

Get to Know Belmont

A Resource Guide

Updated: December 7, 2023



TOWN OF BELMONT

455 CONCORD AVENUE

BELMONT, MA 02478

www.belmont-ma.gov

Hours:

Monday	8:00 am - 7:00 pm
Tuesday- Thursday	8:00 am - 4:00 pm
Friday	8:00 am - Noon

Compiled By: Belmont Town Clerk's Office

Phone: 617-993-2603

Email: townclerk@belmont-ma.gov

WELCOME TO BELMONT

Town of Belmont Incorporated in 1859

Form of Government: Representative Town Meeting

Executive Authority: Elected Board of Selectmen

County: Middlesex

State Representative, 24th Middlesex District: Dave Rogers

Senator, Suffolk & Middlesex District: William N. Brownsberger

State U.S. Senators: Elizabeth Warren & Edward Markey

Representative, 5th Congressional District of MA: Katherine Clark

History and Facts by Richard Betts

Settlement in the area that now includes Belmont began in 1630, when Sir Richard Saltonstall and approximately 40 families separated from the first settlers of the Massachusetts Bay Colony and moved inland to start an agricultural community. Originally called Pequotette after the local Indian tribe, the name of the new town soon changed to Watertown. In 1638, by order of the General Court, Watertown paid the Pequotette Indians the sum of 13 pounds, 7 shillings and 6 pence for the land. The original settlement spread inland extensively into the present towns of Watertown, Waltham, Weston, Lincoln, and parts of Cambridge and Belmont. In 1738, Waltham seceded from Watertown, and the future Belmont was now part of three towns.

In 1805, Frederick Tudor began cutting ice on Fresh Pond. As his business grew, he decided to build a railroad from his wharves in Charlestown to Fresh Pond. This line was built about 1843.

With the railroad so near, the citizens of Waltham clamored to have it extended to their village which was granted and the line ran through what was to become the Town of Belmont. The railroad made the purely agricultural community available for residences of well-to-do Bostonians. Settlements centered around Wellington Station (now Belmont Center), Waverley Station, and Hill's crossing station.

Those settlements grew into villages, but local government arrangements were annoying because citizens had to go to Watertown, Waltham, or West Cambridge (now Arlington) to vote and attend town meetings. A group of about 1,000 people joined together in the early 1850's and announced their desire to form a separate town. One of the most enthusiastic advocates was John Perkins Cushing, the largest taxpayer of the proposed town, who gave generously and openly to the incorporation expense on the condition that it be named after his 200-acre estate "Bellmont."

The towns of Watertown, Waltham, and West Cambridge fought the proposed creation of a new town, but in the end the battle was won and on March 18, 1859 the Town of Belmont was born. Of the then total area of 5 square miles, 2.26 were taken from Watertown, 0.67 from Waltham, and 2.82 from West Cambridge. The population was 1,175 of whom 170 were registered voters and 325 were school children. The new town was a widespread collection of fruit farms and market gardens. Produce from Belmont farms was sold at Faneuil Hall market. Specialties included celery, tomatoes, cucumbers, berries, and small fruits. In fact, "Belmont" became a term of distinction indicating quality and large size.

The original town included a part of present-day Cambridge including half of Fresh Pond. Because of a controversy over a slaughter house erected in Belmont on the banks of the pond which was the drinking water supply for Cambridge, 0.89 square mile of Belmont was annexed in 1880 to that city.

This left Belmont with a total area of 4.676 square miles. Minor adjustments due to various Route 2 widenings makes the total area 4.655 square miles today.

In the 1900's, the large number of artists, authors, educators, physicians, and scientists moving to the town doubled its population. As a result, the farming community disappeared. Belmont today, with a population of 25,349, is almost entirely residential and is known as "The Town of Homes."

The following is a list of Town Departments, their phone number and a brief summary of the services each provides. Click on the name of the department to be directed to their website. If you have any questions or are unsure which department you need, you can always contact the Town Clerk's Office during business hours.

TOWN CLERK'S OFFICE

617-993-2603

Elected Town Clerk
455 Concord Avenue

The Town Clerk acts as the Town's chief election official, recording officer, registrar of vital records and statistics, Public Records Access Officer and licensing officer and is the point for general information to Belmont's inhabitants, the Commonwealth of Massachusetts, Federal Government and the general public.

The current Town Clerk is also commissioned by the Commonwealth of Massachusetts as a Justice of the Peace and Notary Public and serves on the Board of Registrars of Voters.

If you are new to town, stop by the Clerk's Office to complete a Belmont Census Form. The Census is a reference for the Emergency 911 system and will provide proof of your Belmont residency. Residents and their children must be listed on the Belmont Census to be enrolled in the Belmont Public School System. The Belmont Census and pet license application is mailed to all households each January.

Register to Vote: To register to vote in Massachusetts, you must be a citizen of the United States and be at least 18 years old on or before the next election, and a resident of Massachusetts. Pre-registration is available to US citizens age 16-17. Residents of Massachusetts can register to vote online at www.RegisterToVoteMA.com. You may also register to vote in person at the Town Clerk's Office or by mail; forms can be downloaded from the Town Clerk's website. Although you may have been registered to vote in another community, if you move your residence to or within Belmont, you must register to vote at your new address. Deadline to register to vote or change party enrollment is 10 days prior to next election and the Town Clerk's office is open until 5:00 pm that evening.



Election Dates:

Elections



The Annual Town Election, held the 1st Tuesday in April, plus State and applicable special elections per the state calendar. Polls open 7:00 am to 8:00 pm.

POLLING LOCATIONS

- Precinct 1: Belmont Memorial Library, Assembly Room, 336 Concord Ave.
- Precinct 2: Belmont Town Hall, Selectmen's Meeting Room, 455 Concord Ave.
- Precinct 3: Beech Street Center (Senior Center), 266 Beech Street
- Precinct 4: Daniel Butler School, 90 White Street
- Precinct 5: Beech Street Center (Senior Center), 266 Beech Street
- Precinct 6: Belmont Fire Headquarters, 299 Trapelo Road
- Precinct 7: Burbank School, 266 School Street
- Precinct 8: Winn Brook, Gymnasium, 97 Waterhouse Road (enter from Cross St)

Early Voting by Mail:



Vote by Mail Ballots must be requested in writing and the request must contain the signature of the voter requesting ballots. No ballots are simply handed out. Vote by Mail applications are valid for specific elections or yearly through December 31st, and new applications must be filed for each calendar year. The application form is available at any Town or City Clerk's

Office, online and in public libraries throughout the State. If the voter is unable to submit a form, a family member may apply for the voter.

Early Voting In-Person:

In-person Early Voting is available for most elections at Town Hall. Check the [website](#) for times and dates.

*Please note: If you are an unenrolled (independent) voter, requesting a ballot for a state primary election you **must** indicate the party of the ballot you request or no ballot will be mailed to you.*

UOCAVA Voters:

For members of U.S. Military and U.S. Citizens Living Abroad, information is available on the Town Clerk's [webpage](#).

Birth, Marriage and Death Certificates:



Certified copies of birth, death and marriage records may be obtained in person, by mail or online from the Town Clerk's Office. Certified copies of vital records may also be obtained at the Massachusetts Registry of Vital Records and Statistics. We suggest calling the Town Clerk's Office

to be certain that the record is available in Belmont. Certified copies of vital records are \$20.00 each. For in-person requests, cash and checks payable to Town of Belmont are acceptable forms of payment. A [mail-in order form](#) and [online form](#) are available on the Town Clerk's web pages.

Marriage Licenses:



To apply for a Marriage License, both parties must appear in person together and apply at the Town Clerk's Office. Proper identification, such as a driver's license or passport is required. There is a three-day waiting period before the license may be available for use, and once obtained, is valid for 60 days from the date the intentions were filed. Marriage licenses obtained in Massachusetts allows the couple to be married in any city or town in Massachusetts.

Dog and Cat Licenses:



According to Belmont General Bylaw 60-200 all dogs and cats age four months and older require a license, valid from January 1st through December 31st. Licensing must be completed no later than March 15th of each year, with exception given to new pets. A current Certificate of Rabies Vaccine and proof of spay/neuter is required. Renewal of licenses can be done [online](#). Acceptable forms of payment are Electronic Checks (EFT or e-check), debit and credit cards.

ANNUAL PET LICENSE FEES

New Pets from January 1st to December 31st

Neutered/Spayed: \$12 per pet; Unaltered: \$37 per pet

Late fees are applied for all RENEWALS received after March 15th

Neutered/Spayed: \$24 per pet; Unaltered: \$49 per pet

Pet owners aged 60 or older may deduct \$3 from the license fee.

Failure to license pets will also result in a \$50.00 violation and requirement to license. Failure to vaccinate pets will result in a \$100 non-criminal violation (MGL Chapter 140)

Cash or check, payable to *Town of Belmont*, are acceptable forms of payment.

[Pets and Other Animals General Bylaw § 60-200](#)

Public Records Request:

Massachusetts Public Records laws provide access to public documents and other information. The Town of Belmont uses an [online portal](#) to streamline requests for public records. You can use this system to make requests, or to help you find previously uploaded documents. You may even find what you're looking for without submitting a new request!

Business Certificate / Doing Business As:



The purpose of a Business Certificate is to disclose business ownership information. [Massachusetts General Laws, Ch.110 § 5](#) require that all businesses operating under any title other than the real name of the person conducting the business obtain a Business Certificate. A Business Certificate is not required if any corporation is doing

business under its true corporate name, nor is it required to any partnership doing business under any title which includes the true surname of any partner. The only exception is if your bank requires a Business Certificate to open a business bank account.

Home Based Business*:



In Belmont, if the business is located in your home, you must first acquire a Home Occupation Permit in person from the Office of Planning & Building. The permit is a zoning check per the [Belmont Zoning Bylaw 3.4.2](#) and is valid for four years. The price is currently \$30 and the permit must be presented to the Town Clerk's office when filing for a Business Certificate.

**Please note that if the residence is leased, a letter of consent is required from the landlord and must be presented to the Office of Planning & Building with the Home Occupation permit application.*

A Business Certificate is valid for four years and costs \$50, cash or check made payable to the Town of Belmont. Applicants must apply in person in the Town Clerk's office with valid photo ID and all owners of the business must be present to sign the documents. Attestation to the Social Security Number or Federal Employer ID Number (FEIN) is also required.

Yard Sale Permits:



In order to hold a private sale in Belmont, you must first file for a [Private Sale Permit](#) for free. If you do not have access to the internet or email, contact the Town Clerk's office at or visit us in person for assistance.

You will receive the permit via email as soon as you submit the request for the specified date, time, and address. Private sales are limited to three per address per calendar year. If you have applied for a permit and the sale is canceled due to rain, contact the Town Clerk's office. If the database indicates that three such sales have already occurred at the address, no additional permits will be issued for the current calendar year. Please note that for Neighborhood Sales, each address must file for its own Private Sale Permit.

[Yard Sale General Bylaw § 60-910](#)

Town Meeting: Annual Town Meeting takes place in the spring, and typically lasts for six evenings, typically Mondays and Wednesdays. Town Meeting begins on the fifth Monday of April, if any, or the first Monday in May per the [General Bylaws §30-105](#).

Town Meeting makes all of the decisions about the Town's budgets and local Bylaws. Belmont's government is a Representative Town Meeting, which means that only Town Meeting Members can vote at Town Meeting, unlike the Open Town Meeting form of government. That's why it's very important that all the Town Meeting seats are filled to have full representation of each Belmont neighborhood.

For dates and times of scheduled Town Meetings, both annual and special, check the Town Clerk's [website](#).

Running for Town Meeting Member: Every year, Belmont holds a Local Election in which Town-wide offices as well as twelve Representative Town Meeting Members from each of our eight voting precincts are elected. The elected term for Town Meeting Member is three years; however, should a resignation occur, there may be openings for additional partial terms.

Candidates for Town Meeting Member must be at least 18 years old and a registered voter of the Town of Belmont. To have your name appear on the ballot, you must file nomination papers. Nomination papers are available in the Town Clerk's office beginning in December; have your neighbors and friends who are registered voters sign your papers and submit the signed forms to the Town Clerk by the deadline.

Signatures of at least 25 registered voters of your precinct are required on the nomination papers. The Town Clerk must certify these signatures so we always suggest obtaining about 20% more just to be safe.

Newly elected and re-elected Town Meeting Members are administered the oath of office at the first session of each Town Meeting.

Elected Officers of the Town of Belmont: To be considered a candidate for Town-Wide Office, you must be at least 18 years old and a registered voter of the Town of Belmont.

To have your name appear on the ballot, you must file nomination papers (see previous page). Signatures of at least 50 registered voters of the Town are required on the nomination papers. The Town Clerk must certify these signatures so we always suggest obtaining about 20% more just to be safe.

Upon election to a Town office, board or commission below, the individual must be administered the oath of office (be sworn in to serve) at the Town Clerk's Office prior to serving. At that time, the office holder will be provided a copy of the State's Open Meeting Law, Public Records Law and Ethics/Conflict of Interest Law and must submit a receipt of same.

<u>Elected Officers</u>	<u>Number of Members</u>
Moderator	1
Select Board	3
Town Clerk	1
Board of Assessors	3
Board of Cemetery Commissioners	3
Board of Health	3
Housing Authority	5
Trustees of the Public Library	6
Members of the School Committee	6
Municipal Light Board	5



[Belmont's General Bylaws](#)

Examples of other items issued from the Town Clerk's office: Public notices and meeting minutes, Town Meeting information, Zoning Board and Planning Board decisions, Business Certificates, Fuel Storage Registrations, Raffle Permits, Business Licenses (Antiques, Kennels, Class I and Class II Automobile, Common Victualler, Junk, Livery Service, Lodging House, Movie Theater and Taxi) Residency Letters and information about Ethics, Open Meeting Law and Public Records Law.

ELECTED TOWN CLERK
Ellen O'Brien Cushman

BELMONT PUBLIC SCHOOLS

617-993-5400

Administration / Central Office
644 Pleasant Street

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.

New students registering for Belmont Public Schools are required to submit a School Department Registration Packet at each school office. For any student to register, a birth certificate (or other proof of date of birth), updated immunization records, and evidence of a recent physical examination are required.

The public school system includes the following schools:

Belmont High School	617-993-5901
221 Concord Avenue	Serves grades 9 - 12

Belmont Middle School	617-993-2000
225 Concord Avenue	Serves grades 7 - 8

Chenery Upper Elementary School	617-993-5800
95 Washington Street	Serves grades 4 - 6

Burbank Elementary School	617-993-5500
266 School Street	Serves grades K - 4

Butler Elementary School	617-993-5550
90 White Street	Serves grades K - 4

Wellington Elementary School	617-993-5600
121 Orchard Street	Serves grades K - 4

Winn Brook Elementary School	617-993-5700
97 Waterhouse Road	Serves grades K - 4

RECREATION DEPARTMENT

617-993-2760

19 Moore Street

Belmont provides its residents with numerous recreation facilities and programs throughout the town, including playgrounds, outdoor tennis courts, indoor and outdoor pools, field house and fitness room at Belmont High School, ball fields and a skating rink. Programs are offered year-round for Belmont families. Check their webpages for more information on programs for children, teens and adults. Membership and enrollment can be made on line.

Paws in the Parks: Over the past few years, since the pandemic, the Off-Leash dog program has been the source of much conversation. There are many types of parks uses including athletics, dogs, passive recreation, active recreation, events, and more. In 2023, in response to a broadening conversation surrounding dogs and parks usage, the Recreation Department formed a working group of key stakeholders to discuss and work towards a fair solution. The group has met a number of times and has attempted to create a fair and balanced program that meets as many needs of the community as possible.

For more information about this program, contact the Recreation Department.

Belmont Town Parks:

Town Field	Waverley Street
Pequossette (PQ) Park	Maple Street
Winn Brook Fields	Waterhouse Road
Grove Street Park	Grove Street
Payson Park	Payson Road
Chenery Middle School Field	Washington Street
Underwood Park	Cottage Street

Visit the Recreation Department [website](#) for Parks Reservations.

BEECH STREET CENTER

617-993-2970

266 Beech Street

The Beech Street Center, also known as the Senior Center, houses the Council on Aging, which is charged with the responsibility of advocating on behalf of the seniors of Belmont and ensuring that their social, financial and healthcare needs are met. Services include transportation for shopping and medical needs by reservation; nutrition services, (meals on wheels and daily luncheon); social services (confidential referrals and help with concerns); programs and newsletter (cultural, educational, recreational, holiday observance, entitlement, athletic, and social). The Council on Aging has a network of appropriate resources available for Elders both in Belmont as well as outside the community.

Social Support Services: For assistance with family and individual counseling/counseling and support, crisis intervention, community resources and information, networking & referrals, information on fuel, utilities and financial assistance, please call 617-993-2983

BELMONT PUBLIC LIBRARY

617-993-2850

366 Concord Avenue*

The Belmont Public Library has a circulating collection of books, movies, e-books, music CDs, music downloads, magazines and newspapers. Your library card also provides you direct borrowing privileges and interlibrary loan access to 36 public and 7 college libraries within the Minuteman Library Network. Reservations of museum passes are also available. The library's collection is composed of a growing number of online resources. These databases provide a wealth of resources for free, through the library's website.

**Due to the construction of a new library building in 2024, the library is open in temporary locations (the Beech Street Center, 266 Beech St, and the E.C. Benton Library, 75 Oakley Rd) for holds pickup only. Please check the library website for hours.*

Trash & Recycling: Trash, recycling, yard waste and bulk items must be placed at the curb by 7:00 am on your designated collection day. A Waste & Recycling Calendar and a list of acceptable recyclables can be found on the DPW website.

Solid Waste Collection: Trash is collected weekly. All regular household refuse must be bagged and placed in the black 64-gallon cart for trash collection; leave 3ft. between solid waste and recycling carts. Material may not be sticking out of the cart and lid must be fully closed. Do NOT place recyclables in the black cart. Excessive trash needs to be put in a purchased overflow bag and placed next to the cart.

Bulky Items: A single bulky item such that does not fit in the cart may be disposed of by calling Waste Management at (800) 972-4545 by 1pm the day prior to scheduled trash collection.

Mattresses / Box Springs: Mattresses and box springs must be scheduled for pick-up in advance by calling (617) 993-2680.

Recycling is collected every other week. Use the 96-gallon cart with blue or green lid for all acceptable recyclables.

Recycling Stickers: Stickers cost \$25.00 per appliance. Call the Highway Division office at (617) 993-2690 by 11:00 am on Friday to schedule a pick-up for the next available Tuesday. Stickers may be purchased at the DPW office, Town Clerk's office, Star Market, Winters Hardware, and Hillside Garden Supply in Belmont.

Yard Waste: Spring Yard waste is collected on your recycling day starting April 1st. Yard waste must be placed curbside in 32-gallon trash containers, marked with two Yard Waste stickers provided by the town or be placed in 30-gallon brown paper biodegradable bags, no plastic bags accepted. Containers may not exceed 50 lbs. in weight. For fall leaf collection, collection of leaves will be EVERY week on your regular rubbish day between October 22nd and December 6th.

Christmas trees will be collected the first two full weeks of January.

The Highway Division repairs, patches, maintains, cleans, signs and paints crosswalks, center and parking lines on Belmont's 77.76 miles of public ways, 8.28 miles of private ways and 97 miles of paved sidewalks. All public and private roads are cleared and treated during snow and ice conditions. Additionally, the Highway Division is responsible for the maintenance of the sanitary & stormwater sewers and construction of new storm drains. Under the direction of the Tree Warden, the DPW contracts with a tree service company to care for, remove, and replant the 10,000 or so public shade trees. The Highway Division is responsible for the cleaning, planting, mowing and maintenance of 52 separate deltas, islands and public spaces totalling about 53 acres. The Division is also responsible for the collection of solid waste & recycling for the 10,000 residential households and public buildings. To request service, complete the [online service request form](#) or call the office.

Contact: 617-993-2680

The Parks and Cemetery Division: Parks provides for the cleaning, mowing, maintenance, repair and improvement of the resources for school athletics and recreational enjoyment for 62 acres of athletic fields, parks, tennis courts, basketball courts and tot lots including the operation of the new future skating rink & athletic facility and Underwood Pool.

The administration of the Belmont Cemetery is governed by the obligations created by [M.G.L. Chapter 114](#). Responsibilities include cleaning, mowing, maintenance, repair and improvement of two cemeteries totalling 24 acres. In addition, staff provides a wide variety of services including selling grave lots, meeting grieving families' needs, coordinating with funeral homes, interments and providing information for the general public.

Contact: (617) 993-2710.

The Engineering Division provides information on sanitary sewers and storm drains and is the keeper of records of house plans and street layouts. The Engineering Division is responsible for the development, design, and construction oversight of all major roadway construction under the Pavement Management Program. The Division is also responsible for the development, design, and construction oversight of all major sanitary sewer and storm drain rehabilitation projects. The Engineering Division also provides technical assistance with other special projects.

Contact: 617-993-2665

The Building Division oversees and inspects all building construction within the Town. Any building work beyond the scope of ordinary repair requires a building permit. These construction activities are regulated by the Massachusetts State Building Code. The Code is enforced and interpreted in Belmont by the Inspector of Buildings.
Contact: 617-993-2664.

The Plumbing and Gas Division: The Plumbing and Gas Inspector office hours are Monday to Thursday from 12:30 - 1:30 pm. He is available during that time to answer questions or schedule inspections. Inspections are conducted following office hours between 1:30 - 5:30 pm Monday to Thursday.
Contact: 617-993-2662

The Planning Division provides professional "in-house" planning services to the Town offering guidance on land use issues to the Select Board and the Town Administrator. The Division staffs the Planning Board and Zoning Board of Appeals, and other temporary land use study committees established by the Town. The Division represents the Town at regional and state meetings involving land use matters. The Division also works closely with other town departments seeking grants for historic preservation, affordable housing, open space, and transportation.
Contact: 617-993-2666

Residential Snow Removal General Bylaw 60-800



TREASURER AND TAX COLLECTOR

617-993-2770

& PARKING CLERK

19 Moore Street

The Town Treasurer/Collector's office is responsible for collecting all taxes and committed bills issued by the Town and for the receipt, posting, classifying, depositing and investment of all money belonging to the Town. Other responsibilities include administration of Tax Title and Foreclosure accounts, Debt Service, Trust Funds, Investments and bank account reconciliations.

Real Estate and Personal Property Tax for the fiscal Year (July to June) are mailed the middle to last week of June, September, December and March. Payments are due by 4 pm in the Tax Collector's office on August 1, November 1st, February 1st and May 1st or the following regular business day if the 1st falls on a weekend.

Motor Vehicle Excise Tax, although collected by the Town, are generated from the records of the Registry of Motor Vehicles as of January 1st of the bill year.

Parking Clerk: The Parking Clerk is appointed by the Select Board. Payments for violations may be made at the Treasurer's office and are due within 21 days after the violation was written to avoid added fees and possible non-renewable status at the Registry of Motor Vehicles. If you wish to contest a violation, you must do so in writing using the form on the Parking Clerk's [webpage](#).

Residents may pay online, by mail or drop off tax payments* or parking violation payments to the Treasurer's Office or in the payment box located outside 19 Moore Street, to the left of the entrance.

**All payments for water and electricity should now be made at the Belmont Light office located at 40 Prince St.*

Vehicles and Parking General Bylaw § 60-910

No Overnight On-Street Parking



HEALTH DEPARTMENT

617-993-2720

Elected Three-Member Board
19 Moore Street

The Health Department provides an array of services under the general heading of disease prevention and health promotion. This includes, but is not limited to, all of the inspectional services for all food services, swimming pools, day camps, tobacco sales, Smoke Free Workplace laws, subsurface sewerage systems, sanitary housing, dumpsters, mercury recovery program, rechargeable battery collection and Childhood Lead Poisoning Prevention, body art, biotechnology and emergency preparedness, communicable disease follow up and West Nile Virus monitoring.

Animal Control Officer: The Animal Control Officer is a part of the Town of Belmont's Health Department and provides Animal Control services to the community. Belmont Animal Care and Control promotes public safety and the humane treatment of all domestic animals and wildlife, while encouraging responsible pet ownership through public education and the enforcement of local and state laws.

Contact: (617) 993-2724

Veterans' Service Officer: The Veterans Services Agent is normally the first individual a Veteran initially contacts for advice and assistance. Being a Veteran does not mean benefits are automatic. The eligibility to receive entitlements from the Department of Veterans' Services and Veterans' Affairs must be determined and proven. The Veterans Services Agent is committed to serving all eligible veterans and/or their families.

Contact: (617) 993-2725

BOARD OF HEALTH MEMBERS

Adrienne Allen, M.D., MPH

Stephen M. Fiore, Esq.

Julie Lemay, MPH

TOWN ADMINISTRATOR

617-993-2610

Appointed by the Select Board
455 Concord Avenue

The Town Administrator serves as the Chief Administrative Officer of the Town and has three primary responsibilities:

1. Directs and manages the delivery of municipal services, with the exception of those under the jurisdiction of the independently elected authorities;
2. Provides leadership to the Select Board for strategic planning; and,
3. Serves as the Director of the Office of the Select Board.

The Town Administrator's Office is responsible for the preparation of the annual operating and capital budgets, which integrates the work of appointed citizen committees, such as the Warrant Committee, Capital Budget Committee, to ensure involvement in the budget decision-making process. The Office also works collaboratively with the School Committee and School Administration to assist in the development of the School Department Budget.

Other responsibilities include: Responding to questions and concerns of residents; Advising and recommending to the Select Board members those needs, policies, programs and actions deemed necessary or expedient for the effective operation of Town government; Acting as the Select Board's agent to negotiate collective bargaining agreements for Town labor units; Serving as a liaison with State, Federal and regional governmental organizations, local business and community leaders and the general public; Coordinating Town Counsel services to respond to legal matters and to prepare the official Town Warrant and documentation for Town Meeting; Publishing the Annual Town Report; And, directing town functions on the behalf of the Select Board, such as: granting licenses, setting fees, and coordinating temporary and permanent volunteer committees and task forces to address Town issues.

To email the Town Administrator's office, please use:
townadministrator@belmont-ma.gov

TOWN ADMINISTRATOR
Patrice Garvin

SELECT BOARD

617-993-2610

Elected Three-Member Board
455 Concord Avenue

The Select Board is responsible for the oversight Belmont's Town Government. The Board appoints a Town Administrator to run day-to-day operations and assist with long-term projects. The Board works with their Administrator, and other elected and appointed Boards to develop the Town Budget, prepare the Town Meeting Warrant, and perform the many other tasks that are necessary to keep the Town running smoothly. The three members of the Board are elected for overlapping, three-year terms and are minimally compensated for their work.

The agendas for the Board's public meetings are posted on the Town of Belmont [website calendar](#). Any citizen who has an item for the Board's agenda should contact the Town Administrator's office so that time may be set aside for discussion.

SELECT BOARD MEMBERS

Elizabeth Dionne
Roy Epstein
Mark A. Paolillo

ASSESSORS OFFICE

617-993-2630

Elected Three-Member Board
19 Moore Street

The Assessors' Office is responsible for the administration of all laws and regulations regarding property tax assessment. The Assessors, as required by Chapters 59, 60A, 61, 61B, 121A of the Massachusetts General Laws and various Acts of the Legislature, perform the appraisal of approximately 8,000 parcels of property.

If you have questions regarding assessments, filing an abatement application, tax relief programs (exemptions) from real estate taxes, or filing for abatement on motor vehicle excise tax, please call the Assessors' Office.

BOARD OF ASSESSORS MEMBERS

Charles R. Laverty, III
Patrick J. Murphy, IV
Robert P. Reardon

BELMONT LIGHT DEPARTMENT

617-993-2800

Elected 5 Member Board
40 Prince Street

Belmont Light is a community-owned utility providing customer service and power to residential, commercial and industrial customers of Belmont. New residents can create an account with Belmont Light by visiting the office.

For new residential service, information on Energy Efficient Appliance Rebate Program, recycling of compact fluorescent light bulbs, etc., please call or visit the office.

To report an outage, visit the Belmont Light [webpage](#) or text (617) 993-6006 (message and data rates may apply). For emergencies, call (617) 993-2800 during business hours or call 911.

MUNICIPAL LIGHT BOARD MEMBERS

David Beavers
Travis Franck
Stephen Klionsky
Andrew Machado
Michael Macrae

OTHER DEPARTMENTS

Accounting		617-993-2620
Facilities		617-993-2640
Fire & Fire Prevention	Non-Emergency:	617-993-2210
Human Resources		617-993-2740
Information Technology		617-993-2750
Police	Non-Emergency:	617-993-2501
Retirement		617-993-2792

PUBLIC TRANSPORTATION

Massachusetts Bay Transportation Authority

Main Hotline:	617-222-3200
Toll Free:	800-392-6100
TTY:	617-222-5146
Transit Police:	617-222-1212

By Subway train: Alewife station, the end of the Red line, is about 1.5 miles from Belmont Center, where Route 2 crosses into Cambridge from Arlington.

By Bus: There are several routes to and through town.

ROUTE 73, which runs from Harvard Square (Cambridge), up Mt Auburn St, to Belmont St, to Trapelo Rd, to Waverley Square.

ROUTE 74, which runs from Harvard Square (Cambridge), up Concord Ave, down Blanchard (south), back to Concord Ave, past the Middle & High School and to Belmont Center.

ROUTE 78, which runs from Harvard Square (Cambridge), up Concord Ave, up Blanchard (north), to Pleasant St at Route 2, up Route 2, then into Arlington.

ROUTE 84 and Route 76 and Route 62, which run from Alewife along Route 2, then veer off to Arlington or Lexington.

ROUTE 554, which runs from Roberts/Brandeis to Waverley Square, to Central Square (Waltham), to Newton Corner, and Downtown Boston.

By Commuter Rail: There are two rail stops in Belmont, Belmont Center and Waverley Square, both on the Fitchburg to North Station, Boston line.

Be sure to check the MBTA website for maps, schedules, service changes and fees.

CharlieCards are reusable cards that can be loaded with cash value or passes to pay bus and subway fares. CharlieCards are available at fare vending machines in most subway stations. The CharlieCard works best for frequent subway and bus riders, however is not valid on the Commuter Rail or Ferry, except for the Fairmount Line.

If you don't have a CharlieCard, you can also pay your fare with:

- CharlieTicket, a tappable ticket that can be loaded with subway, bus, Commuter Rail, and ferry tickets or passes
- mTicket, an Android and iPhone app for Commuter Rail and ferry tickets or passes
- Cash at onboard fare boxes on buses and trolleys at street-level stops

OTHER RESOURCES

Annual Town Day

Town Day (in May) and Holiday Tree Lighting (in December) are presented by the Belmont Center Business Association. To reserve a table for Town Day or for dates and times, contact the Belmont Center Business Association at (617) 489-4930.

Beaver Brook Reservation

Owned and operated by the Massachusetts Dept. of Conservation and Recreation, it is about 59 acres of open fields, wetlands and woodlands on the Waltham line where Trapelo Road meets Mill Street, near Waverley. Activities include hiking, playground, cross-country skiing, fishing, picnic area and a summertime “spray deck”.

The Belmont Gallery of Art

In conjunction with The Belmont Cultural Council has created a permanent public art gallery, located on the third floor of the Homer Municipal Building at 19 Moore Street. The gallery exhibits artistic works in a variety of two and three-dimensional media, including painting, drawing, photography, graphics, fabric art, collage, printmaking and sculpture.

Hours

Thursdays: 10 am - 4 pm

Fridays: 10 am - 2 pm

Saturdays and Sundays: 1 pm - 4 pm

Belmont Historical Society

Founded in 1930 the mission of the Belmont Historical Society is to preserve and maintain the history of Belmont for its residents. Members manage the Claflin Room, located in the Belmont Public Library* which contains materials related to the town including murals, original art, town reports, books by Belmont authors, and historical artifacts. Sale of publications and other gift items created by the Society may be purchased through them or at the Town Clerk's Office. All proceeds go to Belmont Historical Society.

Contact: 617-993-2878

PO Box 125, Belmont

**During the replacement of the library, the Historical Society are in temporary space, upstairs in the Beech Street Center.*

Belmont Housing Authority

The Housing Authority provides housing assistance for low-income families, veterans, and the elderly, handicapped/disabled and developmentally disabled. For more information call 617-484-2160

Belmont Farmers Market

The Markets seasonal hours are Thursdays, from 2 pm - 6:30 pm, beginning in June through October in the Belmont Center rear parking lot. Sale of fresh items directly from local farmers and producers including vegetables, fruit, baked goods, meat, cereals, honey, jam, eggs, cheese, sauces, plants and more.

Belmont Food Pantry

The Belmont Food Pantry is a nonprofit organization available to Belmont residents. One must show proof of Belmont residency to use the pantry. Deliveries of food donations may be made during the times listed below. Monetary donations are graciously accepted and should be mailed to Belmont Food Pantry, PO Box 291, Belmont 02478

Location and Hours:

Belmont Town Hall	455 Concord Avenue
1st & 3rd Saturday	8:30-9:30 am
2nd & 4th Tuesday	5:30 - 6:30 pm
4th Sunday	1:30-2:30 pm.
Email Contact:	Belmontfoodpantry@gmail.com

Belmont Media Center (BMC)

BMC is a Public, Educational, & Government Access TV Center for residents, institutions & the Town of Belmont. BMC offers video programming and video coverage of many official Belmont meetings as well as community programs and events.

Location and Channels:

Address:	9 Lexington St
Comcast customers:	Channel 8 or 9
Verizon customers:	Channel 28 or 29

Belmont Victory Gardens

Community gardens are located on the Town's Rock Meadow Conservation area on Mill Street. They are one of the largest and oldest continually active community gardens in the Boston area. Registration and an annual fee are required for garden plots; Contact Mary Trudeau, Belmont Conservation Agent, at mtrudeau@belmont-ma.gov or call 617-993-2667.

[Fishing License](#)

Hunting and Fishing Licenses (including Saltwater Fishing) are now available through the Commonwealth of Massachusetts Department of Fisheries and Wildlife.

[Massachusetts Audubon Society](#)

A 1914 Georgian-style house leads to approximately ninety acres with gardens, trails, meadows, ponds and wetlands. Habitat offers a variety of educational opportunities.

Nature Center & Gallery Hours:

Tuesdays - Sundays, Monday Holidays 9 am to 4 pm

Trails Hours:

Daily Dawn to Dusk

[League of Women Voters](#)

The league sponsors various educational forums and events throughout the year for Belmont residents. The league serves the voters of Belmont by providing a Voter Guide for local elections, detailing the candidates for Town-wide office and Town Meeting Member and any Ballot Question Committees. The guide also contains information about Precincts, Polling Locations, the League of Women Voter of Belmont information, and an application to vote by mail.

[Lone Tree Hill, Belmont Conservation Land](#)

Town of Belmont Conservation Land trails through more than 100 pristine acres of meadows, mature woods, & wetland areas. The property is managed by the Land Management Committee for Lone Tree Hill. Parking is available on Mill Street. Trails maps, rules and more information can be found on the website.

[Newspapers and Media](#)

[Belmont-Citizen Herald](#)

[Boston Globe](#)

[Boston Herald](#)

[The Belmontonian](#)

[Belmont Voice](#)

[The Payson Park Music Festival](#), a non-profit organization, offers outdoor musical entertainment for all ages throughout the summer months. A full schedule of events is available on their website.

Registry of Deeds

Search or file recorded or registered land, Homestead Act and Document Recording for Middlesex County.

Address:

208 Cambridge Street, P. O. Box 68, East Cambridge, MA 02141

Registry of Motor Vehicles

Most services can now be completed online, however for any in-person services, the closest branch is located in the Watertown Mall, 550 Arsenal Street, Watertown.

Registry of Vital Records and Statistics

This Registry maintains a central index and copies of records for all births, deaths and marriages that have occurred in Massachusetts from 1931 to today. Certified copies may be obtained from the Vital Records Registry in person or by mail.

Contact: (617) 740-2600

Location:

Registry of Vital Records
150 Mount Vernon St., 1st Floor
Dorchester, MA 02125-3105

Rock Meadow

Rock Meadow is public conservation land and comprises 70 acres of meadow, wetlands, streams, and woods. Located on Mill Street, it is a part of the Western Greenway, a corridor of undeveloped green spaces that connects the towns of Belmont, Waltham, and Lexington. It provides significant habitat for plants and animals that are rapidly disappearing as forests and suburbs encroach upon former farmland. Rock Meadow offers opportunities for hiking, biking, birding, picnicking, cross-country skiing, and the Belmont Victory Gardens.

Social Security

Apply for a Social Security card, replace lost cards or update personal information. Most Social Security transactions can now be done online.

Local offices:

10 Fawcett Street, 1st Fl, Cambridge, MA 02138

Phone:

1-800-772-1213

United State Post Office

Belmont Branches:

405 Concord Avenue
492 Trapelo Road

617-484-4201
617-484-4724

Utilities Serving Belmont

Cable, Internet & Phone

[Comcast](#)

[Verizon](#)

Gas

[National Grid](#)

For Natural Gas Emergencies:	1-800-233-5325
For existing customers:	1-800-732-3400
For new installations:	1-877-696-4743

Electricity

Belmont Light:	617-993-2800
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Water

Belmont Water Division:	617-993-2700
After Hours Emergency:	617-484-3977
Water source from the MWRA	

Waverley Trail

The Waverley Trail honors the ancient trees, green space and neighborhood that, in the early 1890s, inspired the creation of the world's first regional land trust, as well as the Commonwealth of Massachusetts' groundbreaking Metropolitan Parks Commission.

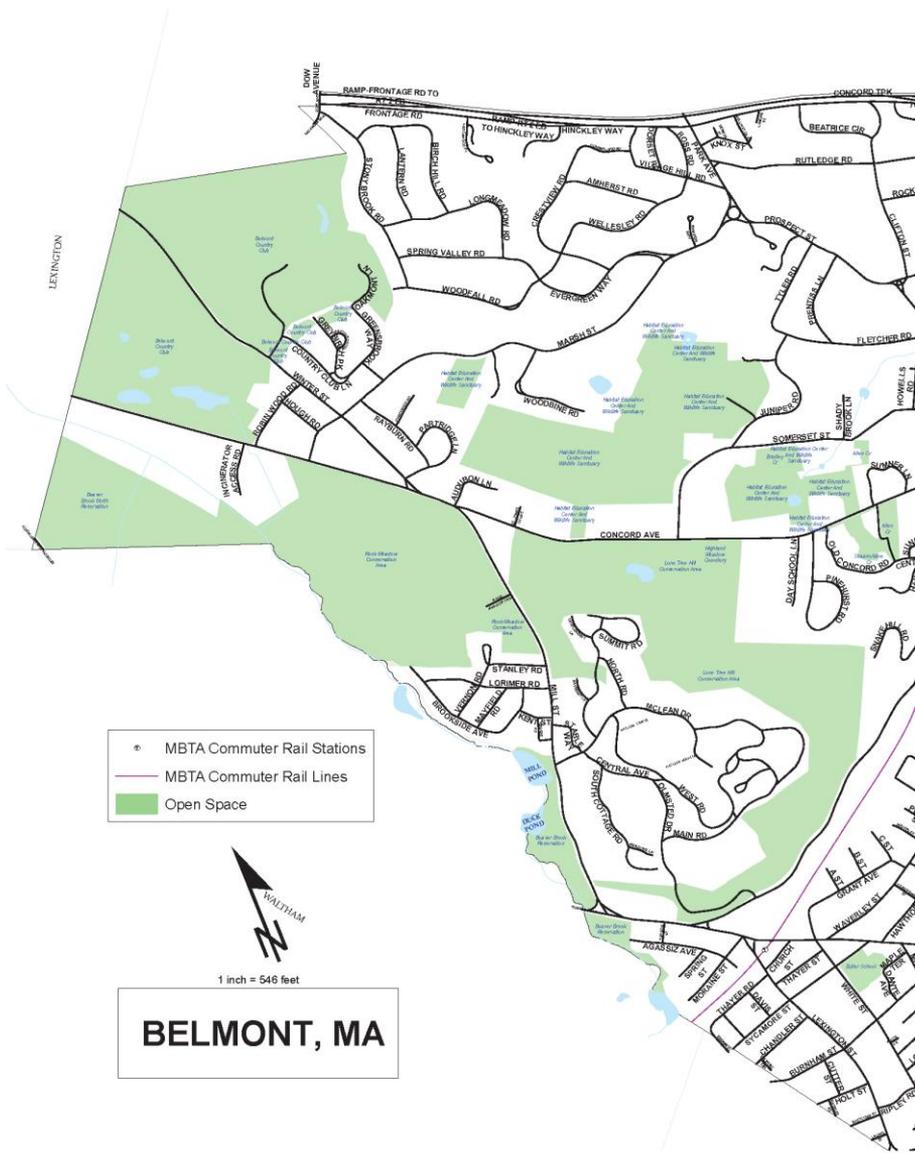
Talk a walk along a $\frac{3}{4}$ mile interpretive trail communicating local conservation efforts. There are several beautiful historic buildings, landscapes and a stand of oak trees at the DCR's Beaver Brook Reservation.

Other Helpful Numbers

Cambridge District Court	781-306-2715
Cambridge Superior Court (Middlesex)	781-939-2700
Middlesex Probate & Family Court	617-788-6600
Middlesex South Registry of Deeds	617-679-6300
State Representative Dave Rogers	617-722-2263
State Senator Will Brownsberger	617-722-1280

On the Cover: In 1882, a town seal was adopted. The design represents a statue of Pomona, the goddess of fruits and gardens. Also shown is the spire of the original First Church, the town hall, and the railroad. The scene is drawn on a trefoil to symbolize the three towns from which Belmont took its territory. The whole is encircled by two rings, between which is engraved the words "Belmont Incorporated 1859."

Excerpt from: *Images of America, Belmont*, 2000



- MBTA Commuter Rail Stations
- MBTA Commuter Rail Lines
- Open Space



1 inch = 546 feet

BELMONT, MA

ARLINGTON



WATERTOWN



TOWN DEPARTMENTS PHONE LIST

Area Code: 617

In Case of Emergency, dial 911

<u>DEPARTMENT</u>	<u>PHONE</u>
Assessors, Homer Bldg, 19 Moore St.	993-2630
Council on Aging, Beech Street Center, 266 Beech St.	993-2970
Emergency Management, 299 Trapelo Road	993-2203
Facilities, Homer Bldg, 19 Moore St	993-2640
Fire Department, 299 Trapelo Road . . . Non-Emergency	993-2210
Health Department, Homer Bldg, 19 Moore St	993-2720
Animal Control Officer.....	993-2724
Veterans' Agent	993-2725
Library, 336 Concord Avenue	993-2850
Light, 40 Prince St.	993-2800
Planning & Building, Homer Bldg, 19 Moore St.....	993-2650
Building Division	993-2664
Electrical Division	993-2661
Planning Division	993-2666
Plumbing & Gas Division.....	993-2662
Police, 460 Concord Avenue . . . Non-Emergency	993-2501
Traffic Division.....	993-2530
Public Works, Homer Bldg, 19 Moore St.....	993-2680
Engineering Division.....	993-2665
Parks & Cemetery Division	993-2710
Belmont Cemetery, 121 Grove Street	
Highland Meadow Cemetery, 700 Concord Avenue	
Snow Emergency Hotline	993-2698
Water	993-2700
Recreation, Homer Bldg, 19 Moore St	993-2760
School Department, 644 Pleasant St.	993-5400
Town Administrator, Town Hall, 455 Concord Ave.	993-2610
Town Clerk, Town Hall, 455 Concord Ave.	993-2603
Town Treasurer, Homer Bldg, 19 Moore St	993-2770
Parking Clerk.....	993-2770
General Information.....	993-2600