

April 25, 2003

TO: Board of Selectmen, Sewer Commissioners

FROM: Trey Shupert, Chairman

SUBJECT: Selectmen and Sewer Commissioners Report

April 28, 2003
MEETING BEGINS AT 7:00 P.M.

I. CITIZEN'S CONCERNS

1. **ELECTION OF OFFICERS** – Reorganization of the Board for the coming year will be taken-up as the first order of business.

II SEWER COMMISSIONER'S BUSINESS

2. **RATE SETTING FOR APRIL** – Enclosed please find recommendations and staff comments for Board consideration.

III. PUBLIC HEARINGS & APPOINTMENTS

3. **7:10 FIRE WORKS DONATION** – Representatives of the Acton Auto Dealers Organization will be present to ask the Board to accept their \$12,000 donation to be used for July 4th Fireworks.

4. **7:15 ACTON HOUSING AUTHORITY** – Enclosed please find materials regarding the appointment of Erin O'Brien Bettez to the Commissioners seat vacated by James Eldridge for Board consideration.

5. **7:25 FRANKLIN PLACE, 40B PROJECT – 520 Main Street** – Enclosed please find Materials in the subject regard. Town Counsel will be present to discuss 40B issues/processes with the Board and members of other invited Boards. Please bring filing documents that were distributed in hard copy last week.

IV. SELECTMEN'S BUSINESS

6. **GIRL SCOUT GOLD AWARD CEREMONY** – Enclosed please find an invitation to attend Victoria Louise Bennett's Gold Award ceremony on May 5, 2003, for Board assignment.

7. **SCOUT EAGLE SCOUT COURT OF HONOR** – Enclosed please find an invitation to attend Calvin W. Metcalf's Eagle Scout Court of Honor on June 1, 2003, for Board assignment.

8. **GIRL SCOUT GOLD AWARD CEREMONY** – Enclosed please find an invitation to attend Jennifer McInnis's Gold Award ceremony on June 1, 2003, for Board assignment.

9. **SCOUT EAGLE SCOUT COURT OF HONOR** – Enclosed please find an invitation to attend Joseph E. Carr's Eagle Scout Court of Honor on June 8, 2003, for Board assignment.

10. **SCOUT EAGLE SCOUT COURT OF HONOR** – Enclosed please find an invitation to attend John R. Houston’s Eagle Scout Court of Honor on June 11, 2003, for Board assignment.
11. **BROOKSIDE MALL** – Enclosed please find Town Counsel’s request to have the Board vote specific wording with respect to waiver of the \$40,000 condition contained in the Brookside Mall Site Plan Decision.
12. **ALCOHOL COMPLIANCE CHECK** – Enclosed please find materials in the subject regard.
13. **OTHER BUSINESS**

V CONSENT AGENDA

14. **ACCEPT MINUTES** – Enclosed please find minutes for March 24, 2003, for Board acceptance.
15. **CONCORD CONNECTION - SITE PLAN SPECIAL PERMIT – 12/20/02-387** – Enclosed please find the decision for the subject Site Plan, for Board consideration.
16. **55 KNOX TRAIL** – Site Plan Special Permit – 01/03/01/365 – Enclosed please find a request for approval of a “minor” amendment to the subject Site Plan, along with staff comment, for Board consideration.
17. **ACTON FAMILY NETWORK** - Enclosed please find a request for permission to use the Town Hall parking lot for a “Tag Sale” on May 31, 2003, for Board consideration.
18. **MAISON MAISON** – Enclosed please find materials to change the restaurants DBA from Maison Maison to Number Five Strawberry Hill for Board consideration.
19. **DONATIONS TO THE SUMMER CONCERT SERIES AT NARA** — Enclosed please find confidential requests for Beach Fee reductions at NARA Park.
20. **NARA PARK BEACH PASSES** – Enclosed please find confidential request for a Beach Fee Reduction at NARA Park for Board consideration.
21. **NARA BEACH PASS** – Enclosed please find a request and staff comment regarding a reduced fee for use of NARA Park Beach for Board consideration.
22. **ACTON CLEAN UP DAY** – Enclosed please find a request from the Acton Conservation Trust to have the Town support Acton Clean Up Day scheduled for May 10th
23. **ACTON COMMUNITY HOUSING CORPORATION** – Enclosed please find a recommendation from ACHC for Board approval of a refinancing request for one of the Town’s affordable units.
24. **ACTON COMMUNITY HOUSING CORPORATION** – Enclosed please find a Draft Letter of Interest for the Soft Second Loan Program for Board consideration.

VI. TOWN MANAGER’S REPORT

VII EXECUTIVE SESSION

25. ARRT/MBTA RIGHT OF WAY

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.

May 19, 2003

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