

July 11, 2003

**TO:** Board of Selectmen, Sewer Commissioners

**FROM:** Walter Foster, Chairman

**SUBJECT:** Selectmen and Sewer Commissioners Report

**JULY 14, 2003**  
**MEETING BEGINS AT 7:00 P.M.**

**I. CITIZEN'S CONCERNS**

**II SEWER COMMISSIONERS' BUSINESS**

1. **RATE SETTING FOR JULY 2003** – Enclosed please find recommendations and staff comments for Board consideration.
2. **MISCELLANEOUS SEWER ISSUES** – Enclosed please find correspondence regarding several sewer issues for which Staff needs the Commissioners' direction

**III. PUBLIC HEARINGS & APPOINTMENTS**

3. 7:10 **MATTHEW LIEBMAN – COMMITTEE APPOINTMENT - ASSOCIATE MEMBER OF THE CONSERVATION COMMISSION** – Enclosed please find VCC comment and recommendation in the subject regard
4. 7:15 **STACY ROGERS – COMMITTEE APPOINTMENT – ASSOCIATE MEMBER OF THE PLANNING BOARD** – Enclosed please find VCC comment and recommendation in the subject regard.
5. 7:30 **CHAPTER 61A NOTIFICATION, 116 SUMMER STREET** – Enclosed please find a notice of intent under Ch. 61A for land located at 116 Summer Street, along with staff, board and committee comment, for Board consideration.
6. 7:45 **SITE PLAN SPECIAL PERMIT #5/29/03-392, 279 MAIN STREET, BIMINI BLUES** –The Board is in receipt of the attached request to continue this hearing to your next available meeting date (Aug 4)
7. 8:15 **BICKFORD'S FAMILY RESTAURANT – FULL LIQUOR LICENSE** – Enclosed please find an application for a full liquor license at Bickford's Family Restaurant, along with staff comment, for Board consideration.
8. 8:30 **OUTDOOR LIGHTING ADVISORY COMMITTEE** – Enclosed please find a request from the Outdoor Lighting Advisory Committee to meet with and update the Board on the status of their work. Committee Members will be in attendance to make a presentation.

9. **8:45 AMENDMENT TO THE TRAFFIC RULES AND ORDERS** – Enclosed please find materials from the Board's June 23<sup>rd</sup> meeting along with additional staff comment for further consideration.
10. **9:00 QUARRY LAND OFF OF QUARRY ROAD** - Ms. Yin Peet will be present to discuss a proposed project off of Quarry Road, for Board consideration.

#### **IV. SELECTMEN'S BUSINESS**

11. **DEP CONSENT ORDER AND NOTICE OF NONCOMPLIANCE** - Enclosed please find the DEP's Administrative Consent Order and Notice of Noncompliance with respect to the DPW building, for Board consideration.

12. **COPS GRANT** – Enclosed please find materials previously submitted to the Board, along with a confidential memo from the Police Chief, for Board consideration.

13. **ELLSWORTH VILLAGE 40B NOTICE** – Enclosed please find materials from the Board's June 23 meeting along with additional staff comments and a draft response letter for Board consideration.

14. **FY03/04 REVENUE DISCUSSION**- Enclosed please find information in the subject regard.

15. **EDIC DIRECTORS** – Enclosed please find correspondence regarding candidates for EDIC Directors, for Board consideration.

16. **DELETED**

17. **SITE PLAN SPECIAL PERMIT 04/04/03-390, 816 MAIN STREET, PHILLIP PITTORINO** - Enclosed please find the Draft Decision (options I and II) in the subject regard for Board consideration.

18. **ACCEPT GIFT** – Enclosed please find a request for acceptance of a gift of site clearing at the T.J. O'Grady skate park by Axe Bros., for Board consideration.

19. **POPE ROAD/STRAWBERRY HILL INTERSECTION** – Enclosed please find Email correspondence regarding the subject intersection for Board discussion and direction.

20. **OTHER BUSINESS**

#### **V CONSENT AGENDA**

21. **BOARD OF SELECTMEN REPRESENTATIVES TO HEALTH INSURANCE TRUST AND TOWNE BUILDING RFP REVIEW COMMITTEE** – Enclosed please find a memo from Selectman Ashton recommending appointment of Board members to the subject committees, for Board consideration.

22. **ACCEPT MINUTES** – Enclosed please find the May 19, June 2, and June 23, 2003 Board minutes for acceptance.

23. **PLANNING BOARD REPRESENTATION ON EDC AND EAVPC** – Enclosed please find a request from the Planning Board for representatives appointments to the subject committees, for Board consideration.

24. **REQUEST FOR REDUCED FEE FOR NARA PARK BEACH PASS** – Enclosed please find a confidential request and staff comment regarding this request.
25. **REQUEST FOR REDUCED FEE FOR NARA PARK BEACH PASS** – Enclosed please find a confidential request and staff comment regarding this request.
26. **SITE PLAN SPECIAL PERMIT #11/18/98-366, ACTON ASSISTED LIVING PHASE II -** Enclosed please find the Draft Decision in the subject regard.
27. **ONE DAY LIQUOR LICENSE** – Enclosed please find a request for a one-day Beer and Wine License on August 16 for SummerFest at NARA, for Board consideration.
28. **SRF LOAN PROGRAM FOR SEWER CONNECTIONS** – Enclosed please find a memo from the Health Director in the subject regard.
29. **CHAPTER 268A DISCLOSURE** – Enclosed please find correspondence from Atty. Steve Anderson making a disclosure under Chapter 268A, for Board consideration.
30. **LOWELL REGIONAL TRANSIT AUTHORITY (LRTA) REPRESENTATIVE** – Enclosed please find a request for reappointment to the LRTA from Don Herskovitz, for Board consideration.
31. **ACCEPT GIFT** – Enclosed please find a request from the Police Chief for acceptance of a gift from Main Street Exxon, for Board consideration.

## **VI. TOWN MANAGER’S REPORT**

## **VII 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.

August 4  
 Sept. 8 & 22  
 October 6 and 20  
 Nov. 3 & 17  
 Dec. 1 & 15

### **GOALS 2002-2003**

1. Labor Negotiations & Improve Labor Relations environment (Peter/Trey)
2. Improve Communication with Town Boards (Peter/Trey)  
 Implement Chairman Round Table - (Trey) *(for Dec/Jan)*  
 Revisit 2020 Planning Process for direction to make this process more beneficial towards

- Implementation of long-term vision (Trey).
- 3. Towne Building Reuse (Walter/Dore'/Peter)
- 4. ALG process be used for purpose of Budget Planning for FY04 (Walter/Trey)
- 5. Residential and Commercial Growth (Walter/Pam) (*PCRC EDC – Continuing to meet*)
- 6. Open Space and Recreation Plan (Peter/Walter) Completed
- 7. Health Insurance Trust Agreement (Peter) (*Peter still working on getting comments from Water District.*)
- 8. Decision on Pentamation Accounting System (Dore'/Peter) (*Proposals are being looked at by staff*)
- 9. Process Planning for "Life after NESWC" (Pam/Peter) (*John Murray is looking at this*)
- 10. Joint IT process-organizational change (Walter/Dore') (
- 11. Implement an on-going Public Relations campaign regarding budgetary situation (Trey/Walter) (*ALG put plan in place A/B*)
- 12. Provide looking at salary levels in the organization, include liaison with Personnel Board (Trey /Peter) (*Need to look at budget*)  
Based upon results of Salary Survey, conduct a through review of current salary levels (Trey/Peter) (*Need to look at budget override for Operating budget*)
- 13. Broader community interface with Emerson Hosp.- Board of Health to take elder issues on (Pam)
- 14. Recreational field lack of space, prison land etc. (Walter)
- 15. Middlesex Pension alternatives (Walter)

**GOALS carried forward**

- 16. Public Safety Facility (Dore'/Trey)
  - 17. Determine future of Vaillancourt House - 17 Woodbury Lane. (Pam) (*No dialogue thus far as budgets have had the bottom fallout, Historical Commission issue and seek suggestions*)
- Goals 2003-Selectmen folder**