

September 19, 2003

TO: Board of Selectmen, Sewer Commissioners

FROM: Walter Foster, Chairman

SUBJECT: Selectmen and Sewer Commissioners Report

SEPTEMBER 22, 2003
MEETING BEGINS AT 7:00 P.M.

I. CITIZEN'S CONCERNS

II SEWER COMMISSIONERS' BUSINESS

1. **MONTHLY REVIEW OF O&M RATE PLAN** – Enclosed please find a report from staff in the subject regard.

III. PUBLIC HEARINGS & APPOINTMENTS

2. **7:02 CVS 24 HOUR PERMIT (continued)** – Enclosed please find follow-up materials requested for your consideration.
3. **7:10 UNITED WAY OF ACTON AND BOXBOROUGH** – Enclosed please find a request from the United Way to allow the display of a number of temporary signs, along with staff comment, as well as staff comment for board consideration.
4. **7:20 SPECIAL TOWN MEETING DISCUSSION** – Enclosed please find materials related to the citizens' Petition for a Special Town Meeting. The petitioner will be in to discuss this petition.
5. **8:00 CABLE ADVISORY COMMITTEE OVERSIGHT MEETING**
6. **8:15 PLANNING BOARD OVERSIGHT MEETING**

IV. SELECTMEN'S BUSINESS

7. **PARKER STREET SIDEWALK PETITION** – Enclosed please find materials from Staff related to the subject petition for Board consideration.
8. **COMMUNITY PRESERVATION COMMITTEE (CPC) REPORT** – The Chairman will report on activities and plans of the CPC.
9. **TOWNE BUILDING DEVELOPER SELECTION.** Enclosed please find a recommendation form the Selection Committee, along with back up materials, for Board consideration.
10. **FRANKLIN PLACE COMPREHENSIVE PERMIT** – Enclosed please find correspondence from Selectmen Ashton for Board consideration.
11. **BUDGET PRIORITIES DISCUSSION FY05** – The Town Manager will discuss this subject with the Board and seek direction.

12. GOALS AND OBJECTIVES / COMMITTEE ASSIGNMENTS – Enclosed please find last year's committee assignments and Goals for Board discussion.

13. ACHC BANK ACCOUNT – Enclosed please find a request from the ACHC to allow the establishment of a bank account, along with a request for direction in this regard.

14. ACTON MINUTEMEN INVITATION TO CROWN RESISTANCE DAY – Enclosed please find an invitation and the annual Crown Resistance Day Proclamation for Board consideration.

15. BOY SCOUT COURT OF HONOR – Enclosed please find an invitation to Robert W. Campagna's Court of Honor, to be held on October 19, 2003, for Board assignment.

16. OTHER BUSINESS

V CONSENT AGENDA

17. ACCEPT GIFT – Enclosed please find a request from the Recreation Director for acceptance of items donated to Acton Day for Board consideration.

18. ONE DAY LIQUOR LICENSE – Enclosed please find a request for a One-day Liquor License for St. Elizabeth's Parish on October 11, 2003 for Board consideration.

VI. TOWN MANAGER'S REPORT

19. DAVIS ROAD ACCEPTANCE – Enclosed please find correspondence in the subject regard. The Town Manager will discuss this matter with the Board.

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.

October 6 Conservation Oversight, Recreation Oversight, Paul's Diner, Liquor Transfer Last National, O'Natural Full Liquor License as Common Victualler

October 20 BOH Oversight, TAC Oversight, CPA project submission

Nov. 3 HDC Oversight, Historical Commission Oversight, Site Plan Wetherbee Plaza extension

Nov. 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**