



SELECT BOARD
Meeting Minutes
February 22, 2021

Approved: **May 10, 2021**

PRESENT: Wes Fowlks, Chair; Maria Neyland, Member and Les Fox, Member

ABSENT: John Markiewicz, Clerk; and Bob Stemple, Member

ALSO PRESENT: Cheryl Mahoney, Administrative Assistant and Kirby Dolak, BXB-TV Supervisor

At: 6:30 PM Chair Fowlks called the meeting to Order via a Zoom event, the Select Board reconvening in Open Session.

VOTE TO GO INTO EXECUTIVE SESSION

Chair Fowlks moved to adjourn to conduct an Executive Session via a separate ZOOM event, and reconvene in Open Session after completion of the Executive Session - to conduct strategy sessions with respect to collective bargaining negotiations (All CBUs), per C30A §21 (a) subsection 3, further noting that to discuss in open session may have a detrimental effect on the negotiating position of the Board and to return to Open Session upon conclusion of the Executive Session. Seconded by Member Neyland. **Approved: 3-0, by** Roll Call Neyland "aye," Fox "aye," and Fowlks "aye."

OPEN SESSION

At 7:00 PM Chair reconvened the Select Board in open session.

PRESENT: Wes Fowlks, Chair; John Markiewicz, Clerk; Les Fox, Member; Maria Neyland, Member and Bob Stemple, Member

ALSO PRESENT: Ryan Ferrara, Town Administrator, Rajon Hudson, Assistant Town Administrator; Jennifer Barrett, Town Accountant/Finance Dir.; Jonathan Greeno, Assessor; Nick Federico, Treasurer/Collector; Kim Dee, CoA Coordinator; Fire Chief Paul Fillebrown; Police Chief Warren Ryder; Lt. Warren O'Brien; Officers Rob Arkelian and Nate Bowlick; Cheryl Mahoney, Administrative Assistant; and Kirby Dolak, BXB-TV Supervisor

Along with: John Fallon, Moderator; Gary Kushner, Becky Neville, Ralph ??? Diana Lipari, Sachin Mathan; Jennifer Campbell, Channing Wagg, Mary Pavlik; and Karen Argento

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date, and are hereby incorporated by reference.

ANNOUNCEMENTS

Chair Fowlks read announcements

APPROVAL OF PAYROLL AND PAYABLE WARRANTS

It was confirmed that the Board had approved any pending of payroll and payable warrants as a quorum; duly signing electronically.

MINUTES

Member Neyland moved to accept the minutes of December 14, 2020 - Open Session, as revised; January 8, 2021 - Regular Session; January 9, 2021 - FY 22 Operating Budget Saturday, Joint with Finance Committee; January 29, 2021 - Regular Session; and February 6, 2021 - FY 22 Capital Budget Saturday, Joint with Finance Committee, as written.

Seconded by Member Stemple. **Approved: 5-0, by** Roll Call Fox “aye,” Markiewicz “aye,” Neyland “aye,” Stemple “aye,” and Fowlks “aye.”

CITIZENS CONCERNS – There were no Citizens Concerns

The Board took Item #9c, out of order

FISCAL YEAR 2022 BUDGET AND ANNUAL TOWN MEETING PREPARATIONS

UPDATE ON POSSIBLE ANNUAL TOWN MEETING DATE/LOCATION ALTERNATIVES

TA Ferrara outlined the options being considered, including venues [e.g. Regency, ABRSD]; logistics of indoor/outdoor/hybrid siting; impact of vaccinations; re-scheduling to June and/or a Saturday event; and the related cost concerns. There was also discussion as to how other communities are managing their Town Meetings. It was determined that TA Ferrara will do further out-reach and research; addressing the questions/concerns presented by the Board and report on these items at their next meeting.

GENERAL BUSINESS

LEVERETT HOUSE/SWANSON ROAD FIRE - UPDATE ON COMMUNITY RECOVERY OUTREACH EFFORTS

Chair Fowlks summarized the February 10th fire events at this condo complex; specifically, regarding public safety personnel and those volunteers that assisted with the evacuation and keeping everyone safe and unharmed. Reverend Cindy and the Regency General Manager Christina Phanord have been amazing. He also spoke to how our Community really stepped up with funds, goods, housing, and emotional support. ATA Hudson reported on his and CoA Coordinator Kim Dee’s establishment of an intake station, at the Regency, to assist the displaced residents and reported on their efforts to date. There was discussion as to the community fund raising efforts organized by the UCC Burlington and ABUW. To date, more than \$100,000 has been raised.

UPDATES REGARDING THE LEVERETT HOUSE/SWANSON ROAD FIRE FROM CHIEF RYDER AND CHIEF FILLEBROWN; CHIEF RYDER TO PRESENT SERGEANT BOWOLICK AND OFFICER ARAKELIAN WITH CERTIFICATES OF VALOR

Chief Fillebrown provided further details as to the first responders efforts during this four-alarm fire. He related the difficulties that responders faced and how they overcame these issues. There was discussion as to possible concerns as to fire safety measures in Town, in general. There was also discussion of the Mutual Aid that was provided; and how these relationships are essential for the safety of our community. Police Chief Ryder advised that, after the safe evacuation of residents, the biggest issue was traffic and equipment to where it was needed. There was a special acknowledgement to the Dispatcher Danielle Priest. She was the central point during this crisis. Her support and calm professionalism were invaluable. Both Chiefs expressed gratitude for the partnership from the Regency in the Town’s efforts; not just this instance, but during COVID-19. All members of the Police Department came back in to assist that night. Chief Fillebrown detailed how Police Officers Bowolick and Arakelian ensured that all residents were evacuated before a partial roof collapse, preventing injury and loss of life. Ryder read from the recognition of their valor and commitment to wellbeing and duty. Thanks to their commitment, no lives were lost.

FISCAL YEAR 2022 BUDGET AND ANNUAL TOWN MEETING PREPARATIONS (CONTINUED)

PRESENTATION BY COUNCIL ON AGING (COA) AND WELL BEING COMMITTEE (WBC) REQUESTING SUPPLEMENTAL HOURS FOR COA AND COMMUNITY SERVICES OUTREACH COORDINATOR POSITIONS

The Finance Committee called itself to order at 8:10 PM. The Well Being Committee called their meeting to order at 8:23 PM. Members of the Council on Aging were also present. CoA Chair, Bill Litant opened discussion; referring to the memorandum provided. The CoA has voted to recommend the supplemental hours increase for the CoA Coordinator from 25 hours to 40 hours per week. CoA Coordinator Kim Dee spoke to the information in the memo; specifically, providing effective outreach. She detailed some of the outreach in providing resources/relief to the fire victims within the 25-hour work week. She thanked ATA Hudson and her support staffer, Cindy Regan for their support in those efforts. Liz Markiewicz, Well Being Comm. Chair spoke to their memo requesting an increase of Community Services Coordinator hours. The chosen candidate has accepted the position, with the current reduced hours. Accountant Barrett provided the background and history in staffing the Town’s community support positions [e.g. CoA and Comm. Services Coordinators, Van Dispatcher]. There are two separate and distinct expertise required, while working in partnership. With newer people coming to these positions, we have an opportunity to develop their

roles in the Community. The Select Board and Finance Comm. members provided their input. The consensus was to support increasing to 32 hours.

SELECT BOARD AND FINANCE COMMITTEE REVIEW OF PROPOSED WARRANT ARTICLES, VOTE ON ARTICLES, AND ASSIGNMENT OF RECOMMENDATIONS ON ARTICLES – THE LIST OF VOTED ACTIONS ARE ATTACHED AND INCORPORATED BY REFERENCE

- The consensus was, if there is a Special Town Meeting, to include within the Annual Town Meeting.
- The consensus was to support increasing the Town Clerk position to 40 hours/FTE and increasing hours for the finance team’s Dept. Assistant. There was discussion as to what hourly threshold triggers benefit eligibility.
- Consensus was to support increasing hours for the CoA/CSC staffing, however the final number of hours to be increased will need further discussion.
- Assessor Software Article – Assessor Greeno spoke to this item; specifically, the significant changes that will be required in the coming year, due to the expiration of support for the current systems. He provided the initial costs comparisons and the realized savings down the road.
- The Liberty Field articles will be grouped together in the warrant.
- It was noted that Personnel Bd. might be pulling the Town Clerk elected to appointed article.
- ZBA Bylaw– Hazardous Waste placeholder was only just added; awaiting the details. It could have a real impact on business.
- Asst. Treasurer/Collector – TA Ferrara spoke to the memo supporting a reduced staffing hours model. There are three staffing models being proposed. Treasurer/Collector Federico provided his input. There was discussion about the proposed job description; FTE thresholds; existing and possible augmentation of clerical support; the necessary skills and experience auditor’s recommendations and best practices. The consensus was to modify the current titling of this proposed article for the funding to staff an Assistant Treasurer/Collector or Department Assistant and to reduce the funding for this down from the current \$83,000.

The joint review of the proposed article was closed. Chair Fowlks moved to close the Annual Town Meeting warrant. Seconded by Member Neyland. **Approved: 5-0, by** Roll Call Fox “aye,” Markiewicz “aye,” Neyland “aye,” Stemple “aye,” and Fowlks “aye.”

FinCom adjourned their meeting.

The Board, took agenda item 10 (a-c)

UPDATE ON TOWN BOARDS/COMMITTEES/COMMISSIONS

FOLLOW UP DISCUSSION - PROPOSED MEMORANDUM OF UNDERSTANDING WITH THE PLANNING BOARD REGARDING TOWN PLANNER RESPONSIBILITIES - Markiewicz

He reported he received revisions to the draft MoU from the Planning Board, but was not pleased with those updates, so the work will continue to develop a workable document.

UPDATE ON 5G ZONING MATTERS - Markiewicz

He is recommending that the Town go with a policy and not a bylaw. The proposed language is being reviewed by Town Counsel and land use counsel. Application management details still need to be defined. LELED’s input will be needed. Boxborough has time as the industry is currently focusing on commercial/high density areas to deploy these appliances. BXB-TV Supervisor Dolak provided Littleton’s rationale in taking a different tack.

UPDATE ON TOWN BOARDS/COMMITTEES/COMMISSIONS (CONTINUED)

UPDATE ON TOWN ADMINISTRATOR SEARCH PROCESS - Fowlks

Reviewed the information previously provided as to the UMass consulting organization - providing candidates and managing a search. The interim TA engagement would simply be an IMA not as a contracted service. He will do some follow up with UMass tomorrow.

SELECT BOARD & TOWN ADMINISTRATOR'S REPORTS/UPDATES

COVID-19 STATUS - Ferrara

We are a yellow community. The Town has been working with neighboring communities lobbying for a "Super" vaccine site at Devens. They are developing a letter of support to be submitted to the State. The Select Board will take action to support these efforts at their next meeting.

There was discussion about current protocols and restrictions at Town facilities.

REPORTS

Member Markiewicz reported that the Economic Development Comm. is putting together a presentation for the Planning Board in support of needed zoning change(s).

ADJOURN

At 10:34 PM, Chair Fowlks moved to adjourn. Seconded by Member Neyland. **Approved: 5-0, by** Roll Call Neyland "aye," Stemple "aye," Fox "aye," Markiewicz "aye," and Fowlks "aye."

- | Item# | Exhibits |
|-------|---|
| | Agenda |
| 6 | a. Open Session Minutes of 12/14/20– Draft |
| | b. Open Session Minutes of 1/8/21 – Draft |
| | c. Budget Saturday Minutes of 1/9/21 – Draft |
| | d. Open Session Minutes of 1/29/21 - Draft |
| | e. Capital Budget Saturday Minutes of 2/6/21 - Draft |
| 8 | b. BPD Commendation of Valor , 2/17/21 |
| 9. | a. Well-Being Committee Memo: Increasing Community Services Coordinator hours, 2/12/21 |
| | TA Ferrara and Acct. /Fin.Dir. Barrett memo: Proposed Asst. Treasurer/Collector Position, 2/22/21 |
| | Diversity Equity and Inclusion Committee’s Sense of the Meeting Article - Draft |
| | b. FY 22 List of Proposal Articles – 2/22/21 |
| | Internal Communication & Outgoing Communications |
| | Clerk Markiewicz’s affirmation of intent to retire |
| | Minutes, Notices and Updates |
| | Announcements |