



## TOWN OF BELMONT

455 CONCORD AVENUE  
BELMONT, MASSACHUSETTS  
02478

MICHAEL J. WIDMER  
TOWN MODERATOR

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617-489-1822 (home)

October 3, 2022

By Hand

Mark Paolillo, Chair Belmont Select Board  
455 Concord Avenue  
Belmont, MA 02478

Re: 2022 Special Town Meeting – Request to Call Meeting to be Held by Remote Participation

Dear Mr. Paolillo and Members of the Select Board:

I am hereby requesting, in my capacity as Town Moderator, that the Select Board call for the November 29, 2022 Special Town Meeting to be held through remote participation because of the public health and safety risk presented by holding a physical meeting with 300 people. This letter is intended to conform to the requirements of Chapter 22 of the Acts of 2022, Section 26 and Chapter 107 of the Acts of 2022.

Such a meeting would be conducted using a combination of technologies, described in more detail below, that will allow Town Meeting Members (TMMs) to see and hear the Moderator and all other participants, to be recognized and address the meeting, and to vote securely. This combination of technologies will allow non-TMMs to see and hear the proceedings and, when authorized in advance by the Moderator, to address the meeting in the same manner as is the practice in Belmont. It will allow TMMs to signal the Moderator when they wish to address the pending question and be put in line to speak, as is customary at live Town Meetings, to determine whether a quorum is present, to raise a point of order where appropriate, and to determine whether their votes have been properly recorded. The technologies will allow interested members of the public to watch the meeting remotely for purposes of witnessing the meeting and it allows for the meeting to be recorded so that the proceedings can be heard and viewed at a later time. Lastly, our court reporter would be creating the word-by-word transcript as required by Belmont General Bylaw §20-210.

The combination of technology methods I am proposing includes the following:

- TMMs will attend the meeting and vote using “TurningPoint,” a secure online application operated by Turning Technologies, the same company that provides

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the electronic voting system acquired by the Town and used at Town Meetings since 2014. Each TMM will be assigned unique login credentials to use the system. TMMs who are logged in through TurningPoint will be deemed present at the meeting and will be able to vote using its features. All votes will be recorded electronically and the vote of each TMM will be displayed on the screen so that each member can verify that his or her vote was correctly recorded, as a roll call vote.

- Active participation in the meeting will be conducted through “Zoom,” a proprietary video conferencing platform (<https://zoom.us/>). The Town currently has a license to conduct a Zoom meeting with up to 500 participants. This number is sufficient to accommodate the 288 TMMs from the Town’s 8 precincts, the at-large members, and town officials and staff, with more than sufficient additional capacity for additional speakers if necessary. All approved speakers and TMMs will be issued an invitation allowing them to log in to the meeting from a desktop or laptop computer, tablet or smartphone, or to call into the meeting with any telephone (audio only). For security and clarity of presentation, the screen and the audio will be controlled by Town staff acting under my direction, as is our custom. All speakers will be muted until recognized by the Moderator. TMMs may use the “raise hand” feature of the software to get in line to speak, and will be recognized in order, unless I choose to recognize a town official to answer a question or address a particular point. Any non –TMM who has made arrangements with me in advance of the meeting to speak can be recognized in a similar manner.
- Town officials and staff will participate by logging in to the Zoom meeting in the same manner.
- If a TMM has a point of order, it can be raised by using the “Q&A” feature, which will be monitored by one of my staff assistants so that any such point of order can be brought to my attention promptly. This same feature would allow a TMM who does not have a microphone to contribute to the meeting, as above, with a member of the staff reading the comments and questions submitted through the Q&A feature so that they may be entered into the record.
- The Zoom video and audio feed will be simultaneously broadcast by Belmont Media on local cable stations and by livestreaming on the internet. It will also be simultaneously recorded for future viewing. Any member of the public, whether or not a Belmont resident, will be able to view the proceeding live. TMMs may choose to listen to and view the proceedings in the same manner, but will not be considered present unless also logged in to TurningPoint.

With the assistance and cooperation of the Town Clerk’s office and the Town’s Information Technology Department, I have tested these platforms and am satisfied that they will allow the conduct of a Town Meeting that will function in substantially the same manner as a Town Meeting conducted in a physical location and in accordance with the operational and functional requirements set forth in Chapter 92. Furthermore, Belmont has held seventeen successful sessions of Annual and Special Town Meeting in 2020,

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2021 and 2022 that were attended by between 250 and 260 Town Meeting Members, using the combination of technologies described in this letter.

We will continue to conduct testing of these platforms in addition to holding training sessions and a warrant briefing which we propose to hold in the same manner prior to Town Meeting. Those training sessions and tests will allow us to ensure that all TMMs have the training and equipment necessary to participate fully, and to determine whether any adjustments are needed to the process to make sure it runs as smoothly as possible. I hereby confirm that I have conferred with the Chair of the Belmont Disabilities Access Commission about accessibility to the Town Meeting.

I appreciate your consideration of this request. Please contact me if you have any questions.

Sincerely,

Michael J. Widmer  
Town Moderator

cc: Patrice Garvin, Town Administrator (by email)  
Ellen O'Brien Cushman, Town Clerk (by email)  
George A. Hall, Jr., Town Counsel (by email)

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**TOWN OF BELMONT  
WARRANT FOR 2022 SPECIAL TOWN MEETING 2  
NOVEMBER 29, 2022  
COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

To any of the Constables of the Town of Belmont 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 convene on **November 29, 2022 at 7:00 p.m.** by means of the audio/video conferencing platform described more particularly below, and to notify and warn the Town Meeting Members to convene by said method and act at said time on the Articles set forth on pages 2 through 3 of this Warrant.

The Town Meeting shall be held remotely by the means requested by the Moderator, as follows:

Interested members of the public may see and hear the proceedings by tuning in to the Belmont Media Center's live broadcast of the proceedings on Belmont cable television (Comcast channel 8, Verizon channel 28) or by live-streaming at [www.belmontmedia.org](http://www.belmontmedia.org).

Town Meeting Members will attend and vote by logging into a web page portal operated by the Town's electronic voting vendor with unique credentials that will be issued to each Town Meeting Member before the meeting.

Town Meeting Members and other participants approved by the Moderator who wish to address the meeting will participate in the meeting through the "Zoom" videoconferencing service. Login credentials will be provided to all Town Meeting Members. Registered voters who wish to address the meeting as approved by the Moderator may contact the Town Clerk's office for login credentials, 617-993-2603.

For more information, see the October 3, 2022 Moderator's letter to the Select Board appended to this Warrant as Appendix A.

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**ARTICLE 1: SUPPLEMENTAL BUDGET FOR RECREATION DEPARTMENT**

To see if the Town will vote to raise and appropriate a sum of money to supplement fiscal year 2023 Recreation budget; or in any way act thereon.

*This anticipates appropriating a sum of money for the Recreation Department for the purpose of providing recreation programs in FY2023. It is expected that revenues from program fees will cover this appropriation and will have no impact on the tax rate.*

Submitted by the Select Board

The Select Board, Warrant Committee and Recreation Director will report on this Article.

**Majority vote required for passage.**

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**ARTICLE 2: REDUCE FY2023 DEBT SERVICE APPROPRIATION**

To see if the Town will vote to reduce the FY2023 principal debt and interest amount appropriated under Article 22, Item I. of the May 2<sup>nd</sup> Annual Town Meeting Warrant, from \$15,778,851 to \$15,243,002; or in any way act thereon.

*This is a housekeeping article that will reduce the appropriation of principal and interest in the annual budget approved in June 2022 at the May 2<sup>nd</sup> Annual Town Meeting. This will correct a clerical error and will ensure that taxpayers are not overtaxed for exempt debt.*

Submitted by the Select Board

The Select Board and Warrant Committee will report on this Article.

**Majority vote required for passage.**

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**ARTICLE 3: OFF-CYCLE COMMUNITY PRESERVATION PROJECT TOWN HALL ROOF**

To see if the Town will vote to appropriate from the Fiscal Year 2023 Community Preservation Funds "FY23 Budgeted Reserve" and/or "Fund Balance Reserved for Historic Resources", the amount of \$266,300 for the Town Hall Slate Roof Repairs; or in any way act thereon.

*Town Meeting appropriated \$100,000 for the Town Hall Roof project in 2019. The project was put out to bid and one bidder responded with a price of \$333,000. It is the intent of this request to increase the budget so this work can be rebid and carried out as originally intended. A ten percent adjustment was made to address potential market fluctuations making the total budget \$366,300.*

Submitted by the Select Board

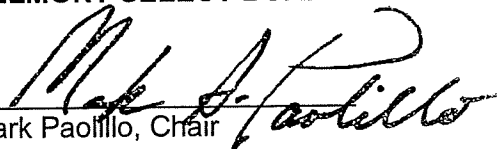
The Select Board, Warrant Committee and Community Preservation Committee will report on this Article.


**Majority vote required for passage.**

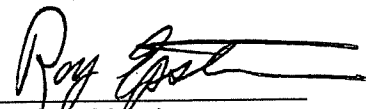


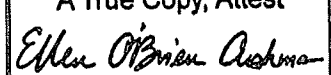
Given under our hands this 14<sup>th</sup> day of November, 2022.

**BELMONT SELECT BOARD**

  
Mark Paolillo, Chair

  
Adam Dash, Vice Chair

  
Roy Epstein, Member

A True Copy, Attest  
  
Town Clerk of Belmont, MA



**MOTIONS**  
**2022 SPECIAL TOWN MEETING 2**  
**November 29, 2022**  
**Draft as of November 16, 2022**  
*(Subject to Change)*

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**PRELIMINARY MOTION**

**ORDER OF THE ARTICLES**

**MOVED:** That the Town Meeting hear the motions in the following order: 1, 2, 3  
  
*(Majority Vote)*

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**ARTICLE 1: SUPPLEMENTAL BUDGET FOR RECREATION DEPARTMENT**

**MOVED:** That the Town raise and appropriate \$284,000 to supplement the fiscal year 2023 Recreation Department budget.  
  
*(Majority Vote)*

Reporting: The Select Board, Warrant Committee and Recreation Director will report on this Article.

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**ARTICLE 2: REDUCE FY2023 DEBT SERVICE APPROPRIATION**

**MOVED:** That the Town reduce the appropriation for principal debt and interest in the FY2023 budget from \$15,778,851 to \$15,243,002.  
  
*(Majority Vote)*

Reporting: The Select Board and the Warrant Committee will report on this Article.

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**ARTICLE 3: OFF-CYCLE COMMUNITY PRESERVATION PROJECT TOWN HALL ROOF**

**MOVED:** That a total of **\$266,300**, whereby **\$206,300** be appropriated from the Fund Balance reserved for Historic Preservation of the Community Preservation Fund and that the remaining **\$60,000** be appropriated from the Undesignated Fund Balance of the Community Preservation Fund for the **Town Hall Complex Slate Roofs**, as described in the Community Preservation Committee Report to the 2019 Annual Town Meeting.  
  
*(Majority Vote)*

Reporting: The Select Board, Warrant Committee and Community Preservation Committee will report on this Article.

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### FY2023 Recreation Supplemental Budget Request Summary

Revenues	FY23 Budget	Updated	Notes
Rink	\$ 175,000	\$ (26,000)	Revenue loss due to delayed opening from warm Fall weather
Pool - Underwood	\$ 400,000	\$ 60,000	Increased late Summer '22 revenue due to hot weather
SPORT	\$ 25,000	\$ -	
School Year	\$ 200,000	\$ 200,000	Revenues from additional Winter/Spring programming
Summer	\$ 250,000	\$ 50,000	Anticipated expansion of Summer Camps, small fee increase
Fields	\$ -	\$ -	
<b>Total Revenues</b>	<b>\$ 1,050,000</b>	<b>\$ 284,000</b>	
Programs	FY23 Budget	Request	Notes
Salaries	\$ 856,435	\$ 40,000	June 2023 will have one week of camp + orientation
Administration	\$ 26,290	\$ 4,000	Will cover cost for the Spring 2023 printed brochure
Rink	\$ 149,000	\$ 7,000	Higher costs for heating oil and Freon, and dehumidifier rental
Underwood Pool	\$ 76,750	\$ 10,000	Chlorine costs higher due to supply chain issues
SPORT Program	\$ 16,000	\$ (8,000)	Realigning funds, staff have been using SPORT gift account
School Year	\$ 109,450	\$ 214,000	Bulk of Winter/Spring programming run by vendors
Summer	\$ 72,000	\$ 17,000	Start-up costs for summer programs/camps
<b>Total Expenses</b>	<b>\$ 1,305,925</b>	<b>\$ 284,000</b>	
<b>Taxpayer Impact of Supp.:</b>		<b>\$ -</b>	