



**Boxborough Leadership Forum (BLF)
Meeting Minutes
Tuesday, October 6, 2020**

APPROVED: November 17, 2020

At 7:02 PM Acton-Boxborough Regional School Committee Chair Tessa McKinley called the virtual meeting to order via ZOOM. This meeting was conducted via Remote Participation, pursuant to the Current Executive Order.

Attendance

(Parties identified herein may not have been in attendance for the entire duration of this meeting)

ABR School Committee: Tessa McKinley, Adam Klein, and Nora Shine

Select Board: John Markiewicz, and Maria Neyland

Finance Committee: Gary Kushner and Becky Neville

Library Board of Trustees: Jennifer Campbell and Mary Brolin* (**also member of the School Building Comm.*)

Planning Board: Cindy Markowitz and Robin Lazarow

Other Attendees: Ryan Ferrara, Town Administrator; Jennifer Barrett, Finance Dir./Town Accountant; Peishan Bartley, Library Director, John Fallon, Moderator and Cheryl Mahoney, Administrative Assistant

Minutes

Neville moved to accept the minutes of July 14, 2020. Seconded by Neyland. **Approved by Roll Call vote: 7-0-3**, Neville "aye," Neyland "aye," Campbell "aye," Klein "aye," Markiewicz "aye," Markowitz "aye," and McKinley "aye." Kushner, Shine and Brolin abstained.

COVID-19 Updates - Ferrara

Three new cases were reported this weekend; making 33.

Town Hall is now partially opened. Plexiglass and floor markings have been installed. The Assessor, Collector, and Clerk offices are holding staggered Public hours.

The Library is hoping to roll out a soft reopening soon. This will be a test of their reservation system for access which is currently being used for order pick-ups.

Halloween is under discussion. The Town is getting a lot of inquiries. The Board of Health and Town Officials are reviewing how other communities are addressing and the means for residents to follow COVID-19 protocols.

Select Board Updates

Markiewicz reported that:

They held their annual Goals setting workshop meeting and updates are being drafted.

Work is underway to fill the vacant Council on Aging and Community Services Coordinator positions.

The EDC/UMass team has held two very well attended virtual Charrettes. Approximately 70 people attended each session. The input that was provided was appreciated.

Neyland reported that:

The BSB is looking to reach out to the community. We would like to get in touch with every household. In this effort, they are developing a brief survey (4 questions). Delivery options were explored and, in the end,

it was determined that the survey will be going out with the January census. Residents can complete by mail or on-line. The Board is also looking at providing a Town newsletter. Mailings cost may be an issue. Some people still want a paper copy. Paper copies could be made available at the Library and Town Hall. There was discussion as to what information could be provided.

AB Regional School Committee Updates – McKinley

With a lot of commitment and cooperation, the District had a successful opening of school. They are operating on a hybrid model. She provided an overview of this schedule and how they are accomplishing this. There have been some reported cases but the District has established protocols in place. The schools seem to be managing notifications and tracing seems to be working. Notifications are school centric not districtwide. The educators are being flexible with this dynamic.

After the necessary re-scheduled of their Annual Town Meeting, Acton has decided to move their ATM closer to Boxborough's, pushing it back to June.

In June a petition was presented to the ABRSC to remove the "Colonial," mascot. She and Supt. Light met with petitioning student group which she and the Supt. then presented the groups' concerns to the ABRSC. Subsequently, a counter-group was formed. It has become a hot topic in the community, in general. The Acton Select Board recently felt they had to take a position and which ABS voted 3-2 to retain the mascot. The ABRSC will be taking this up and possibly voting on this on October 15th. Neyland advised it is unlikely that this would be taken up by the BSB.

There has been discussion about the State sending out testing kits to the schools, however this has not occurred. The DESE does have an emergency response testing team available; if it is necessary.

School Building Project Committee Update - Brolin

Work has begun at the site. Concerns have come to light with the ground breaking. Contingency funds are being used in addressing these items.

The Acton permitting processes have almost been completed.

The MSBA has provided a response on their last submission.

They are looking to open the bid process soon with submissions due in early December.

The Building Comm. is hoping to vote the guaranteed maximum price by the end of the year.

They anticipate beginning the building naming discussion soon.

Library Updates – Dir. Bartley

As noted, starting next week, they will be letting patrons in for appointment based "browsing". She outlined the measures in place, their process and protocols they will be operating under. They will be including this information in the curbside packets and publishing in their e-newsletter. Limited computers will be available for essential use only. If concerns arise they will roll back to current service levels [curbside]. Boxborough's COVID-19 level is designated gray; the optimum level. The library will be accessible to patrons including non-residents. Part of the appointment process will be that patrons will need to follow COVID-19 protocols.

Planning Board Updates – Markowitz

The Enclave Project's developer intends on transferring ownership over to Toll Brothers this month. The Planning Board voted to accept a payment in lieu of a sidewalk along Stow Rd. There are still some outstanding landscaping issues.

They are working with a consultant to do a review of our current ZBA bylaw which will be presented to the Planning Bd. in November. They will produce a diagnostic on their review and provide recommendations. They anticipate being able to develop ATM articles if necessary.

Most of the Planning Bd members participated in UMass Charrette and are anticipating the data generated. There are several meetings coming up about future planning.

We have a joint session with the Select Board for a MasterPlan review on November 9th. The Planner is working with them to prepare.

Finance Committee /Budget Updates – Kushner/Fin. Dir. Barrett

There are many unknowns due to the impact of the COVID-19 on staffing, the economy and the measures that the Town had to implement to address the mandated protocols. They have been discussing the number of open positions and possible proposed positions for ATM consideration. Everyone is saying they need help; which translates to an increase in support staff.

The Initial Version of the FY 22 Budget/ATM calendar was in tonight's packet. They are looking to kick off the FY 22 budget season this month.

Klein suggested that with the changes to the Acton ATM schedule, the Town coordinate with District on this budget schedule so they align. Barrett will work on this and adjust to accommodate the District's new budget schedule. There was a review of the issues/concerns that had to be managed with the previous Acton ATM schedule. Their new date makes it easier for the District.

One student has withdrawn from Minuteman. This has no impact as we had not paid this year's tuition yet.

It was noted that there were unanticipated notable Elections costs due to extraordinary circumstances and a mandated dual election.

The Fire Department did not make it into the first round of the SAFER Grant cycle, however we are not out as we are waiting to hear back on future efforts.

Other Business

An update was provided on the Veterans Tribute project. The granite is on order. The Committee's goal is to have the something in place in time for Veterans Day. There are several components that need to be coordinated.

The next meeting will be November 10, 2020. It will be *Chaired by ABRSC*.

Adjourn

At 7:54 PM Neyland moved to adjourn. Seconded by Markiewicz. **Approved by Roll Call vote: 11-0**, Kushner "aye," Neville "aye," Neyland "aye," Campbell "aye," Klein "aye," Shine "aye," Markowitz "aye," Markiewicz "aye," Lazarow "aye," McKinley "aye," and Brolin "aye."

Exhibits

- Agenda
- Regular Minutes of 7/14/20 – Draft
- FY 22 Budget/ATM Timeline_V1
- BLF leadership schedule