

**Selectmen's Minutes**  
**October 21, 2002**  
7:00 P.M.

Present: Trey Shupert, Walter Foster, Peter Ashton, Pam Harting-Barrat, F. Dore' Hunter was absent. Town Manager and Assistant Town Manager. Meeting was televised.

**CITIZEN'S CONCERNS**

**PUBLIC HEARINGS & APPOINTMENTS**

**SEWER COMMISSIONER'S REPORT**

**SEWER RATE SETTING AND REVIEW OF SPECIAL CIRCUMSTANCES**

PETER ASHTON - Moved to set the rate for October at .01725 cents per gallon October 2002. WALTER FOSTER - Second. UNANIMOUS VOTE.

The Board discussed the O&M issue at 276 High Street and of giving the current owners the choice of opting out of the District. If they choose to opt out, then the request for removal from the District should be in writing.

Trey had not problem with direct billing. He said that we do not have the working capital to do so at this time. Peter said we should look at the new software modules to facilitate the acceptance of sewer revenues.

**JULIA MILES** – Conservation Commission Appointment as Associate –PAM HARTING-BARRAT – Moved to appoint Julia Miles as an Associate Member on the Conservation Commission with a term to expire 6/30/03. WALTER FOSTER – Second. UNANIMOUS VOTE

**SITE PLAN 8/14/02-383 – 52 KNOX TRAIL** - PAM HARTING-BARRAT Moved to Continued at the request of the applicant to Nov 4 at 7:15 P.M. PETER ASHTON – Second. UNANIMOUS VOTE

**SELECTMEN'S BUSINESS**

**AFFORDABLE HOUSING PROJECT COMMENTS** –Trey noted a conceptual plan for a development in North Acton under 40B. The letter is drafted for signature by the Town Planner. Walter had corrections to the letter. Peter asked if ACHC had been privy, the board thought not as this is still conceptual. PETER ASHTON – Moved to send letter with correction WALTER FOSTER - Second. Christine to send out under signature after corrections are made as suggested by the Chairman.

**FY04 BUDGET DISCUSSION** –Trey spoke about Multiple scenarios being put together. He wanted to have the budget reductions discussed and also to start process on increasing fees. He urged actual costs and the Transfer sticker price going up to better

offset the actual costs for these services. Peter agreed we need to take a look at all fees. Peter wanted us to pursue the 50% owed by 6 entities that owed back taxes. He asked that we collect those back taxes. Peter wanted to have the summary page presented differently to help with confusion, perhaps a footnote or separate line. John was asked to change.

Pam felt that we should have an amnesty program to generate revenue. Special legislation would be needed.

### **GOALS DISCUSSION**

Add Middlesex pension alternatives (Walter) look into this and to come up with a plan.

The Town Manager was asked to take the letter from Billerica and make the same request in terms of full audit annual reports budgets, salaries expenses, people who work for them and response in 10 days. Peter wanted to have anything with regard to how actuary changed and why. Trey added that we intend to look at all our options and perhaps joining with other towns to explore alternatives and to exercise our rights under the law. He also wants to know why our assessment went up 64 percent while the overall increase was 42%. He further wanted to know why their employees went down 10 percent.

Recreational field lack of space, prison land etc. (Walter) was assigned to this Goal.

## **GOALS 2002-2003**

1. Labor Negotiations & Improve Labor Relations environment (Peter/Trey)
2. Improve Communication with Town Boards (Peter/Trey)  
Implement Chairman Round Table - (Trey) *(for Dec/Jan)*  
Revisit 2020 Planning Process for direction to make this process more beneficial towards Implementation of long-term vision (Trey).
3. Towne Building Reuse (Walter/Dore'/Peter)
4. ALG process be used for purpose of Budget Planning for FY04 (Walter/Trey)
5. Residential and Commercial Growth (Walter/Pam) *(PCRC EDC – Continuing to meet)*
6. Open Space and Recreation Plan (Peter/Walter) Completed
7. Health Insurance Trust Agreement (Peter) *(Peter still working on getting comments from Water District.)*
8. Decision on Pentamation Accounting System (Dore'/Peter) *(Proposals are being looked at by staff)*
9. Process Planning for "Life after NESWC" (Pam/Peter) *(John Murray is looking at this)*
10. Joint IT process-organizational change (Walter/Dore') (
11. Implement an on-going Public Relations campaign regarding budgetary situation (Trey/Walter) *(ALG put plan in place A/B)*
12. Provide looking at salary levels in the organization, include liaison with Personnel Board (Trey /Peter) *(Need to look at budget)*  
Based upon results of Salary Survey, conduct a through review of current salary levels (Trey/Peter) *(Need to look at budget override for Operating budget)*
13. Broader community interface with Emerson Hosp.- Board of Health to take elder issues on (Pam)
14. Recreational field lack of space, prison land etc. (Walter)
15. Middlesex Pension alternatives (Walter)

### **GOALS carried forward**

16. Public Safety Facility (Dore'/Trey)
17. Determine future of Vaillancourt House - 17 Woodbury Lane. (Pam) *(No dialogue thus far as budgets have had the bottom fallout, Historical Commission issue and seek suggestions)*

## **OTHER BUSINESS**

Trey spoke about the Audit from Malone on our Insurance Trust Fund, and why the schools and Water District are paying for separate auditor, and noted that ours audits the health accounts each year. Peter urged us to not pay for this. Trey urged our trustee to take a hard line on anymore wasting of money and we would not participate or pay again. Trey said that we are not to set rates at the Nov 7<sup>th</sup> meeting, as we need more time to set the rates.

Trey again noted with disappointment the recent activities at the Makaha Restaurant – A letter and an appointment before the Board was requested ASAP. Trey suggested the letter be sent to their attorney and to advise them we are looking at some sort of action. The Police Chief is concerned about this situation. Disappointing that they a month later have a major incident by the owner. Trey will propose some sort of suspension. They are to come in on Nov 4 at 7:45. Town Manager will draft a letter to Mr. Cheng and Mr. Deimert.

Sidewalk priorities add to next meeting as agenda item.

Peter spoke about water main advance notice to install at Brook Side Mall.

He noted that they are no longer sending printed City and Town but it can be obtained on the Net.

Walter reported on the success of the 20<sup>th</sup> Anniversary at the Discovery Museum it was well attended.

Micki Williams walk went well and was well attended.

Pam – has had a lot of questions about override she feels we need to get the information out to the public and a lot of issues and to help them understand the process.

## **CONSENT AGENDA**


WALTER FOSTER – Moved to approve. PETER ASHTON – Second. UNANIMOUS VOTE.

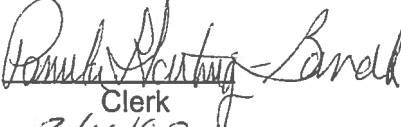
## **TOWN MANAGER'S REPORT**

Don spoke about the pictonmey we have withdrawn because of continuing costs.

## **EXECUTIVE SESSION**

NONE

  
Christine Joyce  
Recording Clerk

  
Clerk  
2/10/03  
Date

October 18, 2002

**TO:** Board of Selectmen, Sewer Commissioners

**FROM:** Trey Shupert, Chairman

**SUBJECT:** Selectmen and Sewer Commissioners Report

**OCTOBER 21, 2002**  
**MEETING BEGINS AT 7:00 P.M.**

**I. CITIZEN'S CONCERNS**

**II 7:03 SEWER COMMISSIONER'S REPORT**

1. **SEWER RATE SETTING AND REVIEW OF SPECIAL CIRCUMSTANCES** – Enclosed please find staff comment and recommendations in the subject regard.

**III. PUBLIC HEARINGS & APPOINTMENTS**

2. **7:10 JULIA MILES – CONSERVATION COMMISSION ASSOCIATE INTERVIEW** – Enclosed please find Ms. Miles' application and VCC recommendation for Board consideration.
3. **7:15 KNOX TRAIL SITE PLAN SPECIAL PERMIT #383** (continued from October 17) – The applicant wishes to have the hearing continued until November 4<sup>th</sup> at 7:15 P.M.

**IV. SELECTMEN'S BUSINESS**

4. **AFFORDABLE HOUSING PROJECT COMMENTS** – Enclosed please find a draft letter regarding a proposed Affordable Housing project on Main Street. The letter has been drafted by the Town Planner, for Board consideration.
5. **FY04 BUDGET DISCUSSION**
6. **GOALS DISCUSSION**
7. **OTHER BUSINESS**

**V CONSENT AGENDA**

8. **NOVEMBER 5 STATE ELECTION WARRANT** – Enclosed please find the Warrant for the November 5 State Election for Board consideration. (Signature copies will be available at the meeting.)
9. **NEXTEL COMMUNICATIONS SIDEWALK CONTRIBUTION** – Enclosed please find a contribution from Nextel for construction of sidewalks, for Board acceptance.

**VI. TOWN MANAGER'S REPORT**

## VII EXECUTIVE SESSION

### ADDITIONAL INFORMATION

Enclosed please find additional correspondence that is strictly informational and requires no Board action.

### FUTURE AGENDAS

To facilitate scheduling for interested parties, the following items are scheduled for discussion on future agendas. This IS NOT a complete Agenda.

November 4 – Animal Boarding Site Plan, Knox Trail continuation, Concord Road Sidewalk  
November 18 -

#### GOALS 2002-2003

1. Labor Negotiations & Improve Labor Relations environment (Peter/Trey)
2. Improve Communication with Town Boards (Peter/Trey)
3. Towne Building Reuse (Walter/Dore'/Peter)
4. ALG process be used for purpose of Budget Planning for FY03 (Walter/Trey)
5. Residential and Commercial Growth (Walter/Pam)
6. Open Space and Recreation Plan (Peter/Walter) Completed
7. Health Insurance Trust Agreement (Peter)
8. Decision on Pentamation Accounting System (Dore'/Peter)
9. Process Planning for "Life after NESWC" (Pam/Peter)
10. Implement Chairman Round Table - (Trey)
11. Joint IT process-organizational change (Peter/Dore')
12. Implement an on-going Public Relations campaign regarding budgetary situation (Trey/Walter)
13. Provide looking at salary levels in the organization, include liaison with Personnel Board (Trey /Peter)  
Based upon results of Salary Survey, conduct a through review of current salary levels (Trey/Peter)
14. Revisit 2020 Planning Process for direction to make this process more beneficial towards  
Implementation of long-term vision (Trey).
15. Want to see more interface with Emerson.(Pam)

#### GOALS carried forward

16. Public Safety Facility (Dore'/Trey)
17. Determine future of Vaillancourt House - 17 Woodbury Lane. (Pam)

Goals 2003-Selectmen folder