



**BOARD OF SELECTMEN  
Meeting Minutes  
January 11, 2010**

**Approved: February 1, 2010**

**PRESENT:** Rebecca Neville, Chair; Frank Powers, Clerk; Raid Suleiman, Member; and Les Fox, Member

**ALSO PRESENT:** Selina Shaw, Town Administrator and Cheryl Mahoney, Department Assistant.

Chair Neville called the meeting to order at 7:00 P.M. in the Grange Meeting Room of Town Hall.

**ANNOUNCEMENTS**

Chair Neville read announcements.

**APPOINTMENTS**

- Steele Farm Advisory Committee Chair, Bruce Hager and member Ed Whitcomb were present to present Keith Lyons as a candidate for appointment to the Steele Farm Advisory Committee. There was discussion on creating a “Friends of Steele Farm” organization to help with the property. Further to the recommendation of the Steele Farm Advisory Committee, Member Powers moved to appoint Keith Lyons to the Steele Farm Advisory Committee for a term ending June 30, 2012. Seconded by Member Suleiman. **Approved 3-0 (Member Fox was not present for this vote)**
- Donald Morse, Cemetery Superintendent & Cemetery Commission member and other Commission members, Bill Sutcliffe and John Flannery, along with DPW Dir. Tom Garmon and Dept. Asst. Vicki Franz were present to discuss the cemetery issues, its budget and the Town’s Flag Policy. The current cemetery rules and policies were reviewed; possible updates and revisions were discussed. The Commission will review the current rules to see if additional revisions are needed. There were no significant changes to the overall FY 11 Cemetery budget. There were increases for gravemarkers/flags and equipment expenses but decreases for loam and flowers. The Town’s Flag Policy was discussed. There have been communication issues on letting Town facilities and employees/officials know about when flags need to be lowered. Donnie noted that, as Cemetery Superintendent, funeral homes call him when a resident passes away. The Selectmen asked that he lower the Town Hall flag if it has not been done. There was also discussion on revising the duration of observance for some of the circumstances listed in the policy. The members of the Cemetery Commission will work with Donnie to review the current policy, tonight’s recommendation, and to see if additional revisions are needed. Donnie noted that the flag at North Cemetery is missing and it appears the rope mechanism is broken. DPW Dir. Garmon will look into this.
- DPW Director Tom Garmon and DPW Dept. Asst. Vicki Franz remained to review the FY 11 budgets under Dir. Garmon’s control. FinCom was present for this discussion. Member Fox provided an historic analysis of the Snow & Ice budget. The cost of salt is the largest component of this budget. Despite buying through a 15-town cooperative agreement, salt costs continue to escalate. There was discussion on the current sand/salt preparation and issues with changing the mix. There was also discussion on plowing wages and overtime. There will be additional discussion on this budget. The Fuel budget was discussed. It was noted that the DPW’s Fuel budget pays for the fuel for all Town vehicles. Regular gas is budgeted at \$2.70; however, there was a significant adjustment in diesel costs. There are 2 grades available, on-road and off-road diesel. Historically, the Town has used the less expensive off-road diesel. However, warranties for the new vehicles will be voided if this less expensive diesel is used. The Public Works budget was discussed. There was a discussion about overtime. Dir. Garmon advised that most overtime occurs due to anticipated occurrences, such as weekend funerals, Transfer Station coverage, Hazardous Waste Day and various Town events. He also noted that if an emergency does occur, safety requirements dictate at least 2 workers on any crew, at a 4 hour minimum. The Town’s waste management was discussed. The Town negotiated a new 5 year contract in FY 09 with Waste Management. The rate is lower but tonnage has gone up since implementing single-stream recycling in June. The program has not been in place long enough to do a good analysis of usage/cost. There was discussion about putting together an analysis of the rolling average of actual tonnage usage. Vehicle service and repairs, previously one line item, were separated out in FY 10. Dir. Garmon noted that vehicle service, the higher of the 2, is for outside repairs. The new vehicles’

warranties could be voided if they attempt to do certain work in-house. There was discussion on lowering this number and addressing unanticipated repairs with RFT. The buildings/grounds lines were, also, broken out in FY10, and if combined, the amount is historically consistent. Road Maintenance & Repairs is high but will adjust down once Ch. 90 reimbursements are received. Most of this work is done in the spring so you can't reference current actuals. Dir. Garmon was asked to prepare a "what would happen..." analysis if cuts were necessary.

- Minuteman Career & Technical High School Superintendent Ed Bouquillon, Principal Jim Laverty and Ford Spalding, Chair of Minuteman's Capital & Facilities Committee were present to review the proposed FY 11 Minuteman budget and the proposed Mass. School Building Authority (MSBA) project. Members of the Finance Committee, Dept. Asst., Cheryl Mahoney, who is also Boxborough's Minuteman School Committee representative, former School Comm. Rep. Donna Corey and Moderator John Fallon, were also present to participate in this discussion. There was a review of recent infrastructure improvements. Some of these repairs were not just cost-saving measures but were done to address serious defects, and this work is separate from the renovations proposed under the MSBA project. MSBA requires that a feasibility study be done before they will move forward on this project. The feasibility study will give the potential scope & cost of this project and will provide various construction scenarios. Minuteman is looking for approval to go forward on this feasibility study at Annual Town Meeting; however there would be no financial impact until FY 12. The cost is to be shared equally by the member communities and spread over 5 years. Minuteman, as required by the District Agreement, is looking for 100% approval from its 16 member towns. Minuteman is also in the process of reviewing the District Agreement in response to some member communities' concerns that the way assessments are calculated is not equitable. A task force is being formed to study the district agreement and collect data/input. Minuteman intends to work simultaneously on both the district agreement review and the building project. If the district agreement is revised, Minuteman anticipates bringing both the new district agreement and the building project forward in 2013 for Town Meeting approval. There was discussion on the current cost estimates for this project and comparisons were made to other schools' MBSA projects. There was discussion on Minuteman's FY 11 budget, its other revenue sources, their cost reduction efforts, and some misconceptions about Minuteman. Based on the latest figures, Dr. Bouquillon estimates that Boxborough's assessment will be reduced by over \$16,000 for FY 11.
- The Board reviewed Town Administrator Selina Shaw's FY 11 budgets. FinCom advised that they were satisfied with the budgets prepared by TA Shaw, so most of the Committee left and just members Neal Hesler and Bill Burke remained for this discussion. It was noted that TA Shaw has, again, been able to reduce these budgets overall. Town Hall heating and electrical costs were calculated using a 4-year average. TA Shaw will replace some computers in FY 10, and plans on replacing one computer a year in FY 11. It is her intention to try to use cable money to address technology-related items. BITcom has studied Townwide phone usage and consolidation options and has determined that merging Town facilities is not practical at this time, so she cannot do anything about the Town Hall telephone line item. The "Town" website's webhosting cost comes out the Town Hall budget, but other departments have their own webhosting agreements. Cisco has been generous in donating the printing of the Town's warrants and reports. TA Shaw has encumbered funds for some necessary repairs and has taken a conservative approach to building maintenance. It was noted that she has been able to provide clerical support in certain areas by using the Senior Work-off program and funding from sources such as the Affordable Housing Trust. She will provide a further breakout of Town Hall Staffing for reference. There has been a reduction in the Appreciation Event line item of the Selectmen's budget. The Selectmen concurred with the decision to level fund the legal services budget.

## MINUTES

- Member Fox moved to accept the minutes for the Regular session of November 23, 2009 and December 21, 2009, as amended and the executive session of December 21, 2009, as written. Seconded by Member Powers. **Approved 4-0.**
- It was also determined that a transcript of the December 21, 2009 dog hearing would be prepared.

## SELECTMEN REPORTS

- Member Fox reported he and member Powers met with DPW Dir. Garmon and Dept. Asst. Vicki Franz to review the DPW budgets and department needs.
- Member Suleiman reported that discussion at the last Energy Comm. meeting centered around the Transfer Station. With the single-stream recycling program, bins are completed filled before the facility closes on Wednesdays and Saturdays. Waste Management has been contacted regarding possibly getting compactors for the bins. They continue to work on signage to educate residents on recycling. They are also reviewing the information on the Energy Trust.

Member Suleiman also reported he and Member Fox are working with Chief Neagle on the Fire budget, and working with Member Powers and Chief Vance on the Police budget.

He reported that the initial screening of resumes has been completed by the Police Chief Screening Committee. The Committee will determine criteria and interview questions, and then will be conducting interviews. They hope to be able to present 3-5 finalists for consideration.

- Member Powers reiterated that he has been working with the other board members and department heads on their respective budgets.

He reported that the Ad hoc Social Services Committee was meeting tonight and they intend to consider a recommendation to establish a Community Chest. He recommended that the Committee consider using Stow's model for a Community Chest.

- Chair Neville reported that she went to last week's FinCom meeting and they went through all 4 department budgets.

She reported that possible sites and guidelines for the Community Garden at Flerra were discussed at the AgCom meeting she attended last week.

She also reported on the A-B Regional School Committee's budget discussions and it looks like there may be a reduction to Boxborough's assessment.

### **OLD BUSINESS**

- There was discussion on continuing the work of the Ad hoc Deer Control Committee and extending the members' appointments through Annual Town Meeting. There was also discussion on the Committee's actual charge and which Town entity could be responsible for implementing recommendations once its charge is completed. There was discussion about a possible Sense of the Meeting vote on opening up town property to hunting. Member Suleiman moved to extend the term of the appointments of the current members of the Ad hoc Deer Control Committee until May 20, 2010. Seconded by Member Powers. **Approved 4-0.**

### **NEW BUSINESS**

- Alcoholic Beverages Control Commission has made its annual request for a temporary population estimate. Member Suleiman moved that acting under the authority granted in MGL ch138 §17 as amended, the Board of Selectmen estimates that there will be no temporary increase to the resident population as of July 10, 2010; the population will remain at approximately 5,400. Seconded by Member Powers. **Approved 4-0.**
- The Selectmen took up the signing of Agreement for Paramedic Intercept Services with Ayer. The Selectmen determined that they would execute this document, as revised, correcting one minor typographical error. Further to the Fire Chief's recommendation, Member Fox moved to execute the "Agreement for Paramedic Intercept Services" between the Town of Ayer, dba Ayer Ambulance Service, and the Town of Boxborough and also to execute the "HIPAA – Business Associate Agreement". Seconded by Member Powers. **Approved 4-0.**
- Member Suleiman moved to call the annual town meeting to begin on Monday, May 10, 2010, at 7 PM, to be held at the Blanchard Memorial School and if necessary, a special town meeting to be held within the annual town meeting. Seconded by Member Fox. **Approved 4-0.**
- The Town Clerk has advised that she needs a Constable for the Special U.S. Senate election on January 19, 2010. Further to the recommendation of the Town Clerk, Member Powers moved to appoint Alan Rohwer as Temporary Constable for the January 19<sup>th</sup> election, i.e., a term of one day, January 19, 2010. Seconded by Member Suleiman. **Approved 4-0.**

### **CORRESPONDENCE**

- There was discussion on a Notice of Release Abatement Measure Plan Modification per DEP regulations for a contaminate release and subsequent remediation at Joyce Industrial Park.

### **EXECUTIVE SESSION**

- At 10:54 p.m. Member Powers moved to adjourn to executive session to discuss strategy with respect to litigation and to adjourn immediately upon completion. Seconded by Member Suleiman. **Approved by Roll Call Vote: 4-0, Powers "aye," Suleiman "aye," Fox "aye," and Neville "aye."**