



**BOARD OF SELECTMEN
Meeting Minutes
January 25, 2010**

Approved: February 22, 2010

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

ALSO PRESENT: Selina Shaw, Town Administrator

Chair Neville convened the meeting in open session at 6:03 p.m. in the office of the Town Administrator, Town Hall

EXECUTIVE SESSION

- Member Powers immediately moved to adjourn to executive session to discuss strategy with respect to litigation and to reconvene in open session at 7:00 p.m. in the Grange meeting room. Seconded by Member Fox. **Approved by roll call vote 3-0: Neville "aye," Powers "aye," and Fox "aye".** (*Member Suleiman was not present for this portion of the meeting.*)

Chair Neville reconvened in open session at 7:02 p.m. in Grange meeting Room.

ALSO PRESENT: Cheryl Mahoney, Department Assistant

ANNOUNCEMENTS

- Chair Neville read announcements.

Agenda items #5(a & b) and #8a were taken out of order.

MINUTES

- Member Fox moved to accept the minutes for the Regular session of December 7, 2009, as revised. Seconded by Member Powers. **Approved 3-0.**
- The Executive Session minutes of January 11, 2010 were passed over.

NEW BUSINESS

- Member Powers moved to award the John R. & Elsie G. Hammond Scholarship in the amount of \$1,200, to be presented by Selectman Raid Suleiman at the June 1st ABRHS Scholarship Ceremony. Seconded by Member Fox. **Approved 3-0.**

APPOINTMENTS

- Fire Chief Geoffrey Neagle was present to discuss the acceptance of fire fighting equipment from Acton. Chief Neagle explained that Acton received a grant and is replacing its personal breathing units and they would like to donate their current equipment to us. These units cost \$7,000 new. Chief Neagle is hoping to apply for similar grants, to update Boxborough's equipment, in the coming year. Member Powers moved to execute the "Conveyance of Surplus Equipment and General Release" with the town of Acton, with respect to the conveyance of 34 SCBAs with regulators and 75 face pieces. Seconded by Member Fox. **Approved 3-0.**

SELECTMEN REPORTS

- Member Fox reported that he and Member Suleiman had met and discussed the fire budget with Chief Neagle.

He also reported that he has been getting an education regarding the DPW Snow & Ice budget; learning about other towns' sand/salt applications and the resulting costs.

- Member Powers reported on the LEPC meeting. There are changes to the fire suppression/sprinkler requirements for new construction and "significant remodels" that exceed 7,200 sq. ft. Also, there will be new smoke/heat detector regulations in the spring, but they are still drafting this language. LEPC is planning on conducting an emergency response "desktop exercise". The Police Station's new generator is being installed and should be up and running by the spring.

He was not at the last CoA meeting, but he has been advised that the Council on Aging unanimously recommended that the title of CoA Coordinator be changed to CoA Director. There would be no change in responsibilities, hours or pay. The CoA will need to submit this recommendation to the Personnel Board. He also reported that the Council recommends that the Senior Center Task Force be disbanded and another group be formed with a specific charge of finding lease space.

At this time, Member Suleiman appeared and seated himself for the meeting.

APPOINTMENTS (Continued)

- Police Chief Richard G. Vance, Jr., and members of FinCom were present to review the FY 11 Police Department budget. This budget reflects the expenses for a new cruiser. This expense had been pulled from the submitted FY 10 Police budget and it is needed this year. The Chief salary is level funded, but this number should adjust down when the new chief is hired. The FY 11 budget reflects the terms of the union's contract - a 1.5% payroll increase. The overtime line item and the uncertainty regarding the Quinn Bill were discussed. Chief Vance noted that with several line items FY 10 actuals are not a good measure, since many times these expenses are incurred in the spring.

There was also discussion on cost management alternatives such as leasing vs. purchasing vehicles; regional dispatch and mutual support agreement. It was noted that public input should be sought if there are any significant changes to emergency services. It was also noted that administrative support for all departments should be looked at.

- Police Chief Richard G. Vance, Jr. and Fire Chief Geoffrey Neagle were present to review FY 11 Public Safety Dispatch Department budget. FinCom remained for this discussion. With one dispatcher on duty per shift this budget requires level services funding, and contractual obligations must be met. Overtime tends to be seasonal, so FY 10 actuals do not give a proper perspective. Overtime expenses are down; however Police Officers sometime still need to work overtime to cover dispatch.

There was discussion on Town departments having separate phone services and billing. BITcom has investigated and continues to review this matter, but at this time townwide municipal phone service is not viable. It was suggested that FinCom's BITcom liaison, follow up on this.

- Chief Geoffrey Neagle and FinCom members were present to discuss the FY 11 Fire Department budget. Member Suleiman provided a Powerpoint presentation on the salary model. Dept. Asst., Vicki Franz, was able to compile historical payroll data to provide a far more accurate run profile, enabling the Chief to reduce the budget by \$59,712. The ambulance services and revenues will probably be revised as our ALS services are being taken over by a private contractor and the Town is exploring joining an ALS collaborative. There was discussion on Boxborough's current mutual aid arrangements. There was discussion on the Fire/DPW shared administrative support hours. A warrant article has been proposed to increase the clerical support hours shared by both departments. Administratively it will be charged to only one of the budgets but the hours would be tracked separately. The FY 11 budget may need to be revised in case this article is approved. It was determined that training expenses would be calculated using the averaging of previous years' actuals, and an RFT would be sought if needed. The Chief provided explanations as to why some expenses indicate increases for FY 11. Chief Neagle will meet with Member Suleiman and FinCom's Bill Burke to continue work on this budget.
- Chief Vance advised that he would be seeking a warrant article for capital improvements to the Police Station – remodeling of the booking area and replacing the building's original water heater. Chief Neagle advised that, at this time, he is not proposing any warrant articles.

SELECTMEN REPORTS (Continued)

- Member Suleiman reported that the WRC has been in discussions with ConsCom about a potential land purchase. This acquisition would protect a 400 ft. resource area radius around a potential well site on the Steele Farm parcel. This purchase could be partially funded with a State grant. Dave Koonce will be invited in to discuss. He also reported that the WRC is still working on getting a meeting together with the President of the Harvard Sportsman Club to discuss the potential water source found on their property. .

He also reported that he, as a member of the Police Chief Screening Committee has been participating in the interviews of the Police Chief candidates.

Member Suleiman reported that he attended the MMA Annual Conference in Boston.

- Chair Neville reported that she also attended the Conference. MMA membership approved a resolution on drafting Quinn Bill legislation.

She reported that the Blanchard Feasibility Study Subcommittee’s charge is complete and its recommendation was to investigate the sharing of support staffing responsibilities but to maintain local control of the budget.

She reported that unionizing or sharing administrative functions were part of the recent A-B Regional budget discussions.

Chair Neville reported that the AgCom has put together recommendations on the Community Gardens for the ConsComm.

She reported that she working on the Selectmen’s 2009 Town Report submission.

She reported that she will be attending the upcoming BLF meeting.

She also reported that Boxborough will be hosting Representative Benson’s regional meeting in February.

- Member Powers reported that Fifer’s Day will be held on June 19th.
- Member Fox reported that Boxborough will be hosting February’s MAGIC meeting. The theme will be regionalization.

CORRESPONDENCE

- There was discussion on Town Counsel’s memorandum on open meeting law and the possibly of having Town Counsel back in to conduct additional training.

ADJOURN

At 9:06 p.m. Member Powers moved to adjourn. Seconded by Member Suleiman. **Approved 4-0.**