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BOARD OF SELECTMEN AND SEWER COMMISSIONERS' MEETING
April 26, 2010
Acton Town Hall
Francis Faulkner Hearing Room
7:00 P.M.

Present: Lauren Rosenzweig, Terra Friedrichs, Mike Gowing, Janet Adachi, Pamela Harting-Barrat, Town Manager Ledoux, Recording Secretary; Christine Joyce. The Meeting was televised

CITIZENS' CONCERNS

Peter Ashton on behalf of Senior Taxation Committee described what the committee does and they have four applicants for the fund this year and we generally have at least 10-15 applicants. They have reached out to people at home and to the seniors and disabled residents that may need relief from taxes to come forward and apply. It is a confidential process.

REORGANIZATION OF THE BOARD

Steve Ledoux outlined the process to be used tonight. He will open the floor up for nominations for Board positions. Mr. Gowing thinks we need the experience of a person that has been Chairman before. Ms. Friedrich asked about turns. Ms. Harting-Barrat gave an outline of how officers were chosen each year when she was on the Board of Selectmen, and it was not about taking turns, it was more a progression. Ms. Friedrichs felt that it was her turn and Lauren was running for this position. Mr. Gowing – Moved to nominate Ms. Rosenzweig as Chairman. 4-1 Ms. Friedrichs Abstained. Motion passes

Ms. Adachi – Moved to nominate Mr. Gowing as Vice-Chairman. Ms. Harting-Barrat – second. 4-1, Ms. Friedrichs Abstaining – Motion passes

Ms. Harting-Barrat – Moved to nominate Ms. Friedrichs as Clerk, 4-1 Ms. Friedrichs Abstained. – 4-1 Motion passes. Ms. Friedrichs noted she wanted to think about whether or not she wanted to serve as Clerk.

CHAIRPERSON'S UPDATE

Ms. Rosenzweig wanted to call attention to the successful Patriots Day Celebration and noted the Historical Society and Iron Work Farm tours of our historic homes. Ms. Rosenzweig presented the Note Book with updated bylaws for the current and new selectmen. There is a draft of a "traditions document" to aid the new and incumbent selectmen about traditions, procedures and considerations that have taken place through the years. Ms. Rosenzweig asked that it be brought back to the next meeting with changes or drafts after the Board reviewed it.

OPERATIONAL MINUTE

Mr. Ledoux announced that Alice Shepard of the Finance Department has celebrated 25 years of service to the town.

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Mr. Ledoux spoke about finalizing the shared building services with Boxborough and they have a draft of an Inter-Municipal Agreement with Boxborough. He noted that inter-municipal agreement can now be entered in to by Board of Selectmen with out town meeting action.

Mr. Ledoux has signed the Commuter lot Transportation Coordinator and Shuttle Service and COA Van contracts. The second is to award the shuttle contract. The satellite parking proposals that would have met criteria had no response at all. Town Counsel noted we needed to have a Declaration of Uniqueness prepared for the contract for satellite parking.

PUBLIC HEARINGS & APPOINTMENTS

GREEN ADVISORY BOARD

Kate Crosby on behalf of the Green Committee updated the Board that they are on track and in line for receiving the designation as a Green Community. There are five criteria to meet in order to have the designation. They have a variety of criteria to meet, two of which are Energy Use Inventory for both town and schools. Another criteria has to do with Energy Efficient Vehicles. We need to adopt a policy that we will purchase energy efficient vehicles with exceptions of police, fire and public works vehicles.

In response to Ms. Friedrichs statement about recycling at the Schools, a Boy Scout living on Jackson Drive said that the school does recycle cans and paper.

Ms. Friedrichs – Moved the Board of Selectmen hereby authorizes Catherine Crosby, Chairperson of the Town of Acton Green Advisory Board or John Murray to submit the “The Green Community Designation” application and the “Spring 2010 Green Communities Grant Application” on behalf of the Town of Acton, further Ms. Crosby and Mr. Murray are authorized to sign any and all documents related to said applications on behalf of the Town. Mr. Gowing – second. UNANIMOUS VOTE

Charlie Kadlec asked if we are obligating the Town to the list. John talked about a solar farm on the Landfill. He said the board will be asked to vote to proceed at the next meeting. The Board asked about the location and the visual impact (from the street) of using of Landfill for this use.

CAOQUETTE LAND – PURCHASE AND SALES DOCUMENT

Ms. Rosenzweig reviewed the need for the Purchase and Sales Agreement. Mr. Ledoux noted we placed a notice in the Central Register as a unique parcel and had to wait 30 days before signing the documents. The P&S is contingent on phase two environmental results and feel we will get the results in a month and will bring it back to the Board.

Ms. Friedrichs Moved to enter into the P&S for the Caouette Property – Mr. Gowing – second, UNANIMOUS VOTE.

SIGN ENFORCEMENT UPDATE

Mr. Ledoux outlined the discussions he has had to address concerns of enforcement. They have proposed a panel with two members of EDC and Town Counsel for 20 minute

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appointments and have them state their case to the panel and then the panel would deliberate and offer a decision/recommendation. He also asked about a flyer to give to business. Lauren noted that Ms. Friedrichs had asked about how to get the word out and this summary is in the packet and felt a press release would be appropriate once they had a schedule established.

Ms. Harting-Barrat spoke about giving a warning before fining. Ms. Rosenzweig felt we needed to explain what is required in different districts and felt we explain it better instead of changing the Bylaw

Ms. Friedrichs – Moved to establish a panel as outlined. Mr. Gowing – second. UNANIMOUS VOTE'

The Draft Press Release that was prepared by Ms. Friedrichs was discussed Ms. Rosenzweig said we should have a press release for the paper. Ms. Friedrichs – Moved to modify the Press Release with Ms. Adachi's comments. Mr. Gowing – second. UNANIMOUS VOTE.

LILLIAN / BULETTE ROAD PROJECT, MASS HOUSING COMPREHENSIVE PERMIT

Ms. Rosenzweig outlined the project review. We have 30 days to comment.

Ms. Adachi spoke about the size of the parcel. She questioned if the developer could segregate the house. Nancy Tavernier noted that the area is 2 acre zoning and would have to be 2 acres to subdivide which would make it a non-conforming lot.

Ms. Harting-Barrat spoke about the Smart Growth criteria. The application statement is misleading. She felt it was not feasible to expect people to walk those distances.

Every one is welcome to submit a letter to them. It is important to point out the deficiencies in the application that was filed.

Ms. Friedrichs noted that developer applications are in the town's DocuShare file and wanted to call it out to the voter's attention to direct them to the files so they can see the information. She stated that it's important for voters to understand what their elected representatives are doing with respect to supporting (or not opposing or defending against) development with respect to this particular application, she said that there are certain checkboxes that are checked in the application, which are clearly incorrect. With other applications, we often let these checkboxes remain checked, which suggests that we are in support of certain aspects of a development, when the design aspects may not be in keeping with that neighborhood's character. We need to be careful about these criteria sheets.

Ms. Rosenzweig pointed out that the units were listed on the form as town houses, but they look like individual single family homes. She would like to see much less density on this site.

Ms. Harting-Barrat felt that the proposed density is not suitable on this site.

Susan Lee, resident's representative noted the concerns of the neighbors such as the neighbor's land that the developer plans to cross over into. She claims "adverse possession" and will have to hire a lawyer. Most of the neighbors are concerned about the drainage on the hill. They will be addressing these concerns in their comments.

Steve was asked to draft a letter with Roland for the board's review

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FINANCIAL METRICS AND DATA COLLECTION

Ms. Friedrichs discussed process for planning of projects and wanted a better process to gather the data to make decisions. Right now we use the ALG Spread Sheet and look at the current year budget and how to spend it, which is a "one year, current cash" methodology of financial planning, also known as "very short term thinking Ms. Friedrichs spoke about details on keeping track of long term obligations/costs, planned out to at least 3 to 5 years. Ms. Rosenzweig asked Mr. Ledoux about how he prepares his budget; he noted he only can manage 25% of it as the schools have the other 75%. He noted we have the bottom line budget to handle issues and warning signs to look out for. Steve Noone of Fin com encouraged the long range plans and noted that the Fincom has this under their purview. He noted that most of the costs are fixed and they know what the drivers are going forward.

HEALTH INSURANCE TRUST

Ms. Adachi – Moved to Appoint Mr. Gowing as Trustee to the Health Insurance Trust to fill Mr. Berry's vacancy. Ms. Harting-Barrat – second. UNANIMOUS VOTE

LIAISON APPOINTMENTS TO BOARDS AND COMMITTEES

Ms. Rosenzweig has developed a draft and asked for comments and to contact her with questions prior to finalization.

GOAL SETTING DATE

Mr. Gowing suggested that they meet on May 17th to give the new members a chance to develop their goals.

TEAM BUILDING WORKSHOP

Ms. Rosenzweig suggested a workshop on a Saturday to determine our strengths and weakness and she felt it would be helpful

Mr. Gowing asked the Town Manager to find a facilitator before we establish a date.

SELECTMEN'S BUSINESS

SELECTMEN'S REPORTS

Ms. Friedrichs updated the Board on the Sign Enforcement issue and EDC

Ms. Friedrichs noted that she has had inquiries about companies coming to town and to encourage people to come talk to the Town suggested a Non-Disclosure policy. A one page statement would be acceptable. She also spoke about a welcome package that would include demographics that are important to businesses considering locating here. She said that the EDC is developing such a package.

Mr. Gowing noted that COA met and they encouraged him to get Board support for the Nursing Service.

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Cable Advisory set up a new policy to respond to citizens concerns about Verizon. The customer service employees are blaming the town when a person calls Verizon about complaints.

ACAT can be contacted at: Acton tv.org to get information regarding the filming of a Public Service Announcement. The Acton Cable Advisory is an oversight to ACAT

Ms. Rosenzweig spoke about Magic and the TIP plan on the 30 year plan.
Rail trails to be on the TIP list.

Ms. Harting-Barrat spoke about ticks and the upcoming film to be shown about the dangers of deer ticks.

OTHER BUSINESS

CONSENT

Ms. Harting-Barrat recused herself and left the room because her husband David was on consent for a Committee action.

#14 Hold Mr. Gowing

Mr. Gowing asked about the fee schedule regarding the request for increased fees.

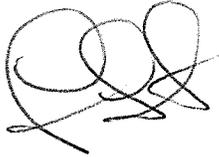
Ms. Friedrichs – Moved to accept the consent items excluding #14. Ms. Harting-Barrat – second. UNANIMOUS VOTE

Mr. Gowing – Moved to accept the consent item # 14 Ms. Friedrichs – second. UNANIMOUS VOTE.

EXECUTIVE SESSION



Christine Joyce, Recording Secty



Clerk
Date: 6/21/10

BOARD OF SELECTMEN & SEWER COMMISSIONERS'
MEETING AGENDA

Francis Faulkner Hearing Room
April 26, 2010
7:00 PM

I. CITIZENS' CONCERNS

II. PUBLIC HEARINGS AND APPOINTMENTS

1. REORGANIZATION OF THE BOARD

2. 7:10 CHAIRMAN'S UPDATE

The Chair will briefly update the Board on Topics of interest

3. 7:15 OPERATIONAL MINUTE

The Town Manager will provide a brief report on topics of interest

4. 7:30 GREEN ADVISORY BOARD

III. SELECTMEN'S BUSINESS

5. CAOQUETTE LAND - PURCHASE AND SALE DOCUMENT

Enclosed please find a signature page for Board action

6. SIGN ENFORCEMENT UPDATE

Town Manager Ledoux will update the Board in the subject regard

**7. LILLIAN / BULETTE ROAD PROJECT, MASS HOUSING
COMPREHENSIVE PERMIT**

Selectmen Rosenzweig and Adachi will update the Board in the subject regard

8. FINANCIAL METRICS AND DATA COLLECTION

Selectman Friedrichs will update the Board in the subject regard

9. HEALTH INSURANCE TRUST

The Board will discuss its appointment to the Trust to fill the vacancy left by Mr. Berry

10. LIAISON APPOINTMENTS TO BOARDS AND COMMITTEES

Selectmen's liaison assignments will be discussed

11. GOAL SETTING MEETING

The Board will be asked to choose a Monday in May for a Special Meeting in this regard

12. TEAM BUILDING WORKSHOP

The Board will be asked to choose a Saturday morning for a Special Meeting in this regard

SELECTMEN REPORTS

OTHER BUSINESS

IV. CONSENT AGENDA

13. ACCEPT SELECTMEN'S MINUTES, MARCH 22, 2010

Enclosed please find materials in the subject regard

14. MECHANICAL PERMITS & PROPOSED FEE SCHEDULE, BUILDING DEPARTMENT

Enclosed please find materials in the subject regard

15. APPLICATION FEE FOR SPECIAL EVENTS SIGNS

Enclosed please find materials in the subject regard

16. ACTON GARDEN CLUB TEMPORARY SIGNS ON THE COMMON

Enclosed please find materials in the subject regard

17. COMMUNITY PRESERVATION PROJECTS, STAFF ASSIGNMENTS AND POLICY FOR OPEN SPACE ACQUISITION AND PRESERVATION FUND

Enclosed please find materials in the subject regard

18. CONFIDENTIAL REQUEST, REDUCED BEACH FEE AT NARA PARK

Enclosed please find materials in the subject regard

19. ACTON 5K ROAD RACE, NARA PARK REQUEST FOR FEE WAIVER

Enclosed please find materials in the subject regard

20. ACCEPT GIFT, ANONYMOUS DONOR

Enclosed please find a gift of \$1,000.00 from an anonymous donor for Employee Appreciation Day at NARA Park

21. ACCEPT GIFT, RECREATION

Enclosed please find a gift of \$4,000.00 from Roche Brothers, Inc. to be used for support of the Summer Concerts at NARA Park

- 22. **DISPOSAL OF OBSOLETE MATERIALS, MEMORIAL LIBRARY**
Enclosed please find materials in the subject regard
- 23. **ONE DAY LIQUOR LICENSE, PELAGIC SAILING CLUB, AT NARA PARK**
Enclosed please find materials in the subject regard
- 24. **ONE DAY LIQUOR LICENSE, OLD GOLD RUGBY, INC. AT NARA PARK**
Enclosed please find a request in the subject regard
- 25. **ONE DAY LIQUOR LICENSE, EXCHANGE HALL**
Enclosed please find a request for a One Day Liquor License in conjunction with a fund raiser for Pancreatic Cancer research
- 26. **ARBOR DAY PROCLAMATION**
Enclosed please find materials in the subject regard

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.

MAY 10

LEO BERTOLIAMI
(TENTATIVE)

JUNE 7

MAY 24

MORRISON FARM

JUNE 21

MINUTES PENDING VOTES

March 29, 2010

PENDING COMMITTEE APPOINTMENTS

Ronald Beck, Conservation Commission – Application sent to VCC

Ahmed Hilmy, Design Review Board, Finance Committee, EDC –Application sent to VCC and Town Moderator

Daniel Factor, has been interviewed by VCC and recommends he serve on the COD

Ronald Rose, Historic District Commission, interviewed by VCC

Dean Cavaretta – TAC, CCPC, EDC, Application sent to VCC

Maya Spies – CCPC, Application sent to VCC – Has withdrawn her Application

David Didriksen – EDC, Application sent to VCC