known until the state budget is approved
Other General Fund Sources	45,169,251	Includes property taxes, local receipts, and state aid
<i>ALL GENERAL FUND SOURCES:</i>	52,969,484	Appropriation to be voted by Town Meeting
<i>GRANTS</i>		
"Circuit Breaker"	1,614,845	State grant that partially reimburses high cost SPED tuition expenses
Individual with Disabilities Education Act (IDEA)	1,009,496	The primary federal grant to help fund special education
Early Education and Care (EEC)	27,066	Support for Pre-K SPED programs
SPED Improvement	22,365	State grant program development
METCO program & transportation	553,842	State grant for METCO
Full Day Kindergarten (FDK)	0	Program change in state budget; funds available through Chapter 70 state aid only if FDK is tuition-free
Title I	145,369	Federal grant to promote literacy through wellness
Title IIA	66,506	Federal grant, professional development
Title III	60,209	Federal grant to support English Language Learners (ELL)
Grant from Town	35,000	Payment from Town for tech support
<i>ALL GRANTS:</i>	3,534,698	
<i>REVOLVING FUNDS</i>		
Full Day Kindergarten	812,086	Tuition for afternoon session
Pre-Kindergarten	143,557	Participant fees
Lunch programs	946,166	Intended to cover full costs
BHS and CMS Athletics	492,731	Participant fees
Bus transportation	252,000	Fees cover less than half of costs
Building Rental Fees	185,900	Pays for building expenses
Other User Fees	666,792	Seven other funds
<i>ALL REVOLVING FUNDS:</i>	3,499,232	
<i>TOTAL, ALL FUNDING SOURCES</i>	60,003,414	

(Note that private grants and gifts from the Foundation for Belmont Education, the PTOs/PTAs, the "Friends of" fundraising groups, and local businesses are not included unless paid into a school district revolving fund.)

Spending Categories, for All Funding Sources

Using information from all funding sources, the next table looks at total spending grouped by service and support categories:

		Actual FY16	Budget FY17	FTE FY18	Budget FY18	% Δ, Bud FY18 - Bud FY17
	DIRECT EDUCATIONAL SERVICES					
1	Regular Instruction	20,123,597	21,230,912	273.9	22,020,987	3.7
2	SPED Instruction	5,873,897	6,778,917	104.8	6,916,318	2.0
3	Substitutes	371,601	480,000	0.0	511,875	6.6
4	SPED Out of District Tuitions	6,503,163	7,058,872	0.0	7,340,434	4.0
5	English Language Learners	522,100	683,628	10.0	786,274	15.0
6	Pre K	705,143	774,724	13.8	800,628	3.3
7	Adult Education	40,331	9,120	0.0	45,000	393.4
8	Benefits Allocation	3,712,798	4,022,387	0.0	4,342,161	7.9
		37,852,635	41,038,562	402.6	42,763,678	4.2
	STUDENT SERVICES					
9	Athletics	788,665	850,724	1.0	878,893	3.3
10	Student Activities	163,772	140,627	0.2	180,550	28.4
11	Guidance	887,956	998,932	13.2	1,072,884	7.4
12	Psychological Services	531,282	551,239	7.6	650,680	18.0
13	Health Services	662,493	687,015	8.5	752,637	9.6
14	Library	261,816	289,480	5.9	291,059	0.5
15	METCO	367,327	338,706	5.4	339,340	0.2
16	Benefits Allocation	366,131	404,589	0.0	452,180	11.8
		4,029,444	4,261,316	41.9	4,618,224	8.4
	EDUCATION SUPPORT					
17	Curriculum Development	186,371	233,303	1.7	250,422	7.3
18	Staff Development	248,354	270,667	1.0	293,128	8.3
19	Benefits Allocation	25,506	27,303	0.0	28,907	5.9
		460,233	531,273	2.7	572,458	7.8
	ADMINISTRATION & OPERATIONS SUPPORT					
20	Building Administration	2,153,434	2,082,991	30.9	2,141,101	2.8
21	Central Administration	1,261,727	1,244,680	10.3	1,241,642	-0.2
22	Contract Allowances	0	185,903	0.0	773,662	316.2
23	Operations	1,173,860	1,146,984	18.8	1,136,034	-1.0
24	Technology	1,365,849	1,328,774	10.0	1,343,808	1.1
25	Food Service	987,859	958,674	17.7	946,166	-1.3
26	In District Transportation	384,826	441,800	0.0	576,000	30.4
27	SPED Transportation	1,106,872	1,128,477	0.0	1,207,470	7.0
28	METCO Transportation	149,906	152,160	0.0	180,600	18.7
29	Health Insurance for Retirees	1,417,013	1,497,381	0.0	1,556,212	3.9
30	Benefits Allocation	853,037	895,662	0.0	946,358	5.7
		10,854,386	11,063,489	87.7	12,049,053	8.9
	TOTAL ALL CATEGORIES	53,196,699	56,894,642	534.9	60,003,414	5.5
	GENERAL FUND ONLY	47,232,459	50,126,583	484.1	52,969,484	5.7

In this table we see several significant changes in budget allocations from FY17 to FY18:

Substitutes (line 3): A possibly conservative (high) estimate; hard to forecast since actual spending on long-term substitutes is spread across two budget lines, depending on whether or not absent teacher is on a paid or unpaid leave.

English Language Learners (line 5): Net increase of 0.6 FTE plus higher average compensation costs explain the increase of \$102,646.

Adult Education (line 7): FY18 budget reflects FY16 actual costs, which are fully funded by tuition fees.

Benefits Allocations (lines 8, 16, 19, 30): Higher headcount plus 9% reported town-wide increase in health insurance costs drive these lines up.

Student Activities (line 10): The General Fund allocation to High School extracurricular activities is \$12,438 higher in FY18, and the projected spending from a Middle School revolving fund is \$26,300 higher.

Guidance, Psychological Services, Health Services (lines 11, 12, 13): Another year of increases in these areas as follow-up to the Social and Emotional Learning (SEL) objectives identified in the strategic plan included in the 2015 Financial Task Force Report.

Curriculum Development and Staff Development (lines 17, 18): Part of renewed dedication of resources to areas cut back prior to the override.

Contract Allowances (line 22): Includes yet-to-be allocated reserves.

In District Transportation (line 26): An additional bus will be added in FY18.

SPED Transportation, METCO Transportation (lines 27, 28): Projected budget for FY18 assume higher contract costs.

Special Education Out-of-District Tuitions

The most important item to receive significant funding from both the General Fund and from federal and state grants is the Out-of-District Tuitions for students needing special education services.

Account	Actual FY15	Actual FY16	Projected FY17	Projected FY18
General Fund Accounts				
1 MA Tuitions	919,694	1,012,391	1,149,107	903,568
2 Out-of-State Tuitions	0	0	150,000	150,000
3 Private Tuitions	788,878	1,090,428	1,087,682	1,113,768
4 LABBB Tuitions	1,972,645	2,357,568	2,675,940	2,611,257
Grant Accounts				
5 Tuitions, Circuit Breaker funds	1,377,754	1,156,283	928,180	1,753,473
6 Tuitions, IDEA grant funds	921,192	915,727	946,996	946,996
Credits				
7 Tuitions, LABBB Credits	332,946	0	0	0
TOTAL	6,313,109	6,532,397	6,937,905	7,479,062
<i>year over year % increase</i>		3.5%	6.2%	7.8%

As the table above shows, seven different account lines have been used to pay for special education out-of-district tuitions.

Belmont is a member of the LABBB collaborative, along with Lexington, Arlington, Bedford, and Burlington. As a member, Belmont earns tuition credits when the collaborative's revenues exceed its revenues. In 2015 Belmont used these credits to pay for some tuitions.

Line 5 is the Circuit Breaker account. It is funded through a state grant program that partially reimburses school districts for large out-of-district tuition expenses in the previous fiscal year – the name "circuit breaker" refers to the fact that it kicks in when otherwise large tuition bills could overwhelm a school district's budget. While the exact level of reimbursement depends on the total amount of the state grant program (which was \$277 million in FY17) and the total amount of reimbursable expenses submitted state wide (\$796 million in FY17), for the past five years Belmont has received a Circuit Breaker grant ranging from 28.8% to 31.3% of the previous year's submitted out-of-district tuitions.

The Department of Elementary and Secondary Education ("DESE") allows school districts to carry forward some or all of the Circuit Breaker grant for one year, as a buffer against unexpected tuition expenses. At the same time, DESE acknowledges that Town Meetings and other appropriating authorities may consider the size of the Circuit Breaker funds available when reviewing a school district's budget request.

At the June session of the Annual Town Meeting there will be an article to establish a Special Education Reserve Fund, funded through the School Department budget and accessible upon vote of the School Committee and the Board of Selectmen voting separately. The proposed Special Education Reserve Fund (which is different from the existing but unfunded Special Education Stabilization Fund) has the potential to serve as a standing cushion against unforeseen special education expenses, as an alternative (or supplement) to carrying forward positive balances in the Circuit Breaker account.

Post Employment Health Insurance Benefits

Belmont offers a defined benefit healthcare plan to provide lifetime healthcare for eligible retirees and spouses. Employees are fully vested in the plan when they have ten years of service. Employees of the town departments and the school department are eligible to receive this benefit.

The FY18 budget includes \$1,556,212 to pay these benefits to current retirees from the school department. The school budget, like the town budget, does not reflect the increased liability for future health benefits as employees vest and as the vested employees come closer to retirement.

We estimate that an \$8,000 charge per vested employee per year (and adjusted for inflation) would be necessary to fund this retirement benefit during an employee's period of active service. With the FY17 payroll records for the school show at least 175 active employees with at least ten years of service (and thus fully vested with this benefit), \$1.4 million (175 times \$8,000) is our ballpark estimate of what the school department's share would be, if the Town sought to more closely match the funding of this liability with employment of the beneficiaries.

This is worthwhile to remember as employees approach the top step of a step-and-lane system and they have reduced opportunities for salary growth, they are nevertheless receiving additional real, but somewhat obscured, compensation in the form of a vested lifetime health insurance benefit.

The point of this exercise is to show that benefit of lifetime health insurance is quite valuable to the employee and a significant liability to future generations of taxpayers.

Special Analysis: Comparing Belmont with Nearby Communities

The School Department in its presentation of the FY18 budget noted that “Belmont has consistently spent less on a per pupil basis than the state average, and the average of cohort districts”. It used financial and enrollment data compiled by the state Department of Elementary and Secondary Education (“DESE”) for the fiscal years 2011 to 2015.

This report provides new information about per pupil spending, drawing on the FY16 financial reports from Belmont and fourteen other school districts, as well as historical data about school enrollment and staffing and municipal financial and demographic information.

The goal is to better understand the DESE financial rankings, to provide some context for these results, and also to help frame the alternatives facing the School Committee members, the Board of Selectmen, Town Meeting members, and ultimately the voters of Belmont.

The Fifteen Communities

We chose fourteen communities along with Belmont, grouped into three categories. While we avoided those suburban towns that belong to a two-town high school district (e.g., Concord and Carlisle) to keep the analysis simpler, we still have a good mix of nearby communities in our sample.

Neighbors: Arlington, Lexington, Watertown, and Winchester. These four communities face similar challenges and opportunities to Belmont, and are the logical peer communities for this study.

Cities: Cambridge, Newton, Somerville, Waltham. These four cities with populations over 50,000 are nearby but have a different demographic than Belmont and its peers.

Suburbs: Bedford, Burlington, Needham, Wayland, Wellesley, and Weston. These six suburban towns provide some different examples of towns farther from Boston and Cambridge. Wellesley and Weston in particular are two of the wealthiest towns in Massachusetts.

The next table shows some basic demographic and economic information about the communities. Belmont, like Arlington, is somewhere in the middle between an urban and a suburban community.

Community Demographic Information for 15 Communities

	2015 Population	Population per Sq Mile	Population per Household	Income per Capita	EQV* per Capita	% Parcels as Single Family Parcels
Belmont	25,515	5,475	2.43	85,813	271,713	54
Arlington	44,477	8,586	2.14	54,612	203,998	53
Lexington	33,055	2,016	2.61	105,007	328,658	80
Watertown	34,141	8,307	2.59	42,032	206,446	28
Winchester	22,279	3,689	2.68	100,074	314,496	72
Cambridge	109,700	17,061	2.22	58,985	360,719	16
Newton	88,506	4,903	2.61	116,822	296,444	62
Somerville	79,356	19,308	2.25	33,806	156,814	14
Waltham	63,149	4,972	2.43	33,161	167,751	55
Bedford	14,082	1,025	2.48	65,089	248,809	75
Burlington	25,699	2,176	2.53	43,154	240,914	82
Needham	30,250	2,399	2.60	103,782	319,853	82
Wayland	13,546	889	2.59	167,329	270,659	79
Wellesley	28,872	2,836	3.05	193,176	406,958	86
Weston	11,982	704	2.81	329,873	522,687	85

**EQV is "Equalized Valuation", a measure based on property assessed values and used by the State in various calculations of state aid. The higher the EQV, the higher are the property values in the municipality.*

The first three columns show different measures of population – total, per square mile, and per household. Arlington, Somerville, and Cambridge stand out with high densities and low residents per households, and the factors that drive those outcomes affect Belmont in a similar (but less intense) fashion. The income and wealth (EQV) measures place Belmont in the middle of the fifteen communities, with suburban towns as clearly wealthier. And while Belmont is known as the "Town of Homes", single family residences make up just slightly more than half of the total parcels in town, reflecting the significant stock of two family buildings (some converted to condos), most similar to Arlington.

Fiscal Year 2016 Spending on Education

In order to dig deeper into the per pupil spending on education, we analyzed the FY16 "End of Year (EOY) Financial Report" that DESE requires all districts to file. The EOY reports includes spending of all types, operating and capital, in-district and out-of-district, from all sources (appropriations to the school district, town spending, grants, revolving funds, gifts). The reported per-student spending numbers exclude some capital costs as well as member assessments to regional vocational schools.

The following table demonstrates the trend noted by the School Committee – Belmont's per student spending on school operations in FY16 was less than all but one of the fourteen other communities studied here.

FY16 Spending by Categories, All Funding Sources, by Enrollment

	TOTAL	Classroom Instruction	SPED In-District Instruction	Other Instruction	Out-of District Tuitions	Benefits	Pupil Services	Other
Belmont	13,349	4,446	1,148	2,003	1,491	1,879	998	1,384
Arlington	13,984	4,478	788	2,322	1,177	2,188	1,260	1,771
Lexington	18,074	7,195	408	3,485	1,231	2,542	1,446	1,768
Watertown	20,801	6,107	2,215	3,423	2,185	3,146	1,646	2,079
Winchester	13,345	5,553	479	2,289	759	1,665	1,062	1,538
Cambridge	28,400	7,177	1,593	5,160	3,508	5,220	2,495	3,246
Newton	18,780	7,783	613	3,183	1,005	3,004	1,355	1,837
Somerville	18,855	5,428	927	3,296	2,627	2,609	1,628	2,340
Waltham	20,244	7,175	118	2,897	1,352	4,830	1,688	2,184
Bedford	18,120	5,948	1,998	2,462	1,974	2,156	1,667	1,914
Burlington	19,875	7,200	1,778	3,002	1,681	2,729	1,529	1,957
Needham	16,549	5,585	1,321	2,956	975	2,470	1,333	1,910
Wayland	17,426	6,692	1,320	2,750	956	1,873	1,590	2,244
Wellesley	18,796	7,972	86	3,696	1,371	2,264	1,396	2,010
Weston	23,912	7,925	1,271	4,416	1,187	4,359	2,059	2,696

The table shows per student spending across the major accounting categories. One observation is that the difference between Belmont's per pupil spending versus other communities is smallest among Belmont's nearest neighbors, and greater when compared to either four cities or the more distant suburbs.

Trends in Enrollment, Staffing, and Classrooms

What accounts for the lower per student spending in Belmont and other neighboring towns, particularly with respect to classroom instruction? The next table looks at enrollment levels as well as the enrollment per classroom teacher full-time equivalent positions (FTEs) and per classrooms. The data for FTEs and classrooms comes from a different DESE-required report, based on October staffing levels. This table shows the data for FY16 (that is, October 2015 data) as well as five years before (October 2010).

The key take-aways from the next table are:

- Belmont's class sizes are larger than its neighbors; and,
- Belmont's enrollment has grown faster than its neighbors.

Historical Look at Enrollment, FTEs, and Classrooms

	October 2010			October 2015			% change in K-12 pupils
	K-12 pupils	Pupils per FTEs	Pupils per class	K-12 pupils	Pupils per FTEs	Pupils per class	
Belmont	3,866	16.8	21.4	4,301	16.5	19.4	11.3
Arlington	4,751	15.0	18.1	5,248	13.8	15.2	10.5
Lexington	6,314	12.1	18.5	6,849	12.0	18.9	8.5
Watertown	2,508	11.1	13.7	2,423	9.9	12.7	-3.4
Winchester	4,196	13.9	16.7	4,504	13.5	11.5	7.3
Cambridge	5,575	9.8	19.8	6,088	9.4	12.2	9.2
Newton	11,723	14.5	17.7	12,450	11.4	14.3	6.2
Somerville	4,597	13.6	17.8	4,600	10.9	16.6	0.1
Waltham	4,658	10.7	12.8	5,216	11.3	12.9	12.0
Bedford	2,371	12.0	15.2	2,508	11.3	13.6	5.8
Burlington	3,565	12.4	17.7	3,372	11.1	10.9	-5.4
Needham	5,278	15.3	21.2	5,495	14.1	19.7	4.1
Wayland	2,680	13.9	16.0	2,657	12.8	16.9	-0.9
Wellesley	4,792	13.4	17.8	4,968	13.4	16.6	3.7
Weston	2,314	12.0	19.0	2,138	11.0	14.6	-7.6

Measured by pupils per FTE, Belmont has a higher ratio than the other communities, both for the most recent year (FY16) as well as five years before, with a similar result for the ratio measured per classroom. The five year data also shows that Waltham and Belmont have had the largest changes in K-12 enrollment over the five year period, and along with Arlington, these three communities' K-12 populations grew more than 10%.

The next table compare enrollments over a longer period, between October 2005 and October 2015, summarized by the three types of communities and broken out by elementary, middle, and high school populations.

Enrollment Trends, 2005 to 2015				
	10 year % change in Total Enrollment	10 year % change in Elementary Enrollment	10 year % change in Middle School Enrollment	10 year % change in High School Enrollment
BELMONT	18.6	30.1	17.6	6.5
4 Neighbors	13.5	15.7	15.3	8.8
4 Cities	6.4	13.9	3.6	-0.0
6 Suburbs	3.7	-2.6	5.3	10.8

Note that in the communities with the fastest enrollment growth, the growth is heavily weighted towards the elementary and middle school grades. For instance, from 2005 to 2015, Belmont's elementary school population rose 30.1% while in the six suburban towns studied here, the total elementary school population *fell* by 2.6%.

Accountability Data

The Belmont school district has numerous advantages, including a high level of community support, engaged educators and students, and an administrative team that can address longer-term strategic issues while also keeping the daily operations running smoothly. All these factors contribute to a school system that is successful in many different dimensions.

The state has a particular measure of accountability and outcomes that it uses to compare school districts, scaled from "level 1" (the best ranking) to "level 5". In addition, the DESE website reports "Cumulative Progress and Performance Index" measures for students in a district. As this listing shows, for FY16 Belmont has the best outcome among the fifteen districts measured by level and cumulative progress and performance index score for all students. (The index for those communities scoring less than 100 is shown in parentheses).

Level 1 District, and Cumulative Progress and Performance = 100

Belmont

Level 2 District, and Cumulative Progress and Performance = 100

Lexington

Wellesley

Weston

Winchester

Level 2 District, and Cumulative Progress and Performance > 80

Needham (95)

Newton (90)

Wayland (97)

Level 2 District, and Cumulative Progress and Performance > 50

Arlington (76)

Bedford (62)

Burlington (66)

Cambridge (67)

Watertown (61)

Level 3 District

Somerville (66)

Waltham (62)

Belmont outperforms all of the other communities, based on these measures.

Comparing Teacher Salaries

With the School Committee and Belmont Education Association ("BEA") currently in collective bargaining talks about the next three year contract, it is also timely to know how Belmont's salaries compare with those of its neighbors.

All of the other communities surveyed here use some form of a “step-and-lane” system for its Unit A employees (eg, teachers, nurses, librarians, and guidance counselors). In a step-and-lane system, there is a table of salary levels organized by “steps”, which correspond to years in the system (or comparable experience), and “lanes”, which are based on undergraduate and graduate degrees and course credits. The steps provide guaranteed annual salary increases for all employees as they move up to the most senior step in the table. The lanes provide opportunities for guaranteed salary increases for employees who successfully complete graduate level courses.¹

The following table shows our analysis of how Belmont’s step-and-lane tables compare with those of the other fourteen communities. The data is for FY16 and is based on Belmont’s actual distribution of teachers across steps and lane as reported in FY16:

Unit A Salary Comparisons, FY16 contracts					
	Standard Average \$ Cost	\$ Savings Δ versus Belmont	Savings Δ in FTEs (@90K)	Actual Contract Details	
				Masters Step 3	Masters+30 Max Step
Belmont	77,222	-	-	55,656	95,091
Arlington	70,730	2,038,348	22.6	52,439	81,781
Lexington	76,941	88,213	1.0	54,270	93,626
Watertown	74,828	751,643	8.4	56,327	90,297
Winchester	71,717	1,728,511	19.2	52,761	86,312
Cambridge	81,019	(1,190,373)	(13.2)	58,222	93,175
Newton	97,776	(6,453,962)	(71.7)	77,385	108,552
Somerville	76,686	168,298	1.9	55,247	88,173
Waltham	74,235	938,062	10.4	55,814	81,785
Bedford	77,064	49,729	0.6	53,784	89,148
Burlington	77,246	(7,437)	(0.1)	59,534	86,392
Needham	76,951	85,088	0.9	55,299	90,770
Wayland	77,960	(231,738)	(2.6)	52,650	100,651
Wellesley	78,843	(508,892)	(5.7)	55,201	99,491
Weston	82,197	(1,562,182)	(17.4)	56,649	100,092

Our process for comparing Belmont’s Unit A salary levels with those of other towns has two steps. First, we take the step-and-lane tables for FY16 for each of the other fourteen communities and mapped them into a standardized step-and-lane table with the same steps and lanes as Belmont’s table. For communities with different number of steps or different definitions of lanes, we made

¹Two previous analyses of the step-and-lane system are: (1) the Compensation Modeling Group Report in the 2015 Financial Task Force Report, pp. 24-44, found at www.belmont-ma.gov/sites/belmontma/files/file/file/financial_task_force_final_report.pdf, and (2) the Warrant Committee Report on the FY17 Budget (May 2016), pp.53-56, found at www.belmont-ma.gov/sites/belmontma/files/file/file/warrant_committee_report_fy2017-5-14-16_final.2.pdf.

The 2014-15 Compensation Modeling Group included the Interim School Superintendent and several members of the School Committee and Warrant Committee. The Group’s Report recommended changes, to be achieved through the collective bargaining process, to the step-and-lane system. No such changes were made at that time and this report assumes that the current step-and-lane system will remain in place.

reasonable and smoothing assumptions for the mappings. Second, we take the distribution of Unit A FTEs that Belmont actually employed during FY16 and applied this same teacher population against the Belmont step-and-lane table and the standardized tables for the other fourteen communities.

In the table above, the first column shows the average cost of the same population of Unit A teachers applied to each of the town's standardized step-and-lane tables. The second column shows the cost difference relative to Belmont's cost; a positive number indicates that the same Unit A population would cost less in the other town than in Belmont, and a negative number indicates that the other town's cost would be higher. The third column scales the total cost savings into FTEs, assuming an all-in cost of \$90,000 per FTE; again, a positive number indicates how many more teachers could be hired for the same total salary cost, and a negative number indicates the reduction in teachers that would be necessary to keep total spending at the same level. Columns 4 and 5 provide some specific, untransformed examples from each community's table, showing what a relatively junior teacher (Master's degree at the 3rd step) and a senior teacher (Master's degree plus 30 hours additional course credit at the top step) earned in FY16.

Using this standardized approach to comparing Unit A salary levels, Belmont's FY16 step-and-lane table pays higher salaries on average than those FY16 tables used by Belmont's closest peer communities, including Arlington and Winchester. To achieve a higher salary requires either adopting the tables of the highly commercialized cities of Newton or Cambridge, or those of the wealthiest suburbs of Weston, Wellesley, or Wayland.

Comparative Municipal Finances

Essential to understanding comparative per pupil spending statistics is understanding a community's ability to pay. Property taxes are the single largest source of revenue, and rate at which a community's tax base grows (without voter approval of overrides or exclusions) is tied to its "new growth rate", which is the new development (including improvements to existing structures) that is added on to the community's property tax base. Motor vehicle excise taxes are a secondary source of revenue, and the growth in that account depends on how many new vehicles are acquired each year.

The next table gives some measure of these tax revenue and growth rates for the fifteen communities.

Tax Revenue Comparisons						
	5 Year Average % New Growth	% Tax Levy Non-Resi- dential	Residential Tax Rate as % Commercial Tax Rate	Avg Single Family Tax Bill as % per Capita Income	Motor Vehicle (MV) Tax (\$) per Capita	Average Annual % Growth, MV Receipts
Belmont	1.00	5	100	13.6	128	3.4
Arlington	1.20	6	100	13.7	105	4.9
Lexington	2.19	21	51	12.3	149	4.1
Watertown	2.57	33	54	-	119	7.0
Winchester	1.19	5	106	10.9	156	5.2
Cambridge	3.54	65	39	-	64	3.2
Newton	1.62	19	52	9.2	140	5.2
Somerville	3.00	26	62	-	76	5.8
Waltham	2.38	60	41	-	114	5.4
Bedford	2.59	37	46	14.0	147	7.0
Burlington	2.35	61	41	11.2	142	8.0
Needham	3.02	25	50	9.2	173	5.7
Wayland	1.27	5	100	7.0	176	4.7
Wellesley	1.80	13	100	7.2	169	5.8
Weston	1.73	4	100	5.7	243	2.7

Belmont stands out in this table, in ways that illustrate the challenges Belmont faces in raising additional revenue, with or without overrides or debt exclusions.

The first column shows that Belmont has historically had the lowest rate of new growth – that is, increasing its tax base through new construction – than any of the other communities. If Belmont's new growth were reliably 1.25% rather than 1.00%, there would be at least \$200,000 of new tax revenue each year.

The second, third and fourth columns show how dependent Belmont is on its residential property base, how the residential tax rate compares to the commercial tax rate, and the extent to which the average single family tax bill compares to the per capita income. Belmont has the second lowest level of non-residential tax base, and the average tax bill is among the highest in terms of community per capita income.

As the fifth and sixth columns show, Belmont even lags when it comes to motor vehicle excise tax revenue, both in terms of absolute collections (column 5) and annual growth rate (column 6). If Belmont residents paid motor vehicle taxes comparable to that of Lexington residents, there would be \$525,000 more in tax revenue (\$21 times 25,000).

This data, and other data like it, tell a familiar story: Belmont, Arlington, and Winchester face financial challenges that wealthier and more commercialized municipalities do not.

Concluding Comments

The goal of this chapter has been to look more closely at the financial workings of the Belmont Public Schools and to explore the issues the School Committee raised in its budget presentation and the FY18 budget itself. Here are our findings and observations.

- **Belmont schools perform very well compared to neighboring school districts.** Standardized measures of performance and accountability place Belmont at the top of the rankings.
- **Belmont, Arlington, and Winchester share many of the same pressures on their municipal and school budgets.** Some key similarities are:
 - High and persistent growth in school enrollment
 - Low “new growth” in the property tax base
 - A tax base almost entirely dependent on residential properties
 - High average single family tax bills relative to per capita income
- **Belmont’s school district operates at a lower cost per pupil than many other districts.** Cities and wealthier suburban towns spend significantly more per pupil than Belmont. Belmont and the towns most like it run their school districts with leaner budgets.
- **Belmont pays its teachers above average salaries, relative to its closest neighbors.** Comparing FY16 compensation tables across all fifteen communities, Belmont’s average salary is comparable to the average across all communities, and 4% higher than the average of the towns most similar to Belmont in terms of demographics and municipal finances.
- **Belmont’s class sizes are larger than its neighbors.** This partially explains Belmont’s lower per pupil costs.
- **The \$4.5 million operating override passed in 2015 has provided key support.** Twenty new FTEs have been added as a result, and the district has been able to fund most necessary services, support, and supplies.
- **Current enrollment projections are a key pressure point.** The School Committee projects that district wide enrollment will continue to grow by 100 students per year for at least the next few years. It will take more classrooms and more teachers to relieve this pressure.
- **Managing overall budget growth within the Town’s overall revenue growth remains the primary financial challenge.** Will the school district manage its funding resources – General Funds, Grants, and Revolving Fund Receipts – to meet the demands presented by a growing student enrollment? The answer will influence whether or not the community will ask the Board of Selectmen to place an operating override before the voters.
- **The ongoing contract negotiations present the most important financial management decisions facing the School Committee.** The Belmont community strongly supports its school system and greatly values the work of the district’s teachers, leadership, and staff. We recognize that competitive compensation is an important factor in attracting and retaining top-performing employees, and our analysis shows that Belmont teacher salaries compare well to our peer communities. But the math is simple for our “town of homes”: salary increases in excess of the town’s revenue growth will lead to increasing pressure on school and other town finances.

Report of the Capital Budget Committee FY2018



FY2018 Capital Budget Committee

Report to Belmont 2017 Annual Town Meeting

Introduction

In the Capital Budget Committee (“CBC” or “this Committee”) Annual Town Meeting Report, the CBC deliberately repeats some of the material from its previous reports. This decision is motivated by two considerations. First, every year brings new Town Meeting Members. The Committee believes that some of them may benefit from the background provided. Second, some of this Committee’s recommendations and observations are a work in progress. Although each year we have more developments to report, this Committee believes that it is worthwhile to keep this material in the minds of Town Meeting Members. The report contains captions to assist readers in finding their way through the report.

The report touches on the following topics:

- Who Is the CBC and What Does It Do?
- What is the Difference between the Common Understanding of “Capital Asset” and the CBC Responsibility?
- Some General Remarks
- The Community Preservation Act and Its Interaction with the Capital Budget
- The Town’s Roads and Sidewalks
- Status of Large, Extraordinary Capital Projects
- Belmont High School Building Project
- Policy Adoptions
- Additional Classroom Space
- Financial Task Force Capital Budget Recommendations
- Major Capital Projects Working Group
- Privately Funded Capital Improvements
- Recommendations for FY2018 Capital Budget
- Enterprise Funds
- Five-Year Projection of Belmont’s Capital Needs

As discussed below, only the last three items are required by the Town’s by-laws to be reported to Town Meeting. The Committee believes, however, that the rest of the material is useful.

Who Is the CBC and What Does It Do?

The Capital Budget Committee is established by Article 13 of the Town by-laws. There are seven members: three are appointed by the Moderator for terms of three years; the other four are the chairman (or a member appointed by the chairman) of the Board of Selectmen, the Warrant Committee, the Planning Board, and the School Committee, all of whom serve at the pleasure of the appointing authority. The members of the Committee who acted on the FY2018 Capital Budget recommendations are:

Susan Burgess-Cox (School Committee)
Jennifer Fallon (Warrant Committee)
M. Patricia Brusch (Moderator appointee)
Raffi Manjikian (Planning Board)
Sami Baghdady (Board of Selectmen until April 4, 2017)
Mark Paolillo (Board of Selectmen as of April 5, 2017)
Rebecca Vose (Moderator appointee)
Anne Marie Mahoney (Moderator appointee)

Mrs. Mahoney serves as the Committee's chairman and Ms. Vose serves as its secretary. Glen Castro, Budget Analyst for the Town, serves as staff liaison to the Committee. Either David Kale, former Town Administrator, or Phyllis Marshall, Acting Town Administrator attended Committee meetings.

According to Article 13 of the Town's by-laws:

It shall be the duty of the Committee annually to prepare a capital report showing, for each six years hence following a list of those public improvements and non-recurring major equipment needs which, in its opinion, represent the most necessary enhancement projects or purchases to be undertaken by the Town during each such year. The report shall include the probable cost of each such improvement or purchase and the Committee's recommendations as to the method of financing them.

This spring the Committee has devoted its time to review and analyze the FY2018 capital requests from town departments and the schools. The Committee also received and discussed updates on major capital projects which this year included the high school, incinerator site, and library along with the efforts to address the police and DPW facilities.

While the CBC has long identified the above major projects as needing to be addressed, in 2015 the Financial Task Force sub-group on Capital Projects examined all outstanding capital needs in the Town with a goal of providing a comprehensive plan to deal with them. The efforts of the FTF built on the 2013 work of the CBC to develop criteria for assessing and prioritizing all the Town's potential capital projects, including the Concord Avenue campus and its component parts. Further, the Facilities Manager hired in calendar 2013 presented a refined and coordinated set of capital requests. The most significant development in prioritizing capital projects is the Massachusetts School Building Authority's 2016 decision to move forward with plans to renovate or rebuild Belmont High School. (More detail on these developments is presented

below.) Further action on the major capital projects is discussed in the section Major Capital Projects Working Group.

In an effort to streamline the Capital Budget process, the Committee requested that a preliminary or draft capital budget be formulated through the Town Administrator and then presented to the Capital Budget Committee in the same manner as the current operating budget is formulated each year by the Town Administrator and presented to the Board of Selectmen and then to the Warrant Committee. Items recommended by the School Department, are discussed by the financial sub-committee but not reviewed by the School Committee before coming to the Capital Budget Committee. Their requests, like the other facilities requests, come to the CBC through the Director of Facilities. Requests that are funded by the Town's enterprise funds are submitted directly to the Committee for recommendations to Town Meeting.

In preparing to recommend an annual Capital Budget, the Committee collects requests from Town departments (including the School Department) for capital expenditures to be made from enterprise funds, from state reimbursements, and from general tax. With respect to items to be paid from general tax, the Board of Selectmen proposes to the Warrant Committee and the Capital Budget Committee an amount to be spent in the Capital Budget. (The override vote in April 2015, which approved additional funding for the capital budget in FY16 and FY17, will be discussed in greater detail below.) After receiving requests from Town departments and [a] proposed general tax budget allocation[s] from the Board of Selectmen, the Committee, at its meetings, interviews representatives from those departments that have made requests. This year, however, was different from the last several years. The former Town Administrator presented the Capital Budget Committee, rather late in the budget season, with a list of requests that had already been vetted and balanced against the amount of available funds. This left the Committee with questions about items that may have been requested by department heads but did not appear on the list as well as items that may have been inappropriately pushed to the out years. Nonetheless, the individual members of this Committee reviewed copies of the departmental requests and developed individual questions regarding those requests. Those individual questions were then pooled and submitted to the departments in writing. Some of our discussion with department heads this year centered on what did not appear on the list and what they anticipated would appear in future years.

After interviewing department representatives,¹ the Capital Budget Committee proceeds to assemble a recommended budget for the next fiscal year. The Committee considers each item that has been requested and votes whether that item should be included in its recommended budget. The item is included if it receives a majority vote; unanimity is not required. The requests for capital funds from various departments are, at the request of the Committee, presented by each department in a priority order. This is particularly helpful when the Committee is confronted with requests that are technical and have implications only for the department making the request. When, however, the request is less technical and/or has implications for others outside the department making the request, the Committee often exercises its own sense of priority.

¹ In some instances department heads withdraw, add or adjust specific requests as a result of new information that becomes available after budgets have been submitted and sometimes as a result of the interview process itself. This happened in a few instances for FY2018.

With the hiring of a new facilities manager, all building related requests for the entire town and school buildings, and beginning last year the library, have been combined. This year the Facilities Department requested items for Town /School Security Upgrades (Year 4), Chenery univent work, refurbishing the Chenery gym floor, and an HVAC van (more on this item below). Library requests are also described below.

What Is the Difference between the Common Understanding of “Capital Asset” and the CBC Responsibility?

The definition of capital expenditure for which the Committee is responsible is *not* the common understanding of a capital asset – it is a narrower concept. The common understanding of a capital asset is some asset that can be used and enjoyed for an extended period of time, often taken as more than one year, or that can be used to produce another product. It is often thought of as anything that is not for immediate consumption. This is *not* the definition with which this Committee works.

Note the key words in the by-law responsibility quoted previously – “public improvements and non-recurring major equipment needs.” An example of the differences between the two concepts that is very relevant to the Town’s budgeting process is police cruisers. In common understanding, an automobile is a capital item but a police cruiser is a “recurring” item. (The average front-line cruiser is driven 25,000-30,000 miles in its first year. Cruisers must be replaced on a regular cycle.) In the view of the Committee, replacement of police cruisers belongs in the regular operating budget. As mentioned below, there are other items that should be considered part of the operating budget that have a tendency to find their way into the capital budget process.

In an effort to draw a “bright line” between what it would consider and not, more than twenty-five years ago a previous Capital Budget Committee established a \$10,000-per-item requirement for requests addressed to it. In 1985, it was the intent of the then Capital Budget Committee to raise that amount to \$12,500 but that did not happen.

Although the existing criteria for inclusion in the Town’s Capital Budget could be considered very outdated, the CBC’s review of the criteria recently produced no significant changes. The CBC communicates with the Town departments on a regular basis about what it expects to see in capital requests and what it will not entertain. The Committee ultimately decided that there were no comprehensive criteria that could adequately define what departments should consider capital requests and decided to leave the loose criteria of \$10,000 minimum and at least ten years of useful life, with the exception of technology. The Committee also recommended that the Town should consider establishing a technology fund for computer and other technological purchases. In addition to dealing with technology, the Committee will also explore a recommendation to the Town Administrator on handling the facility manager’s requests so that requested items qualify as capital. Finally, after reviewing requests for pavement work in parking lots and driveways, the CBC wonders if all pavement requests should go through the DPW.

Meanwhile, increasing pressure on the Town’s operating budget resulted in the virtual elimination of a line item (“Capital Outlay”) in departmental budgets under which the small or recurring capital items had been purchased. (This line item has now been restored, but for FY2018 the limited funds available do not militate in favor of adequate funding of many requests

under this category.) An even more insidious thing began to happen. Maintenance was not pursued. As noted below, the inevitable result of wear, tear, and simple weathering plus maintenance neglect is the seeming transmutation of a current expense item (maintenance) into a seeming capital expenditure (starting all over again). The current dismaying condition of the Town's streets, some of which have deteriorated so badly that they cannot be repaired but must be rebuilt – literally from the ground up – resulted (unsuccessfully, as noted below) in a targeted, separate funding proposal.

Confronted by increasing pressure from smaller or recurring requests, previous Capital Budget Committees, loathe to see necessary expenditures unmet, tried to accommodate small items and recurring items within previous Capital Budgets – often by turning a blind eye to the practice of aggregating separate items in order to meet the \$10,000 threshold. As noted below, the current Capital Budget Committee is making a vigorous effort to confine the Capital Budget to items that are truly “public improvements and non-recurring major equipment needs.” As also noted below, however, members of the Committee do not feel that small capital items and recurring capital items are inappropriate expenditures for the Town; indeed, members of the Committee feel that the smaller capital expenditures, recurring expenditures, and maintenance of capital assets are very important and should be funded annually under their own explicit headings in each department's operating budget. The members of the Committee feel, however, that the Capital Budget should be available to meet the needs of the Town that are truly “public improvements and non-recurring major equipment.” If at the end of the review process there is a small amount of money remaining in the capital budget allocation, the Committee has recommended funding maintenance or repairs that should have been included in the regular operating budgets of certain departments when those repairs relate to health and safety issues, e.g., abatement and replacement at the Library of cracked and chipped stairwell tiles that contain asbestos or the leaking gutters that cause ice to form on walking paths around the library. The Committee is recommending both repairs in the FY18 capital budget.

Some General Remarks

There are some general topics, which the Committee wishes to emphasize to the Town Meeting. They are an envelope study and a coordinated approach.

In 1994, the Town commissioned a study of the roofs of major municipally owned buildings and embarked on a program to ensure that its buildings are weather tight above. (The roof program is further discussed below.) More recently, the School Department completed an envelope study of its buildings with the same objective.² (An envelope study is a study of the material enclosing the interior of a building, exterior walls, windows, doors and roof. These items enclose a building and are referred to as the building envelope.) The approach with respect to the non-School-Department assets of the Town is somewhat different. The facility audit has addressed this.

² The total estimate for work identified by the School Department envelope study was \$6.8 million, originally to be phased over five years. Many of the needs identified by the study might be classified for the operating budget rather than for the allocation to this Committee under the criteria discussed earlier in this report. Nevertheless, the figure indicates the magnitude of the task faced by the Town to protect its investment in capital assets. Much of this work has been completed. It is hoped that the entire project will wrap up over the next few fiscal years.

These studies form the basis of the extraordinary, large capital projects discussed below or for individual current capital budget requests.

The Committee applauds the Town for taking steps toward a coordinated approach to its capital needs and budgeting for those capital needs. Five years ago the School Committee and the Board of Selectmen entered into an agreement to create a single department that will deal with building and grounds maintenance and needs. At the time, the Library Trustees were not signatories to this agreement, however, they benefitted from input on their capital requests from the new director. The Library Trustees recently finalized an agreement to become part of the consolidated facilities department. In the fall of 2013 the Town hired a director for this consolidated facilities department. In FY13, in anticipation of the initial work that will be done by this department, the building managers of the Town and the School Department recommended a facility audit of all buildings that have not been renovated in the last twelve (12) years in order to assess their status and to enable this new department head to begin to prioritize projects. The amount appropriated was \$175,000. The completed audit continues to inform the capital requests for facilities for FY18. The Committee will work with the BOS to ensure that the Facilities Department is adequately funded in the operating budget to handle routine maintenance.

Issues of coordination include acquisition and reuse of replaced equipment. A spirit of cooperation has developed among the departments who now make an effort to offer “hand-me-down” vehicles and equipment to other departments. In the past, this Committee noted examples of this spirit involving vehicles and emergency generators. This year the Fire Department will replace Squad 1 with a refurbished truck from the DPW. Issues also arise regarding programs that have application to more than one Town operation. Recent examples include the proposals for building security, police and fire radio system, and a “reverse 911.”

Community Preservation Act and Its Interplay with the Capital Budget

As has been reported previously herein, the Capital Budget Committee has long supported additional funding to address the Town’s capital budget needs. One relatively new source of funding for certain types of capital projects is the Community Preservation Act (CPA) adopted by the Town in 2011 after voters accepted the act in November 2010. Fiscal 2014 was the first year of funding of projects under the CPA. Eligible projects must fall into the categories of affordable housing, recreation/open space, and historic preservation. This Committee is again pleased to see the range of projects proposed by the CPA Committee for funding. Some, if not most, of these projects would not meet the criteria for funding in the capital budget, not because they lack merit but because the Town has long stopped supporting certain types of projects for lack of money. Further, the projects on which CPA money can be spent, though very worthy, for the most part may not be considered central to the core functions of town government. This year the CPA projects include funds to rebuild the Grove Street tennis courts, plan an accessible walking path around Grove Street playground, rebuild Pequossette playground and mitigate drainage there. These would most certainly be CBC requests were it not funded by the CPA. CPA funds may not always lessen the burden on the Town’s capital budget but will support worthy projects that enhance the quality of life in Belmont and preserve valuable public assets that would otherwise suffer neglect. It should also be noted that the Committee, which oversees these CPA projects requests that project sponsors, where applicable, engage in private fundraising to defray the cost of their project.

The Town's Roads and Sidewalks

Although the maintenance (including rebuilding, if needed) of the network of streets in Town is (or should be) a recurring item, the funds for providing the Town with its streets have traditionally been included in the Capital Budget. As this Committee has observed previously, since much of the work on the Town's streets must be planned and contracted for in advance and actually accomplished in warm weather over more than one fiscal year, the pavement management program of the Town would greatly benefit from a stable and predictable budgeting atmosphere. An adequate pavement management program could easily use the Town's entire Capital Budget, but this Committee believes that some of the funds available to the Capital Budget should be available for the Town's many other capital needs. In an effort to address as many needs as feasible, this Committee regularly recommends about half its annual allocation (an amount based on the 2001 override) plus the targeted state aid ("Chapter 90") to roads, and the remainder to other capital requests. In order to make the available road funds as effective as possible, the Selectmen have instructed the Department of Community Development to expend funds only on the travel surface, omitting almost all curb and sidewalk work. In 2014 the Committee was able to use \$200,000 in one-time funds for sidewalks and in 2015, the override vote included \$200,000 for sidewalk repair. In the FY18 budget, that sidewalk figure has grown to \$210,000. (The Department includes curbs and handicap accessible sidewalks at intersections. The Trapelo Road/Belmont Street corridor included both sidewalks and curbs because that is a state – and state-funded – project.) Sidewalk and curb construction to enhance safety around schools has traditionally been funded. This year that includes safety improvements at the Burbank School.

The Committee included extensive discussions of the Town's streets and efforts to maintain them in its 2009 and 2010 reports to the Annual Town Meeting. The reader is referred to those reports for more detailed information.

Status of Large, Extraordinary Capital Projects

Here is a summary of some of the large capital projects the Town is pursuing or faces – projects that cannot be undertaken within this Committee's annual allocations from general tax. This information will give the reader background on these projects. Some of these projects are now being addressed under a small subcommittee of the Capital Budget Committee – Major Capital Projects Working Group.

High School

In January 2016 Belmont High School was invited to enter into the building process with the Massachusetts School Building Authority (MSBA). The Moderator appointed a Building Committee and work began to collaborate with MSBA on proceeding with a building project.

At this point the building committee is in the Feasibility Study phase of the process with the first steps being the hiring of an Owner's Project Manager and an architect. The project manager was chosen by Belmont and approved by MSBA. The firm is Daedalus Projects, Inc., and is the firm that assisted with project management on Chenery Middle School in 1996-97.

The building committee is now in the process of hiring an architect, that process should be complete in early July. Once that is done the Building Committee, School Department, Owner's

Project Manager and Architect will all work with the MSBA to explore what grade configuration for BHS will be best for the education of Belmont's students. Heavy public input on this has already begun and will continue throughout the fall. A decision on the grade configuration along with an educational program is expected in late spring and will need to be approved by the MSBA before the building committee can move ahead with a Schematic Design for the preferred option. After that, and approval of MSBA, the Building Committee will request that the Board of Selectmen place a Debt Exclusion question on a town wide ballot. The most likely timeline for this is early 2019, but circumstances may change that time frame.

Memorial Library Building

The Feasibility Study for the library took place this past year. Johnson Roberts Associates was chosen as the designer and the library trustees formed a Feasibility Study Committee. Several very well attended meetings were held to obtain public input, which was then incorporated into the study.

As requested, 3 options were fully explored: 1) renovation of the existing building, 2) renovation of the building with one or more additions, and 3) a new building on the current site. The architect explored the pros and cons of all three scenarios and presented a few design concepts for each situation. In the end it was determined that the most efficient and cost effective solution would be for a new building.

Renovation without addition did not even meet the program needs of the library, given that the renovated building must meet ADA and building codes. A completely new roof structure is essential in any case given current day load requirements. Renovation with additions would meet programmatic needs, but would result in a much larger building due to the necessity of keeping current structural elements in place to meet seismic code requirements. A new building would be close to the same cost as a building with additions, but would be smaller and would provide for more logical use of the building.

The cost of the new building would be around \$23M, which does not include the costs of relocation of the current staff and materials during construction. It is very difficult at this time to estimate relocation costs until it is known when the construction would take place and what might alternative locations be available, both within Belmont and with collaboration with neighboring towns.

The Capital Budget Committee will now use this information as the Major Capital Projects Working Group Prepares a report for the town with ideas on the solutions for and timing of the remaining capital projects in the town (Belmont High School, Police Station, DPW Facility, Library, Incinerator Site) along with funding ideas. It is anticipated that the library will rely on a heavy component of fundraising to help to fund this project.

Police Station

In 2007-2008, a feasibility study was done of the Police Station currently located on Concord Avenue across from the Town Hall. The study explored a renovated facility on the current site and also explored a new facility located at either the current site or at the site of the Belmont

Public Library. For many reasons the best location was deemed to be at the existing library site. However, that site now will be needed for a new or renovated library; therefore it will not be available for a Police Station. Also, the construction of a new Electric Light Substation will make that area currently next to the Police Station available space for another project, something that was not contemplated in the previous study (the rest of the Building further away from the Station was explored but not the substation part). The Feasibility Study for the Police Station was updated in February 2016. This update includes the recommendation for a 30,000 gross square foot facility that could best be located at the incinerator site on Concord Avenue. The study concludes that “the total cost of developing the Police Station portion of the Incinerator Site is \$18,400,000.” Please see the section on Major Capital Projects Working Group for current work on the future of the Police Station.

Department of Public Works Facility

In 2006, a study was done of the needs of the DPW, which includes many departments, among them Cemetery, Water, Parks and Recreation, and Highway. The estimated cost of consolidating and replacing the buildings on site at the Town yard was nearly \$20M (in 2006 dollars). This estimate was updated as part of the facilities audit and is now \$28M. Please see the section on Major Capital Projects Working Group for current work on the future of the DPW.

Other Projects

There are other, less-well-defined projects that have received some consideration by this or other committees of the Town. They include the White field house and the Vigliolo skating rink as well as the future use of the incinerator site once it is capped. (In 2015 a group of ice hockey supporters began discussions with School administrators, the School Committee and the BOS about a private/public partnership to construct a new rink. The prospect of a new or renovated high school building has put those discussions on hold.) Also on the horizon are some updating needs at schools that have not been renovated in the past 20 years. These include the Daniel Butler School (renovated in 1979-80), and the Winn Brook and Burbank Schools (renovated in 1987-89). A study to explore the needs for these facilities is among the items covered in the facilities audit. Finally, future plans for a Community Path and affordable housing should also be part of the Town’s capital project planning.

Policy Adoptions

Policies Related to Debt Service and Funding of Multi-Year Projects

In 2013, at the urging of the Town Treasurer the Committee developed and adopted a policy on the amount of the Town’s Capital Budget that will be spent on debt service. As the Town uses debt or lease/purchase arrangements to acquire large capital items, such a policy satisfies municipal bond rating agencies (e.g., Moody’s) of the fiscal soundness of the Town’s assumption of debt obligations.

This policy is as follows:

The Capital Projects Discretionary budget will set aside not more than 33% for debt service/lease purchase payments. The request must be greater than \$100,000 with a useful life of 10 years. The Treasurer will provide annually and update the Capital Budget Committee with an amortization schedule of payments. The Capital Budget Committee will review this policy annually by February 1 and

forward to the BOS, Warrant Committee, Town Accountant, and Treasurer an update on the review.

The Committee has endorsed a policy with respect to multi-year capital projects that it will not recommend funding the next year of such projects until substantial progress has been made.

Additional Classroom Space

In response to continuing growth in enrollments at all levels of the school system, Superintendent Phelan formed a Space Study Task Force in the fall of 2015 to advise the School Committee of possible solutions to the burgeoning numbers. This committee (details found in the School Committee Report to Town Meeting) included the chairman of the Capital Budget Committee since expenditures to address growing enrollments would likely come from the Capital Budget. The Space Task Force met frequently throughout the fall and in January 2016, concurrent with the announcement of state funding of the Belmont High School project, agreed on several recommendations.

For the 2016-17 school year (FY17) six modular classrooms with necessary bathroom and administrative space were purchased and installed on the tennis courts at the Chenery Middle School. These classrooms will likely remain in place for up to ten years. The cost for purchase, set up, and furnishing these modular classrooms was \$1.4 million. Because this single expenditure would take more than the amount of money allocated to the CBC for discretionary spending in FY17 the Board of Selectmen and Capital Budget Committee agreed to recommend to Town Meeting that the full amount be taken from free cash. Town Meeting voted approval of this use of free cash last June.

Additional classroom space was required at the high school and the Burbank for the 2016-17 school year. Three classrooms were created in modulares already set up behind the high school. The modulares were left over from prior school building projects. Two spaces at the Burbank were outfitted as classrooms.

The Space Study Task Force continued to meet throughout 2016 and 2017 to plan the next step in addressing the continuing growth in enrollments at all levels. Symmes, Mani, McKee Associates was contracted to analyze the needs and spaces at the elementary schools to determine which schools could accept modular classrooms and how they might be configured. The Task Force supports a plan to add four modular classrooms to the Burbank or Butler School for the fall of 2018. Additional parking, bus and car drop-off renovations will be required and could become a Capital request. A Special Town Meeting in the fall, 2017, will determine how to fund this project.

The CBC includes this somewhat lengthy explanation of plans for additional system wide classroom space because we believe, in consultation with Superintendent Phelan, that if enrollments continue to grow, rather than peak, more classrooms will be needed in the not too distant future. The CBC anticipates that these future requests to fund modulares and/or to outfit additional classrooms may become more and more difficult to include in our limited budget allocation.

Financial Task Force Capital Budget Recommendations

In the late fall of 2013, the Board of Selectmen formed a Financial Task Force with broad representation from elected and appointed committees and boards as well as citizens with financial expertise. The purpose of the task force was “to develop a multi-year Financial and Capital Investment Plan; to critically review various programmatic topics for both Town and School Departments; to understand current and future expenditure and revenue issues to support quality municipal and educational services and capital improvements.” The FTF and the various sub-groups met monthly through January 2015 - culminating in the Selectmen’s decision in February 2015 to place a \$4.5 million override on the annual Town election ballot in April, which passed.

For FY17 the CBC received an additional \$120,000, which was used in combination with the FY16 \$120,000 to provide a combined borrowing capability of \$1.0 million to replace the Belmont High School fire alarm system in the summer of 2016. The additional yearly infusion of \$200,000 for sidewalks and \$300,000 for roads, plus 2.5% each year, is reflected in this year’s budget.

The Capital Projects sub-group of the FTF focused on forming a plan for monitoring, prioritizing, addressing and funding all outstanding capital projects. (See FTF report to 2015 Annual Town Meeting for further details.) The plan recognized that major Capital projects such as the Wellington School, Harris Track and Field, Belmont Center Reconstruction, the Belmont Municipal Light Department Substation, and Underwood Pool either have been completed in the past few years or were currently under construction. This leaves Belmont High School, the Library, the Police Station, the DPW facility, the incinerator site and the skating rink/White Field House to be addressed. (See FTF report for detail.) Based on the criteria of need, certain site, updated plan, and current cost estimate the sub-group recommended that the remaining projects be done in the following priority order: Belmont High School, incinerator site, DPW, Library and Police Station.

In January 2016, the Massachusetts School Building Authority accepted Belmont’s application for funding renovation/construction of Belmont High School. Additionally, the Board of Library Trustees, in light of the BHS project’s going forward, have agreed to skip the next Massachusetts Board of Library Commissioners grant round for construction/renovation of the Belmont Public Library. See the sections below for detail on the future of the library. Private donors are currently exploring the funding of skating rink and field house replacement. This leaves the DPW facility and the Police Station unaddressed.

Finally, the CBC continues to request a predictable annual allocation of \$3.0 million for capital requests from the department heads.

Major Capital Projects Working Group (MCPWG)

Belmont has diligently addressed numerous of the capital projects identified in 2000 as being in need of repair, renovation or replacement. In 2017 four major projects remain – Belmont High School, the DPW facility, the Police Station and the Library. Lesser projects such as the incinerator site and the rink/field house are also still outstanding.

Since 2012 the Capital Budget Committee and later the Capital Projects sub-group of the Financial Task Force have offered tools and analysis for prioritizing these projects. However, to date, a comprehensive plan to make them a reality has not been adopted. The magnitude of the high school project and the lack of a suitable site for the police station have been stumbling blocks as has a decision on the location of a library.

In January of 2016 the Belmont High School project received approval for funding from the MSBA. This automatically made the high school the first of these big four projects to go forward. Also, in 2016 the Board of Library Trustees partnered with the Capital Budget Committee to do a feasibility study for a future library at its present location. That study is complete and recommends a new building on the existing site. Understandably, the Trustees are anxious to move forward with this project.

The Police Station and DPW are left without a constituency to advocate for them and no clear path forward. In the opinion of many people on the CBC, WC, and BOS those two facilities are in worse shape and more immediate need than either the library or the high school. Our town employees work in the police and DPW facilities under deplorable conditions, which must be addressed in the very near future. Also, the incinerator site needs to be capped and then can become a site for numerous potential Town uses. What is the path forward?

Three members of the Capital Budget Committee: Mark Paolillo from the BOS, Pat Brusch from the Permanent Building Committee and Anne Marie Mahoney, from the CBC began to meet informally in the summer and fall to form the path forward. By January it was clear that this small subgroup of the CBC needed the expertise of the Town Administrator as well as the Town Treasurer along with two members of the Warrant Committee – Roy Epstein and Jennifer Fallon. This group has been taking tours of the four facilities and meeting with the incinerator site consultants to gather information on conditions, uses and future needs of these facilities. Consequently, this sub-group requested the BOS to name them as an official Town committee, which they did in February 2017.

The charge to the WCPWG is:

To analyze these capital projects which still need to be addressed – Belmont High School, Library, DPW, Police Station, incinerator site –in order to define a sound plan for building, sequencing and possible financing which will lead to a successful and timely completion of these projects. The MCPWG will develop recommendations in concert with the Belmont High School Building Project process. It is understood that the BHS project process is underway under the direction of the Belmont High School Building Committee (BHSBC). The BHSBC is required to adhere to Massachusetts School Building Authority (MSBA) timelines.

Members of the MCPWG appointed by the Board of Selectmen:

Mark Paolillo	Board of Selectmen
Anne Marie Mahoney	Chairwoman, Capital Budget Committee
M. Patricia Brusch	Chairwoman, Permanent Building Committee; Member, CBC and BHS Building Committee
Roy Epstein	Chairman, Warrant Committee
Jennifer Fallon	Member, WC and CBC, and Library Feasibility Study

Phyllis Marshall
Floyd Carman

Interim Town Administrator
Town Treasurer

The Working Group has been meeting on an aggressive schedule to form both short and long term solutions to the needs of the DPW and Police Station in particular. It is the goal of the MCPWG to give an interim report to the Town Meeting at the June, financial session and to give a final report, with recommendations, to a Special Town Meeting in the Fall, 2017.

Privately Funded Capital Improvements

Each year “private” groups such as the Soccer Association, Little League and Parents of ... groups provide much needed improvements and upgrades to our fields and recreational facilities. Without their generous support in donating irrigation systems for Winn Brook field sprucing up the White Field House, and raising funds to replace playground equipment at the Winn Brook and Butler as examples, this much needed work would fall to the Capital Budget or become a request for CPA funds. In summer 2015 private donations funded the replacement of the varsity basketball court floor at the high school. Recently, a group of ice hockey supporters expressed interest in a private/public partnership to replace the Viglirolo Rink; as the high school project proceeds and the plans for that campus become clear, we eagerly await such a partnership’s becoming reality.

Last year the Capital Budget Committee worked with donors to form a creative solution to funding the Press Box at the Harris Field. This final piece of the original 2001 renovation of the field was finally approved for construction. Because the Capital Budget does not have \$240,000 to fund the Press Box the following cumulative funding solution was offered: \$40,000 remaining from the 2001 Harris Field Building Committee; \$125,000 of unused Capital money from the 2014 Harris Field replacement project; \$75,000 pledged by the Belmont Boosters and other donors. This project should be in place by the 2017 football season.

The community spirit shown in each of these partnerships is much appreciated by the department heads and the Committee and should be recognized by the citizens of the Town.

Recommendations for FY2018 Capital Budget

For FY2018, the Committee received requests for \$3.2 million in capital expenditures. This does not include requests that will be covered in separate Warrant articles for water and sewer equipment and projects funded by enterprise funds, which are generated from user fees. Nor does it include Chapter 90 funds. The total available funding for the Capital Budget for FY2018 is the same amount. The funds for discretionary spending are \$1,366,600; Pavement Management funds are \$1.64 million as a result of the 2001 and 2015 overrides; Chapter 90 money is estimated to be \$535,089 for a total Pavement Management budget of \$2.17 million; sidewalk repair is \$210,000 In contrast, for FY2017, the Committee initially received requests for more than \$6.2 million dollars in capital expenditures and had roughly \$1.4 million in discretionary funds to meet those needs.

Traditionally, the amount requested for projects that this Committee believes are appropriate and important is far less than the available funds. Because we were presented with a balanced budget

and little true understanding of what the department heads requested or need immediately verses in the future, we cannot quantify what our deficit is for FY2018.

Overall, the CBC is usually presented with a large amount of requests and limited funds with which to address only the most pressing requests each year. As reported to past Town Meetings, the Committee believes that the Town's allocation to the Capital Budget each year should be at least \$3.0 million (exclusive of money devoted to roads) and that that amount should increase each year by the same 2½% allowed to other aspects of the Town's general tax budget. One positive aspect of capital funding is that both the 2001 and the 2015 overrides, plus the 2½% annual growth has boosted the Pavement Management Program to close to the maximum level that the departments can manage in a construction season. While our roads and sidewalks are still in desperate condition in many areas of town, we are spending all we can reasonably spend in a season without tying the town up in road closure knots. However, a study of the five-year chart at the end of this report indicates that, even with an increased allocation for the Capital Budget, some years will present a challenge. Without increased allocations, further creative financing is inevitable. In addition, the Committee has gone on record as strongly supporting the efforts of the Warrant Committee to establish a system whereby the condition of the Town's large capital assets can be assessed, indexed, and tracked from year to year.

Article 15 in the warrant will contain the Committee's FY2018 recommendations. In addition to the annual Capital allocation, this Committee routinely recommends reallocation of funds previously appropriated for capital projects that are now complete.

PUBLIC SAFETY

Police Network Switches: This replaces existing hardware that is beyond its useful life and that form the backbone of the in-house network connecting all the Department's computerized resources.

Police Net Clock System: The manufacturer no longer supports the existing system. The Net Clock synchronizes all times to GPS for the Department's computer network, radio system and fire box receiving system.

Fire Staff vehicles #1 and #2: These are used by the Chief and Assistant Chief and both are 11 years old. They are used for 10 years and then passed along to the Fire Prevention Division. These are not hybrid vehicles due to the higher expense of such vehicles.

Fire Squad 1 Replacement: This vehicle is 18 years old and its replacement is a used DPW truck that is being replaced with a new purchase. The Fire Department uses this vehicle to snow plow around its two buildings. The cost is to refurbish the used DPW vehicle for use as a snowplow. This refurbished vehicle should last another five to eight years.

Fire Trucks: The CBC approved the replacement of the 1999 ladder truck and the 1988 pumper truck in 2013. In a plan formulated by the Town Treasurer, these trucks along with a School Department SUV were combined into a short-term bond issue. Orders for the fire vehicles were placed and the two new trucks were delivered in winter of 2015. Fiscal 2018 is the fourth year of the bond payment.

Ambulance and Cardiac Monitor Replacement: This is the final year of the Fire Department's five-year program to fund a replacement for the cardiac monitor in the

ambulance. Each year the Committee sets aside \$7000 for this monitor, which costs \$35,000. The new monitor will be purchased this year off the State Bid List.

Similarly, each year the Committee sets aside money for the purchase of a new ambulance. Since a new ambulance was purchased in FY17, this is year one of the five-year program and the set aside is not \$65,000 to reflect the increased cost of a new ambulance.

Spill Response Trailer: Past events like the Burbank oil leak and other contamination of Clay Pit Pond have shown that the Department needs this particular resource for quick response and mitigation of a negative environmental impact on our water.

PUBLIC FACILITIES

Town Wide Security: This provides funds for installing additional security cameras in Town and School buildings. This is year four of a six-year program.

HVAC Tech Van: This is a utility van to be used by the department's new HVAC technician, a newly created position. An in-house technician to handle the Town and School's HVAC needs will provide significant cost savings to the Facilities' operating budget over time.

System-Wide Unit Ventilators: Similar to the multi-year work that was done at the high school, this is Phase I of work to be done at Chenery as part of a school-wide multi-year project.

Refinish Chenery Gym Floor: The floor is 20 years old. The painted surface and court lines are in need of refurbishing.

Butler Cafeteria Floor Replacement: This project will strip and replace the existing floor, including the asbestos layer, and will include installation of a moisture mitigation material.

Systemwide Building Envelope: This is year eight of a multi-year project of on-going upkeep of the exterior of our town-owned buildings.

LIBRARY

Upgrade Light Fixtures: This is Phase I of a two-year project to improve lighting in stairwells, restrooms, hallways, etc. The existing lighting is outdated and not energy efficient.

Crack, Fill and Seal Parking Lot: The existing pavement is in poor condition and the curbing non-existent in several areas. Restriping is included in the cost estimate. It is the intention of the Committee to request that all such driveway and parking lot refurbishment requests go through the DPW in the future.

Replace Gutters: The building's gutters have holes, which causes hazardous, icy conditions on the ground in winter.

Abatement and Replacement of Stairwell Tiling: Some existing asbestos tiles in the stairwells are cracked and chipped and for safety purposes will be replaced with new vinyl tiles.

Quiet Study Room Buildout: There appears to be an acute need for small, quiet study rooms for patrons to do work or meet with others without disturbing other patrons. The Committee has partially funded this request with the expectation that the remaining funds will come from the library.

DEPARTMENT OF PUBLIC WORKS

Snowfighter Conversion: This will replace the 1998 snowfighter (#34) with the conversion of an existing 2010 dump truck. The DPW's program of converting dump trucks into snowfighters has saved nearly \$1M over 20 years in vehicle acquisition expense.

Sidewalks: This will pay for sidewalk repair in Town and is funded by the 2015 override.

Replace Truck (#103): This is a 2005 Chevy Silverado Pick-up Truck in heavy use by the Parks Department. The old one will be traded-in.

SCHOOLS

Chromebooks and Carts: This supplies 150 Chromebooks and 5 Storage Carts to the Chenery for use in state-mandated online standardized testing. These devices will also be used to increase classroom technology capacity and as a new purchase it is viewed as establishing a platform.

Upgrade Network Wiring: This project replaces existing wiring at Chenery that is almost 20 years old. The new wiring will have greater capacity and will improve system speed and reliability.

INFORMATION TECHNOLOGY

Fiber Network Assessment, Mapping and Testing: This is the first phase in updating the Town and School's fiber network. The project is related to the disposition of the Old Light

Building where one of the two main hubs for the network is located. It will assess future networks needs in towns in view of future building projects.

Upgrade Speed of Town Network Hubs: This replaces the Prince Street switchgear that services several buildings (Butler, Senior Center, Highway and Water Departments and Fire Headquarters). The existing equipment, which is at the end of its useful life, is not nearly robust enough for the network it serves.

COUNCIL ON AGING

COA Medi-Van Replacement: This van will replace the current van, which has 115,000 miles on it and escalating repair costs. The COA will participate in a Department of Transportation 80/20 grant program, which allows the Town to purchase a \$56,200 van for the 20% cost of \$11,240.

OFFICE OF COMMUNITY DEVELOPMENT

Pavement Management: This continues the yearly infusion of money into the Town's Pavement Management program, which is discussed in greater detail in the narrative of the report. The Director of Community Development will report at Town Meeting on the specific streets to be paved with the FY 2018 funds. Of particular note is the project for pedestrian safety upgrades at the Burbank School, which will include the installation of a pair of pedestrian push-button school crossing LED lights to enhance safety for people crossing School Street to and from the Burbank.

ENTERPRISE FUNDS

The Director of Community Development who is responsible for the management of these programs reports annually to the Committee on the status of these undertakings and funding mechanisms. They are described here but are not part of the annual capital budget allocation.

Water Main Replacement Program: This is the continuation of the 30-year project to replace all the unlined cast iron pipe in the town's water distribution system (approximately 40% of the system) to ensure a continued reliable supply of clean water. The project was originally approved by Town Meeting in 1995.

Water Main Bond Repayment: The Water Main Replacement Program (described above) is funded in part by taking advantage of no-interest loans from the MWRA through the Local Pipeline Assistance Program (LPAP). This is an integral part of the capital finance plan for the upgrade of the Town's water system.

Replace Emergency Service Van (#80): This van is dispatched to respond to all levels of emergency situations in the Water Division. The retired van will be traded-in.

Sewer and Drain Repair: This funds the Town's ongoing program to repair infrastructure and alleviate flooding.

Sewer Permit Compliance: This will pay for consulting services to ensure compliance with new federal storm water permitting requirements that go into effect July 1, 2017.

Sewer and Drain Investigation, Evaluation and Repair: This project will address potential problem areas where sewer lines could leak into water lines. The State DEP will provide a loan at a very low interest rate to defray the cost of the work.

Replace Dump Truck (#9): This replaces a 2008 19,000 GVW Dump Truck in daily use by the Highway Division for the sanitary sewer maintenance program. The old truck will be traded-in.

Replace Dump Truck (#18): This replaces a 2003 37,000 GVW Dump Truck in use nearly daily by the Highway Division for the sanitary sewer maintenance program.

Smart Meter Replacement Program (Phase II): This is upgrades an Advanced Meter Infrastructure system and allows for instant consumption reads, leak detection and efficiencies in billing and customer access to their accounts.

The Committee's recommendations for FY2018 are set forth in the motions that correspond to Article 12 in the warrant. Water and sewer rates have been set appropriately to finance the expenditures recommended under Article 12. Chapter 90 Highway Funds from the State are covered in Article 14.

Five-Year Projection of Belmont's Capital Needs

It is the responsibility of the Capital Budget Committee to present to the Town Meeting, in addition to the items to be funded in the upcoming fiscal year, a list of the expected projects for the following five years. (The available data, however, is often not precisely five years: the implications of some entries go beyond five years and, in a few instances, only four years projections are available. FY2018, dealt with above, is sometimes taken as year one.) In the past, it has been the practice of the Capital Budget Committee to compile this five-year list from requests from department heads and to present it largely unaltered.³ For this year, we will continue with this practice. In particular, we have not deleted items that are to us not within our mandate (see second section, above). The appearance of an item in the chart should not be taken as a decision on our part that an item is properly within this Committee's jurisdiction. We might later screen out some items as more appropriate for the operating budget. This chart is a raw document for planning purposes only. The items in the chart have not been "vetted" either by the Town Administrator or the Capital Budget Committee. The chart is attached to this report.

³ Some changes have been made, however, for editorial consistency. Another change is that the requests for FY2018 that could not be recommended have been added to the appropriate year (usually FY2019). The later change is somewhat arbitrary because many of these requests will in fact be modified before the departments make them (or substitute requests) again. This is because it often seemingly puts two years of a multi-year project into one year and because of "work arounds" that departments may have devised in the meantime. These workarounds may involve grants, gifts, funds diverted from operations, help from other departments, different approaches to the underlying problem, combination with other projects, and so forth. The Committee, however, believes it is best to keep these matters in mind.

One will note in the chart that there are items requested for buildings that may receive major renovation or replacement in the future. We are uncertain of the timing of any of these projects, and so have included repairs that have been identified in the year that it appears such a need will occur. It is expected that any expenditures of a capital nature will be carefully thought out in terms of the expected future of the facility. However, the buildings do have to function, and be safe and comfortable, for as long as they are being used.

This Committee asked that departments submit costs estimated for the year matching the effective date of the request, thus requiring an adjustment for the economy in future years. Some departments tried to comply with this request; others did not. Moreover, unmet capital requests from the past that we have tried to carry forward are shown at the values originally submitted (without adjustment). Finally, most of the capital items are subject to a bidding process before they are actually purchased. Therefore, these cost values should be treated as only roughly comparable orders of magnitude.

Several town departments make use of the Town antenna. This item is presented under the Police Department because that department has agreed to carry this item lest it be overlooked. The over-all expense is not an item entirely for the Police budget. Moreover, the over-all expense and phasing for this project have not yet been determined. The amount and phasing shown are very preliminary police estimates. The ultimate disposition of the police station building will have an impact on that antenna, which will be a future capital expense.

Because the Pavement Management Program must be executed on a seasonal basis, the Committee has not attempted to cast the full planning for roads by the Community Development Department in this fiscal year chart form. The Committee has met in past years with the Director of Community Development, has reviewed his planning and is satisfied that the Pavement Program will make good use of any funds that this Committee is able to allocate to that Program for the indefinite future. A more extensive discussion of the roads situation is available in the previously cited reports of the Belmont Pavement Management Committee.

This chart contains some expenditures for sewer and water enterprise funds. The Director of Community Development is responsible for some of those projects in his capacity as Town Engineer. (As a general matter, the Director of Community Development is responsible for sewer capital projects and those items are in the Community Development Department budget; the Director of the Public Works Department is responsible for water capital expenditures and those items are in the DPW budget. The Committee has been assured that planning for water and sewer projects is coordinated between the departments.) Some water and sewer projects are funded or to be funded from the proceeds of borrowing previously authorized or which the Town Engineer hopes will be authorized. The debt service for that borrowing will be included in the operating budgets of the enterprise funds.

The Parks Division and the Cemetery Division have been combined but are still carried separately for budgeting purposes.

The request by non-school Town Technology for Phase I of a multi-year project to relocate fiber optic hubs (see 2014), and related requests in subsequent years, anticipates the disposition of the current main library and the former Municipal Light Department headquarters on Concord Avenue. These buildings house the two main hubs for the Town's fiber network, without which the Town's computer, telephone, security and radio systems would not work. Any sale or

reconstruction of these buildings will require moving the hubs, a multi-year process that needs to start no fewer than three years before sale or reconstruction.

As the five-year chart demonstrates, it is doubtful that the Town can fund all worthy capital requests in coming years from the current, annual allocation to the capital budget. The Committee recommended financing some acquisitions (lease/purchasing of Police and Fire equipment) in previous years. Last year the override vote allowed the Town to move ahead with two projects deemed of vital importance and urgency through the Committee's increased borrowing capability. Among other possible financing approaches the Committee may consider in future are so-called BANS (bond anticipation notes), leasing, capital outlay exclusions, and debt exclusions. It is very likely that the Committee will make further recommendations in this regard in coming years.

Anne Marie Mahoney, Chairman
Rebecca Vose, Secretary
M. Patricia Brusch
Susan Burgess-Cox
Jennifer Fallon
Raffi Manjikian
Mark Paolillo

	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>TOTAL</u>
DEPARTMENT OF PUBLIC WORKS						
Sidewalk Maintenance	\$ 215,250	\$ 220,631	\$ 226,147	\$ 231,801	\$ 237,596	\$ 1,341,425
Sidewalk Maintenance Sub Total	\$ 215,250	\$ 220,631	\$ 226,147	\$ 231,801	\$ 237,596	\$ 1,341,425
						\$ 1,341,425
Major Capital Equipment Replacement Costs						
Highway						
Snow fighter Conversion (#34) (#32) (#36)	\$ 44,940	\$ 44,940	\$ -	\$ -	\$ -	\$ 134,820
9' Material Spreader (#74) (#73)	-	-	15,000	-	15,000	30,000
1.5 Ton Sidewalk Roller (#62)	15,750	-	-	-	-	15,750
Central Fleet Utility Truck (#6)	-	66,300	-	-	-	66,300
Parks						
1 Ton 4WD Pickup Truck (#103) (#104)	-	-	-	45,300	-	90,600
Small Front End Loader (#108)	86,800	-	-	-	-	98,040
19000 GVW Dump Truck (#106)	-	79,900	-	-	-	79,900
Toro 16 Foot Cut Riding Mower	-	-	73,500	-	-	73,500
Cemetery						
Loader Backhoe (#120)	121,000	-	-	-	-	121,000
1 Ton 4WD Pickup Truck (#117)	-	45,300	-	-	-	45,300
19000 GVW Dump Truck (#119)	-	-	79,900	-	-	79,900
Sub Total	\$ 268,490	\$ 236,440	\$ 168,400	\$ 45,300	\$ 15,000	\$ 835,110
						\$ 835,110
POLICE DEPARTMENT	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>TOTAL</u>
Replace Network Switches	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Net Clock System	-	-	-	-	-	12,500
Replacement of 2 Domain Controller Servers	20,000	-	-	-	-	20,000
Replacement of CAD/RMS Server	-	30,000	-	-	-	30,000
Replace Telephone and Radio Logging Recorder	-	-	16,500	-	-	16,500
Replace LiveScan Fingerprint System	-	-	-	20,000	-	20,000
Replace Police Radio Repeaters	-	-	-	-	45,000	45,000
Sub Total	\$ 20,000	\$ 30,000	\$ 16,500	\$ 20,000	\$ 45,000	\$ 179,000
						\$ 179,000
TOWN CLERK	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>TOTAL</u>
Election Systems Upgrade	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Sub Total	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
						\$ 75,000

INFORMATION TECHNOLOGY	FY19	FY20	FY21	FY22	FY23	TOTAL
Fiber Network Assessment, Mapping and Testing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Upgrade Main Town Network Hubs to 10GB Speed	-	-	-	-	-	30,000
Fiber Network Engineering & Design Services	50,000	-	-	-	-	50,000
Additional Data Storage Network	90,000	-	-	-	90,000	180,000
Network Construction Services	-	200,000	-	-	-	200,000
Sub Total	\$ 140,000	\$ 200,000	\$ -	\$ -	\$ 90,000	\$ 520,000
						\$ 520,000
LIBRARY	FY19	FY20	FY21	FY22	FY23	TOTAL
Replace Gutters (Including Design)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Quiet Study Rooms Build-out	-	-	-	-	-	35,000
Upgrade Light Fixtures Throughout (Lighting Retrofit) Phases 1&2	50,000	-	-	-	-	100,000
Crack, Fill Seal Stripe Parking Lot	-	-	-	-	-	20,000
Upgrade Fire Alarm System	100,000	-	-	-	-	100,000
Chiller Rooftop Replacement	-	200,000	-	-	-	200,000
Replace Windows and Exterior Doors	-	300,000	-	-	-	300,000
Replace/Rebuild Front Entrance Stairs & Railings (Upper)	-	32,000	-	-	-	32,000
Automatic Sprinkler System (wet)	-	-	250,000	-	-	250,000
Upgrade/ Replace Unit Ventalators	-	-	80,000	-	-	80,000
Landscaping Redesign	-	-	38,000	-	-	38,000
Building Control System	-	-	200,000	-	-	200,000
Replace/ Rebuild Front Entrance & Railings (Lower)	-	-	-	130,000	-	130,000
Repave Parking Lot (storm water, regrading, etc.)	-	-	-	150,000	-	150,000
Replace Interior Doors & Hardware	-	-	-	120,000	-	120,000
Exterior Masonry & Railing Repairs General	-	-	-	12,500	-	12,500
Abatement of Stairwell Tiling & replace with new	-	-	-	18,000	-	18,000
Sub Total	\$ 150,000	\$ 532,000	\$ 568,000	\$ 430,500	\$ -	\$ 1,820,500
						\$ 1,820,500

FIRE DEPARTMENT	FY19	FY20	FY21	FY22	FY23	TOTAL
Replace Staff Vehicle 1 (Deferred from FY17)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,200
Replace Staff Vehicle 2	-	-	-	-	-	57,200
Replace Squad 1 (1999 Ford)	-	-	-	-	-	12,000
Cardiac Monitor Replacement \$7,000 for 5 years *Equaling the \$35,000 Cardiac Monitor Cost *Will be Replaced in FY18	7,000	7,000	7,000	7,000	7,000	42,000
Ambulance Replacement \$65,000 for 5 years *Equaling the \$325,000 Ambulance Cost *Will be Replaced in FY22	65,000	65,000	65,000	65,000	65,000	390,000
Public Safety Hardware, Software License, and Equipment	-	-	-	-	-	-
Thermal Imaging Cameras Replacement	-	-	-	-	-	-
Shift Com Response Vehicle	-	-	-	-	-	-
Ladder Truck Replacement	-	-	-	-	-	-
Replace 1988 Engine	-	-	-	-	-	-
Fiber Optic Cable Network Expansion	-	-	-	-	-	-
Fire Ambulance / Monitor replacement program	-	-	-	-	-	-
Spill Response Trailer	-	-	-	-	-	25,000
Replace 2003 Pumper	625,000	-	-	-	-	625,000
Replace Shift Commander's Response Vehicle	-	60,000	-	-	-	60,000
Portable Radio Replacement	-	-	120,000	-	-	120,000
Replace Staff Car	-	-	-	-	57,200	57,200
Replace 2005/2014 Engine	-	-	-	-	625,000	625,000
Replace 2007 Engine (In 2027) - 625,000	-	-	-	-	-	-
Replace 2014 Ladder Truck (In 2029) - \$1,040,000	-	-	-	-	-	-
Sub Total	\$ 697,000	\$ 132,000	\$ 192,000	\$ 72,000	\$ 754,200	\$ 2,070,600
						\$ 2,070,600
FACILITIES DEPARTMENT	FY19	FY20	FY21	FY22	FY23	TOTAL
Town/School Security Upgrades Design (Year 4 of 6)	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 550,000
System Wide Building Envelope	200,000	200,000	200,000	200,000	-	990,760
Purchase Facilities HVAC Tech Van	-	-	-	-	-	30,000
Systemwide univent rebuild/replacement (multiple years)	-	-	-	-	-	-
CheneryMiddle School FY18	50,000	50,000	50,000	-	-	200,000
Chenery - Refinish Gym Floor	-	-	-	-	-	67,000
Butler Cafeteria Flooring - Asbestos & moisture mitigation	-	-	-	-	-	70,000
Butler Replace boilers (Year 2 of 2)	-	50,000	-	-	-	50,000
Butler Replace emergency generator	37,500	-	-	-	-	37,500
Burbank Replace boilers (Year 2 of 2)	-	60,000	-	-	-	60,000
Winn Brook - Replace Master Clock System	47,598	-	-	-	-	47,598
Higginbottom Pool Resurfacing	50,000	-	-	-	-	50,000
Chenery Middle School Resurface Auditorium Stage	30,000	-	-	-	-	30,000
Chenery Middle School Stage Equipment Risk Assessment	15,000	-	-	-	-	15,000
Burbank - Site redevelopment study	50,000	-	-	-	-	50,000
Chenery - Upgrade Auditorium Lighting Control System	25,000	-	-	-	-	88,000
School Parking Lot and Sidewalk Paving Management (Yr. 1 of 5)	100,000	100,000	100,000	100,000	100,000	500,000
Lawn Mower for Maintenance Department	15,000	-	-	-	-	15,000
One 6-Wheel (1 ton) Dump Truck to Replace Current Silverado	48,709	-	-	-	-	48,709
Winn Brook - Replace fire alarm system	158,658	-	-	-	-	158,658
BHS Pool Upgrade with Pool Pak Unit	50,000	-	-	-	-	50,000
Sub Total	\$ 1,077,465	\$ 660,000	\$ 350,000	\$ 300,000	\$ 100,000	\$ 3,108,225
						\$ 3,108,225

SCHOOL DEPARTMENT	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>TOTAL</u>
150 Chromebooks and 5 Carts for Chenery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,960
Wiring Upgrade for Chenery - (Price Available After 03/15)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,500
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,460
						\$ 105,460
COMMUNITY DEVELOPMENT - PAVEMENT MANAGEMENT	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>TOTAL</u>
Road Program (all elements) Excluding CH90	\$ 1,683,050	\$ 1,725,126	\$ 1,768,254	\$ 1,812,461	\$ 1,857,772	\$ 10,488,663
Chapter 90	535,089	535,089	535,089	535,089	535,089	3,210,534
Pavement Management Sub Total	\$ 2,218,139	\$ 2,260,215	\$ 2,303,343	\$ 2,347,550	\$ 2,392,861	\$ 13,699,197
Pedestrian Safety Upgrades - Burbank School	-	-	-	-	-	\$ 38,000
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,000
						\$ 38,000
GRAND TOTAL	\$ 4,861,344	\$ 4,271,286	\$ 3,824,390	\$ 3,447,150	\$ 3,634,657	\$ 23,792,516
						\$ 23,792,516
Net Discretionary: Excludes Pavement Management and Sidewalk Repair Requests	\$ 2,427,955	\$ 1,790,440	\$ 1,294,900	\$ 867,800	\$ 1,004,200	\$ 8,751,895
						\$ 8,751,895

DEPARTMENT OF PUBLIC WORKS	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>TOTAL</u>
<i>Water Enterprise</i>						
Water Main Replacement	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,500,000
Water Main Bond Repayment	754,552	792,280	831,894	873,488	917,163	4,887,998
Smart Meter Program Phase II	-	-	-	-	-	1,100,000
<i>Major Capital Equipment Replacement Costs</i>						
#80 - Emergency Service Van	-	-	-	-	-	35,200
1 - Ton Pickup Truck Replacement	45,300	-	-	-	-	45,300
37,000 GVW Dump Truck	-	130,305	-	-	-	130,305
Administrative Vehicle	-	-	-	40,850	-	40,850
TOTAL	\$ 1,049,852	\$ 1,172,585	\$ 1,081,894	\$ 1,164,338	\$ 1,167,163	\$ 7,739,653
						\$ 7,739,653

DEPARTMENT OF PUBLIC WORKS - Sewer Enterprise	FY19	FY20	FY21	FY22	FY23	TOTAL
Major Capital Equipment Replacement Costs						
<i>Highway</i>						
Replace 2008 - 19,000 GVW Dump Truck #9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,900
Replace 2003 - 37,000 GVW Dump Truck #18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,305
Smart Meter Program Phase II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Pickup Truck #3	\$ 34,970	\$ -	\$ -		\$ -	\$ 34,970
Sewer Rodder	\$ 33,700	\$ -	\$ -		\$ -	\$ 33,700
Air Compressor	\$ 26,250	\$ -	\$ -	\$ -	\$ -	\$ 26,250
Street Sweeper	\$ -	\$ 196,800	\$ -	\$ -	\$ -	\$ 196,800
Administrative Vehicle	\$ -					\$ -
Trapelo Road Culvert Replacement (Stormwater Porject)	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Front End Loader	\$ -	\$ -	\$ 204,000	\$ -	\$ 204,000	\$ 408,000
Pickup Truck #4				\$ 45,300		\$ 45,300
Pickup Truck #7				\$ 45,300		\$ 45,300
DEPARTMENT OF PUBLIC WORKS TOTAL	\$ 594,920	\$ 196,800	\$ 204,000	\$ 90,600	\$ 204,000	\$ 2,000,525
						\$ 2,000,525

COMMUNITY DEVELOPMENT - Sewer Enterprise	FY19	FY20	FY21	FY22	FY23	TOTAL
<i>Outfalls Investigation (EPA) -</i>						
Sampling and Analysis	\$ 70,000	\$ 70,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 330,000
Design/ Engineering	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 150,000
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 120,000	\$ 120,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 480,000
						\$ 480,000
<i>I/I Mitigation (MWRA) -</i>						
Design/ Engineering	\$ 25,000	\$ -	\$ 70,000	\$ 25,000	\$ -	\$ 220,000
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 25,000	\$ -	\$ 70,000	\$ 25,000	\$ -	\$ 220,000
						\$ 220,000
<i>MS4 Permit (NPDES) -</i>						
Permit Compliance	\$ 75,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 505,000
Sub Total	\$ 75,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 505,000
						\$ 505,000
<i>Sewer and Drain Repairs -</i>						
Sewer and Drain CCTV and Design Report	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 480,000
Sewer and Drain Relining and Point Repairs	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,200,000
Sub Total	\$ 280,000	\$ 280,000	\$ 280,000	\$ 280,000	\$ 280,000	\$ 1,680,000
						\$ 1,680,000
Total Sewer Enterprise	\$ 500,000	\$ 500,000	\$ 500,000	\$ 455,000	\$ 430,000	\$ 2,885,000
						\$ 2,885,000
COMMUNITY DEVELOPMENT	FY19	FY20	FY21	FY22	FY23	TOTAL
<i>Loan Repayments (Debt Service)</i>						
Sewer Bond - FY06	\$ 161,377	\$ 157,477	\$ 153,577	\$ 149,677	\$ 140,777	\$ 933,312
DEP CWSRF pt1	\$ 445,665	\$ 445,148	\$ 444,620	\$ 444,081	\$ 443,532	\$ 2,669,218
DEP CWSRF pt2	\$ 97,171	\$ 97,171	\$ 97,171	\$ 97,171	\$ 97,171	\$ 583,026
CWSRF (2012)	\$ 142,554	\$ 142,577	\$ 142,601	\$ 142,625	\$ 142,650	\$ 855,538
Future Borrowing (DEP)	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 875,000
Sub Total	\$ 1,021,766	\$ 1,017,373	\$ 1,012,970	\$ 1,008,554	\$ 999,130	\$ 5,916,094
						\$ 5,916,094
COMMUNITY DEVELOPMENT TOTAL	\$ 1,521,766	\$ 1,517,373	\$ 1,512,970	\$ 1,463,554	\$ 1,429,130	\$ 8,801,094
						\$ 8,801,094
TOTAL SEWER ENTERPRISE	\$ 2,116,686	\$ 1,714,173	\$ 1,716,970	\$ 1,554,154	\$ 1,633,130	\$ 10,801,619
						\$ 10,801,619



Town of Belmont

Department of Public Works

Highway • Recreation, Parks & Cemetery • Water

Jay Marcotte, MPA, *Director*
Michael A. Santoro, Assistant Director

WATER SYSTEM IMPROVEMENT PROGRAM PROGRESS REPORT FOR FISCAL YEAR 2018

The former Board of Water Commissioners, now the Water Advisory Board, after a competitive process, selected Weston and Sampson Engineers, Inc. to perform a comprehensive evaluation of the water distribution system which serves the Town. The primary focus of the study was the water distribution system and its: age, condition, chronic water main break events and persistent water quality concerns. The study concluded that considerable work was necessary to correct problems and deficiencies and to ensure a continued supply of safe, clean drinking water to our customers with adequate quantities of water for fire protection both now and into the future. To achieve these goals, Weston and Sampson recommended that all unlined cast iron water main be replaced with a new, larger diameter, cement lined ductile iron pipe. Unlined cast iron pipe comprised approximately 41% of the system which serves about 60% of the population of Belmont. Considering system wide pipe age and condition and economic factors, it was recommended that this work be done in increments with a completion date 30 years after commencement. This plan was approved and initially funded by the 1995 Town Meeting. The 30 year plan is known as The Water System Improvement Program. This program is guided by a 20 year capital plan and currently funded with a combination of utilizing the Massachusetts Water Resources Authority (MWRA) Local Pipeline Assistance Program (LPAP), Local Water System Assistance Program (LWSAP), which both are no-interest loan funds, Municipal Bonds and an annual budget appropriation.

The Department of Public Works Water Division is pleased to present this report of the FY18 Water Main Replacement Program.

Water Main Replacement Program 2017

The FY 18 – 2017 “Payson Road” Capitol Water Main Replacement Project will consist of the streets listed below. This project will be funded using Capitol carryover funds from several previous water main projects.

- Payson Road
Oakley Road to Belmont Street
- Indian Hill Road
Old Middlesex Road to Benton Road
- Essex Road
Old Middlesex Road to Benton Road
- Preble Gardens Road
Oakley Road to Old Middlesex Road
- Old Middlesex Road
Oakley Road to Benton Road
- Benton Road
Oakley Road to Payson Road
- Lawndale Street
Oakley Road to Payson Road
- Townsend Road
Payson Road to Payson Road

The FY 18 – 2017 “Orphan Streets” Capitol Water Main Replacement Project will consist of the streets listed below. This project will be funded by utilizing our MWRA zero interest loan, Municipal bond and budget appropriation.

- Alma Avenue
Bartlett Ave to Belmont Street
- Harriet Avenue
Bartlett Ave to Belmont Street
- Williston Road
Horne Road to Trapelo Road
- Louise Road
Becket Road to Concord Ave
- Newton Street
Belmont Street to Fairview Ave
- Ridge Road
Belmont Street to White Street
- Branchaud Road
Carleton Road to Washington Street
- Carleton Road
Chester Road to Washington Street
- Alternate A
- Pinehurst Road
Concord Avenue to Cul-de-sac

Since the inception of the Water System Improvement Program in 1995, approximately 29.15 miles of water main will have been replaced after the completion of the FY18 project by larger diameter ductile iron cement lined pipe with a service life expectancy of about 100 years. The Water System Improvement Program is intended to replace and upgrade 38 miles of water main out of a total of 91 miles of pipe.

Respectfully submitted,

Michael R. Bishop
Water Division Manager

**TOWN OF BELMONT
FY18 REVENUE**

DESCRIPTION	FY16 ACTUALS	FY17 RECAP REVENUES	FY18 REVENUES
A. REAL & PERSONAL PROPERTY TAXES			
REAL & PERSONAL PROPERTY TAXES	\$80,205,746	\$85,383,440	\$82,015,337
ALLOWABLE 2 1/2% INCREASE	\$0	\$0	\$2,050,383
NEW GROWTH	\$0	\$0	\$900,000
DEBT EXCLUSION	\$0	\$0	\$3,582,726
TOTAL	\$80,205,746	\$85,383,440	\$88,548,446
A. REAL & PERSONAL PROPERTY TAXES TOTAL	\$80,205,746	\$85,383,440	\$88,548,446

**TOWN OF BELMONT
FY18 REVENUE**

DESCRIPTION	FY16 ACTUALS	FY17 RECAP REVENUES	FY18 REVENUES
B. TOTAL LOCAL RECEIPTS			
MV EXCISE AND MEALS TAX	\$3,378,163	\$3,165,000	\$3,335,000
OTHER EXCISE (MEALS)	\$215,740	\$210,000	\$215,000
PENALTIES AND INTEREST	\$295,849	\$220,000	\$230,000
PAYMENT IN LIEU OF TAXES	\$55,029	\$36,000	\$36,000
OTHER TAXES TOTAL	\$3,944,781	\$3,631,000	\$3,816,000
AMBULANCE RECEIPTS	\$835,459	\$822,000	\$843,000
OTHER CHARGES FOR SERVICES TOTAL	\$835,459	\$822,000	\$843,000
FEES - TOWN CLERK	\$43,029	\$46,200	\$44,000
FEES - TREASURER	\$17,057	\$15,000	\$15,688
FEES-PARKING MARKING	\$26,904	\$29,130	\$29,421
DEPUTY FEES - CLEARING	(\$645)	\$1,338	\$1,351
FEES - APPEALS BOARD	\$8,200	\$6,650	\$7,000
ALARM FEES POLICE FEES	\$19,760	\$20,810	\$21,000
FEES-POLICE	\$2,599	\$2,774	\$3,000
FIRE MASTER BOX	\$15,225	\$17,725	\$18,000
FEES - FIRE	\$45,375	\$50,000	\$50,500
FEES TOTAL	\$177,504	\$189,627	\$189,960

**TOWN OF BELMONT
FY18 REVENUE**

DESCRIPTION	FY16 ACTUALS	FY17 RECAP REVENUES	FY18 REVENUES
RENTALS COA	\$28,295	\$17,500	\$17,500
OTHER LIBRARY	\$31,906	\$15,000	\$15,000
OTHER CEMETERY	\$92,654	\$100,000	\$100,000
OTHER RECREATION-PROGRAMS	\$978,049	\$778,724	\$1,000,000
OTHER SELECTMEN	\$29,299	\$30,000	\$30,000
OTHER TREASURER	\$915	\$0	\$0
OTHER ASSESSORS	\$350	\$250	\$250
OTHER TOWN CLERK	\$0	\$0	\$0
OTHER POLICE (PD ADMIN. FEE)	\$40,268	\$31,545	\$31,545
OTHER HIGHWAY - DISPOSAL FEES	\$0	\$0	\$0
OTHER HIGHWAY/RECYCLABLE	\$38,165	\$28,245	\$28,245
OTHER HEALTH	\$58,076	\$50,000	\$54,000
BUILDINGS DEPARTMENTAL	\$3,308	\$7,500	\$3,500
OTHER CONSERVATION COMMISSION (CDD)	\$813	\$0	\$0
OTHER MISCELLANEOUS	\$6,211	\$70,000	\$0
OTHER DEPARTMENTAL REVENUES TOTAL	\$1,308,309	\$1,128,764	\$1,280,040
LICENSES - SELECTMEN (LIQUOR)	\$59,376	\$50,000	\$51,000
LICENSES - TOWN CLERK	\$45,201	\$46,100	\$46,000
STREET OPENING PERMITS	\$40,450	\$30,000	\$34,000
LICENSES - POLICE	\$121,843	\$110,000	\$110,000
LICENSES/PERMITS - BUILDING	\$1,139,689	\$840,000	\$861,000
LICENSES AND PERMITS TOTAL	\$1,406,559	\$1,076,100	\$1,102,000

**TOWN OF BELMONT
FY18 REVENUE**

DESCRIPTION	FY16 ACTUALS	FY17 RECAP REVENUES	FY18 REVENUES
COURT FINES	\$6,376	\$5,735	\$5,735
VIOLATION FINES POLICE	\$29,158	\$26,265	\$26,265
FALSE ALARM FINES - POLICE	\$6,235	\$3,000	\$3,000
PARKING FINES	\$144,542	\$150,000	\$150,000
FINES AND FORFEITS TOTAL	\$186,311	\$185,000	\$185,000
TOTAL INTEREST	\$305,474	\$190,000	\$192,000
EARNINGS ON INVESTMENTS TOTAL	\$305,474	\$190,000	\$192,000
B. TOTAL LOCAL RECEIPTS TOTAL	\$8,164,397	\$7,222,491	\$7,608,000
C. OTHER AVAILABLE FUNDS			
RECEIPTS RESERVED APPROP-PARKING METERS	\$90,000	\$90,000	\$90,000
UNRESERVED FUND BALANCE (Free Cash)	\$1,750,000	\$1,705,000	\$2,322,850
TRANS BOND PREMIUM AMORTIZATION	\$21,485	\$20,185	\$18,824
FUND BALANCE ABATEMENT & EXEMPT/OVERLAY	\$235,000	\$235,000	\$235,000
TRANS FROM LIGHT DEPT FOR TAX REDUCTION (PILOT)	\$650,000	\$650,000	\$650,000
TRANS FROM WATER FOR OPER COSTS	\$163,000	\$166,000	\$170,150
TRANS FROM SEWER FOR OPER COSTS	\$130,000	\$133,000	\$136,325
TRANS FROM LEFTOVER CAPITAL ITEMS	\$154,325	\$153,657	\$74,322
CAPITAL ENDOWMENT FUND SPEC PROJ	\$125,000	\$125,000	\$125,000
TRANS FROM GENERAL STABILIZATION	\$0	\$0	\$0
TRANS FROM RECEIPTS RESERVED	\$0	\$1,084,200	\$0
TOTAL	\$3,318,810	\$4,362,042	\$3,822,471
C. OTHER AVAILABLE FUNDS TOTAL	\$3,318,810	\$4,362,042	\$3,822,471

**TOWN OF BELMONT
FY18 REVENUE**

DESCRIPTION	FY16 ACTUALS	FY17 RECAP REVENUES	FY18 REVENUES
D. STATE AID			
SCHOOL AID CHAPTER 70	\$6,766,099	\$7,111,769	\$7,800,233
SCH CONSTR-STATE AID	\$0	\$0	\$0
CHARTER SCHOOL REIMB	\$4,194	\$4,344	\$1,786
GENERAL MUNICIPAL AID	\$2,081,476	\$2,170,979	\$2,255,647
VETERANS' BENEFITS	\$23,260	\$45,066	\$23,997
LOSS OF TAXES VETERANS, BLIND, SURV SPOUSE	\$40,044	\$44,018	\$19,578
TOTAL	\$8,915,073	\$9,376,176	\$10,101,241
D. STATE AID TOTAL	\$8,915,073	\$9,376,176	\$10,101,241
GRAND TOTAL	\$100,604,026	\$106,344,149	\$110,080,158

Town of Belmont

Department Summary Report

		FY16 EXPENDED	FY17 TOWN FINAL VOTE	FY17 ADJUSTED BUDGET	FY17 TOWN EST EXP	FY18 PROPOSED BUDGET
0100	General Fund					
	Legislative	\$15,987	\$19,228	\$19,228	\$19,228	\$24,576
	Selectmen	\$119,294	\$126,338	\$126,338	\$126,338	\$126,743
	Town Administrator	\$558,743	\$585,036	\$585,036	\$585,036	\$612,398
	Reserve Fund	\$0	\$400,000	\$400,000	\$0	\$400,000
	Town Accountant/Auditor	\$389,862	\$407,570	\$407,570	\$407,570	\$417,761
	Assessors	\$369,764	\$388,145	\$388,145	\$382,145	\$416,154
	Treasurer/Collector	\$574,679	\$638,335	\$638,336	\$638,335	\$637,707
	Parking Clerk	\$42,600	\$43,044	\$43,044	\$43,044	\$43,044
	Legal	\$266,834	\$297,500	\$297,500	\$297,500	\$297,500
	Human Resources	\$264,822	\$292,784	\$292,784	\$292,284	\$308,067
	Information Technology	\$897,256	\$874,071	\$874,071	\$873,078	\$919,874
	Town Clerk	\$189,264	\$200,216	\$200,216	\$200,216	\$206,050
	Elections & Registration	\$171,300	\$230,645	\$230,645	\$230,645	\$185,349
	VFW & Amer Legion	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
	Total General Government	\$3,867,903	\$4,510,412	\$4,510,413	\$4,102,919	\$4,602,723

Town of Belmont

Department Summary Report

	FY16 EXPENDED	FY17 TOWN FINAL VOTE	FY17 ADJUSTED BUDGET	FY17 TOWN EST EXP	FY18 PROPOSED BUDGET
Retirement and Pension Contrib	\$6,500,731	\$6,958,000	\$6,958,000	\$6,958,000	\$7,345,623
Worker's Compensation	\$99,610	\$123,152	\$123,152	\$123,152	\$135,467
Unemployment Compensation	\$13,646	\$40,000	\$40,000	\$40,000	\$40,000
Health Insurance and Salary Reserves	\$1,816,650	\$2,221,421	\$1,348,054	\$1,339,135	\$2,351,004
Life Insurance	\$14,246	\$19,425	\$19,425	\$19,425	\$19,425
Medicare	(\$63,289)	\$6,500	\$6,500	\$6,500	\$6,500
Liability Insurance	\$379,265	\$441,643	\$441,643	\$441,643	\$441,643
Total Insurance and Benefits	\$8,760,859	\$9,810,141	\$8,936,774	\$8,927,855	\$10,339,662
Police Administration	\$457,430	\$511,792	\$523,357	\$523,857	\$535,542
Police Records	\$90,887	\$93,644	\$93,644	\$93,644	\$94,005
Police Patrol	\$3,876,800	\$4,223,641	\$4,497,605	\$4,476,605	\$4,456,258
Police Traffic Control (Not Sc	\$451,086	\$597,802	\$621,633	\$621,633	\$641,195
Police Detectives	\$538,569	\$460,175	\$502,315	\$502,615	\$586,852
Police Community Service	\$360,614	\$374,334	\$400,519	\$400,519	\$400,251
Fire Administration	\$645,997	\$779,414	\$827,702	\$827,702	\$820,827
Fire Suppression	\$5,156,510	\$5,114,851	\$5,506,002	\$5,506,002	\$5,548,924
Emergency Medical Services	\$231,694	\$197,300	\$197,300	\$197,300	\$199,900
Emergency Management (BEMA)	\$22,244	\$24,341	\$24,341	\$24,341	\$24,341
Public Safety Comm (911)	\$937,837	\$957,442	\$1,013,687	\$1,013,687	\$1,013,425
Total Public Safety	\$12,769,669	\$13,334,736	\$14,208,104	\$14,187,904	\$14,321,520

Town of Belmont

Department Summary Report

	FY16 EXPENDED	FY17 TOWN FINAL VOTE	FY17 ADJUSTED BUDGET	FY17 TOWN EST EXP	FY18 PROPOSED BUDGET
Education	\$49,657,867	\$50,126,583	\$50,126,583	\$50,126,583	\$52,969,485
Education - Minuteman	\$831,521	\$795,654	\$795,654	\$795,654	\$910,185
Total Public Schools	\$50,489,388	\$50,922,237	\$50,922,237	\$50,922,237	\$53,879,670

Town of Belmont

Department Summary Report

	FY16 EXPENDED	FY17 TOWN FINAL VOTE	FY17 ADJUSTED BUDGET	FY17 TOWN EST EXP	FY18 PROPOSED BUDGET
Community Development-Planning	\$163,531	\$257,926	\$257,926	\$250,926	\$271,449
Community Development-Admin	\$353,392	\$372,317	\$372,317	\$372,317	\$385,198
Building Inspection	\$270,502	\$295,361	\$295,361	\$283,361	\$333,403
Engineering Services	\$113,692	\$129,689	\$129,689	\$117,689	\$117,437
Public Works Administration	\$321,563	\$334,541	\$334,541	\$333,801	\$342,473
Street Maintenance	\$697,712	\$719,544	\$719,544	\$719,478	\$726,969
Snow and Ice Removal	\$608,532	\$733,135	\$733,135	\$733,135	\$749,591
Street Lighting	\$286,945	\$348,495	\$348,495	\$348,495	\$348,495
Central Fleet Maint HWY Fac	\$543,270	\$590,204	\$590,204	\$589,510	\$596,008
Forestry	\$325,738	\$288,711	\$288,711	\$281,711	\$308,398
Collection and Disposal	\$2,390,658	\$2,610,016	\$2,610,016	\$2,610,420	\$2,650,348
Cemetery	\$460,733	\$502,791	\$502,791	\$489,516	\$499,911
Recreation Administration	\$77,571	\$80,236	\$80,236	\$80,236	\$97,143
Recreation Programs	\$789,444	\$818,846	\$818,846	\$804,416	\$911,428
Parks	\$561,779	\$612,776	\$612,776	\$600,023	\$625,518
Deltas	\$64,166	\$75,521	\$75,521	\$75,521	\$75,650
Facility Department/Systemwide	\$688,009	\$936,920	\$936,920	\$916,920	\$1,069,038
Facility Department/Town	\$904,836	\$908,158	\$908,158	\$804,090	\$837,225
Facility Department/School-NonSalary	\$2,386,189	\$2,478,438	\$2,478,438	\$2,577,729	\$2,471,077
Total Public Services	\$12,008,261	\$13,093,626	\$13,093,626	\$12,989,294	\$13,416,759

Town of Belmont

Department Summary Report

	FY16 EXPENDED	FY17 TOWN FINAL VOTE	FY17 ADJUSTED BUDGET	FY17 TOWN EST EXP	FY18 PROPOSED BUDGET
Animal Care and Control	\$65,941	\$67,554	\$68,054	\$68,054	\$69,448
Health Department	\$349,828	\$392,674	\$395,136	\$395,136	\$407,529
Council on Aging	\$378,685	\$410,420	\$410,420	\$410,420	\$399,157
Veterans' Services	\$81,186	\$119,565	\$116,603	\$109,565	\$112,014
Library Administration	\$190,067	\$197,852	\$197,852	\$197,852	\$201,893
Library Public Services	\$1,288,348	\$1,383,559	\$1,383,559	\$1,383,559	\$1,403,602
LibraryTech Services	\$298,950	\$303,298	\$303,298	\$303,298	\$314,608
Library Plant Operations	\$284,819	\$307,875	\$307,875	\$307,875	\$308,750
Total Human Services	\$2,937,824	\$3,182,797	\$3,182,797	\$3,175,759	\$3,217,001
Retirement of Debt	\$2,738,532	\$3,072,919	\$3,072,919	\$3,029,284	\$3,043,134
Interest on Long-term Debt	\$1,571,511	\$1,565,113	\$1,565,113	\$1,539,825	\$1,419,129
Interest on Short-term Debt	\$0	\$2,500	\$2,500	\$2,500	\$2,500
Int on Short term Debt Excluss	\$0	\$50,000	\$50,000	\$50,000	\$50,000
Total Debt & Interest	\$4,310,043	\$4,690,532	\$4,690,532	\$4,621,609	\$4,514,763
Abatements & Exemptions Allowance	\$805,773	\$800,000	\$820,878	\$820,878	\$800,000
Total Overlay	\$805,773	\$800,000	\$820,878	\$820,878	\$800,000
State Assessments and Charges	\$1,728,161	\$1,754,096	\$1,745,746	\$1,745,745	\$1,769,460
Total State Charges	\$1,728,161	\$1,754,096	\$1,745,746	\$1,745,745	\$1,769,460
Total General Fund	\$97,677,882	\$102,098,577	\$102,111,106	\$101,494,200	\$106,861,558

Town of Belmont

Department Summary Report

		FY16 EXPENDED	FY17 TOWN FINAL VOTE	FY17 ADJUSTED BUDGET	FY17 TOWN EST EXP	FY18 PROPOSED BUDGET
3000	Pavement Management					
	Capital Proj - Roads Non Discretionary	\$1,549,000	\$1,601,700	\$1,601,700	\$1,601,700	\$1,852,000
	Total Capital Budget	\$1,549,000	\$1,601,700	\$1,601,700	\$1,601,700	\$1,852,000
<hr/>						
	Total Pavement Management	\$1,549,000	\$1,601,700	\$1,601,700	\$1,601,700	\$1,852,000

Town of Belmont

Department Summary Report

		FY16 EXPENDED	FY17 TOWN FINAL VOTE	FY17 ADJUSTED BUDGET	FY17 TOWN EST EXP	FY18 PROPOSED BUDGET
3100	Town Misc Capital Projects					
	Capital Proj - Discretionary	\$1,818,365	\$2,631,343	\$2,631,343	\$2,631,343	\$1,366,600
	Total Capital Budget	\$1,818,365	\$2,631,343	\$2,631,343	\$2,631,343	\$1,366,600
<hr/>						
	Total Town Misc Capital Projects	\$1,818,365	\$2,631,343	\$2,631,343	\$2,631,343	\$1,366,600

Town of Belmont

Department Summary Report

	FY16 EXPENDED	FY17 TOWN FINAL VOTE	FY17 ADJUSTED BUDGET	FY17 TOWN EST EXP	FY18 PROPOSED BUDGET
Grand Totals	\$101,045,247	\$106,331,620	\$106,344,149	\$105,727,243	\$110,080,158

Personal Services	\$67,774,432	\$72,312,073	\$72,321,371	\$72,198,863	\$76,316,622
OTHER EXPENSES	\$24,911,565	\$24,234,215	\$24,237,447	\$23,812,022	\$25,099,493
CAPITAL OUTLAY	\$8,359,249	\$9,785,331	\$9,785,331	\$9,716,358	\$8,664,043
	\$101,045,247	\$106,331,620	\$106,344,149	\$105,727,243	\$110,080,158

BELMONT PUBLIC SCHOOLS

FY18 Budget (July 1, 2017–June 30, 2018)



BELMONT SCHOOL COMMITTEE

Lisa Fiore, *Chair*
Susan Burgess-Cox, *Secretary*
Elyse Shuster
Tom Caputo
Murat Bicer
Andrea Prestwich

SCHOOL ADMINISTRATION

John P. Phelan, *Superintendent*
Janice Darias, *Assistant Superintendent*
Anthony DiCologero, *Director of Finance,
Business, and Operations*

TO THE CITIZENS OF BELMONT AND TOWN MEETINGS MEMBERS

The School Department is appreciative and thankful to have benefited in FY17 from the increase in funding, as a result of the Proposition 2 ½ Override passed by the Town of Belmont in April 2015. This needed increase in funding supported several lines in our budget including: 15 FTE teaching positions (between FY16 and FY17), funds for Students Services, Out-of-district Tuitions, and Special Education Transportation.

This increase in funding for FY16 put the district in the position to fully realize budget lines that supported teaching and learning, including the purchases of text, materials and supplies that have been historically frozen and reduced mid-year.

As we use our FY17 budget to inform our FY18 budget planning, the district continued to utilize a zero-based budgeting process with each school and department, which was initiated for the FY17 budget. This process required every department director and school principal to meet with the Central Office administration to justify each salary and non-salary budget line amount for FY18.

The purpose of these meetings and the budgeting goal of the district is to allocate our funds toward the priorities of the School Department's Strategic Plan. The Financial Highlights section of this document shows the allocation of funds among major cost centers of the budget, which represent the district's priorities.

In FY16 the district implemented Year 1 of the 3 Year Fiscal Plan that was outlined in the Financial Task Force budget. The pressure points of increasing enrollment and subsequent space challenges continue to be a high priority. In FY16 the district was able to hire 10 FTEs (See Appendix 3.1) to combat higher class size and provide additional courses for Chenery and Belmont High School to reduce the number of non-scheduled and non-engaged students. In FY16 the district was able to create five additional classroom spaces for teaching and learning. Two spaces were repurposed at Chenery and Butler. Additionally, the high school moved into three modular spaces located behind the building.

In FY17 the district implemented Year 2 of the 3 Year Fiscal Plan that brought 5 FTEs to support the reduction of class size and enrollment concerns. The school district formed a Space Task Force to analyze the enrollment and space issues. The recommendation of this group was to expand the high school footprint to the three additional modular spaces. These modular structures remain from previous building projects, and after some attention and maintenance, are now suitable for classroom use. At the elementary level the district has repurposed a computer lab and after school program space into instructional space. At the Chenery the district received financial support from Town Meeting for the procurement of 6 modular classrooms to increase instructional space as the building is over capacity. The result is an increase of 11 classrooms throughout the district in response to growing enrollment challenges.

In FY18 the district is moving forward with Year 3 of the 3 Year Fiscal Plan by carrying forward existing positions and adding 5 FTEs to support student enrollment and class size. The district is also able to provide the budgeted funds to each department head and principal for their on-going needs for texts, materials and supplies. Amounts indexed for inflation for these accounts are budgeted into a central district account for professional development and instructional materials, to align expenses with prioritized district needs. For the second year in a row, the district will be adding another regular education school bus (for a total of eight) in response to increased ridership, stemming from higher enrollment. In an attempt to support the overall Town Budget, the district will utilize State Circuit Breaker funds to offset a larger portion of the General Fund

allocation for out-of-district tuitions. This one-time offset is only possible due to favorable State Circuit Breaker allocations in FY16 and FY17.

Also, in preparation for FY18, the Space Task Force was reactivated to explore the challenges of class size and high enrollment at the elementary level. The Space Task Force and the School Department will be seeking support from the Capital Budget Committee for up to six modular classrooms at the elementary level. Over the course of three years, the district will have increased by 21 additional classroom spaces district-wide to address the continued increase in enrollment. These short-term space initiatives are in place as the work of the Belmont High School Building Committee project is on-going.

In conclusion, the School Department will utilize its Strategic Plan to guide and prioritize the allocation of its budget dollars. We have utilized on a zero based budgeting process to ensure that every dollar is expended with efficiency and effectiveness. These funds will be allocated toward the goal of providing our students, staff, families, and community the best educational experience that the Town of Belmont expects and deserves.

In addition to the information contained in this packet, the entire budget presentation to School Committee is posted to the Belmont Public Schools website at <http://www.belmont.k12.ma.us/bps/Administration/School-Budget>

Respectfully submitted,

John P. Phelan
Superintendent of Schools

Table of Contents

- I Belmont Public Schools Goals and Strategic Plan
- II FY18 Budget Overview
- III FY18 Budget Details

I. BELMONT PUBLIC SCHOOLS GOALS AND STRATEGIC PLAN

GOALS

With a commitment to teaching and learning, the Belmont Public Schools strive to nurture the intellectual, social, and personal development of each student and to create a dynamic community of lifelong learners who contribute to the common good and are of service to others.

To support this mission, the Belmont Public Schools has identified the following three goals:

1. To prepare all students for college, career, and life-long learning through a balanced and healthy school experience, and through continuity of curriculum and compliance with Commonwealth and community standards, through support for educators to experiment and innovate, and clear articulation of our instructional models.
2. To support continuous improvement and overall programmatic and fiscal stability by engaging administrators, teachers, and other stakeholders in generally accepted practices of long-term strategic planning.
3. To ensure that students receive instruction from consistently highly qualified educators who pursue continuous improvement of their art by hiring well-prepared and diverse professionals, and sustaining continuous professional development by means of clear and coherent plans.

STRATEGIC PLAN

The Belmont Public Schools has developed the following strategic plan that is utilized in accomplishing the district's goals. This plan serves as a guide in developing the FY18 Budget.

MISSION STATEMENT: 2012 – 2017

With a commitment to teaching and learning, the Belmont Public Schools strive to nurture the knowledge, skills, and emotional development of each student in order to create a community of engaged learners who contribute to the common good and are of service to others.

CORE BELIEFS

We believe that

All students are capable of learning at high levels.

Everyone deserves to learn in a safe and supported learning environment in which all members of the school community demonstrate respect for each other.

Successful students and educators need 21st century skills, including the ability to solve problems, communicate effectively, collaborate, and think critically.

A sense of community is essential for the development of every learner.

Education for the whole child requires development of the child's academic, social, physical, and emotional well-being.

Education is best achieved when students, teachers, and parents work together.

Students will work and live in a world very different from the one in which they, their teachers, and their parents grew up.

Student success is measured in a variety of ways.

Public education is the primary means society has for safeguarding democracy and achieving social justice.

VISION STATEMENT: 2017

The Belmont Public Schools provide an innovative environment where all adults and children develop and apply the curiosity, skills, and habits of life-long learners. Our success is built on a partnership of educators, families, and community members that is committed to providing the means for Belmont's children to create happy and successful lives.

In June 2017, all students in the Belmont Public Schools

- Learn: Develop the confidence and resilience that result from exceptional effort;
- Think: Authentically engage in a rigorous curriculum;
- Create: Apply their learning to address important challenges;
- Serve: Make a positive difference in the lives of other people.

MOTTO: 2012 - 2017

Learn * Think * Create * Serve

	Strategic Goals	Key Initiatives for 2016-2017
A.	<p><i>To prepare all students for college, career, and life-long learning through</i></p> <ul style="list-style-type: none">• a balanced and healthy school experience,• continuity of curricula aligned with Commonwealth and community standards,• support for educators to experiment and innovate, and• clear articulation of instructional models.	<p><u>Focus Areas:</u></p> <p>A1. Implement short term plans and develop long term vision to address student achievement gaps.</p> <p>A2. Continue district-wide implementation of Social Emotional Learning framework.</p> <p><u>Ongoing Operational Work:</u></p> <p>A3. Align Belmont curriculum to new state frameworks for science.</p> <p>A4. Improve the use of common assessment data at middle and high schools.</p> <p>A5. Continue district-wide implementation of state model for English language learners.</p>
B.	<p><i>To support continuous improvement and overall programmatic and fiscal stability by</i></p> <ul style="list-style-type: none">• engaging administrators, teachers, students, and community stakeholders in generally accepted practices of long-term strategic planning.	<p><u>Ongoing Operational Work:</u></p> <p>B1. Continue to review current special education programs and service-delivery models to improve in-district capacity to meet a variety of special education needs.</p> <p>B2. Develop, communicate, quantify, and incorporate into the budget an annual plan for preventative maintenance of school facilities.</p> <p>B3. Implement short and long term plans to address increasing enrollment including space, staff, and resources.</p> <p>B4. Continue to develop a fiscal management plan for texts, materials, supplies, furniture, technology, and substitutes.</p> <p>B5. Establish consistent safety protocols, provide training, and practice them in all schools.</p> <p>B6. Implement the Technology Plan for technology infrastructure and integration in support of teaching and learning.</p> <p>B7. Review and respond to NEASC findings at BHS.</p> <p>B8. Develop 2017-2022 Strategic Plan.</p>

C.	<p><i>To ensure that students receive instruction from consistently highly qualified educators who pursue continuous improvement of their art by</i></p> <ul style="list-style-type: none"> • hiring well-prepared and diverse professionals, • sustaining continuous professional development by means of clear and coherent plans, and • implementing a successful educator evaluation system in line with new Commonwealth standards. 	<p><u>Ongoing Operational Work:</u></p> <p>C1. Continue to expand professional personnel recruitment to increase the diversity of the applicant pool.</p> <p>C2. Develop a sustainable substitute system.</p>
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II. FY18 BUDGET OVERVIEW

The School Department participated in the Financial Task Force Committee (FTF) in an attempt to find ways to take a long view of our fiscal stability. The FTF reviewed the last five years of spending and budgeting for the Town (and schools) and began the process of projecting the Town's expenditures and revenue over the next three to five years. This process was very helpful to the schools as it was the mechanism for putting together a Three Year Fiscal Plan. The FY18 Budget represents year three of this plan and it includes five additional FTEs to support growing enrollment and student needs. The FY18 Budget Overview section includes information regarding the following:

- Historical Enrollment Trend (Chart #1)
- Projected Future Enrollment Trend (Chart #2)
- English Language Learner Enrollment (Chart # 3a & 3b)
- Out of District Placement Trend (Chart #4)
- Per Pupil Spending Comparison (Chart #5)
- Financial Highlights
- School Department Initiatives
- Budget Objectives
- Technical Budget Assumptions
- Primary Cost Drivers
- Unknown Variables
- Three Year Fiscal Plan, Staffing Plan – Original and Updated (Chart # 6a & 6b)

HISTORICAL ENROLLMENT TREND

Chart #1

	Oct. 1, 2009	Oct. 1, 2010	Oct. 1, 2011	Oct. 1, 2012	Oct. 1, 2013	Oct. 1, 2014	Oct. 1, 2015	Oct. 1, 2019
BPS K-12 Enrollment	3905	3877	3900	3994	4136	4222	4303	**4705
Difference, year to year		-28	23	94	142	86	81	
			Difference, 2009 to 2015				398	**402
			Difference, 2009 to 2019					**800

Enrollment Projections based on NESDEC Plus 30 Index with Uplands and Cushing Square taken into consideration **

PROJECTED FUTURE ENROLLMENT TREND

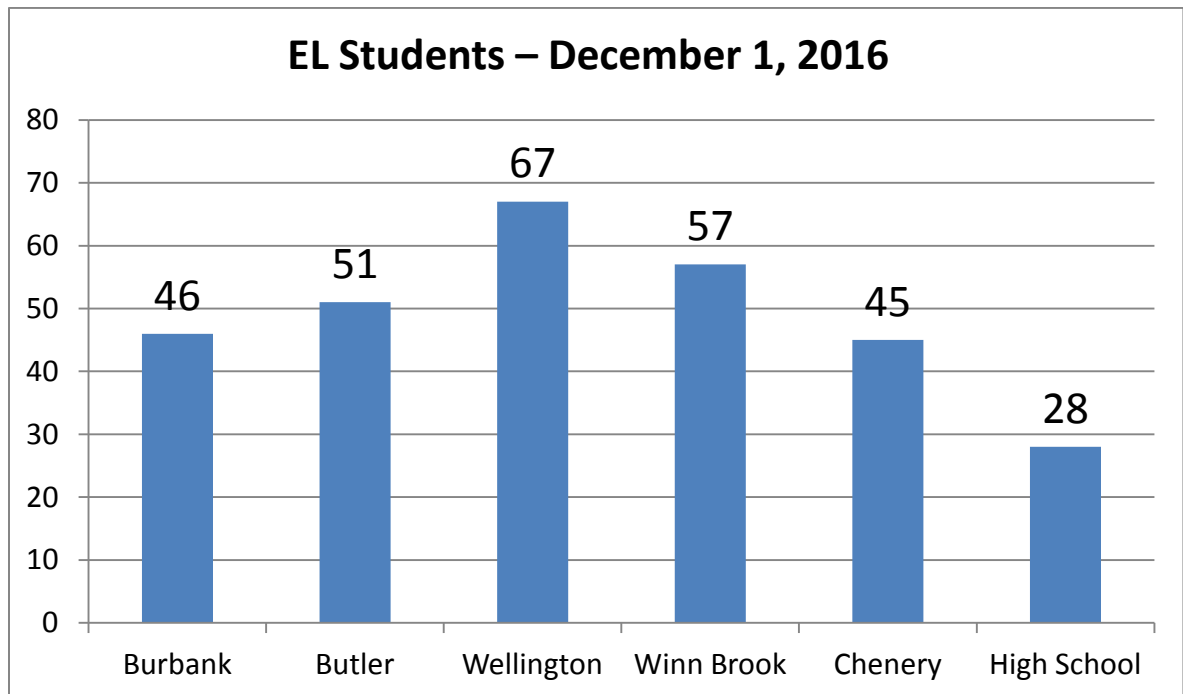
Chart #2

Belmont Public Schools Enrollment Forecast

Grade	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Elementary	1785	1824	1836	1805	1832	1830	1827	1823	1820
Middle	1359	1388	1419	1490	1491	1528	1539	1513	1546
BHS	1264	1301	1320	1360	1398	1427	1458	1528	1522
Total	4408	4513	4575	4655	4721	4785	4824	4864	4888

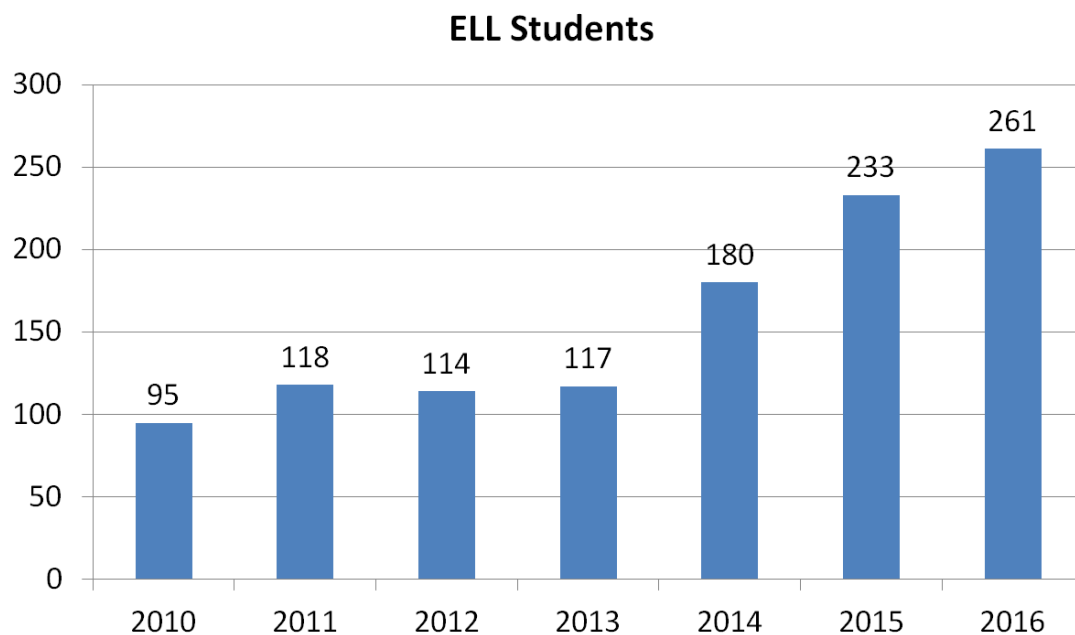
*Data Source: McKibben Associates, October, 2016

ENGLISH LANGUAGE LEARNER ENROLLMENT – BY SCHOOL
Chart # 3a



December 1, 2016 EL student total is 294

ENGLISH LANGUAGE LEARNER ENROLLMENT – TOTAL STUDENTS DISTRICT-WIDE
Chart # 3b



Note that since this information was compiled as of December, 2015, As of May 15, the district ELL population had increased to 289 students.

OUT OF DISTRICT (OOD) 2012 THROUGH APRIL, 2017
Chart #4

Year	June, 2012	June, 2013	June, 2014	June, 2015	June, 2016	April, 2017
# of OOD Students	91	81	87	97	99	108

Financial Impact:

- The average cost per OOD pupil is approximately \$65,000 per student inclusive of transportation
- The average range of the cost per OOD pupil is from \$50,000 - \$150,000 per student, inclusive of transportation

PER PUPIL SPENDING COMPARISON

- The district conducted a review of average per pupil expenditures (PPE) reported by the Department of Elementary and Secondary Education (DESE) from FY11-FY15 (the most recent year available)
- Belmont PPE was compared to cohort districts, selected on the basis of:
 - Comparable districts
 - Level 1 districts
 - Neighboring communities
- Cohort districts included are:

Acton Boxboro	Cambridge	Milton	Wayland
Acton-Boxborough	Concord	Newton	Wellesley
Arlington	Concord Carlisle	Sharon	Westborough
Bedford	Dover	Sherborn	Westford
BELMONT	Dover-Sherborn	Sudbury	Weston
Brookline	Lexington	Waltham	Westwood
Burlington	Marblehead	Watertown	Winchester

- Findings
 - Belmont has consistently spent less on a per pupil basis than the state average, and the average of cohort districts.
 - Belmont ranks 25th or 26th in per pupil spending among 28 cohort districts from FY11-FY15 (i.e. only two or three of the cohort districts spend less per pupil than Belmont).

PER PUPIL EXPENDITURES (PPE) - BELMONT COMPARED TO STATE AVERAGE AND TO COHORT DISTRICTS

Chart # 5

DISTRICT	FY11 \$	FY12 \$	FY13 \$	FY14 \$	FY15 \$
State Average	13,354	13,637	14,022	14,518	14,920
BELMONT	11,969	12,259	12,659	12,799	13,029
State Ave vs. BELMONT	1,385	1,378	1,363	1,718	1,891
% \$PPE Below State Average	11.60%	11.20%	10.80%	13.40%	14.50%
Average of Cohort	15,481	15,753	16,250	16,702	17,364
BELMONT	11,969	12,259	12,659	12,799	13,029
Cohort Ave vs. BELMONT	3,512	3,494	3,591	3,903	4,336
% \$PPE Below Cohort Average	29.30%	28.50%	28.40%	30.50%	33.30%

FY18 BUDGET FINANCIAL HIGHLIGHTS

The FY18 School Department Budget includes:

- General Fund budget allocation increase from \$50,126,583 in FY17 to \$52,969,484 in FY18, for a total increase of \$2,842,901 or 5.7%.
- All FY17 positions (FTEs) : \$ 36,104,963
- Five additional positions (FTEs) outlined in School (Task Force) Plan, to address existing and anticipated student enrollment at an FY18 budget of \$331,668:
 - 3.0 FTE Elementary Classroom Teachers to address increasing enrollment
 - 1.0 FTE Elementary Unified Arts Teacher
 - 0.6 FTE High School Unified Arts Teacher
 - 0.4 FTE Middle School Special Education Teacher
- Funding health insurance premiums for FY17 and FY18 additional positions at 9% over FY17 rates, for an FY18 General Fund budget of \$6,294,282.
- Funding for Special Education contract services and transportation at projected FY17 cost levels, plus Task Force annual index factor of 7%, for an FY18 budget of \$2,323,175.
- Special Education out-of-district tuitions are budgeted at an increase of 0% over FY17.
 - An additional 7% in out-of-district tuition costs will be charged to State Circuit Breaker carry over funds allocated to the district in FY17.
 - This is a one-time additional offset which is made possible by favorable State Circuit Breaker allocations in FY16 and FY17.
 - The 0% increase represents funds that the School Department agreed not to draw from the Town General Fund Budget in order to support the Override Stabilization Fund.
 - The FY18 General Fund Budget for out-of-district tuitions is \$4,778,593 (level-funded from FY17).
- One additional bus for regular day transportation (going from 7 to 8) is being added to support increasing ridership, for an FY18 General Fund budget of \$324,000.
- Centralizing funds for the strategic purchase of cyclical textbook and curriculum material needs: an additional \$20,445 has been allocated in the FY18 budget.
- Increased funding for professional development: an additional \$20,446 has been allocated in the FY18 budget.

FY18 SCHOOL DEPARTMENT INITIATIVES, GUIDED BY BELMONT PUBLIC SCHOOLS STRATEGIC PLAN

- To support the Strategic Plan of the Belmont Public Schools
- To continue the district-wide professional development for staff on Social Emotional Learning, to support the outcomes of the Achievement Gap Task Force (A.1, A.2)
- Implementation of Year Three of the Three Year Budget Plan of the Financial Task Force Committee budget to address class size issues, to engage students in educationally beneficial programming (B.3)
- Continued review of class sizes and control of elementary assignments with planning for projected enrollment increases (B.3)
- To increase teaching and learning spaces throughout the district by implementing the recommendations of the Space Task Force (B.1, B3)
- Continue to monitor and analyze the deployment of Student Services funding in the FY18 budget to address mandated costs; simultaneously review and improve the budget tracking systems in these areas (B.1)
- Expansion of iPad instructional models (1:1 for all students in grades 9, 10,11, and 12 at BHS) (B.4)
- Professional development focus areas preK-12: curriculum and assessment development and review; technology tools and applications to improve instruction, teaching English Language Learners, shared inquiry circles to develop critical thinking skills, social emotional learning to improve the district's capacity to engage and support all learners (A.1, A.2, A.3, A.5, B.4)
- Development of a prioritized three year plan for textbook (and ebook) adoption in all curriculum areas (B.4)
- Review of security consultant report (to be submitted) and discussion of next steps for enhancements and implementation of recommendations from special advisory group on safety and security (B.5)

FY18 BUDGET OBJECTIVES

- Align FY18 budget to the priorities of the district strategic plan
- Maintain rigorous and high quality of instruction and student engagement for all students
- To the best of our ability, maintain the staffing levels commensurate to the increase in enrollment needed to maintain the existing quality of educational services to our students
- Maintain the well-rounded education comprised of rigorous academics, strong performing arts, high participation in athletics, extra-curricular experiences, and community service
- Maintain Belmont as a Level 1 (highest performance rating) District
- Meet existing contractual commitments
- Maintain and support the continuous improvement of our staff through professional development
- To the extent possible, address increasing class sizes and program offerings
- Maintain existing facilities and avoid deferred maintenance
- Maintain competitive compensation to attract and retain high quality teachers and administrators
- Meet the space challenges presented by continued increased enrollment

TECHNICAL BUDGET ASSUMPTIONS

- School General Fund Budget for FY18 is \$52,969,484
- Roll forward all existing positions; and add 5 FTEs as provided for in Year 3 of the Financial Task Force (FTF) Committee Budget
- Health insurance premiums are budgeted to increase by 9% over FY17 rates
- Special Education out-of-district tuition General Fund budget is 0% increase over the FY17 General Fund Budget
 - The School Department forewent the additional 7% increase (per FTF model) to allocate an additional \$334,502 to the Town-wide Override Stabilization Fund to further partner with the Town in extending the effect of the override funds from FY16
 - The School Department will utilize State Circuit Breaker carry-over funds allocated in FY17, as a one-time offset
- An additional regular education school bus budgeted for FY18 (for a total of eight buses), due to increased enrollment ridership
- Remaining General Fund budget categories are indexed at the prescribed Financial Task Force model rates
- The School Department will be seeking Capital Funds to support the expansion of 4 additional classrooms through the procurement of modular space, and purchase of furniture, technology, and instructional supplies for all 4
- Federal grants budgeted in FY18 as level funded from FY17 plus contractual increases for staff allocated to grants
- User fees will remain the same for FY18

PRIMARY COST DRIVERS

- Student enrollment has increased by approximately 100 students each year for the past 5 years
- Enrollment is expected to increase by an estimated 100 students through FY20
- Consistently increasing enrollment for multiple years has resulted in the need for:
 - Addition of professional and non-professional staff
 - Increase in supports for services for mandated costs (Special Education and English Language Learners)
 - Maintain level of purchases texts/materials/supplies, technology, equipment, furniture
 - Additional transportation services for regular education and Special Education
- Health insurance premiums increasing by 9% for FY18, for existing and new staff being added

UNKNOWN VARIABLES

- Further increases in student enrollment, and the cost of the corresponding additional student supports needed, especially in the areas of ELL, Special Education and Space needs
- Increases or decreases in State and Federal Grants (METCO, Circuit Breaker Reimbursement, Title I, Title IIA, etc.) have not been finalized for FY18
- Cost to prepare for implementation of Belmont High School project recommendations that include modular classrooms in FY18

THREE YEAR FISCAL PLAN, STAFFING PLAN

**FY16 Budget – BPS Three Year Fiscal Plan – Additional Staffing
Chart #6a – Original Plan**

Level	Year One (2015-2016)	Year Two (2016-2017)	Year Three (2017-2018)
Elementary	1.0 Grade 4 Teacher 1.0 Kindergarten Teacher 1.0 Grade 1 Teacher	1.0 Grade 2 Teacher	1.0 Grade 3 Teacher
Middle	1.0 Grade 5 Teacher 1.0 Unified Arts Teacher	1.0 Unified Arts Teacher 1.0 Guidance Counselor	
High	3.0 FTEs for reduction of the non-engaged/non-scheduled students	1.0 FTE for reduction of the non-engaged/non-scheduled students 1.0 Guidance Counselor	1.0 FTE for reduction of the non-engaged/non-scheduled students
District-wide	2.0 English Language Learner Teachers		1.0 Technology Staff 1.0 Instructional Technology Specialist 1.0 SEL Staff Person
Total FTE Count	10.0	5.0	5.0

Chart #6b – Updated Plan

Level	Year One (2015-2016)	Year Two (2016-2017)	Year Three (2017-2018)
Elementary	1.0 Grade 4 Teacher (1.0 Kindergarten Teacher) moved to FY17	1.0 Grade 2 Teacher 1.0 Kindergarten Teacher (from FY16)	1.0 Grade 3 Teacher 4.0 Teachers
Middle	1.0 Grade 5 Teacher 1.0 Guidance Counselor ← (from FY17) 1.0 Unified Arts Teacher	1.0 Unified Arts Teacher (1.0 Guidance Counselor) moved to FY16 1.0 Special Education Teacher	0.4 Special Education Teacher
High	3.0 FTEs for reduction of the non-engaged/non-scheduled students	1.0 FTE for reduction of the non-engaged/non-scheduled students 1.0 Guidance Counselor	1.0 0.6 FTE for reduction of the non-engaged/non-scheduled students
District-wide	2.0 English Language Learner Teachers		1.0 Technology Staff 1.0 Instructional Technology Specialist 1.0 SEL Staff Person
Total FTE Count	10.0	5.0	5.0

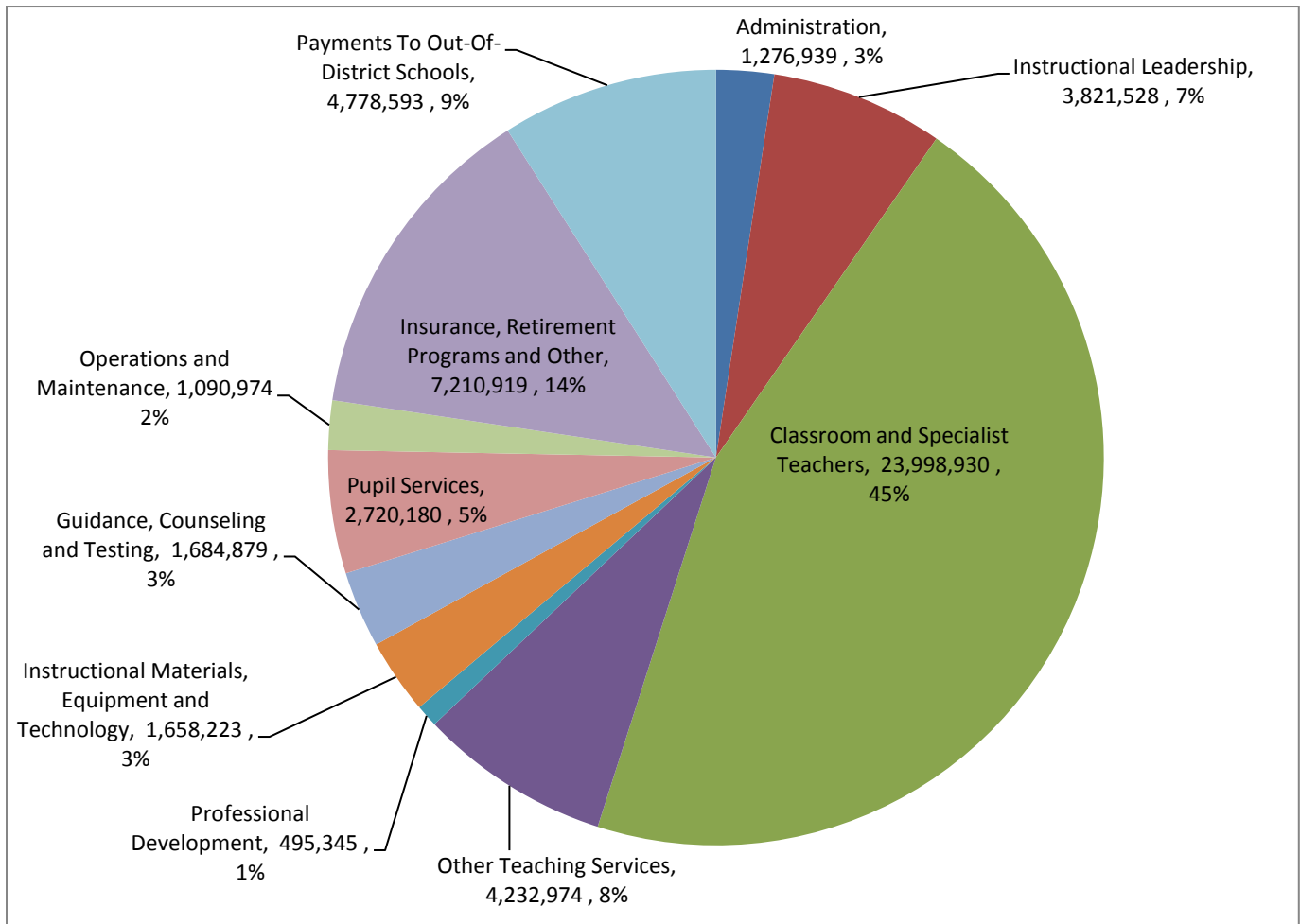
III. FY18 BUDGET DETAILS

The following charts and data are included to provide clarity and transparency in the School Department's budget request in showing amounts budgeted by program and category of expenditures; as well as amounts budgeted from general funds, state and federal grants, and revolving accounts. The FY18 Budget Details section includes:

- FY18 Budget: Distribution of Proposed General Fund Allocations by DESE Functions Pie Chart (Chart #7)
- FY18 Budget: Distribution of Proposed General Fund Allocations by DESE Functions Table (Chart #8)
- FY18 Budget Overview: General Fund Only (Chart #9)
- FY18 Budget Overview: All Funding Sources (Chart #10)
- Proposed FY18 School Budget (All Funding Sources) (Chart #11)
- Summary of FY18 Proposed Budget by Program (General Fund) (Chart #12)
- Summary of FY18 Proposed budget by Grant and Revolving Account (Chart #13)
- Current Belmont Public Schools Enrollment (Chart #14)
- Enrollment by Race/Ethnicity and Selected Populations (Chart #15)
- FY18 Capital Budget Request

As stated previously, the entire School Department budget is posted to the Belmont Public Schools website at <http://www.belmont.k12.ma.us/bps/Administration/School-Budget>

DISTRIBUTION OF PROPOSED GENERAL FUND ALLOCATIONS
FY18 School General Fund Budget by Department of Elementary and Secondary Education (DESE)
Function Category
Chart #7



DISTRIBUTION OF PROPOSED GENERAL FUND ALLOCATIONS - FY18 School General Fund
Budget by DESE Function Category
Chart #8

Function (DESE Categories)		FTE	\$	% of Total
1	Administration	10.01	1,276,939	2.4%
2	Instructional Leadership	53.16	3,821,528	7.2%
3	Classroom and Specialist Teachers	283.51	23,998,930	45.3%
4	Other Teaching Services	86.35	4,232,974	8.0%
5	Professional Development	2.00	495,345	0.9%
6	Instructional Materials, Equipment and Technology	0.67	1,658,223	3.1%
7	Guidance, Counseling and Testing	19.88	1,684,879	3.2%
8	Pupil Services	9.75	2,720,180	5.1%
9	Operations and Maintenance	18.80	1,090,974	2.1%
10	Insurance, Retirement Programs and Other	-	7,210,919	13.6%
11	Payments To Out-Of-District Schools	-	4,778,593	9.0%
TOTAL EXPENDITURES		484.13	52,969,484	100.0%

FY18 BUDGET OVERVIEW: GENERAL FUND ONLY

Chart #9

GENERAL FUND ONLY	FY17 Budget	FY18 Budget	Change (FY18-FY17)	Change (%)
Salaries & Fringe	41,394,968	43,991,020	2,596,052	6.3%
Instructional Expenditures (supplies, materials, software)	1,355,789	1,422,980	67,191	5.0%
Operations (Central Office, IT, reg. ed. transport, maintenance, utilities)	712,041	762,186	50,145	7.0%
SPED (tuition, transport, expenses)	6,663,785	6,793,298	129,513	1.9%
Total	50,126,583	52,969,484	2,842,901	5.7%
Total Salary & Fringe	41,394,968	43,991,020	2,596,052	6.3%
Total Non-Salary	8,731,615	8,978,464	246,849	2.8%
Grand Total	50,126,583	52,969,484	2,842,901	5.7%

FY18 BUDGET OVERVIEW: ALL FUNDING SOURCES

Chart #10

ALL FUNDS: incl. General Fund, Grants, Rev. Accts.	FY17 Budget	FY18 Budget	Change (FY18-FY17)	Change (%)
Salaries & Fringe	44,009,040	46,548,663	2,539,624	5.8%
Instructional Expenditures (supplies, materials, software)	1,596,589	1,585,205	-11,384	-0.7%
Operations (Central Office, IT, reg. ed. transport, maintenance, utilities)	2,344,950	2,514,407	169,458	7.2%
SPED (tuition, transport, expenses)	8,944,064	9,355,139	411,075	4.6%
Total	56,894,642	60,003,414	3,108,772	5.5%
Total Salary & Fringe	44,009,040	46,548,663	2,539,624	5.8%
Total Non-Salary	12,885,603	13,454,751	569,149	4.4%
Grand Total	56,894,642	60,003,414	3,108,772	5.5%

PROPOSED FY18 SCHOOL BUDGET (ALL FUNDING SOURCES)

Chart #11

	FY17 BUDGET	FY18 BUDGET	CHANGE FY18-FY17	
GENERAL FUND	50,126,583	52,969,484	2,842,901	5.7%
GRANTS and REVOLVING	6,768,059	7,033,930	265,872	3.9%
TOTAL	56,894,642	60,003,414	3,108,772	5.5%

SUMMARY OF FY18 PROPOSED BUDGET BY PROGRAM (General Fund)

Chart #12

	BUDGET FY16 FTE	BUDGET FY16 \$	BUDGET FY17 FTE	BUDGET FY17 \$	BUDGET FY18 FTE	BUDGET FY18 \$	CHANGE: FY17 VS FY18		
							FTE	\$	%(\$)
REGULAR INSTRUCTION									
1 English, Grades 5-12	24.70	2,035,813	25.80	2,142,725	25.30	2,156,907	(0.50)	14,182	0.66%
2 Reading, Grades K-8	8.85	792,108	8.15	759,372	8.74	820,512	0.59	61,140	8.05%
3A-D Elementary, grades 1-4	65.90	5,005,466	68.27	5,161,087	70.19	5,279,328	1.92	118,241	2.29%
4 Fine Arts Supervisory	1.30	113,308	1.30	117,785	1.30	124,003	-	6,218	5.28%
5 Art, Grades 1-12	11.20	1,012,567	11.70	1,074,528	11.20	1,083,802	(0.50)	9,274	0.86%
6 Music, Grades K-12	10.77	897,693	10.47	882,230	10.17	902,203	(0.30)	19,973	2.26%
7 Theater Arts, Grades 7-12	0.20	13,000	0.40	22,990	0.40	49,118	-	26,128	113.65%
8 Kindergarten	9.70	755,247	8.70	708,951	8.70	740,820	-	31,869	4.50%
9 Mathematics, Grades 5-12	25.75	2,045,656	26.15	2,002,706	27.16	2,166,616	1.01	163,910	8.18%
10 Physical Education, Grades K-12	9.55	730,645	10.35	799,220	10.25	835,910	(0.10)	36,690	4.59%
11 Science, Grades 5-12	25.40	2,118,368	25.60	2,256,036	25.40	2,261,870	(0.20)	5,834	0.26%
12 Health Education, Grades 6-12	2.10	149,143	1.80	136,861	3.60	273,718	1.80	136,857	100.00%
13 Technology Education, Grades 6-12	2.00	165,874	2.20	138,126	2.80	183,960	0.60	45,834	33.18%
14 Social Studies, Grades 5-12	26.10	2,044,227	25.80	2,108,194	26.30	2,230,638	0.50	122,444	5.81%
15 Foreign Languages, Grades 5-12	17.80	1,469,929	18.00	1,543,686	18.00	1,544,215	-	529	0.03%
SUBTOTAL	241.32	19,349,044	244.69	19,854,495	249.51	20,653,620	4.82	799,125	4.02%
SPECIAL INSTRUCTION									
20 ELL	8.60	600,890	9.00	589,551	10.00	726,064	1.00	136,513	23.16%
21 Early Childhood Education Pre-Kinder.	12.00	532,966	12.23	605,026	12.04	630,005	(0.19)	24,979	4.13%
22 Special Education, Grades K-12	103.70	11,156,394	105.44	12,628,508	104.80	12,817,516	(0.64)	189,008	1.50%
SUBTOTAL	124.30	12,290,250	126.68	13,823,085	126.84	14,173,585	0.17	350,500	2.54%
STUDENT & INSTRUCTIONAL SERVICES									
30 Athletics & Intramurals, Grades 5-12	1.00	325,888	1.00	348,293	1.00	386,162	-	37,869	10.87%
31 Student Activities, Grades 5-12	0.25	44,021	0.25	40,308	0.25	52,671	-	12,363	30.67%
32 Food Service	-	0	-	0	-	0	-	-	#DIV/0!
33 Guidance, Grades K-12	11.00	861,940	12.35	998,933	13.25	1,072,884	0.90	73,951	7.40%
34 Psychological Services, Grades Pre-K-12	6.83	529,164	6.83	551,240	7.63	650,680	0.80	99,440	18.04%
35 Health Services, Grades Pre-K - 12	7.90	640,412	8.10	687,015	8.50	752,637	0.40	65,622	9.55%
36 Library	5.94	272,275	6.23	289,480	5.93	291,059	(0.30)	1,579	0.55%
37 Technology & Audio Visual	10.00	1,249,093	9.50	1,293,775	9.50	1,308,808	-	15,033	1.16%
38 Curriculum Development	1.00	125,000	1.00	159,907	1.00	183,917	-	24,010	15.01%
39 Staff Development	1.00	248,800	1.00	270,667	1.00	293,128	-	22,461	8.30%
40 Substitutes	-	475,000	-	480,000	-	511,875	-	31,875	6.64%
41 METCO	-	0	-	0	-	0	-	-	#DIV/0!
42 Adult Education	-	0	-	0	-	0	-	-	#DIV/0!
52 Regular-Day Transportation	-	140,000	-	241,800	-	324,000	-	82,200	34.00%
SUBTOTAL	44.92	4,911,593	46.26	5,361,418	48.06	5,827,821	1.80	466,403	8.70%
OPERATIONS									
50 Buildings & Grounds	7.10	878,816	5.00	286,391	5.00	312,533	-	26,142	9.13%
51 Custodial Services	13.00	1,074,872	13.50	670,593	13.80	663,501	0.30	(7,092)	-1.06%
53 Utilities	-	1,444,889	-	0	-	0	-	-	#DIV/0!
SUBTOTAL	20.10	3,398,577	18.50	956,984	18.80	976,034	0.30	19,050	1.99%
LEADERSHIP & ADMINISTRATION									
60A-F Building Administration	31.72	2,026,618	31.30	2,082,991	30.91	2,141,101	(0.40)	58,110	2.79%
61 Central Administration	8.90	949,996	9.85	1,011,915	10.01	1,027,292	0.16	15,377	1.52%
62 Legal Services	-	169,950	-	201,950	-	171,950	-	(30,000)	-14.86%
63 School Committee	-	15,800	-	13,600	-	13,500	-	(100)	-0.74%
SUBTOTAL	40.62	3,162,364	41.15	3,310,457	40.92	3,353,843	(0.23)	43,386	1.31%
CONTRACT ALLOWANCE & FRINGE BENEFITS									
70 Contractual Allowance	-	179,656	-	185,904	-	773,662	-	587,758	316.16%
71 Fringe Benefits	-	6,368,586	-	6,634,241	-	7,210,919	-	576,678	8.69%
SUBTOTAL	-	6,548,242	-	6,820,145	-	7,984,581	-	1,164,436	17.07%
GRAND TOTAL	471.26	49,660,070	477.28	50,126,583	484.13	52,969,484	6.85	2,842,901	5.67%

SUMMARY OF FY18 PROPOSED BUDGET BY GRANT AND REVOLVING ACCOUNT
Chart #13

(Note: These are separate from the General Fund budget amount voted by Town Meeting.)

	Budget FY17	Budget FY18	
	\$	FTE	\$
GRANTS:			
SPED IDEA	882,022	-	1,009,496
SPED PROGRAM IMPROVEMENT	42,480	(stipends)	22,365
CIRCUIT BREAKER	1,413,257	-	1,614,845
TITLE IIA - TEACHER QUALITY	73,396	0.68	66,506
SPED PRE-K	26,327	0.28	27,066
SPED PRE-K Improvement	1,723	-	0
TITLE I	253,525	1.42	145,369
TITLE III	75,383	(stipends)	42,639
TITLE III Immigrant Support	16,575	(stipends)	16,575
TITLE III Summer Support	2,120	(stipends)	996
ACADEMIC SUPPORT	0	(stipends)	0
METCO	517,950	5.36	553,842
FULL DAY KINDERGARTEN GRANT	126,069	-	0
SUBTOTAL	3,430,826	7.74	3,499,698
REVOLVING ACCOUNTS:			
BHS ATHLETIC REVOLVING	493,870	(stipends)	492,731
CMS FINE ARTS, CLUBS & REVOLVING	48,156	(stipends)	78,251
TUITION - STUDENTS	141,649	1.51	143,557
BUSING FEES	200,000	-	252,000
FULL DAY KINDERGARTEN REVOLV	881,252	21.00	979,158
FOOD SERVICE	998,675	17.71	956,166
INSTRUMENTAL MUSIC REVOLVING	83,925	2.00	132,784
BHS FINE & PERM ARTS REV	127,646	(stipends)	129,058
BHS CLUBS & ACTIVITIES	25,724	(stipends)	14,628
ADULT ED	9,120	(stipends)	45,000
SATURDAY MORNING MUSIC	50,000	(stipends)	52,000
SUMMER SCHOOL	37,000	(stipends)	38,000
SCHOOL BUILDING RENTALS	205,215	0.30	185,900
SUBTOTAL	3,302,233	42.53	3,499,232
OTHER:			
TOWN TRANSFER-SHARED IT SUPPORT*	35,000	0.50	35,000
LABBB OOD TUITION CREDIT	0	-	0
SUBTOTAL	35,000	0.50	35,000
TOTAL GRANTS AND REVOLVING	6,768,059	50.77	7,033,930

*35,000 FOR TOWN SHARED IT SUPPORT WAS ALSO TRANSFERRED IN PREVIOUS FISCAL YEARS

CURRENT BELMONT PUBLIC SCHOOLS ENROLLMENT 4/1/2017

Chart #14

	Pre	K	1	2	3	4	5	6	7	8	9	10	11	12	Subtotals 2017	Subtotals 2016	Subtotals 2015
Wellington	23 26 13 12 0 74	24 24 23 24 24	22 23 21 22 22	25 24 25 24 25	25 24 24 24 25	24 23 24 23 24									74 592	70 579	72 557
Burbank		24 24 23	21 21 21	22 23 23 23	25 24 25	24 24 25									372	346	352
Butler		24 24 23 0	24 23 23 0	23 23 23 16	25 25 25 0	20 24 24 0									369	371	340
Winn Brook		24 23 24 24	23 22 22 22	24 24 24 23	26 24 25 25	23 24 25 23									474	457	456
Chenery M.S.							347	346	345	323					1361	1322	1283
Belmont H.S.											330	309	334	289	1262	1243	1231
TOTALS	74	356	332	394	371	354	1361				1262						

PRE
74

ELEMENTARY
1807

SECONDARY
2623

<i>DISTRICT</i> 2017 4504	<i>DISTRICT</i> 2016 4388	<i>DISTRICT</i> 2015 4291
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ENROLLMENT BY RACE/ETHNICITY AND SELECTED POPULATIONS (2016-17)**Chart #15**

Race	% of District	% of State
African American	3.5	8.9
Asian	18.1	6.7
Hispanic	4.2	19.4
Native American	0.1	0.2
White	67.4	61.3
Native Hawaiian, Pacific Islander	0.1	0.1
Multi-Race, Non-Hispanic	6.6	3.4
Title	% of District	% of State
First Language not English	21.2	20.1
English Language Learner	6.2	9.5
Students With Disabilities	10	17.4

FY18 CAPITAL BUDGET REQUESTFacilities

1. Town/School Security Upgrades Design (Year 4)
2. System Wide Building Envelope
3. Purchase Facilities HVAC Tech van
4. System Wide Univent Rebuild/Replacement
5. Chenery - Refinish gym floor
6. Butler Cafeteria Flooring - Asbestos & moisture mitigation

Technology

1. Chenery - Chromebooks and storage carts
2. Chenery - Replacement/upgrade of network wiring



BELMONT CONTRIBUTORY RETIREMENT SYSTEM

P.O. BOX 56 - 455 CONCORD AVENUE
TOWN HALL, BELMONT, MA 02478-0900
TEL (617) 993-2792 - FAX (617) 993-2793

THOMAS F. GIBSON
CHAIRMAN

ROSS C. VONA
ELECTED MEMBER

CHITRA SUBRAMANIAN
EX-OFFICIO MEMBER

WALTER D. WELLMAN
VICE-CHAIRMAN

JAMES SLOMAN
APPOINTED MEMBER

ANGELA M. OLSZEWSKI
EXECUTIVE DIRECTOR

DATE: March 2, 2016
TO: Board of Selectmen
FROM: Thomas F. Gibson, Chair, Belmont Retirement Board
RE: 2016 Investment Return and Town Meeting Warrant Articles

On behalf of the Belmont Retirement Board, I am pleased to advise the Board of Selectmen of the Belmont Retirement System's 2016 investment return of 8.9% (gross) and 8.3% (net). The 2016 return exceeds the System's newly assumed rate of investment return of 7.5%, and places the System in the 13th percentile of its peers nationwide. The market value of assets as of December 31, 2016 was \$91,213,418. The Retirement Board will continue to advise the Board of Selectmen on the System's investment performance and other funding and public employee retirement issues.

The Board also respectfully requests that four local option articles be presented to Town Meeting for approval. The selected local options were part of the significant changes to the public retirement benefit structure which have been enacted by the Legislature. The Board had delayed presentment of these options for a significant period in order to properly evaluate their impact and suitability. Other available local options have been reviewed and are not being presented.

The local options which are being presented are taken from three sources: Chapter 176 of the Acts of 2011, *An Act Providing for Pension Reform and Benefit Modernization*, an Act which substantively changed the retirement plan for public workers in Massachusetts by adjusting retirement benefits; Chapter 188 of the Acts of 2010, *An Act Relative To Municipal Relief*; and Chapter 139 of the Acts of 2012, the State Budget Act.

1. G.L. c. 32, § 101 Spousal Benefit

Section 65 of Chapter 139 of the Acts of 2012 provided an increase in the annual allowance payable to certain surviving spouses of accidental disability retirees to \$12,000. G.L. c. 32, § 101 provides a benefit to surviving spouses of disabled retirees who retired prior to 1997, and were precluded from selecting the Option C -- member survivor option. The Belmont Retirement System has three surviving spouses who would be impacted by acceptance of this local option. Upon acceptance, the annual allowances of the three individuals will be increased to \$12,000. For the State Teachers' Retirement System and State Employees Retirement Systems, this increase was automatic as of July 1, 2012. Acceptance would have a *de minimus* impact on the System's unfunded liability.

The Belmont Retirement Board has voted to accept this section and to recommend acceptance by Town Meeting.

2. G.L. c. 32, § 12(2)(d) Member-Survivor Minimum Benefit

Sections 29 and 30 of Chapter 176 of the Acts of 2011 provides an increase to the monthly minimum allowance payable to a survivor of a member of the Belmont Retirement System who dies while actively employed, to \$500. The Belmont Retirement System currently has four survivors who would be impacted by acceptance of the law. Payment of the increased minimum monthly benefit to eligible recipients is prospective only. For the State Teachers'

Retirement System and State Employees Retirement Systems, this increase was automatic as of April 2, 2012. Acceptance would have a *de minimus* impact on the System's unfunded liability.

The Belmont Retirement Board has voted to accept this section and to recommend acceptance by Town Meeting.

3. G.L. c. 32, § 103(j) – Increase to the Cost of Living Adjustment (COLA) Base

Section 19 of Chapter 188 of the Acts of 2010 provided for increases to the existing COLA base for retired members and beneficiaries of the public retirement systems, in increments of \$1,000. The retirement COLA, which has been factored into the System's funding schedule since 1998, is up to 3% of the first \$12,000 of benefits, or a maximum of \$360 yearly. The Belmont Retirement Board has voted to increase the COLA base to \$14,000, which would increase the maximum to \$420 yearly, or a potential increase of \$60 per year. Approval of the granting of a COLA is at the Board's discretion.

If approved, the recently extended funding schedule will be revised to anticipate the possibility of a 3% COLA each year on the first \$14,000. The Retirement Board's actuary will provide an estimate of the impact of the COLA base increase to the funding schedule.

Notwithstanding, the Legislature has made changes to the definition of pensionable compensation and to the retirement formula for employees hired after April 2, 2012 which will help to offset any increase to the System's unfunded liability. Further, as the Board of Selectmen are aware, the retirement contributions of a long term Group 1 employee who entered the retirement system after July 1, 1996 will fund most, if not all, of his or her retirement benefit, assuming investment targets are met.

The Belmont Retirement Board has voted to accept this section so as to increase the COLA base to \$14,000 and to recommend acceptance by Town Meeting.

4. G.L. c. 32, § 20(6) – Board Stipend

Section 34 of Chapter 176 of the Acts of 2011 provides an increase to the stipend available to members of the Belmont Retirement Board to not more than \$4,500 per year. By taking favorable action on this Article, the Town will accept a local option which increases the stipend available to be paid to members of the Belmont Retirement Board from the current stipend amount of \$3,000, previously accepted by Town Meeting in 1997, to \$4,500 per year.

By including this provision in Chapter 176 of the Acts of 2011, *An Act Providing for Pension Reform and Benefit Modernization*, the Legislature recognized the significant enhancements it was mandating to the governance and operations of the Commonwealth's retirement boards. The Act requires that all retirement board members follow enhanced procurement requirements and apply increased fiduciary oversight of the retirement system's investments. Retirement board members are required to complete mandatory education and training, and must file annual statements of financial interests and acknowledgements of compliance with the conflict of interest and public employee retirement laws. Penalties for non-compliance are substantial, and non-compliance may be considered a breach of fiduciary obligations for which a Board member would be personally liable.

In recognition of the increased responsibilities and accountability of retirement board members, the Legislature provided a local option amendment to G.L. c. 32 § 20(6) which increases the stipend to be paid to board members in an amount "not less than \$3,000 and not more than \$4,500 per year." As are all expenses of the System's operations, payment of the stipend is made from "funds under the control of the board," and is funded from the System's return on investments. Action by the Retirement Board is not required in the acceptance process.

While further specific financial details will be forthcoming, it is respectfully requested that the above four items be included in the warrant for Town Meeting. Thank you for your courtesy in this regard.



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Kathleen A. Riley, FSA, MAAA, EA
Senior Vice President and Actuary
kriley@segalco.com

March 17, 2017

Belmont Contributory Retirement System
455 Concord Avenue
Belmont, MA 02478-0900

Subject: Costs of Increasing the Option D Minimum Survivor Benefit, the Section 101 Death Benefit and the COLA Base

Dear Board Members:

As requested, we have estimated the impact of increasing the Option D Minimum Survivor Benefit, the Section 101 Death Benefit and the COLA Base. For this study, we have assumed the fiscal 2018 appropriation has already been budgeted. These changes will first be reflected in the fiscal 2019 appropriation.

The funding schedule included in the January 1, 2016 Actuarial Valuation and Review dated January 6, 2017 fully funds the actuarial accrued liability of the Belmont Contributory Retirement System by fiscal 2029 with total payments increasing 6.97% for fiscal 2018 and fiscal 2019 and 4.45% per year thereafter. We have incorporated the additional cost of each change into the funding schedule by adding an amount to the fiscal 2019 appropriation, with future appropriations increasing by 4.45% per year thereafter.

The impact on the fiscal 2019 appropriation of the required increases is greater than the impact on the fiscal 2016 appropriation shown in our letter dated March 12, 2015 due to the changes in assumptions made in the 2016 valuation, the fact that there is one less year to fund the increases and the change in the funding schedule to lower the annual rate of increase in the appropriation which increases the initial payment.

12D Option D Minimum Survivor Benefit Increase

We have estimated the cost of increasing the \$250 per month minimum allowance contained in M.G.L. Chapter 32, Section 12 to \$500 per month in accordance with Section 30 of Chapter 176. This change would apply to all participants whose beneficiaries are currently receiving a minimum survivor benefit that is less than \$500 per month and to future beneficiaries. Our estimates are based on data supplied by the Retirement System for four eligible beneficiaries currently receiving Section 12 benefits of less than \$500 per month. The total additional monthly benefit is \$508.

We have estimated that increasing the Option D Minimum Survivor Benefit to \$500 increases the fiscal 2019 appropriation by \$13,805.

Section 101 Death Benefit Increase

We have estimated the cost of increasing the Section 101 death benefits from \$6,000 to \$9,000 and to \$12,000. Our estimates are based on data supplied by the Retirement System for three beneficiaries receiving Section 101 benefits. We have estimated that increasing the Section 101 Death Benefit to \$9,000 increases the fiscal 2019 appropriation by \$8,850 and increasing the Section 101 Death Benefit to \$12,000 increases the fiscal 2019 appropriation by \$21,080.

COLA Base Increase

We have estimated the cost of increasing the Cost of Living Adjustment (COLA) base effective July 1, 2017 from \$12,000 to \$14,000. We have estimated that increasing the COLA base to \$14,000 increases the fiscal 2019 appropriation by \$235,150.

Additional details on the change in the unfunded liability, normal cost and fiscal 2019 appropriation are shown in the attached table.

Please refer to our January 1, 2016 Actuarial Valuation and Review dated January 6, 2017 for the data, assumptions and plan of benefits underlying these calculations.

This report was prepared in accordance with generally accepted actuarial principles and practices at the request of the Board to assist in administering the Retirement System.

The measurements shown in this actuarial valuation may not be applicable for other purposes. Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period); and changes in plan provisions or applicable law.

The actuarial calculations were directed under my supervision. I am a member of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion herein. To the best of my knowledge, the information supplied in this actuarial valuation is complete and accurate. Further, in my opinion, the assumptions as approved by the Board are reasonably related to the experience of and the expectations for the Plan.

Please let us know if you have any questions or need any additional information.

Sincerely,



Kathleen A. Riley, FSA, MAAA, EA

KCR/an

Enclosure

Belmont Contributory Retirement System

Impact of Benefit Improvements

	Current	Increase in Minimum Survivor Benefit	Section 101 Death Benefit		COLA Base Increase as of July 1, 2017 \$14,000
			\$9,000	\$12,000	
July 1, 2017 Unfunded Liability	\$76,129,597	\$76,213,827	\$76,206,812	\$76,313,492	\$77,871,685
Additional Cost		84,230	77,215	183,895	1,742,088
Percent Increase		0.11%	0.10%	0.24%	2.29%
July 1, 2018 Employer Normal Cost	\$1,817,543	\$1,821,934	\$1,817,543	\$1,817,543	\$1,855,031
Additional Cost		4,391	0	0	37,488
Percent Increase		0.24%	0.00%	0.00%	2.06%
Fiscal 2019 Appropriation	\$9,643,193	\$9,656,998	\$9,652,043	\$9,664,273	\$9,878,343
Additional Cost		13,805	8,850	21,080	235,150
Percent Increase		0.14%	0.09%	0.22%	2.44%



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Kathleen A. Riley, FSA, MAAA, EA
Senior Vice President and Actuary
kriley@segalco.com

March 30, 2017

Belmont Contributory Retirement System
455 Concord Avenue
Belmont, MA 02478-0900

Subject: Costs of Increasing the COLA Base - Revised

Dear Board Members:

This letter revises our letter dated March 17, 2017 and provides the impact on the fiscal 2019 appropriation of increasing the COLA base to \$14,000 effective date to July 1, 2018, rather than one year earlier shown in the previous letter.

The funding schedule included in the January 1, 2016 Actuarial Valuation and Review dated January 6, 2017 fully funds the actuarial accrued liability of the Belmont Contributory Retirement System by fiscal 2029 with total payments increasing 6.97% for fiscal 2018 and fiscal 2019 and 4.45% per year thereafter. We have incorporated the additional cost of increasing the COLA base into the funding schedule by adding an amount to the fiscal 2019 appropriation, with future appropriations increasing by 4.45% per year thereafter.

COLA Base Increase

We have estimated the cost of increasing the Cost of Living Adjustment (COLA) base effective July 1, 2018 from \$12,000 to \$14,000. We have estimated that increasing the COLA base to \$14,000 increases the July 1, 2018 Unfunded Liability by \$1,722,000, the July 1, 2018 employer normal cost by \$37,000 and the fiscal 2019 appropriation by \$219,100.

Please refer to our January 1, 2016 Actuarial Valuation and Review dated January 6, 2017 for the data, assumptions and plan of benefits underlying these calculations.

This report was prepared in accordance with generally accepted actuarial principles and practices at the request of the Board to assist in administering the Retirement System.

The measurements shown in this actuarial valuation may not be applicable for other purposes. Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period); and changes in plan provisions or applicable law.

The actuarial calculations were directed under my supervision. I am a member of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion herein. To the best of my knowledge, the information supplied in this actuarial valuation is complete and accurate. Further, in my opinion, the assumptions as approved by the Board are reasonably related to the experience of and the expectations for the Plan.

Please let us know if you have any questions or need any additional information.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Kathleen Riley', is written over the printed name.

Kathleen A. Riley, FSA, MAAA, EA

KCR/an

8516878V5/14077.003

RETIREMENT BOARD WARRANT ARTICLES

G.L. c. 32, s. 12(2)(d) Member-Survivor Minimum Benefit

- Benefit payable to spouses of members who died in service
- Acceptance will increase monthly benefit from \$250 to \$500
- 4 spouses currently affected
- Estimated additional cost to FY 2019 appropriation = \$13,805

G.L. c. 32, s. 101 Spousal Benefit

- Prior to 1997, accidental disability retirees unable to select option c, the joint & survivor benefit
- Benefit paid to spouses of retirees who die from a cause not related to the disability
- Acceptance will increase benefit to \$12,000 annually
- 3 survivors currently collecting this benefit; 20 living disability retirees in this group
- Estimated additional cost to FY2019 appropriation = \$21,000

COLA Base

- COLA base has been \$12,000 since 1998 (Chapter 17 of the Acts of 1997)
- Current maximum COLA is 3% of \$12,000 = \$30/month or \$360/year
- Increasing base to \$14,000 = max COLA of \$35/month or \$420/year
- Retiree health insurance rates projected to increase by 9% for FY 2018
- Estimated additional cost to FY 2019 appropriation = \$219,100

Retirement Board Stipend

- Currently \$3000/year; local option approved by Town Meeting in 1997
- Request to increase to \$4500/year
- Stipend paid from investment income
- Fiduciary obligation to manage complex investment portfolio valued at \$91,213,418 as of 12/31/2016
- Must file annual statement of financial interests: board members must disclose information regarding themselves and immediate family members
- Education credits: must complete minimum of 18 hours of training during each three-year term

COLA Base Above \$12,000**Fiscal Year Eff. Date**

1. Adams Retirement Board	\$14,000	2013
2. Amesbury Retirement Board		
3. Andover Retirement Board		
4. Arlington Retirement Board	\$15,000	2014
5. Attleboro Retirement Board		
6. Barnstable County Retirement Board	\$16,000	2016
7. Belmont Retirement Board		
8. Berkshire County Retirement Board	\$14,000	2012
9. Beverly Retirement Board		
10. Blue Hills Retirement Board	\$16,000	2012
11. Boston Retirement Board	\$13,000	2013
12. Braintree Retirement Board		
13. Bristol County Retirement Board	\$18,000	2016
14. Brockton Retirement Board		
15. Brookline Retirement Board	\$13,000	2013
16. Cambridge Retirement Board	\$14,000	2013
17. Chelsea Retirement Board		
18. Chicopee Retirement Board	\$15,000	2014
19. Clinton Retirement Board	\$14,000	2013
20. Concord Retirement Board		
21. Danvers Retirement Board	\$13,000	2017
22. Dedham Retirement Board	\$15,000	2016
23. Dukes County Retirement System	\$14,000	2014
24. Easthampton Retirement Board	\$14,000	2016
25. Essex Regional Retirement Board	\$13,000	2013
26. Everett Retirement Board	\$14,000	2013
27. Fairhaven Retirement Board	\$13,000	2017
28. Fall River Retirement Board		
29. Falmouth Retirement Board		
30. Fitchburg Retirement Board		
31. Framingham Retirement Board		
32. Franklin Regional Retirement Board	\$17,000	2017
33. Gardner Retirement Board s	\$13,000	2013
34. Gloucester Retirement Board	\$14,000	2012
35. Greater Lawrence Retirement Board		
36. Greenfield Retirement Board	\$14,000	2012
37. Hampden County Retirement Board	\$18,000	2014
38. Hampshire County Retirement Board	\$13,000	2014

82. Saugus Retirement Board		
83. Shrewsbury Retirement Board		
84. Somerville Retirement Board	\$13,000	2017
85. Southbridge Retirement Board		
86. Springfield Retirement Board	\$13,000	2014
87. STATE	\$13,000	2011
88. STATE TEACHERS	\$13,000	2011
89. Stoneham Retirement Board	\$13,000	2012
90. Swampscott Retirement Board	\$13,000	2012
91. Taunton Retirement Board	\$15,000	2016
92. Wakefield Retirement Board		
93. Waltham Retirement Board	\$14,000	2012
94. Watertown Retirement Board	\$13,000	2016
95. Webster Retirement Board	\$16,000	2013
96. Wellesley Retirement Board	\$15,000	2014
97. West Springfield Retirement Board	\$13,000	2014
98. Westfield Retirement Board	\$13,000	2014
99. Weymouth Retirement Board		
100. Winchester Retirement Board		
101. Winthrop Retirement Board		
102. Woburn Retirement Board		
103. Worcester Retirement Board	\$13,000	2012
104. Worcester Regional Retirement Board	\$16,000	2016

Source: PERAC: <http://www.mass.gov/perac/board-info/boardopt-17.html>



TOWN OF BELMONT
OFFICE OF THE BOARD OF SELECTMEN
455 CONCORD AVENUE
BELMONT, MASSACHUSETTS 02478

May 25, 2017

Dear Town Meeting Members:

I wanted to inform you that the **Report of the Capital Budget Committee FY2018** distributed for your information on May 16, 2017 has a clerical omission on page 19 under the ENTERPRISE FUNDS section of the report. The capital project description of the ***Sewer Drain Investigation, Evaluation and Repair*** is missing a word that makes a significant difference in the context of the project.

It should read as follows:

Sewer and Drain Investigation, Evaluation and Repair: This project will address potential problem areas where sewer lines could leak into **storm water** lines. The State DEP will provide a loan at a very low interest rate to defray the cost of the work.

This project is consistent with the Town concerns to continue working on resolution of the infiltration to storm water system and impact on the watershed areas within Belmont.

Thank you.

Sincerely,

Anne Marie Mahoney, Chair
Capital Budget Committee