

BOARD OF SELECTMEN AND SEWER COMMISSIONER'S MEETING

December 15, 2014
Francis Faulkner Room 204
Regular Meeting 7:00 PM

Present: Mike Gowing, Katie Green, Janet Adachi, Peter Berry, Franny Osman; Town Manager Steven Ledoux. Lisa Tomyl, Recording Secretary

Chairman Gowing opened the meeting at 7:05 p.m.

Citizens' Concerns

None

Chairman's Update and Operational Update:

Mr. Gowing – Cable Advisory Committee invited the Comcast Representative to their meeting on December 17th to discuss converting the analog signal to digital and get an update on the status of the Town. The meeting is open to the public. The Health Insurance Trust will be losing Tess Summers to retirement at the end of the year. She has worked long and hard for the schools and the trust over the years and wishes her well in her retirement. People get bit by the volunteer bug during the holiday season, and would like to promote volunteering for a board or committee. Applications are available on the Town website. Also wishing everyone a happy and healthy holiday.

Mr. Ledoux – Spent most of the past couple of weeks working of FY16 budget. Last Wednesday Superintendent Ed Bouquillon from Minuteman High School hosted a breakfast meeting for the area Town Managers in the Minuteman district. He presented a preliminary budget and don't think the school committee has had a chance to review it yet. The preliminary budget is up 1.64%, but because of issues on the revenue side for assessments it may be up 9.84%. What that means for Acton is a preliminary assessment of \$918,833. Out of that \$152,253 is for the middle school program that Acton Boxborough Regional School district runs with Minuteman High School. Outer district enrollment is down 20 students as of October 1 and the member town enrollment is down 25 students. The Commissioner of Education is continuing to drop the non-resident tuition rate – right now it is at 134% of the foundation budget and it will be dropping to 125%. The Superintendent also stated there will be some changes to Chapter 74 which means if any school district has some type of exploratory program a student from that district can't sign up for an exploratory program at Minuteman. The good news with the changes to Chapter 74 is that there would be a capital fee associated with the non-member student for communities that have voc ed in their community. The charge would be 75% of the capital cost. Communities that don't have voc ed in their community the charge would be 100%. ALG meeting last Thursday the board discussed whether a cost saving committee or subcommittee would be a good idea and school committee and finance didn't agree. ALG will revisit the issue after spring town meeting.

Board of Selectmen
December 15, 2014

Public Hearings and Appointments

7:10 p.m. **National Grid Petition for Gas Main Installation, Henley Road** – Mr. Gowing read the public hearing notice. Applicant has requested a gas main installation to serve 11 Henley Road. The Engineering Department reviewed the request and recommends approval from the board. Ms. Adachi moved to approve, Ms. Green seconded. All Ayes – UNANIMOUS VOTE

7:15 p.m. **Town Manager FY16 Budget Presentation** – Town Manager Ledoux presented the FY16 Budget Report

7:55 PM **FY 15 Tax Classification Hearing – continued from December 1, 2014** - Mr. Gowing read the public hearing notice. Representing the Board of Assessors present was Brian McMullen, Director of Assessor's Office, and Carol Leipner-Srebnick, Chair of the Board of Assessors. Both gave an overview of the FY15 Tax classification on December 1, 2014 to the Board of Selectmen and what the BOS will have to vote on at the December 15th meeting. The Selectmen's Decisions are as followed:

1. Adopt a Residential Factor (tax rate of \$19.05)
2. Adopt Open Space Discount (currently no parcels apply)
3. Adopt Residential Exemption
4. Adopt a Small Commercial Exemption

Ms. Adachi moved to approve decision 1, and no on decisions 2-4. Mr. Berry seconded. All Ayes – UNANIMOUS VOTE

8:10 PM **Site Plan Special Permit Amendment #07/10/09 – 422, 107-115 Great Road** – Applicant has requested a continuance to January 26, 2015 at 7:10 PM Ms. Adachi moved to approve, Ms. Green seconded. All Ayes. – UNANIMOUS VOTE

Selectmen's Business

Design Review Board Charge Update 2014– Ms. Adachi has requested to continue the discussion at the next meeting in January to give more time for the Design Review Board to review and comment on the document.

Close Warrant for Annual Town Meeting 12/31/2014 – this closes warrant for citizen petitions

Open Space and Recreation Plan Discussion – Ms. Adachi discussed some of the changes that have been made since the previous version. Ms. Adachi moved to approve the OSRP and to approve the Chair to back the plan, Ms. Green seconded. All Ayes. UNANIMOUS VOTE

Selectmen to Vote on Members of the Acton Nursing Service Task Force - Mr. Gowing is requesting to have all applicants be vetted and recommended by the VCC regardless being a committee or task force so that the Task Force be voted on and approved all at once as well as finalizing and approving the new charge.

Board of Selectmen
December 15, 2014

Selectmen's Reports:

Ms. Adachi: Acton Community Housing Corporation, 12/11 - Public session on proposed housing production plan. Well-attended, largely by Town committee members, including 4 Selectmen, most of ACHC, Acton Housing Authority Director Kelley Cronin and several AHA board members, etc.

Design Review Board – Ms. Adachi previously meeting last Friday with Planning Department, further revision of draft charge, and postponement to 1/2015 of Selectmen discussion of revised DRB charge to allow time for DRB members to comment.

Finance Committee, 12/9 – Financial updates by Superintendent and Town Manager about FY14 close, FY15 to date, including preview of Town Manager's preliminary FY16 budget. FinComm continuing outreach to community, most recently to Parent-Teacher-Student Organizations, in which there is a misconception that municipal and School District have different approaches to funding Other Post Employment Benefits. Continued FinComm exploration of stabilization funds: using existing and creating new capital fund, appropriating 400K for each; discussion of whether general fund could be used for School District purposes. Mr. Evans criticized proposed capital fund whereby today's taxpayers/residents would pay into fund for future capital expenditures that they might not be around to benefit from. North Action Fire Station Committee – Mr. Evans recounted long history of fire station study committees and then agreed to serve as FinComm representative on new committee.

Land Stewardship Committee – Meeting tomorrow.

Water Resources Advisory Committee – Meeting Wednesday.

Regionalization Finance Oversight Subcommittee – Meeting Thursday.

Acton Boxborough United Way community forum, 12/11 – Well-attended, as Ms. Osman reported. Barely enough time to do introductions. Lots of talk of challenges, updates on programs including by Ms. Osman about CrossTown Connect. Community forum is akin to Acton Safety Net meetings but larger-scale.

Diversity Coalition – Final report on 18 months' activities is final format, but delaying release till after 1/2015 meeting.

495/Metrowest Partnership, 12/2 – Board of Directors meeting. Discussion of Governor's 9c cuts, impact on Partnership budget, which relies on Regional Economic Development Program, which was not affected but as to which Partnership funding amount is unclear; and 50K budget earmark, which was dropped. Partnership reorganizing corporate sponsorship categories, and some possibility that

Board of Selectmen
December 15, 2014

organization will seek nominal donations from member municipalities. Update about federal Environmental Protection Agency draft stormwater permit/regulations, for which comment period ends this month; Partnership and other entities requesting 90-day extension for comments. As Ms. Adachi noted earlier, expectation is the EPA will take 1 year to process comments, with final permit/regulation coming out in 2016, and including 6-month delay before new standards become effective

Ms. Green: The Acton Boxborough Regional School Committee met and heard a presentation from Steve Noone of the Finance Committee on OPEB. The Committee also discussed doing an existing conditions and master plan study to evaluate their capital needs. This is something that may or may not be in the FY'16 budget. MASBO, the Massachusetts Association of School Business Officers, is going to do a review of the region's business practices. With new leadership, including a new Superintendent and Finance Director, this is a particularly good time for MASBO to do the review and to offer suggestions on efficiencies or other ways to improve the region's business practices. The region is still reacting to the 9C cuts and what those may mean for the FY'15 budget. Ms. Green attended the League of Women Voter's annual Chat & Cheer party. Acton's legislative delegation, Senator Eldridge and Representatives Atkins and Benson, attended and spoke about what issues they hope to focus on in the legislature next year. The Acton Boxborough United Way Needs Assessment Study Committee met. They are continuing to work on collecting both qualitative and quantitative data to better understand the issues facing our communities, the resources available, and where the gaps between those are. The Historical Commission met, but Ms. Green had to miss that meeting as it was at the same time as the ABUW meeting. The Acton Leadership Group met, but that was covered by the Chairman and Manager. Ms. Green attended the Housing Production Plan forum. As others mentioned, it was a great event with lots of interesting information and good discussion. The slides presented at the Forum are available on the town website.

Ms. Osman: **Transportation Advisory Committee 12-3-14**

Discussed Rail Shuttle expansion possibilities. TAC would like to work with CrossTown Connect and Town to find ways to better deliver commuters who live north and west, near 2a and 27, to the train.

Lowell Regional Transit Authority LRTA Dec. 4, 2014

The Jan. meeting may include a tour of the new Gallagher Terminal parking lot to open in February. It includes a walkway to the furniture building next door.

LRTA is installing new AVL-GPS system on buses, bringing the station up to par with the rest of the country, choosing a contractor within a few weeks.

There was a UMass Lowell meeting about how to increase ridership of students to the schools. There will be a meeting of Jim Scanlan, Admin. Dir. of LRTA with Middlesex Community College on the same issue on Jan.7 which he invited me to join. This is a relevant issue not only from the Lowell end of the

LRTA, but from our area I have heard families who were in need of transit up to Middlesex or UMass Lowell, both, and lack of transportation was affecting their educational decisions.

LRTA has 4 new accessible minibuses expected in March, to be used on fixed route.

They just had their highest 10 month ridership total ever. Ridership is up, weekdays and Saturdays.

Other RTA's have started Sunday service: Worcester, Merrimac Valley, Pioneer Valley. LRTA considering same. It would be approx. \$5000 to \$6000 to add Sunday service, but I am not sure for what route the need was identified.

There was discussion of Veterans transportation and why can't LRTA go to the Bedford VA.

Montachusett Area Regional Transit MART does do this. I will mention this at the college meeting, as Middlesex already shuttles between the Lowell and Bedford campuses.

This is the month that we are supposed to be reviewing and commenting on the Draft Regional Transportation Plan. One issue the LRTA could use input on from its towns is on how to make later night/earlier day/Sun. service better for towns who pay their assessment to LRTA. We pay an assessment.

I believe we should be looking as a Town at the Draft Regional Transportation Plan for the Boston MPO and commenting on it. Very important to do so. Only services in the plan are eligible for the FTA grants that are upcoming. I may reserve Town Hall and have a night or a Saturday for public input. This is a fast schedule but important.

Here is info taken from www.ctps.org website of the Boston MPO. I put the important info in bold below:

Coordinated Public Transit–Human Services Transportation Plan Released for Public Review

The MPO has released for public review its Coordinated Public Transit–Human Services Transportation Plan, which identifies the transportation needs of the elderly and people with disabilities in the Boston region and the services that currently exist to serve these populations.

Only the projects that meet the needs identified in this plan are eligible to receive funding from the Federal Transit Administration's Section 5310 program. The MPO will be accepting comments from the public through 5:00 PM on Tuesday, December 30.

The public review period offers an opportunity for members of the public to provide input about the transit needs of the populations served by the Section 5310 program and to identify current transit services that are not documented in the plan. Click [here](#) for the draft document.

The MPO is planning to vote on the plan at the meeting it has scheduled for January 8, 2015. The meeting will begin at 10:00 AM in Conference Rooms 2 and 3 of the State Transportation Building, 10 Park Plaza, in Boston. Members of the public are welcome to attend.

Please click [here](#) if you wish to submit a comment online. You also may send comments by mail, email, fax, or phone:

Board of Selectmen
December 15, 2014

Boston Region Metropolitan Planning Organization
State Transportation Building
10 Park Plaza, Suite 2150
Boston, MA 02116-3968
Voice: 617-973-7100
Fax: 617-973-8855
TTY: 617-973-7089
Email: publicinformation@ctps.org

Economic Development Committee EDC Dec. 4 2014

David Foley and Larry Kenah, between meetings, had developed a process by which the EDC would develop its goals, objectives, and projects. We got going on this process. We spent a lot of time discussing difference between goals and objectives. And we revised our goals. We took home homework to meet with subcommittees to develop objectives and projects to go with each of the goals. My group worked on the third goal (see below). Interesting to realize, as we did so, that promoting Acton to consumers helps the businesses as well so perhaps could be added to that third goal.

Revised EDC Goals

- Take care of existing businesses
- Facilitate the relationships between businesses and town government
- Promote Acton to the outside world by providing relevant information to prospective businesses.

Cemetery Commission 12-10-14

One of projects that came out of Natural Resources was making Kennedy Service Center accessible. The Cemetery Commission voted yes to using \$35k trust fund money matched with general fund money to pay for this project.

Harris St. was also discussed. They voted 2 to 1 to support the Town Manager in considering taking 2 old cemetery articles with money in them from years ago to be put toward the purchase of the Harris St. building Fish and Wildlife regional office building. NARA and Cemetery and other town equipment used by Natural Resources will be stored in the Harris St. building.

Open Space Committee 12-5-14

Discussed the status of many different parcels.

United Way of Acton and Boxborough Community Forum 12-11-14

Board of Selectmen
December 15, 2014

Reports on trends and needs and successes from many local agencies and providers including Officer Campbell. Three Selectmen were there.

Public meeting on Housing led by Metropolitan Area Planning Council MAPC 12-11-14 (Janet reporting too)

CrossTown Connect Dec. 12 (CTC)-

Established budget and dues for fy year 16-

Steve Ledoux has included Acton's dues in the budget workbook.

District Local Technical Assistance grant program of MAPC might have been able to fund the second component of the Community Innovation Challenge grant --defining routes and partners for a last mile transportation from the train to businesses--and initially they had interest but as looked closer they thought the Boston Metropolitan Planning Organization's Central Transportation Planning Staff would be more appropriate.

Workforce Development Program has a grant that might be useful for establishing service to Westford businesses or Devens but the matching grant is difficult to obtain. Businesses already pitch in toward transportation for employees from Alewife. That route avoids the cost of the train for the employees. The issue at hand is how to get employees here by train and last mile service at similar cost.

CTC has

5 communities- Acton, Boxborough, Littleton, Maynard, Westford

5 businesses- Gutierrez, Clock Tower Place, Red Hat , IBM, Juniper Network

Shuttle Subcommittee

First meeting of this subcommittee which includes both Towns and Businesses. There are very interested businesses in Westford, and the chair, Chris Kluchman of Town of Westford, asked what businesses or business parks in Acton would have sufficient density. Need sufficient need in small location—too many stops makes it too slow. If anyone has ideas about this, let me know. In the meantime, the Shuttle Subcommittee of the CTC board is focusing on three directions from Littleton Station: Toward Cisco, Toward Westford, Toward Devens. Chicken and egg thing, as more businesses would be attracted to an office park that did have reverse commute shuttle to it. But right now, businesses are spread out.

Interviewed candidates for COA Board and Senior Center Study Committee

Board of Selectmen

December 15, 2014

Mr. Gowing: Regional Transportation Advisory Council (RTAC) – RTAC heard a presentation on freight movement in the greater New England area from Abby Swain, a representative from the EPA working out of the Volpe Transportation center, discussing greenhouse gas levels and an overhaul of the New England rail and road freight systems.

Historic District Commission (HDC) – the HDC discussed a possible zoning change affecting historic districts. They had scheduled a client to come in but the client canceled at the last minute. Got to go review the current status of the WAVE project. The interior walls are beginning to go up and windows will be installed within the next 2 weeks.

ALG – ALG discussed OPEB and potentially revising the spreadsheet tool that we all use to be more reflective of the district being a separate entity than the town. We agreed to postpone the decision on taxing to the maximum (2 ½%) until we know what the governor plans are doing to fiscal 2015 (this fiscal year) so we will know what cuts we are experiencing from the state.

LRTA -the LRTA held their annual holiday dinner.

Consent Agenda

Ms. Adachi moved to approve consent items 10-20, 22-24, 26-27. . Ms. Green seconded. All Ayes

Item 9 held by Mr. Berry for discussion on redline changes; Ms. Osman held item 21, and Mr. Gowing held item 25.

Ms. Green moved to approve item 9 with the agreement by the Board of Selectmen and Roland Bartl for requests for slight modification on the draft decision redline areas. Mr. Berry seconded. All AYES

Ms. Adachi moved to approve item 21, Ms. Osman has rescues herself from the vote. Ms. Green seconded. 4 Ayes, 1 abstain (Ms. Osman).

Ms. Green moved to approve item 25, Mr. Gowing abstains. Ms. Adachi seconded. 4 Ayes, 1 Abstain

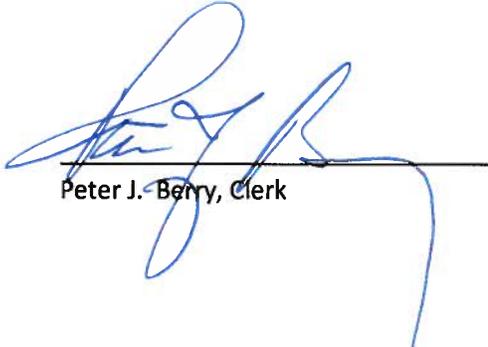
Ms.Green moved to adjourn, Ms. Osman seconded, All Ayes

Meeting Adjourned at 9:10 PM

Respectfully Submitted,



Lisa Tomyl, Recording Secretary



Peter J. Berry, Clerk

Board of Selectmen
December 15, 2014