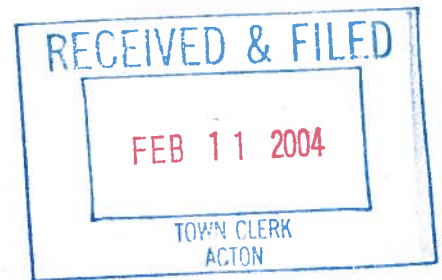


Selectmen's Minutes January 5, 2004



Present: Walter Foster, Peter Ashton, William Shupert, Robert Johnson, F. Dore' Hunter, Town Manager and his Assistant.

CITIZEN'S CONCERNS

Eric Leafquest, 73 Taylor Road – He was in to ask questions that the neighbors have asked regarding the use and restrictions of the Helicopter Pad. He asked if there were any restrictions on non-med flight use. Dore' responded that there are no other uses contemplated and noted this activity is located at the back of the building. They too asked about highway accidents from other towns. Dore' said he felt the Med flight would be using it and it may be used by other towns in an emergency. It was noted that it probably would not get used more than 6-7 times per year.

Mike Patton, 87 Nagog Hill Road resident speaking for the abutters in the Towns review of 520 Main Street project. They are willing to work with the developer towards a reduction of units and sq. feet.

PUBLIC HEARINGS & APPOINTMENTS

PETER ASHTON – Moved to continue the Montuori Realty Trust Site Plan #10/09/03-394 to February 9 at 7:45 P.m. TREY SHUPERT – Second. UNANIMOUS VOTE.

ROBERT JOHNSON – Moved to continue the Wetherbee Plaza Site Plan #11/07/03-393 to January 26, 2004 at 7:30 P.M. DORE' HUNTER – Second. UNANIMOUS VOTE.

SELECTMEN'S BUSINESS

WR GRACE RISK ASSESSMENT- The Board discussed the letters drafted to EPA from both Peter and Doug Halley. They decided to add the 2nd paragraph of the Ashton Letter to Doug's, and combine both letters. Walter asked that we include the CC's and DEP and to all interested parties as well as the Newspaper (Beacon)

Dore' suggested we add a regarding line and added and bold the sentence "Complete Surprise so it will pop off the letter.

PETER ASHTON – Moved to approve the letter with changes noted. ROBERT JOHNSON – Second. UNANIMOUS VOTE

OTHER BUSINESS

Dore' wanted to follow up on email he sent to the Board regarding joint dispatch with Boxborough. He urged the Board to look at this and he wanted to make sure that we look at both dispatch operations that they should be running the same way we are

running ours, both Police and Fire. He too noted that Boxboro left the previous contract with only weeks notice instead of the 6 months in the Agreement.

Trey agreed with Dore' he felt the communication is not getting down the line. He suggested a letter for signature to the Boxborough Board saying we have directed our Manager to contact their administrator.

Don Mackenzie letter -Dore' said that when Don picked up his papers at the Clerk's Office that he received the handout rules for political activities at the transfer station. He asked that we not interfere with the operation of the transfer station, but he felt it possible that we overlooked the signature petition process and we do want to encourage the process. Walter felt we could allow and if it got to busy the process would stop. Dore' suggested a time and place and to train the staff. Peter wanted to make sure the peak hours are identified. Dore' asked that we amplify the current public announcement about political activities at the transfer station to allow the gathering of signatures and to instruct staff how to determine if this activity is to disruptive.

Peter gave a brief update with the Health Insurance Trust. The Audit was approved by trustees. It showed that we ran a deficit 2 million dollars ending cash balance 3.3 million, The Water District pulled out of the Trust last year. The Trust is doing much better and we will close at 1.5 million. They will be looking at rate increases at the next meeting. We need to get funds to match the claims.

Bob updated the Board the presentation on trash to be held on the 22 or 29th of this month. He asked if we needed to have all the selectmen present. It was agreed no, as it was informational. He said he was looking

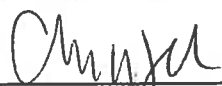
CONSENT AGENDA

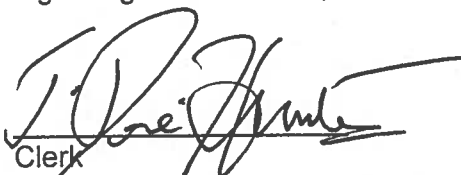
PETER ASHTON – Moved to Approve with the exception of the Minutes of Dec 1, 2003 Minutes. TREY SHUPERT – Second. UNANIMOUS VOTE. Fourth page commuter parking lot 14 would be converted to resident parking. Walter moved to approve the minutes. TREY SHUPERT – Second. UNANIMOUS VOTE

TOWN MANAGER'S REPORT

EXECUTIVE SESSION

DORE' HUNTER – Moved go in Executive Session regarding LITAGATION, Contract and Land Transfer. ROLL CALL taken, All Ayes


Christine Joyce
Recording Clerk


Clerk
9 February, 2004
Date

January 2, 2004

TO: Board of Selectmen, Sewer Commissioners

FROM: Walter Foster, Chairman

SUBJECT: Selectmen and Sewer Commissioners Report

JANUARY 5, 2004
MEETING BEGINS AT 7:00 P.M.

I. CITIZEN'S CONCERNS

II SEWER COMMISSIONERS' BUSINESS

III. PUBLIC HEARINGS & APPOINTMENTS

1. 7:15 **MONTUORI REALTY TRUST. CONTINUATION OF SITE PLAN SPECIAL PERMIT, #10/09/03-394** – Enclosed please find a memo from the Bldg. Commissioner recommending a continuance, for Board consideration.
2. 7:45 **WETHERBEE PLAZA SITE PLAN EXTENTION, #11/07/03-393-** Enclosed please find a memo from the Bldg. Commissioner recommending a continuance, for Board consideration.

IV. SELECTMEN'S BUSINESS

3. **STREET ACCEPTANCE DOCUMENTS** – Enclosed please find materials in the subject regard, for Board consideration
4. **W.R. GRACE RISK ASSESSEMENT** – Enclosed please find materials in the subject regard, for Board consideration.
5. **OTHER BUSINESS**

V CONSENT AGENDA

6. **ACCEPT MINUTES** – Enclosed please find a copy of the December 1, 2003 minutes for Board review.
7. **TRANSPORTATION IMPROVEMENT PROGRAM CONTACT** – Enclosed please find materials in the subject regard for Board consideration
8. **ACCEPT GIFT** – Enclosed please find a donation from Onyx Trans. for the removal of 295 Cubic yards of stumps for disposal at their sand and gravel pit, value of this donation is \$2,065

VI. TOWN MANAGER'S REPORT

VII EXECUTIVE SESSION

9. **There will be a need for Executive Session** – Enclosed please find materials in this regard.

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.

January 10 Budget Workshop

GOALS 2003-2004

1. Labor Negotiations (Peter/Trey)
2. Improve Communication with Town Boards (Walter/Peter)
3. Revisit 2020 planning process for direction to make this process more beneficial towards implementation of long-term vision (Trey/Peter)
4. Towne Building Reuse (Bob)
5. ALG process be used for purpose of Budget Planning for FY04 Walter/Trey)
6. Process Planning for "Life after NESWC" (Peter) Implement Chairman Round Table – (Peter)
7. Joint IT process-organizational change (Walter/Dore/)
8. Middlesex Pension Alternatives (Walter)

GOALS carried forward

9. Public Safety Facility (Dore'/Trey)

Selectmen's Minutes

January 10, 2004

Present: Walter Foster, Peter Ashton, William Shupert, Robert Johnson, F. Dore' Hunter, Town Manager and his Assistant, Finance Committee, Finance Dept. Staff.

CITIZEN'S CONCERNS

PUBLIC HEARINGS & APPOINTMENTS

BUDGET MEETING – Don gave an overview of the effort that has been put into the successful result with payroll processed on Munis.

Don made a brief presentation on the process they used to determine the budget.

Highway Dept. Dave Brown outlined his budget requests and cuts that he has made to reduce his budget. He presented the NEWSOC budget. Peter asked about the trash consultant's fee. It was noted that we pay \$29,000 to the Trash Broker per year. Herman asked about the use of Chapter 90 monies.

IT – Mark updated the Board on his budget requests. Peter asked if we could take some of cable funds to run the Government channel.

Finance Director made his presentation He needs to replace several clerks in the next 9 months. They need to have a clerk to do the Payroll and also need to get a full time Collector/Treasurer as well as a clerk. Walter asked that he outline the benefits of Munis and full overlay with the dept's retirements and what impact would the retirees have on Asst. Town Accountant. Walter asked about pay by mail. Steve said that we do not have the module to perform this task. The Board discussed the personnel replacement issues. Trey said that he could support 3 additional employees.

Assessors - Brian outlined his department budget. He noted that CPA has doubled their work. Walter asked that they keep track of the time spent on these activities and forward it to the Town Manager.

West Acton Library - Regina gave her budget overview.

COA - Jean Fleming gave her budget overview. Dore' felt we needed to cover the need for LRTA van.

Police – Frank outlined his budget. Questions were asked about cars and elderly volunteers doing records. He agreed that they may have to go back to the ways of 1999.

He and the Fire Chief spoke about Joint dispatch needs and training and potential turnover.

Don was asked to provide stats on number of Runs under medical.

Fire Dept. Budget presentation. They have recommended a decrease in overtime salaries. They have level funded this account in the past. Peter asked about the Revolving Funds which serve 372,000 of capital. He was asked about the current funding of Fire Alarm \$63,142 and Ambulance around \$113,068.

John Rider asked for a copy of the cost study.

Recreation – None of their 9 requests made it past the Town Manager. They discussed the cemetery building and equipment that is stored currently outside.

Memorial Library – Marcia gave her overview of budget. Peter asked about circulates percentage and changes in circulation.

Municipal Properties – Dean outlined his budget. And that he has already lost one of his four crew members. He said that they would be needing more help with the Police station going on line. Dean was asked about Valencourt House and Towne Building. Dean said there is no way to make Valencourt house usable without a large sum of money. The Towne Building is another issue; they have kept it heated because of the fire alarm system.

Health Dept. Nursing – Level funded Nursing budget. Dore' said that he uses the service and they have been wonderful. Herman asked about fund balances and levels of the Enterprise Fund. Nursing is a non-cost to the town.

Planning - Roland discussed his capital submissions, Rail Trail and Economic Development Committee. They have received inquiries about service on the Board of Directors. They spoke about re-codification and GIS needed to be addressed.

Engineering - Dave Abbt outlined his department and budget

Building Comm. and ZBA - Garry was asked to put his memo about staffing.

HR Emergency Management – 86% down this year they have \$4,700 budget.
HR is down 3% and the need for a director

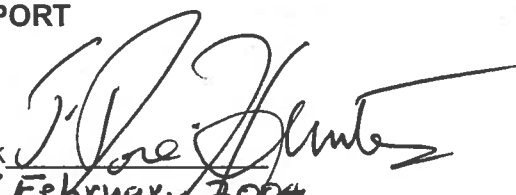
Town Manager's Budget – Don gave an overview of the budget. With the 70,000 legal removed we are up less than 1%.

CONSENT AGENDA

SOFT SECOND LOAN – DORE' HUNTER – Moved to authorize the signature of the subject letter. **ROBERT JOHNSON** – Second. **UNANIMOUS**

TOWN MANAGER'S REPORT


Christine Joyce
Recording Clerk


Clerk J. Dore Hunter
Date 9 February 2004

Special budget meeting
January 10, 2004

January 10, 2004

TO: Board of Selectmen

FROM: Walter Foster, Chairman

SUBJECT: Selectmen

JANUARY 10, 2004
MEETING BEGINS AT 8:00 A.M.

I. CITIZEN'S CONCERNS

II SEWER COMMISSIONERS' BUSINESS

None

III. PUBLIC HEARINGS & APPOINTMENTS

1. 8:00 **BUDGET WORKSHOP** – Attached please find the FY05 Budget Hearing Schedule

IV. SELECTMEN'S BUSINESS

V CONSENT AGENDA

2. **SOFT SECOND LOAN LETTER** - Enclosed please find a letter of interest for the Soft Second Loan Program's Second round of funding for Board consideration.

VI. TOWN MANAGER'S REPORT

GOALS 2003-2004

1. Labor Negotiations (Peter/Trey)
2. Improve Communication with Town Boards (Walter/Peter)
3. Revisit 2020 planning process for direction to make this process more beneficial towards implementation of long-term vision (Trey/Peter)
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GOALS carried forward

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