

**Town of Belmont  
Warrant Committee—General Government Subcommittee**

2020-2021

**MEETING MINUTES**

**RECEIVED  
TOWN CLERK  
BELMONT, MA**

DATE: April 26, 2021  
TIME: 2:20 PM

Wednesday, April 7, 2021, 10:00AM-11:00AM  
Zoom (per the Governor's Executive Order regarding Open Meeting laws)

Attending: John Alcock, Elizabeth Dionne, Paul Rickter (10:30-11:00), Ellen Schreiber  
Guests: Glen Castro, Jon Marshall, Donna Tuccinardi (10:00-10:30)

Meeting called to order at 10:00AM

Meeting with Town Accountant's Office, 10:00-10:30AM

John Alcock took the lead in asking questions. Attendees addressed topics as outlined below.

- Glen Castro has been the acting Town Accountant for approximately five months. He currently fulfills this role in conjunction with acting as Town Budget Director.
- Donna Tuccinardi (Assistant Town Accountant) noted that the department had to adjust to Covid, taking steps to streamline work and fulfill multiple responsibilities; examples:
  - Development of accounting electronic ticket that allows departments to submit expenses, ask questions, complete paperwork; full electronic access now available to entire department; implemented March 1
  - Accounts payable workflow; within MUNIS employees can submit bills to department head, who can approve the expense on-line; no longer a paper process; full implementation by May 1
  - The Treasurer's office sends out excise and real estate tax bills; receive and deposit money; cut the checks (including payroll); the accountant does revenue and expense analysis and financial review of all departments
  - MUNIS in place since 2007; December 2020 upgraded to next version; periodic updates every few years, no major functionality changes
- How is workload with Glen Castro dividing his time between two jobs and departments?
  - The various building projects take substantial time; managing contracts (signing, timing)
  - Glen is working overtime; staff are working together to find efficiencies
  - Request from Capital Budget Committee for additional software that will include a contract manager and the ability to manage invoices in MUNIS
  - Jon Marshall noted sharing of positions, making reductions in departments based on no-override budget plan; Glen's work has resulted in greater connectivity between Town Administrator and Accounting
  - Matt Haskell has helped prepare budget information
  - Not really impacted by public record requests

- Use of ProPay (HS building project); Donna spends 10-15 hours per month on building invoices
- DPW/BPD building project is wrapping up
- HS building project invoicing only once per month

Meeting with Town Administrator's Office, 10:30-11:00AM

Ellen Schreiber took the lead in asking questions. Town Administrator Patrice Garvin was attending a funeral, so Assistant Town Manager Jon Marshall answered questions for the office. Attendees addressed topics as outlined below.

- In 2019 departments moved health benefits to singled, shared account in the budget
- Use of legal services actually decreased during Covid; Town Administrator will consider sending request to Pension Board to piggyback on Town's labor counsel (rather than having separate counsel on retainer)
- Zoom meetings have resulted in massive increase in citizen participation. Can they continue? Exploring hybrid model; waiting for clarification and regulations under the Governor's Executive Order; need help from legislators; Belmont Media has been a great partner
- Any adjustments to the no-override budget? Plan to stick to previously outlined budget. Can stimulus soften the edges? Still awaiting guidance from Treasury; previously limited to non-budgeted, non-anticipated items
- To what extent can the Administrator's Office address operational efficiencies versus structural change? (Particularly consolidation of the Fire Department and closing Belmont Center fire station). Structural changes need to involve entire Town.
- What about website renewal? Necessary (non-user-friendly website), but no imminent plan to update it
- Economic development committee addressing Trapelo corridor: connectivity, communication; grant funding from state; sidewalks, benches (aesthetics); includes one member of the Planning Board
- What about long-term planning for West Belmont? Needs to be on the Town's long-term planning agenda
- Community path: moving forward; Katherine Clark's office is bringing back earmarks at federal level; working on securing easements; construction dollars from TIP; CPA Fund a source of easement funding
- Ice rink: need to understand Harris Field; Perkins & Will plan; unlikely to include tennis courts
- Skateboard park: likely need to find a new location, as all current Town parks and recreation space already claimed
- Union contracts: negotiations in process, nothing firm yet
- Green Communities: ongoing work
- McLean development: Jon Marshall not closely involved in that, will get back to us after consulting with Ms. Garvin

The meeting adjourned at 11:10AM by unanimous consent.

Minutes unanimously approved during the Warrant Committee Meeting of April 7, 2021,  
7:00PM.