



SELECT BOARD MEETING
Meeting Minutes
June 26, 2023
7:00 P.M.

APPROVED: July 25, 2023

PRESENT: Kristin Hilberg, Chair; Wesley Fowlks, Member; Priya Sundaram, Clerk; David McKiernan, Member

ALSO PRESENT: Town Administrator Mike Johns; Rajon Hudson, Assistant Town Administrator; Kelley Price, Administrative Assistant; and Kirby Dolak, BXBTV

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.

1. Call the Meeting to Order & Roll Call

At 7:03 PM, Chair Hilberg called Select Board meeting to order, via a hybrid meeting pursuant to the procedures noted.

ANNOUNCEMENTS

Chair Hilberg read the announcements.

BOARD AND ADMINISTRATOR COMMENTS & REPORTS

Town Administrator Johns explained that all three entities, Boxborough, Littleton, and the Littleton Water Department, have approved the Intermunicipal Agreement. He also noted that there is crack sealing being done on some Town roads at this time. This prolongs the life of these roads and helps save some money in the road budget.

CITIZENS INPUT

None at this time.

APPROVAL OF MINUTES

- Regular Session minutes – 6/12/23

Member Fowlks moved to approve the Regular Session meeting minutes of June 12, 2023, as presented. Seconded by Member McKiernan.

Approved: 4-0-0 by Roll Call Hilberg, “aye,” Sundaram “aye,” McKiernan “aye,” Fowlks “aye.”

NEW BUSINESS

- Action: Open Meeting Law (OML) Complaint Response

Chair Hilberg apologized for this item. She noted that she did not adequately address the fact that this would be a joint meeting with the Finance Committee. Town Administrator Johns also apologized and stated that this was correctly posted on the Finance Committee’s agenda, but it was not on the original Select Board meeting agenda. This is technically an Open Meeting Law violation. The Select Board has apologized and will secure Open Meeting Law training for the Board and Town Administrator.

Member Fowlks moved to authorize the Town Administrator to respond on the Board’s behalf to the Open Meeting Law complaint. Seconded by Member McKiernan.

Approved: 4-0-0 by Roll Call Hilberg, “aye,” Sundaram “aye,” McKiernan “aye,” Fowlks “aye.”

- Presentation: SPCP Program (Strengthening Police and Community Partnerships) Darryck Dean

Police Chief Szewczyk introduced representatives from the Department of Justice to speak about the SPCP Program. The Board thanked the representatives for the presentation and stated that they would like to hear more about the program in the future.

- Action: FY24 Appointments (8 PM)

The Board reviewed its FY24 appointments.

Chair Hilberg moved to appoint John Markiewicz to the Water Resources Committee. Seconded by Member Fowlks.
Approved: 4-0-0 by Roll Call Hilberg, “aye,” Sundaram “aye,” McKiernan “aye,” Fowlks “aye.”

Chair Hilberg moved to appoint Nancy Brown to the Board of Registrars. Seconded by Member Fowlks.
Approved: 4-0-0 by Roll Call Hilberg, “aye,” Sundaram “aye,” McKiernan “aye,” Fowlks “aye.”

Chair Hilberg moved to appoint Johanna Choo to the Sustainability Committee. Seconded by Member Fowlks.
Approved: 4-0-0 by Roll Call Hilberg, “aye,” Sundaram “aye,” McKiernan “aye,” Fowlks “aye.”

Chair Hilberg moved to appoint Susan Dilorenzo to the Steele Farm Advisory Committee. Seconded by Member Fowlks.
Approved: 4-0-0 by Roll Call Hilberg, “aye,” Sundaram “aye,” McKiernan “aye,” Fowlks “aye.”

Chair Hilberg moved to appoint Richard Hilton to the Design Review Board. Seconded by Member Fowlks.
Approved: 4-0-0 by Roll Call Hilberg, “aye,” Sundaram “aye,” McKiernan “aye,” Fowlks “aye.”

Chair Hilberg moved to appoint Chris Hydak to the Steele Farm Advisory Committee. Seconded by Member Fowlks.
Approved: 4-0-0 by Roll Call Hilberg, “aye,” Sundaram “aye,” McKiernan “aye,” Fowlks “aye.”

Chair Hilberg moved to appoint Michel Toups to the Zoning Board of Appeals. Seconded by Member Fowlks.
Approved: 4-0-0 by Roll Call Hilberg, “aye,” Sundaram “aye,” McKiernan “aye,” Fowlks “aye.”

Chair Hilberg moved to appoint Sam Anderson to the Conservation Commission. Seconded by Member Fowlks.
Approved: 4-0-0 by Roll Call Hilberg, “aye,” Sundaram “aye,” McKiernan “aye,” Fowlks “aye.”

Chair Hilberg moved to appoint Shawn McCormack to the Zoning Board of Appeals. Seconded by Member Fowlks.
Approved: 4-0-0 by Roll Call Hilberg, “aye,” Sundaram “aye,” McKiernan “aye,” Fowlks “aye.”

Chair Hilberg moved to appoint Gary Kushner to the Cable Advisory Board. Seconded by Member Fowlks.
Approved: 4-0-0 by Roll Call Hilberg, “aye,” Sundaram “aye,” McKiernan “aye,” Fowlks “aye.”

Chair Hilberg moved to appoint Andrew Tavolacci to the Conservation Commission. Seconded by Member Fowlks.
Approved: 4-0-0 by Roll Call Hilberg, “aye,” Sundaram “aye,” McKiernan “aye,” Fowlks “aye.”

Chair Hilberg moved to appoint Suresh Jasrasaria to the Sustainability Committee. Seconded by Member Fowlks.
Approved: 4-0-0 by Roll Call Hilberg, “aye,” Sundaram “aye,” McKiernan “aye,” Fowlks “aye.”

Member Fowlks moved to appoint Kristin Hilberg to the Zoning Board of Appeals. Seconded by Member McKiernan.
Approved: 4-0-0 by Roll Call Hilberg, “aye,” Sundaram “aye,” McKiernan “aye,” Fowlks “aye.”

Chair Hilberg moved to appoint, by consent, all people listed on the FY24 reappointment/appointment list as presented, with the exception of those previously appointed this evening. Seconded by Member McKiernan.

Discussion:

There was a discussion regarding reserve officers and associated administrative fees. It was agreed that this would be reviewed and brought back to the Board for a discussion at a future meeting.

Approved: 4-0-0 by Roll Call Hilberg, “aye,” Sundaram “aye,” McKiernan “aye,” Fowlks “aye.”

- Action: Financial Policies

Maria Neyland called the Finance Committee meeting to order.

Maria Neyland stated that the Finance Committee needs to approve and vote on any budget transfers, per State law. Town Administrator Johns explained that the word “vote” is silent in the law, but it does state that there needs to be concurrence.

The Finance Committee voted to approve the Financial Policies, as amended.

Chair Hilberg moved to accept the Financial Policies, as amended. Seconded by Member Fowlks.

Approved: 4-0-0 by Roll Call Hilberg, “aye,” Sundaram “aye,” McKiernan “aye,” Fowlks “aye.”

- Action: Capital Budget Committee Charter

Town Administrator Johns explained that the Board previously voted for a subcommittee to examine this item. Many local communities have adopted a Capital Budget Committee in order to work on Capital Improvement Plans (CIP). It seems reasonable to increase the capital amount to \$10,000 and a useful life of more than five years for items on this plan. A five-member committee, comprised of two Select Board members, or designees, two Finance Committee members, or their designees, and the Town Administrator, was suggested. The committee would work on the plan until September 30th each year, and then send written communication to committee chairs and Department Heads for them to review the plan and submit any changes. The committee will then review the existing plan and submit a recommendation to the Select Board. This reviewed plan will then go before Capital Saturday.

The groups discussed adjusting some of the dates within the charter.

John Markiewicz noted that he would volunteer his time as a designee of the Select Board on the Committee, if so desired.

Chair Hilberg moved to accept the Capital Budget Committee Charter, as amended. Seconded by Member Fowlks.

Approved: 4-0-0 by Roll Call Hilberg, “aye,” Sundaram “aye,” McKiernan “aye,” Fowlks “aye.”

The Finance Committee noted that it would discuss and vote on this item during its July meeting.

- Action: Capital Budget Committee Appointments
 - Tony Newton (Representing Finance Committee)
 - Gary Kushner (Representing Finance Committee)
 - Select Board (2 Members TBD)
 - Town Administrator

Member Sundaram stated that she would like to be part of this Committee.

The Board agreed to discuss this item further at a future meeting.

The Finance Committee adjourned its meeting.

Member Fowlks moved to adjourn at 9:26pm. Seconded by Member McKiernan.

Approved: 4-0-0 by Roll Call Hilberg, “aye,” Sundaram “aye,” McKiernan “aye,” Fowlks “aye.”

Item#	Exhibits
	Agenda June 26, 2023
	Draft Meeting Minutes 6/12/23
	SPCP Program Overview
	FY24 Reappointments/Appointments
	Boxborough Capital Budget Committee Charter, 6/21/23

