

Selectmen's Minutes
SEPTEMBER 23, 2002
7:00 P.M.

Present: Walter Foster, F. Dore' Hunter, Peter Ashton, Town Manager and Assistant Town Manager. Meeting was televised.

CITIZEN'S CONCERNS

PUBLIC HEARINGS & APPOINTMENTS

SEWER COMMISSIONERS REPORT

RATE SETTING AND REVIEW OF SPECIAL CIRCUMSTANCES

DORE' HUNTER – Moved to set the September meter rate in the amount of \$.01950.
PETER ASHTON- Second. UNANIMOUS VOTE.

Steve Barrett, Finance Director asked for the Board's feedback on the following sewer issues.

1. A Property was sold to another person. They moved in and they wanted us to use current readings. This customer is using 150 gallons and Steve suggests we stick to the winter usage. PETER ASHTON – Moved to use the Winter usage. DORE' HUNTER- Second. UNANIMOUS VOTE
2. Water that is supplied from Maynard should be using the Maynard Water reading. PETER ASHTON – Moved to continue using Maynard's readings. DORE' HUNTER – Second. UNANIMOUS VOTE.
3. Meter problem at this property. New meter installed by the Water District. Steve feels we need to go with 4.3 gallons usage for another two or three Months and go back and retroactively bill when actual usage is determined. PETER ASHTON – Moved to maintain the 4.3 charge and to review in several months for adjustments. DORE' HUNTER – Second. UNANIMOUS VOTE.
4. New meter and conveyance of the property at the same time. New meter installed at time of conveyance. We will use this reading until we get winter readings. Dore' said that it seems low and bill on 27.5 GPD. DORE' HUNTER – Moved to review the GPD until we get winter readings. DORE' HUNTER – Moved to approve that winter readings be used. PETER ASHTON – Second. UNANIMOUS VOTE
5. Second Meter issue. Steve feels we take that into account by using the winter readings. DORE' HUNTER – Moved to maintain our meter reading based on official Water District readings for Winter. PETER ASHTON – Second. UNANIMOUS VOTE.

DRUMMER FARMS HOOK-UP PERMITS- The Board discussed the issues around the installation and the request for a permit reduction. A \$1,500 compromise is outlined in Doug's memo. DORE' HUNTER – Moved to approve depending on how many holes will be opened up for inspection at a time and if they have to do more inspections, that we charge full costs. PETER ASHTON – Second. UNANIMOUS VOTE.

DONELAN'S SUPERMARKET COMMON VICTULLERS LICENSE –DORE' HUNTER - Moved to approve. PETER ASHTON - Second. UNANIMOUS VOTE

O'NATURALS – COMMON VICTUALLER'S --Peter asked about serving liquor. They will not be serving liquor. Dore reminded them they can have up to 120 seats and there is no outside service. They are planning on 70-80 seats with no outside service. DORE' HUNTER – Moved to approve with the conditions regarding the number of approved seats and that no outside service listed. PETER ASHTON – Second. UNANIMOUS VOTE.

Nancy Kingman – 55 Esterbrook Road, questioned the Hours of operation and smells. They want an hourly restriction on the permits and Baffles outside for noise reduction. She was referred to the Board of Health. As for the hours, they will close to the public at 8:00.

Graham Knowland– Stated that the Developer did not provide any plans for use of equipment. He too was referred to the Health Dept. and Building Commissioner. He asked about location in the mall. They said on the end by Esterbrook. It was noted that that this has been the location for the restaurant since the plans were submitted.

CPA PRESENTATION –Anne Forbes and Susan Mitchell-Hardt discussed Question #5 on the up coming ballot. She is pleased with the support from town committees and others. They thanked the Board for their support.

Dore' said he has not seen the text of the act which has been modified.

Dore' also asked about the early towns that passed CPA and asked if there have been any questions or serious interpretation issues which could require further amendments.

Peter wanted a copy of the Amendment and asked how many are going to the ballot in November. They felt it was 10 or 12.

HDC OVERSIGHT – Micheala asked about appointments to the HDC. They wanted Anne Forbes appointed as an Alternate. The Selectmen were confident that they had appointed her already, but took another vote to be sure. DORE' HUNTER – Moved to again appoint Anne Forbes as an Alternate Member of the HDC with a term to expire 6/30/05. PETER ASHTON – Second. (Note from staff: Ms. Forbes was appointed on June 17th, 2002 under the Selectmen's blanket appointment list for the upcoming year.)

By Law - They have prepared the amendments and will provide a copy.

They asked about the exchange hall issue and the memorial on the common. They would like to have an oversight committee to control these issues. They want to move along and see about the veteran's memorial.

They spoke about the issue as it pertains to the Exchange hall. They are uncomfortable with Mr. Berger's request for HDC to hold meetings. Dore' was in agreement but he needs to address the project issues with regard to parking and feels that Mr. Berger needs to do more to make his plan work. A Site Plan will trigger the real issues.

BOARD OF ASSESSORS OVERSIGHT MEETING - Jim Kotanchik said they have had no problems and they are running smoothly. They will be doing a minor revaluation and they see no particular problems. Peter will get in touch with him about the Elderly Tax Committee.

SITE PLAN - COLLAGE MALL - #05/24/02-381 – CONTINUANCE - DORE' HUNTER – Moved to not take any further information, and to close the hearing. PETER ASHTON – Second. UNANIMOUS VOTE. Peter suggested that we have an early morning meeting to take care of this issue, since they have been continued because of no fault of theirs. It was suggested to meet before ALG on Thursday September 26 at 7:30 AM.

SELECTMEN'S BUSINESS

CAC Report – Dore' reported about cross-town traffic and smoothing out Route 2 and having vehicles stay off side streets. They want to smooth the intersection of route 2 and III and also put an Opticon on route 2. They had asked for flow charts through 2020 at Wetherbee / School Streets. They have asked CPS to do the drawings in the packet. The best case 2020 based on alternative 5 as people like it best. Dore' continued to discuss the alternatives.

Dore' will continued telling them what we want to see there.

Town Manager's Salary- Peter wants to have the entire Board to discuss this issue. He asked that this be put on the next agenda when all Members will be present.

Preliminary FY04 Budget Discussion

Peter gave an update of ALG and expressed concern that we needed to be moving this along for budgets. He thinks on the municipal 1.9 will be voted this evening and then Don said he really thought we need to grapple with budgets and free cash and override issue. What an appropriate level of free cash expenditure is since the amount that we have is 3. Million. They will discuss an operating override. He will report back to ALG on Thursday. Trey is concerned with formal non-recommended cuts and discussion of Free Cash.

Peter asked if the Manager agreed with John's Not recommended list and proposed cuts. He noted we needed them on the table. Don agrees with these cuts. Peter said he agrees but would like to know the number of personnel, which don't appear in the mock recommendation.

Dore' asked about Hayward Road and if there were State monies available. Don felt not right away.

Peter spoke about the rail trail. It appears we don't have a commitment from the Feds or State. DORE' HUNTER – Moved to that we approve the cuts of \$1.93 for not recommended selections. PETER ASHTON – Second. UNANIMOUS VOTE

Free Cash – Trey said he would like 2.5 as it is a little higher than expected and a discussion on the use of free cash ensued.

Peter said his view is yes, we do have more and would like to leave us with 1 million in Free cash. His only reservation relates to liabilities in the future especially with regard to health care costs. We have that rainy day fund. He said it will hinge on funding of health Insurance.

Dore' agreed the 2 million was a good number and he would be comfortable with that number. He felt we needed to save some for the next year.

Walter said that we are in an excellerated budget process this year and feels comfortable with 2 million but would be interested in what the 200,000 could buy. He is not sure voters in town realize that we have budget busters. He also noted salaries and insurance couldn't be contained. He felt it is important that the town know these numbers are not coming out of the air and are told what would be cut so they can make an informed decision.

Override amount is directly related to Free Cash and cuts taken.

Dore' noted we needed to discuss the free cash use with the schools.

Dore' spoke about setting the amount of the override and the calculation of what can pass Town Meeting. Each time we have gone with the 30-year-old legislation we take the number down from what we really need. Cuts from previous years have not been restored. He felt we need 3 million but we would ask for 2 million. Dore' felt that we should be duty bound to ask for what we really need and not take an amount less than what is required.

Windsor Green Parking Expansion – Peter gave an update on the meeting they had. They talked in generalities and Peter said they will continue the conversation and that everyone is talking. We need to address this safety issue quicker than waiting for the legal suit to play out in the courts.

O.A.R Funding Request - Dore' noted we cannot use town funds. He suggested we have Doug Halley draft and an RFP. Don felt he would be able to put something together. PETER ASHTON – Moved to approve the \$1,000 donation after it went through the RFP process. DORE' HUNTER – Second. UNANIMOUS VOTE

Coffee sales at the commuter lot- DORE' HUNTER – Moved to grant permission but reserve the right in the future to charge a fee to the vendor as suggested by the Town Manager. PETER ASHTON- Second. UNANIMOUS VOTE.

OTHER BUSINESS

PSFC – Dore' updated the Board on the firm selection. He noted the entire committee was there and they all agreed on the selection.

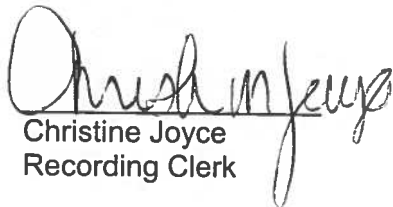
Walter gave thanks to all those who took time to be present at Acton Day

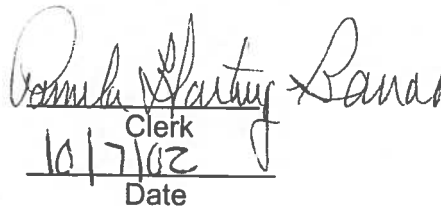
CONSENT AGENDA

DORE' HUNTER – Moved to approve with the inclusion of the Extra Information item to have the Board acceptance of gift to the Police Department from Colonial Chevrolet.
PETER ASHTON – Second. UNANIMOUS VOTE.

TOWN MANAGER'S REPORT

EXECUTIVE SESSION


Christine Joyce
Recording Clerk


Clerk
10/7/02
Date

September 20, 2002

TO: Board of Selectmen, Sewer Commissioners

FROM: Trey Shupert, Chairman

SUBJECT: Selectmen and Sewer Commissioners Report

SEPTEMBER 23, 2002
MEETING BEGINS AT 7:00 P.M.

I. CITIZEN'S CONCERNS

II SEWER COMMISSIONER'S REPORT

1. **RATE SETTING AND REVIEW OF SPECIAL CIRCUMSTANCES** – Enclosed please find material is the subject regard.
2. **DRUMMER FARMS HOOK-UP PERMITS** – Enclosed please find a request from the Drummer Farms Condominiums, along with staff comment, for the Commissioners consideration.

III. PUBLIC HEARINGS & APPOINTMENTS

3. **7:10 DONELAN'S COMMON VICTUALLER'S – 248 GREAT ROAD** – Enclosed please find application and staff comment in the subject regard.
4. **7:20 O'NATURALS – COMMON VICTUALLER'S LICENSE – 145 GREAT ROAD** – Enclosed please find application and staff comment in the subject regard. Please note previous Site Plan restrictions.
5. **7:30 CPA PRESENTATION** – Enclosed please find materials from Ms. Mitchell-Hart in the subject regard
6. **7:45 HDC OVERSIGHT MEETING**
7. **8:00 BOARD OF ASSESSORS OVERSIGHT MEETING**
8. **8:15 COLLAGE MALL SITE PLAN** - Continued from 9/9/02.

IV. SELECTMEN'S BUSINESS

9. **CAC Report** –Selectmen Hunter will provide a status report.
10. **Town Manager's Salary** – Selectman Ashton will address the Board in the subject regard.
11. **Preliminary FY04 Budget Discussion** – The Chairman wishes to discuss the staff recommended reductions, the positions which were not funded by staff, the amount of Free Cash that should be utilized for FY '04, and the need for an override.

12. **Windsor Ave. Parking Expansion** – Selectman Ashton will report to the Board in the subject regard.
13. **O.A.R Funding Request** – Enclosed please find a request for funds and staff comment.
14. **COFFEE SALES AT COMMUTER LOT** – Enclosed please find a request for coffee sales and Staff comments for Board action.
15. **OTHER BUSINESS**

V CONSENT AGENDA

16. **ACCEPT MINUTES** – Enclosed please find minutes of the August 19 Meeting for Board acceptance.
17. **FEDERAL EXCESS PROPERTY PROGRAM** –Enclosed please find a form forwarded by the Fire Chief for Board signature.

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.

Oct. 7, Plowing of Private Ways discussion/review.

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. Revist 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 Vailancourt House - 17 Woodbury Lane. (Pam)

Goals 2003-Selectmen folder