

August 13, 2004

TO: Board of Selectmen, Sewer Commissioners

FROM: F. Dore' Hunter, Chairman

SUBJECT: Selectmen and Sewer Commissioners Report

AUGUST 16, 2004

I CITIZEN'S CONCERNS

II SEWER COMMISSIONERS' BUSINESS

1. **FINAL BETTERMENTS** – Enclosed please find materials related to the Final Betterments. The Town Manager will address the Board in this regard.

III PUBLIC HEARINGS & APPOINTMENTS

2. 7:05 **ACTON HOUSING AUTHORITY APPOINTMENT REQUEST** – Enclosed please find a request for the appointment of Ken Sighia-Hughes to fill the unexpired term of Erin Bettez, for Board consideration.
3. 7:10 **SITE PLAN SPECIAL PERMIT #04/03/397, RAIL ROAD REALTY TRUST, 19 RAIL ROAD STREET** – Enclosed please find materials in the subject regard, for Board consideration. (NOTE: Although the time allotted for this hearing is only five minutes, the hearing may go longer.)
4. 7:15 **SITE PLAN SPECIAL PERMIT, #03/09/04-396, MARGARET NAZZARO, 253 ARLINGTON STREET (Continued from previous meetings)** – Enclosed please find materials in the subject regard, for Board consideration.
5. 7:30 **MAKAHA LIQUOR LICENSE HEARING** – Enclosed please find materials in the subject regard, for Board consideration.
6. 7:45 **COMMITTEE INTERVIEW, BERNICE BARON, ASSOCIATE MEMBER OF ACTON COMMUNITY HOUSING CORPORATION (ACHC)** – Enclosed please find Ms. Baron's Volunteer Coordinating Committee Application, for Board consideration.
7. 7:55 **COMMITTEE INTERVIEW, RUTH MARTIN, ASSOCIATE MEMBER OF THE PLANNING BOARD** - Enclosed please find Ms. Martin's Volunteer Coordinating Committee Application, for Board consideration.
8. 8:00 **TRAFFIC RULES AND ORDERS** – Enclosed please find materials from the Engineering Department in the subject regard, for Board consideration.
9. 8:15 **ICHABOD'S COFFE HOUSE AND EATERY, 166 GREAT ROAD** – Enclosed please find a request for a Common Victualler's License, for Board consideration.
10. 8:30 **DI CAPRI PIZZARIA, 576 MASS AVE.** Enclosed please find a request for a

Common Victualler's License, for Board consideration.

IV SELECTMEN'S BUSINESS

11. **COLLECTIVE BARGAINING** – Enclosed please find a memo from the Asst. Town Manager in the subject regard, for Board consideration.
12. **DAVIS ROAD** – Enclosed please find the Order of Taking for "Parcel F", Davis Road for Board consideration.
13. **FALL SPECIAL TOWN MEETING AND "STATE OF THE TOWN" MEETING DATES** – Enclosed please find materials in the subject regard, for Board consideration.
14. **SUBURAN COALITION** – Enclosed please find materials in the subject regard, for Board consideration.
15. **OVERRIDE TIME LINE** – Enclosed please find materials in the subject regard, for Board consideration.
16. **BOY SCOUT EAGLE COURT OF HONOR, ANDREW CREW** -Enclosed please find materials in the subject regard, for Board assignment.
17. **OTHER BUSINESS**

V CONSENT AGENDA

18. **ACCEPT MINUTES** – Enclosed please find copies of the June 14 and July 12, 2004 Minutes, for Board consideration.
19. **COMMUNITY PRESERVATION COMMITTEE** – Enclosed please find an e-mail asking that the Historical Commission representative to Community Preservation Committee be Robert Coan, replacing Peter Grover, for Board consideration.
20. **SURPLUS VEHICLE DISPOSITION** – Enclosed please find a recommendation from the Police Chief that one of the police vehicles be declared surplus and assigned to the Fire Department for training and disposal purposes, for Board consideration.
21. **UNIBANK INVITATION** – Enclosed please find a request from the Assistant Town Manager that the Board accept an invitation from our Financial Advisor firm to have up to 3 Finance Department employees attend a special luncheon, for Board consideration.
22. **INTERFUND BORROWING** – Enclosed please find a request from the Town Treasurer for Board approval of an Interfund Borrowing, for Board consideration.
23. **CONSERVATION RESTRICTION** – Enclosed please find an agreement signed by the Conservation Commission regarding "the canoue landing" on Powder Mill Road, for Board consideration.
24. **ACTON GARDEN CLUB SIGN REQUEST** – Enclosed please find a request for installation of a temporary sign, along with staff recommendations, for Board consideration
25. **ACTON CONGREGATIONAL CHURCH** – Enclosed please find a request for use of the Town Common and the blocking of one leg of Concord Road around the Monument for a Welcome Back Block Party, for Board consideration

- 26. **THE FRIENDS OF THE ACTON LIBRARIES** – Enclosed please find a request for a “Mini Book Sale”, on September 28, 2004, for Board consideration.
- 27. **ONE DAY LIQUOR LICENSE** – Enclosed please find a request from Cisco Systems for a One Day Liquor License at NARA on Sept. 1, for Board consideration.
- 28. **ONE DAY LIQUOR LICENSE** – Enclosed please find a request from Ciena Corp for a One Day Liquor License at NARA on August 25, 2004, for Board consideration.
- 29. **ACCEPT GIFT** – Enclosed please find a request from the Citizens’ Library for acceptance of an Institutional Membership, donated by the Acton Arts League
- 30. **ACCEPT GIFT** – Enclosed please find a request from the Citizens’ Library for acceptance of a seasonal membership at the Fruitlands Museums, donated by the Citizens’ Library Auxilliary, for Board consideration.
- 31. **ACCEPT GIFT** - Enclosed please find a request from the Health Department to accept various Sunscreen awareness items from the Mass Dept. of Public Health, for Board consideration.
- 32. **ACCEPT GIFT** - Enclosed please find a request from the Municipal Properties Director to accept a gift of a mahogany desk from Dore’ Hunter, to be used in the new Public Safety Building, or for other appropriate Town purposes, for Board consideration.
- 33. **ACCEPT GIFT** – Enclosed please find a request from the Municipal Properties Director to accept a gift of various items to be used in the Public Safety Building, or for other appropriate Town purposes, for Board consideration.

VI TOWN MANAGER’S REPORT

- 34. **VERIZON BUSINESS LINK REWARDS** – The Town Manager will explain the enclosed memo from the Municipal Properties Director, as well as a larger policy issue in this regard, and seek Board Approval.

VII EXECUTIVE SESSION

- 35. **THERE WILL BE A NEED FOR EXECUTIVE SESSION** – Enclosed please find confidential materials in the subject 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.

Sept. 13, 27
 Oct. 18
 Nov. 1, 15 and 29

Dec. 13
 Jan. 24

GOALS 2004-2005

1. Establish Protocol for Manager and Supt. of Schools to confer weekly to improve liaison (Dore')
2. Produce Morrison Farm Development Master Plan (Bob/Walter)
3. Improving Intra Board Communication (Dore')

GOALS carried forward

4. Monitor Labor Negotiations (Peter/Trey)
5. Improve Communication with Town Boards (ALL)
6. Revisit 2020 planning process for direction to make this process more beneficial towards implementation of long-term vision, and to get a first rough cut of what happens next year before school is out for the summer (Trey/Peter)
7. ALG process be used for purpose of Budget Planning for FY05 (Dore'/Peter)
8. Process Planning for "Life after NESWC" (Bob)
9. Joint IT process-organizational change (Walter/Dore')
10. Middlesex Pension Alternatives (Walter/Trey)