



Approved July 26, 2004

**Town of Boxborough
Board of Selectmen
Meeting Minutes
July 12, 2004**

CALL TO ORDER

Chair Fox called the meeting to order at 7:32 p.m. in the Grange Meeting Room, Town Hall.

PRESENT: Les Fox, Chair; Simon C. Bunyard, Clerk; David L. Birt, Member; Donald R. Wheeler, Member

ABSENT: Kristin Hilberg, Member

ALSO PRESENT: Selina Shaw, Assistant Town Administrator

ANNOUNCEMENTS

- Chair Fox read the announcements. Member Bunyard noted that Jean Butler, who had been Chair of the Acton Boxborough Cultural Council and served on the Council for 6 years was retiring and extended appreciation on behalf of the BoS.

APPOINTMENTS

- Todd Whitcomb Brown was presented with a commendation on achieving the rank of Eagle Scout for his project in involving the relocation of the old Meetinghouse bell (from storage) to the North Cemetery.

MINUTES

- Member Wheeler moved to accept as written the regular session minutes of June 28, 2004. Seconded by Member Birt. **Approved 4 – 0.** Member Wheeler moved to accept as written the executive session minutes of June 28, 2004. Seconded by Member Birt. **Approved 4 – 0.**

ASSISTANT TOWN ADMINISTRATOR REPORT

- Member Birt moved to accept and place on file. Seconded by Member Wheeler. **Approved 4 – 0.** Meeting was arranged with ATA, Chair Fox and Member Bunyard to review critical issues to be handled while ATA is on vacation and TA is on reduced work schedule.

SELECTMEN REPORTS

- Member Bunyard updated BoS on progress of library – roof on, steel up, floor slab poured and rough site work almost completed.
- Member Bunyard reported that ZBA would be continuing hearing on special permit and height variance for cell tower on July 13 and noted that photos of the “balloon test” simulation are available for viewing at Town Hall and on the web. Construction is expected to start in late August, early September

OLD BUSINESS

- Member Birt moved to reconsider the request, approved by the BoS on May 10, 2004, to transfer \$6,500 from the Reserve Fund to the Treasurer – Tax Foreclosure Expense (#01-145-5200-5303) and to approve the transfer of \$4,030.20 instead, and to forward the revised amount to the FinCom. Seconded by Member Bunyard. It was noted that amount was revised because more accurate info now available. **Approved 4 – 0.**
- Member Birt moved to reconsider the request, approved by the BoS on May 10, 2004, to transfer \$1,900 from the Reserve Fund to the Treasurer ADP Payroll Fees Expense (#01-145-5200-5304) and to approve the transfer of \$1,687.86 instead, and to forward the revised amount to the FinCom. Seconded by Member Bunyard. ATA Shaw explained that fees had increased after the FY 04 budget had been revised. Most likely will happen in FY 05 as well; Treasurer will review expenses in December and provide an update on the actual-budget. **Approved 4 – 0.**
- Member Birt moved to approve and forward to the Finance Committee the request to transfer \$23,624 from the Reserve Fund to Medicare, Medical, Life & LTD (#01-915-5700-5740). Seconded by Member Bunyard. It was noted that process is in place to correct reporting and improve tracking of expenses for FY 05. **Approved 4 – 0.**

- Discussion regarding FY 2005 budget for Medicare, Medical, Life & LTD, which had not included Medicare. A recent analysis by the Treasurer (provided in the agenda packets under item 7b) indicated that with updated info on current actual medical benefit costs, the net effect at present was an under budgeting of \$10,500+/- . General agreement not to adjust at this time as there will likely be changes in other components of the line item during the year.

NEW BUSINESS

- Member Birt moved to approve the issuance of BAN # 353-1(rollover of BAN #350) to Cede & Co. (for Eastern Bank) in the amount of \$1,308,000 at a rate of 2.75% for a term ending July 15, 2005 for the Blanchard Water/Septic project. Seconded by Member Wheeler, who sought clarification on whether the amount included the library portion. ATA commented that there had been a separate BAN a few weeks back that she believed covered this. **Approved 4 – 0.**
- Member Birt moved to approve the transfer of \$1,534.44 from the Reserve Fund to Town Planner Salary (#01-175-5100-5110) and to forward the request to FinCom. Seconded by Member Wheeler. It was noted that this was to cover accrued vacation time earned by the Planner. **Approved 4 – 0.**
- Member Wheeler moved to approve and forward to the Finance Committee the request to transfer \$70.87 from the Reserve Fund to Dog Officers Stray Dogs and Rental Expenses (01-292-5700-5780). Seconded by Member Birt. **Approved 4 – 0.**
- Member Wheeler moved to approve and forward to the Finance Committee the request to transfer \$636.00 from the Reserve Fund to Blanchard – Water/Sewer Project Principal (01-710-5900-5937). Seconded by Member Birt. Accountant Mike Guzzo explained that bank had recommended payment of an even (i.e. rounded) amount. Treasurer had budgeted a more precise figure. **Approved 4 – 0.** Will face similar budget shortfall in FY 05.
- Member Birt moved to accept grant from Massachusetts Interlocal Insurance Association in the amount of \$2,000 for the purchase of a fire alarm system at the fire station. Seconded by Member Wheeler. **Approved 4 – 0.**

OLD BUSINESS (continued)

- FinCom member Jim Gorman came in to discuss the request to transfer funds of \$13,005 for the ADA compliance work on the exterior of Town Hall and commented that he believed the matter should be addressed by Town Meeting... Discussion was continued later in meeting...

EXECUTIVE SESSION

- At ≈ 8:10 p.m., Member Birt moved to adjourn to executive session (in ATA’s office) for the purposes of discussing strategy with respect to litigation (#3), strategy with respect to collective bargaining (#3) and to consider the purchase of real property (#6). Seconded and **approved 4 – 0** by roll call vote: Bunyard “aye,” Birt “aye,” Wheeler “aye,” Fox “aye.”

APPOINTMENTS (continued)

- Reconvened in open session at 9:10 p.m. to discuss the Town Planner’s position with the Planning Board. Chair Karen Metheny was present along with members Jennie Rawski, Owen Neville and John Markiewicz. Planning Board members expressed that they were anxious for the position to be filled as soon as possible... they expressed a need for a full-time position and one not to be shared with other communities... they commented that they were looking for a land use professional who could utilize the GIS and GEO-TMS tools, be proactive, work on open space plan, grant applications, economic development, housing and coordination of land use. Board would like to start drafting job description. ATA will send Town’s, examples from the MMA and try to get hold of Lincoln’s, where a new planner was recently hired. Drafts will be discussed and reviewed by PDAPS on July 29. BoS member Bunyard will ask all participating boards to bring forward their list of priorities for the position. Some debate on to whom position will report... Planning Board? TA?

OLD BUSINESS (continued)

- FinCom Chair Gary Kushner came in to continue the discussion regarding the request to transfer funds for the ADA compliance issue and reported that FinCom voted not to support the use of the muni relief act transfer mechanism and that FinCom would like a special town meeting to open Article 5 for this item, as well as Medicare, ADP fees, Mass Ave. sidewalk and flashing lights. BoS did not support. ATA asked Gary if FinCom would perhaps consider a reserve fund transfer for the ADA compliance work. Member Birt moved to approve and forward to FinCom an RFT in the amount of \$13,005 for the purpose of providing materials to accomplish the construction necessary to bring the exterior of Town Hall into compliance with ADA regs. Seconded by Member Bunyard. **Approved 4 – 0.** Gary left to return to the FinCom meeting and after about a half hour’s absence returned along with members Jim Gorman, Keshava Srivastava, Anton Reinert, Tom Hanlon, Neal Hessler, John Fallon and Michael Toups. Debate continued. FinCom finally approved an RFT but in FY 05. Member Wheeler then moved to change the date on the form and the balances to reflect that transfer was being done in FY 05. Seconded by Member Birt. **Approved 4 – 0.**

CORRESPONDENCE

- Accepted and placed on file.

ADJOURN

- At ≈ 10:55 p.m., Member Birt moved to adjourn. Seconded by Member Bunyard and **approved 4 – 0.**