

February 7, 2003

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

**FROM:** Trey Shupert, Chairman

**SUBJECT:** Selectmen and Sewer Commissioners Report

**February 10, 2003**  
**MEETING BEGINS AT 7:00 P.M.**

**I. CITIZEN'S CONCERNS**

**II SEWER COMMISSIONER'S BUSINESS**

**III. PUBLIC HEARINGS & APPOINTMENTS**

1. **7:05 BROOKSIDE TRAFFIC** – Staff will be present to discuss the recent traffic - generated concerns at the Brookside Mall.
2. **7:15 SITE PLAN #12/13/02-386, PALMER KENNELS, 350 GREAT ROAD** – Enclosed please find materials reviewed and prepared by staff for your consideration.
3. **7:10 SITE PLAN SPECIAL PERMIT #12/20/02-387, 136 GREAT ROAD, CONCORD CONNECTION** -The petitioner has asked that this meeting be continued to March 24 at 7:30 P.M.
4. **7:15 BEER AND WINE PACKAGE STORE APPLICATION, WAYSIDE MANAGEMENT CORP, 48 POWDER MILL ROAD** – Enclosed please find application and staff comments for your review.
5. **7:30 SITE PLAN SPECIAL PERMIT #11/18/98-366 AMENDMENT, ACTON ASSISTED LIVING, DEVON DRIVE (Continued from January 27, 2003)**. Enclosed please find materials in the subject regard.

**IV. SELECTMEN'S BUSINESS**

6. **OVERRIDE BALLOT QUESTION** – Enclosed please find a draft of the proposed Override Question for the Annual Election, for Board consideration.
7. **BIKE LOCKER FEES** –Enclosed please find a recommendation from theTown Planner for 2003 Bike Locker rental rates at the Commuter Parking Lot for Board consideration.
8. **CABLE TV COMPLAINT-** Enclosed please find materials in the subject regard, for Board consideration.
9. **EAGLE SCOUT COURT OF HONOR** –Enclosed please find an invitation to attend Ward Benson's Court of honor on February 26, at 7:00 P.M. at St. Elizabeth of Hungary Church, for Selectman assignment.

10. **BUDGET DISCUSSION** – Ongoing general discussion.
11. **ANNUAL TOWN MEETING DRAFT WARRANT** – Enclosed please find a very rough draft warrant for Board consideration.
12. **BROOKSIDE MALL/ESTERBROOK ROAD SIDE WALK** – Enclosed please find a staff report and recommendation in the subject regard, for Board consideration.
13. **MALONE AUDIT INVOICE**– Enclosed please find materials in the subject regard.
14. **OTHER BUSINESS**

## **V CONSENT AGENDA**

15. **ACCEPT MINUTES** – Enclosed please find the Minutes of October 7, and 21, December 16, January 6, and 13, for Board acceptance.
16. **COMMITTEE APPOINTMENT, ROSIE LATTO, A/B CULTURAL COUNCIL**– Enclosed please find Ms. Latto's application and the VCC's recommendation for appointment to the Cultural Council with an expiration date of June 30, 2006, for Board action.
17. **ACCEPT GIFT** – Enclosed please find a request from the West Acton Citizens' Library to accept a gift of \$15.00 from the Kaplan-Earle's for Library use, for Board acceptance.
18. **SPECIAL USE PERMIT #11/04/02-385/COMMON VICTUALER'S, STARBUCKS COFFEE, 411 Mass Ave.** – Enclosed please find a draft decision in the subject regard for Board consideration.

## **VI. TOWN MANAGER'S REPORT**

19. **WESTFORD GRILLE** – Enclosed please find correspondence from the Town Manager for Board consideration.

## **VII EXECUTIVE SESSION**

20. An Executive Session will be required – Please see enclosed materials.

### **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.

Feb 24 – Sewer Commissioners and Bond Signing  
 March 3 – Street Acceptance – Class I Moran  
 March 10 – Mock Town Meeting

### **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**