



BOARD OF SELECTMEN
Meeting Minutes
October 5, 2015

APPROVED: October 19, 2015

PRESENT: Vincent Amoroso, Chair; Susan Bak, Clerk; Robert Stemple, Member; Les Fox, Member; and Jim Gorman, Member

ALSO PRESENT: Selina Shaw, Town Administrator and Cheryl Mahoney, Department Assistant

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

Chair Amoroso called the meeting to order at 7:02 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

Chair Amoroso read the announcements

APPOINTMENTS

- Public Safety Communications Committee (PSCC) Chair Mac Reid, members of the PSCC, Police Chief Warren Ryder and Fire Chief Randolph White were present to provide the Selectmen with the PSCC's findings and recommendations. Member Stemple moved to accept the recommendation of the Public Safety Communications Comm. and to set a public hearing to be held on October 19th to consider the removal of a street light from pole # 2-2X located on Middle Rd behind the Museum; and further, to take any such additional actions as may be required- pursuant to the recommendations of the Committee. Seconded by Member Bak. Member Gorman suggested that this motion be modified so the Chiefs can have authority to implement some of the PSCC recommendations. PSCC Chair Reid spoke to the Memorandum and PowerPoint presentation provided in the agenda packet. He thanked Chief Ryder, Chief White and Town Planner Duchesneau for their contributions and cooperation. He reviewed the PSCC's charge; background on the Communications Upgrade Project; project specifications & related issues. He related their outreach efforts concerning the neighbors of the proposed Museum lot location. He provided their findings as to the various potential pole locations. PSCC Chair Reid summarized their recommendations, as voted on September 23rd, and provided in their memorandum: the communications pole be sited on the north side of the Museum, mitigate neighbors' view issues, along with the pole & antenna attachments specifications and removal of the existing street light in the museum parking lot. Chiefs Ryder and White also provided their input. They anticipate having information on the final pole location on the Museum lot by the October 19th Selectmen's meeting. They are hoping to have the exterior work done before winter. There was discussion on the proposed removal of the existing street light and the related process. Member Stemple accepted a friendly amendment and moved to accept the recommendation of the Public Safety Communications Committee and to set a public hearing to be held on October 19 to consider the removal of a street light from pole # 2-2X located on Middle Road behind the Museum; and further, to take any such additional actions as may be required pursuant to the recommendations of the Committee, including authorizing the Chiefs to pursue the installation of the antennas. Seconded by Member Bak. **Approved 5-0.**

- There were no Citizens Concerns.

The Selectmen took Agenda Items 7d and 7a, out of order.

NEW BUSINESS

- Steele Farm Advisory Committee Chair Ed Whitcomb and member Jeanne Steele Kangas were present to discuss their Reserve Fund Transfer Request to address unanticipated additional repairs disclosed during the Steele Farm Barn project, currently under way. The Contractor, Kneeland Construction found more rot was exposed than they anticipated when they stripped away the siding, specifically the rot that exists in portions of the barn's sill and corner post. BICAO Lindberg discussed this additional work with the contractor and they have agreed to an amount lower than their initial change order submission; further they have agreed that there will be no additional costs submitted. This project is already underway; we need to move forward and complete the work. The Selectmen voiced their concerns. Though this was originally approved as a CPA funded project tonight's RFT brings the total project cost to over \$100,000. This is the second RFT that has been requested for this project and the Reserve Fund comes directly from the Town's coffers. This is a significant amount to preserve this structure. The Finance Committee has advised that they also have these concerns and some others. Member Stemple moved to forward to the Finance

Committee for approval the request to transfer a sum not to exceed \$10,596 from the Reserve Fund to 001-670-5821-SFBD. Seconded by Member Bak. **Approved 5-0.**

- Acton-Boxborough Regional School Committee (ABRSC) member, Maria Neyland was present to discuss the ABRSC's proposed formation of a Capital and Space Planning Committee. Neyland discussed the proposed composition of this Committee and referred to Supt. Brand's memorandum provided in the agenda packet. It is their intention to have two municipal leaders represented from both Acton and Boxborough respectively. The formation of this committee can be attributed to the Boxborough representatives urging the District, over the last few years, to develop a "Capital Plan" similar to what is used in Boxborough. As far as she knows, this is the first time the District has developed this type of capital planning. The intention is for this to be a standing committee whose purpose will be to develop recommendations for the ABRSC. This group is separate from the A-B Joint Finance Analysis Committee, which was initiated when the Regional Agreement was recently amended and whose term only encompasses the first five years of the Agreement, as amended. There was discussion as to the Selectmen identifying a designate; possibly even a FinCom member. The ABRSC would like the Selectmen's recommendations by October 15th. They have also put the word out that they are seeking community representatives, again from Acton and Boxborough respectively.
- There was also a review of the Financial Reporting per the Regional Agreement prepared by ABRSD Dir. of Finance, Clare Jeannotte. Cost savings from regionalization were on target, even though costs were higher & revenues were lower than projected.

The Selectmen took Agenda Item 6a, out of order.

OLD BUSINESS

- The Selectmen opened discussion on their initial review of a proposed Bring Your Own Bottle (BYOB) policy. Though there was concern about some of the phraseology used it was noted that the proposed language still needs to be reviewed by Town Counsel and they may clarify and tighten some of the wording that was noted. It was agreed that the language in paragraph 13 was redundant and would be deleted. There was also concern about the standards and rules that a BYOB business owner would need to adhere to and the trainings that would be required under the proposed policy. It was determined that the Selectmen would defer further action on adopting a BYOB policy until Police Chief Ryder could investigate and provide input as to how neighboring communities respond to incidents at these BYOB establishments and manage those situations that can arise in allowing BYOB.

MINUTES

- Member Gorman moved to accept the minutes for the regular sessions of September 14, 2015, and September 21, 2015, as revised. Seconded by Member Bak. **Approved 5-0.**

SELECTMEN REPORTS

- Member Gorman reported that he felt the PSCC achieved good results while staying on target and delivering their recommendations in a timely manner. A workable compromise was reached that the neighbors can support.

He reported that the new DPW worker is scheduled to start on October 19th.

Member Gorman asked ABRSC member Neyland to stay for his report on the Hager Well. This morning he met with DPW and contractor Second Wind to review the condition of Hager Well filtration system. He provided a summary of the issues that are of concern. The Town will be contracting with Second Wind to do an initial analysis of the existing system to provide recommendations. Their report should be delivered in 4-6 weeks. An upgrade to the filtration could possibly run \$40,000-\$50,000. It was noted that Neyland was asked to stay because the IMA between the Town and the AB District includes the District sharing a proportional cost for the operation and maintenance of this shared water system. As this potential work and related costs would affect the Blanchard School, Neyland asked that the District's Facilities Mgr. J.D. Head be brought in to this discussion. She also noted that the District would like the cost projection as soon as possible so it can be bracketed for budgeting purposes. She will advise the Supt.'s office that this project may be going forward at some point. The IMA will also be reviewed. There was discussion concerning the plumbing repairs that were necessary last year on the eve of the regionalization of the Blanchard School.

He also reported that the Public Safety Space Needs Advisory Group is meeting on Tuesday.

- Chair Amoroso reported that the Appreciation Event was a great success. He displayed the "drink cozies" that had not been ready in time for the event. Attendees can come to Town Hall and pick theirs up.

He reported that he has now attended several Minuteman School Comm. meetings as Boxborough's representative. The School Comm. is going forward with the proposed building project and discussing how to get all of the 16 member towns to approve the project and related funding. Still under discussion are the options of going to Town Meeting for approval or District-wide vote. Either action requires 2/3 approval of the School Committee to proceed. It is possible that they will revisit amending the agreement. There is also a voluntary meeting on Oct. 28th in Weston which the member town Selectmen have been invited to attend to discuss these and other concerns affecting the Minuteman District. 11 of the 16 member towns were represented the last time this type of meeting was held.

- Member Bak reported on the Vocational Education Advisory Comm. They have met twice since her last report; one was to attend a building project presentation at Minuteman. There does not seem to be a lot of consensus among member towns on the project. Member Fox noted that slack should be factored into any building project; not "right-sized" to address just the current needs. VEAC continues to collect data, and has scheduled tours of Minuteman and Nashoba facilities. She outlined Nashoba's enrollment tiers as explained by a member of the Nashoba School Comm. She also reported that Ayer recently joined the Nashoba School District with a one-time buy-in of \$500,000. However Member Bak did not know what Ayer was paying as a sending town before joining. Chair Amoroso opined that it is cheaper for out-of-district towns to send their students than it is for district communities. There are three reasons why a town would wish to be in a district – guaranteed student placement; voice in District governance; and transport costs are folded into District assessment. He provided his perspective on the MSBA enrollment number as to the proposed Minuteman project. If the Minuteman District fails to meet the MSBA June 2016 approval deadline the reimbursement commitment will drop from the current 40% to no more than 32%. He also referred to a letter from the Dover Selectmen that he notes reflects the disparity of interest within the Minuteman District. Member Bak continued, noting that VEAC is interviewing Minuteman parents and students, and summarized the feedback received so far. The consensus is that they love the school and programs but are disappointed in the lack of language and music/performing arts programs.
- Member Fox reported that a draft regionalization report has been provided by Chief Ryder and he would like the Selectmen to discuss it at their next meeting.

He also reported that though he has been unable to attend Energy Comm. meetings so far as their new liaison he has met with EnCom Chair Nolde and has been copied on the Committee's meeting notes and emails.

Member Fox also reported that he met with Al Murphy and Susan Connelly from Mass Housing Partnership concerning the proposed RFP of the development of the Stow Road site. The State has provided input on their working draft. They would now like to circulate this document to the former members of the Stow Rd. Development Comm. to receive their input; then to the Selectmen and finally submit to Town Counsel to finalize the language so this Request for Proposals can be published.

- It was also reported that the Jefferson at Beaverbrook Development is underway. Chief Ryder has circulated a memo regarding the closing of Cunningham Rd. for the new development. Tree clearing has started for the new access road. Chief White has advised that they need to establish water service for fire suppression before construction can begin. The general project parameters were reviewed. As a 40B project this development will put us over the State's threshold for affordable housing units.

OLD BUSINESS (Continued)

- The Board discussed the 2015 Employee/Volunteer Appreciation BBQ and reviewed the After Action Report. The consensus was that the event was a success and that the Board should continue to offer this annually. Actual consumption, location, and inclement weather options were reviewed. It was suggested that music could be provided next year. The "drink cozies" will also be distributed to the attendees.
- The Selectmen reviewed Town Counsel's input and recommendations for performance evaluations; specifically the process outline, managing unsatisfactory evaluations, as opposed to disciplinary issues, and the public's access to these written evaluations. Tonight's discussion was to conduct an initial review of Town Counsel's input. The Selectmen were asked to further review and digest this information.
- Member Fox led the discussion of the Master Plan Update and Implementation Plan and recommendations to MPUC. Overall our community is happy with the status quo. He referred to the marked up version of the Implementation Plan in the agenda packet and displayed on screen. These mark-ups are based on the input provided by himself and the other Selectmen. Any further revision/comments received tonight will be incorporated live so the Selectmen's final input can be provided to Planner Dushesneau. There will be a lot of "whittling down" before the MPUC meets on Oct. 20th. Much of the document's structure comes from the general concept of how it "should be" rather than how Boxborough manages these concerns. It was also noted that deleting some sections could impact other sections of the overall plan, affecting the overall structure. It is important to keep

goals broad in order to allow latitude in implementing. Wording should be as simple as possible so not to obscure intent. An important item is that the Town will need to establish a Master Plan review process with stakeholder meeting periodically to discuss the identified Aspirations and Action items. It was determined that edits would stand unless a Selectman wanted to pull it out and discuss. Member Fox reviewed those sections with comments or edits and the Selectmen provided additional input. Chair Amoroso moved to forward the Board of Selectmen's proposed revisions to the Master Plan Implementation Plan to the Master Plan Update Committee. Seconded by Member Gorman. **Approved 5-0.**

NEW BUSINESS

- There was a brief discussion concerning possible cable coverage of other town boards' meetings. It was determined that would be a more expansive discussion at a future meeting.
- Member Gorman moved to accept the FY2016 Training Grant and EMD/Regulatory Compliance Grant in an amount of \$10,000 from the Commonwealth of Massachusetts Executive Office of Public Safety and Security. Seconded by Member Bak. **Approved 5-0.**

ADJOURN

- The meeting was adjourned at 10:31 PM.

SELECTMEN'S ANNOUNCEMENTS

OCTOBER 5, 2015

- **Selectmen Agenda packets are available** from links on the Town's website, from the calendar or the Selectmen's webpage. <http://www.boxborough-ma.gov/board-of-selectmen>
- Congratulations to the Towns of Boxborough, Acton, Littleton, Maynard and Westford for being recognized with a **Community Partnership Award** for CrossTownConnect at last week's ICMA Annual Conference.
- Town Offices will be closed next Monday, October 12th in observance of **Columbus Day**.
- **Residents may have noticed their recent Real Estate Tax Bill appeared a little different.** This is due to new Tax Collection software that the Town introduced for FY 16. The biggest difference is that the bill's legal verbiage is now on the front instead of on the back. All of the other information remains the same. If your bank or mortgage company directly pays your taxes they will continue to do so; however you will also receive a copy of this bill for your records, as Mass. General Law stipulates that every homeowner must be sent a copy of the taxes being assessed to them. Please do not hesitate to call Tax Collector Patrick McIntyre at 978-264-1718 with any questions, comments or concerns.
- **The Town's Video On Demand service**, which features Board of Selectmen and recordings of other public meetings, can now be viewed by the following link the from homepage of the Town website on the left hand side under Resources - **BXB-TV On Demand** - <http://bxbtv.pegcentral.com/index.php>
- Are you 18 or older with two years or more of video, audio experience and are willing to work on an as needed basis, then **BXBTv**, our government channel broadcast provider, is looking for you. **Qualified candidates** would assist with the filming of various town related meetings and events. If you feel you have the necessary skills please submit your resume to BXBTv Video Production Supervisor, Kirby Dolak - Littleton Cable TV, 37 Shattuck St., Littleton, MA 01460 or submit via email to kdolak@littletonma.org
- The **LittleBoxSolar** community initiative is well underway and has reached Tier 4. Join with your neighbors who have taken this opportunity to install PV solar panels. The more who sign up the more the price will drop. The goal is to have at least 50 properties signed up for solar installation. However, you need to sign up for your free Solar Assessment by this Friday, **October 9th**. Call to start saving! For more information call 978-56-SOLAR, and visit www.LittleBoxSolar.com.

- The Nashoba Boards of Health will be conducting a **Seasonal Flu Clinic** on Columbus Day, Monday, October 12th, from 10:00 am to 1:00 pm at the Boxborough Community Center, across from the Town Hall. No appointment is necessary and most insurance plans are accepted, however if your plan is not on their approved list there is a \$20.00 charge. Please go to the posting on the Town's calendar for further details or call the Nashoba Boards of Health at 1-800-427-9762 at ext. 340.

- Next Tuesday, **October 13th the Sargent Memorial Library will launch its new evening hours.** They will now be open Monday through Thursday evenings until 8:00 PM. Please go to the Library's webpage for if you would like more information.

- **This year the Town introduced its new online application and payment service for Transfer Station Stickers and Bulk Item Disposal Vouchers.**
 - **If you are over 65**, your sticker and bulk voucher fees are waived; however, you need to apply from the links provided specifically for Seniors on the Transfer Station's webpage <http://www.boxborough-ma.gov/transfer-station> or you can apply for either by mail or in person at Town Hall.
 - If you are looking to **dispose of bulk items**, please consider donating your items to the local not-for-profit organization, Household Goods (HGRM) www.hgrm.org. They are happy to accept clean, functional items in good working condition. Please refer to the Transfer Station webpage or call the DPW for more information.

- There is still space available in the Recreation Commission's **fall fitness program line-up.** **There are offerings for** adults with a "Boot Camp" and Fusion Fitness with Holly Kuovo of Fitting Fitness In. They are also offering both adult and children Tae Kwon Do programs run by Rick Barrett. To register or for more information please go to the Town's website.

- We invite you to explore the Town's website www.boxborough-ma.gov. Information such as the **Transportation options** available for those living or working in Boxborough has been posted on our Homepage under Resources. You can also go to the **Community Services Coordinator** webpage to learn more about how she is able to assist residents in identifying resources available from various support services and agencies and to help them to navigate the process.

- The **Veteran Services Officer** Donald Morse is holding office hours on Wednesday mornings at Town Hall. For more information and to access links to Veterans Resources, please go to the Veterans Services webpage. To arrange an appointment outside of the Wednesday morning office hours, contact Department Assistant Denise Monteiro at 978-264-1726.

- **Town Departments** welcome your questions and feedback on services. Please contact them through the email hyperlink appearing on each department's webpage, give them a call, or stop in to chat. If you are unable to stop in during normal office hours, don't hesitate to call and make an appointment for a mutually convenient time outside of normal hours.

- The Board of Selectmen continues to look for volunteers willing to serve on the various **Town boards and committees**, many of which have openings: Acton-Boxborough Cultural Council (2), Conservation Commission (1), Design Review Board (1 at-large member), Housing Board (1), Public Celebrations & Ceremonies Committee (2), Recreation Commission (1), Steele Farm Advisory Committee (3) and the Well-Being Committee has (2 at-large vacancies). Also, the Town Moderator is seeking one (1) volunteer to serve on the Finance Committee. Please consider participating on a town board. You will find it to be a worthwhile and rewarding experience. No matter what your knowledge or interest is, we can use your help in making Town government work.

- The **Selectmen want to hear from you**, and we invite residents to contact them regarding issues of concern. The Board can be contacted via email from the link on the Selectmen's webpage.



BOARD OF SELECTMEN
Meeting Agenda
October 5, 2015
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER 7:00 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

[Times are estimated; if you are interested in a particular matter, please plan to arrive 15 minutes earlier]

- a) Public Safety Communications Committee update, 7:05 PM
Move to accept the recommendation of the Public Safety Communications Committee and to set a public hearing to be held on October 19 to consider the removal of a street light from pole # 2-2X located on Middle Road behind the Museum; and further, to take any such additional actions as may be required pursuant to the recommendations of the Committee

VOTE:

- b) Citizens concerns

4. MINUTES

- a) Regular session, September 14, 2015
b) Regular session, September 21, 2015

ACCEPT & POF
ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

- a) Bring Your Own Bottle (BYOB) - initial review of policy
- b) 2015 Employee/Volunteer Appreciation BBQ – After Action Report
- c) Performance evaluations – review input from Town Counsel
- d) Discussion of Master Plan and Implementation Plan and recommendations to MPUC
Move to forward the Board of Selectmen's proposed revisions to the Master Plan Implementation Plan to the Master Plan Update Committee

VOTE:

7. NEW BUSINESS

- a) Cable coverage of other town boards – discussion
- b) Acton-Boxborough Capital and Space Planning Committee - discussion regarding potential Boxborough representatives - Tentative
- c) Acceptance of FY2016 Training Grant and EMD/Regulatory Compliance Grant
Move to accept the FY2016 Training Grant and EMD/Regulatory Compliance Grant in an amount of \$10,000 from the Commonwealth of Massachusetts Executive Office of Public Safety and Security

VOTE:

- d) Reserve Fund Transfer - Steele Farm Building Maintenance
Move to forward to the Finance Committee for approval the request to transfer a sum not to exceed \$10,596 from the Reserve Fund to 001-670-5821-SFBD

VOTE:

8. CORRESPONDENCE

ACCEPT & POF

- a) Internal Communications
- b) Minutes, Notices & Updates
- c) General Communications

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. ADJOURN