

March 21, 2003

TO: Board of Selectmen, Sewer Commissioners

FROM: Trey Shupert, Chairman

SUBJECT: Selectmen and Sewer Commissioners Report

March 24, 2003
MEETING BEGINS AT 7:00 P.M.

I. CITIZEN'S CONCERNS

II SEWER COMMISSIONER'S BUSINESS

1. **7:05 RATE SETTING FOR APRIL-** Enclosed please find recommendations and staff comments for Board consideration.

III. PUBLIC HEARINGS & APPOINTMENTS

2. **7:10 TRAFFIC RULES AND ORDERS, PROPOSED AMENDMENTS** – Enclosed please find materials in the subject regard for Board consideration.
3. **7:15 REPRESENTATIVE CORY ATKINS** – Rep Atkins will be present to update the Board and answer any questions the Board may have.
4. **7:30 CONCORD CONNECTION SITE PLAN – 136 Main Street – Continued.**
5. **8:00 ASSISTED LIVING SITE PLAN/SPECIAL PERMIT # 11/18/98-366 PHASE 11– DEVON DRIVE – Continued from February 24th.** – Enclosed please find a request to withdraw this Site Plan/Special Permit and Staff comment regarding the filing fee for the refilling.

IV. SELECTMEN'S BUSINESS

6. **BUDGET DISCUSSION – MINUTEMAN ASSESSMENT** – Enclosed please find a revised Assessment letter and related materials for Board consideration.
7. **SCOUT EAGLE SCOUT COURT OF HONOR** – Enclosed please find an invitation to attend Christopher Sharp's Ceremonies on April 26th for Board assignment.
8. **DEPARTMENT OF CORRECTION LAND** – Selectman Hunter will seek the Board's approval of a letter of interest regarding additional recreation land on School Street.
9. **OTHER BUSINESS**

V CONSENT AGENDA

10. **ACCEPT MINUTES** – Enclosed please find minutes of February 24, 2003 for Board acceptance.

11. **ONE DAY LIQUOR LICENSE REQUESTS, NARA PARK**– Enclosed please find two One Day Liquor License applications in conjunction with a Barbecue event scheduled for August 16 and Acton Day scheduled for September 20, 2003 for Board consideration.

12. **ACTON GARDEN CLUB PLANT SALE** – Enclosed please find a request and staff comment regarding the Annual Garden Club Plant sale for Board consideration

13. **FRIENDS OF THE ACTON LIBRARIES** – Enclosed please find a request for permission to use the front lawn of the Library for the Annual June Book Sale scheduled for June 7, 2003 for Board consideration.

14. **DONATIONS TO YOUTH SERVICES DIVISION** – Enclosed please find a request from the Police Chief for the Board's acceptance of three donations to the Youth Services Division. Capizzi and Co. in the amount of \$250.00, Mr. and Mrs. Muff in the amount of \$25.00 and Berlin Auto Parts in the amount of \$1,140.00.

15. **TRUST FUND ASSISTANCE** – Enclosed please find two confidential requests for Trust Fund assistance for Board consideration.

VI. TOWN MANAGER'S REPORT

VII EXECUTIVE SESSION

16. **There will be a need for an 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.

April 7, Town Meeting Begins

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**