



BOARD OF SELECTMEN
Meeting Minutes
February 8, 2010

Approved: March 8, 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 7:30 p.m. in the Grange Meeting Room of Town Hall.

APPOINTMENTS

- Building Inspector, John Field; Jason Grinacoff, Project Manager for Chapman Construction; and John Sisk, Asset Manager for the property owner Marwick Associates were present to discuss the Town's building permit fees. Building Inspector Field explained Boxborough's current building permit fee schedule and surrounding communities' processes and fees. The fee schedule allows the Building Department to determine the project's value, by using either the estimated cost of the project or minimum square footage cost. This is helpful in commercial construction when determining values can be complicated and a construction contract value can differ from a project's actual value. Building Inspector Field confirmed that he determines which fee calculation is used, and this process seems to work. John Sisk noted that their application provided the actual cost breakout (a signed construction contract), not an estimate. He feels that the fees calculated for this project were extreme. The Board determined that the Building Department should revise the permitting fees for this project and that the permitting fee criteria and calculation be reviewed by the Building Inspector and possibly revised.
 - ◊ Member Suleiman moved to approve a fee of \$10.00 per \$1,000 of the executed contract value on the Marwick Associates project at 1300 Mass. Ave., as a one time exception. Seconded by Member Fox. **Approved 4-0.**
 - ◊ Member Suleiman moved to direct Building Inspector, John Field, to come back within 30 days with proposed revisions to the fee criteria, value calculations and formulas on the building permit fee schedule. Seconded by Member Powers. **Approved 4-0.**
 - Fire Chief, Geoffrey Neagle was present to discuss ambulance fees and proposed revisions to the FY 11 Fire Department budget.
 - ◊ Member Fox moved to continue participation in the Central Middlesex Emergency Medical Services Collaborative for the provision of ALS services and to approve the ambulance use fees as proposed by Fire Chief Geoffrey Neagle. Seconded by Member Suleiman. **Approved 4-0.**
 - ◊ Chief Neagle and FinCom members Bill Burke & William Burke were present to discuss the Fire Department budget. The Chief met and reviewed the Fire budget with Selectmen Suleiman & Fox and FinCom's Bill Burke. With the ALS agreement just approved, Ambulance expenses will be going down and the ALS provider will take over this billing as of May 1st. Based on research done on employees' actual run times, the Chief was able to further reduce this budget. By using historic actuals, he also has been able to reduce some expenses. The expense for shared clerical support went over the DPW. He has also taken the expenditure for protective clothing out of this budget and intends to submit it as a warrant article. The Fire Department's FY 11 budget is now down to \$789,496.00. Bill Burke confirmed that FinCom was satisfied with these revised numbers.
- Chief Neagle also commented on the Channel 5 news story on ALS run times. He advised that the Channel 5 researchers based their findings on just raw data and didn't do any investigation as to the actual circumstances involved with these runs; given this, he feels this was irresponsible reporting.
- Carolyn Dann, MassDEP Municipal Assistance and Regional Recycling Coordinator for NE District 3 and Dona Neeley of MassDevelopment were present to continue the discussion of Boxborough's possible participation in the Devens Regional Household Hazardous Waste program. They first came in to discuss this with the Selectmen back in December, and have since met with Members Powers and Fox to discuss the concerns raised in December. Subsequently LELWD has come forward with a proposal to pay the initial capital cost and the first year membership fee for Littleton and Boxborough. The LELWD Board will be voting on this next week. Ms. Dann presented several different user fee models. There was also discussion, pending the LELWD's decision, as to the next step in the process. Member Fox moved to support Boxborough's membership in the Devens Regional Hazardous Products Collection Program contingent upon LELWD providing funding for the capital costs and the year 1 operating costs of the program. Seconded by Member Powers. **Approved 4-0.**

- Energy Committee members Becky Busby and Jay Barnes were present to discuss Green Communities; the Renewable Energy Trust (RET) and the Committee's energy conservation efforts. LELWD is not a member of the Renewable Energy Trust; however the State requires them to be a RET member before Boxborough can apply for Green Communities' grant funding. The RET is funded by a small surcharge on your electrical bill. The Trust handles all of the program's administrative needs; however, a utility provider's membership in the Trust is irrevocable. Over the past year, EnCom has been meeting and working with LELWD, Chair Neville, TA Shaw and RET representative in an effort to get LELWD to join the Trust. LELWD will be discussing membership at their upcoming Board meeting. EnCom is awaiting word on a state sponsored energy audit that was applied for last year. Ms. Busby and TA Shaw will be attending energy reduction projects training. Member Suleiman added that the Committee is looking to amend its charter - adding two more members; and establish a minimal \$200.00 budget for FY 11. It was determined that the EnCom would come back in to update the Selectmen in March.
- David Koonce and Water Resources Committee Chair Marie Cannon were present to discuss a potential land purchase to protect an identified water resource area. This is an important acquisition for water resource protection, conservation, and Growth District purposes. The Conservation Comm has placed a high value ranking on two parcels along Mass. Ave. The Board of Health and the WRC both support these proposed acquisitions. In 2002 a water resources fracture study was done which identified two locations in proximity to these parcels. Both parcels fall within the 400 foot buffer zone of site #1. This acquisition would make both the Steele Farm and Picnic Trust properties accessible from Mass. Ave. This would also help with running pipes for a public water system in the future. It was noted that the proposed Steele Farm Preservation Restriction should be reviewed to assure public water system infrastructure is an allowable use. Acquiring these parcels would also help in the Town's efforts to establish a state-approved Growth District. The intention is to apply for a state grant (formerly known as a "Self-help Grant") which would cover approximately half of the purchase price. The process and the proposed timeline for acquiring these parcels and obtaining town meeting approval were discussed. The Conservation Commission is willing to sponsor this effort, but is looking for the Selectmen's support in going forward. Member Suleiman moved that the Selectmen endorse the grant application to be pursued by the Conservation Commission with the support of the Water Resource Committee for acquiring land on Mass. Ave. Seconded by Member Powers. **Approved 4-0.**

ANNOUNCEMENTS

- Chair Neville read announcements

MINUTES

- Member Fox moved to accept the minutes for the Workshop session of January 9, 2010, as revised. Seconded by Member Powers. **Approved 4-0.**

SELECTMEN REPORTS

- Member Fox reiterated that he and Member Powers had met with Ms. Dann and Ms. Kneally regarding the Devens Regional Household Hazardous Waste program.

He also reported that MAGIC meeting, held at the Library last Thursday, was well attended and well received by the attendees.

Member Suleiman reported that the Recreation Comm. discussed moving forward on changing their appointing authority from Moderator to Selectmen, bringing Boxborough in line with other communities.

He reported that the Energy Committee has asked, as reported earlier, that he advise the Board that they would like to add two more seats to this committee and EnCom is actively working with LELWD on several matters.

He reported that the main discussion at the last WRC meeting was the Dave Koonce's proposal to acquire the parcels on Mass. Ave.

He reported that he also attended the Flerra Community Gardens discussion at the Conservation Comm. meeting.

As noted earlier, Member Suleiman reported that he and Member Fox met with Chief Neagle and reviewed the FY 11 Fire budget.

- Member Powers reported that he also attended the MAGIC meeting.

Member Powers reported that he and TA Shaw had met with Stow's TA, Bill Wrigley, to explore mutual aid options.

He also reported that he and FinCom's Jim Ham met with Chief Vance to review the FY 11 Police budget.

He also reported that the Airport Study Committee is drafting a letter to the Mass. Department of Transportation on what effects the proposed revisions to DOT regulations may have on Minute Man Air Field. There are two residents who may be interested in joining the ASC.

- Chair Neville reported that she also attended ConsComm's Flerra Community Garden discussion and was pleased with AgCom's efforts in this matter.

She also attended the A-B Regional School Committee meeting, where Marie Neyland presented the Blanchard Feasibility Study Sub-Committee's findings. Also the A-B Regional School Committee voted a higher assessment than what was currently budgeted for FY 11. They have done this in the past, and then have revised it down once the state numbers come out.

She reported that she has advised the Deer Study Committee Chair that the committee members have been re-appointed. She also reached out to Board of Health Chair, Marie Cannon on taking over the oversight of the Deer Study Committee.

Finally she reported that she and the other Selectmen attended Chief Vance's retirement party.

OLD BUSINESS

- The FY 2011 budget was discussed. The health insurance costs are lower than anticipated. As discussed earlier, the Fire Dept. budget is down and the wages for the shared DPW/Fire Dept. clerical support are now in the DPW budget. The budget model will be updated Friday.
- There was a discussion on potential Town Meeting articles. The Board will be closing the warrant on February 22nd.

NEW BUSINESS

- The Acton Transportation Advisory Committee has asked for a letter of support for their grant application to create a regional plan to provide workplace transportation to individuals with disabilities. This grant, if received, could benefit Boxborough. Member Powers moved to provide a letter to University of Massachusetts Medical School in support of Acton's application to establish "Coordinated Transportation Services for Individuals with Disabilities to Access Employment" Seconded by Member Suleiman. **Approved 4-0.**

EXECUTIVE SESSION

- At 10:02 p.m. Member Powers moved to adjourn to executive session to discuss strategy with respect to negotiations with non-union personnel and to adjourn immediately upon completion. Seconded by Member Suleiman. **Approved 4-0 by Roll Call Vote: Fox "aye," Suleiman "aye," Powers "aye," and Neville "aye."**