



## **BOXBOROUGH LEADERSHIP FORUM (BLF)**

*Comprising meetings of the: Select Board, Finance Committee,  
Library Board of Trustees, Planning Board and the AB Regional School Committee*

### **Meeting Minutes Wednesday, June 23, 2021**

**APPROVED: September 1, 2021**

**PLACE:** *Virtual Meeting* - being conducted via Remote Participation, pursuant to the Current Executive Order.  
(Parties identified herein may not have been in attendance for the duration of this meeting)

#### **Attendance**

Select Board: Wes Fowlks, Les Fox, and John Markiewicz, Jennifer Campbell, Diana Lipari

Finance Committee: Gary Kushner, Becky Neville, Ling Chen, and Sachin Mathur

ABR School Committee: Tessa McKinley, Adam Klein, and Nora Shine

Library Board of Trustees: Mary Brolin (also member of the School Building Comm.)

Other Attendees: Rajon Hudson, Assistant Town Administrator; Peishan Bartley, Library Director; and John Fallon,  
Moderator

At 7:00 PM, Select Board Chair John Markiewicz called the virtual meeting to order via ZOOM. This meeting was conducted via Remote Participation, pursuant to the Current Executive Order.

#### **Introductions**

All members of each committee gave introductions.

Markiewicz moved to approve minutes of May 19, 2021, as written. Seconded by Fowlks. by Roll Call Vote: Neville "aye," Campbell "aye," Shine "aye," Fowlks "aye," Brolin "aye," Markiewicz "aye," Kushner "aye," Lipari, "aye," McKinley "aye," and Fox "aye."

#### **COVID-19 Updates**

The reported numbers indicate that 72% of the entire Town is now vaccinated. That jumps to 84% if you eliminate those currently not eligible for the vaccine.

#### **Select Board Updates**

They are working with KP Law to organize an Open Meeting Law Training for all board and committee members.

The Board's Annual "Appoint-a-Thon" process is underway, and efforts are underway to recruit a Town Accountant and Interim Town Clerk. The Board is in negotiations with Interim TA candidate Carter Terenzini, including identifying his start date. Work has begun on the Public Safety Personnel Total Compensation Study analysis. The Board will be discussing further at their next meeting. Fox provided an update on the Building Committee's effort, the water testing efforts on the Town's and private wells.

Markiewicz reported that the Recreation Commission will be discussing Liberty Fields and the Softball Fields located behind 1414 Mass. Avenue. As this softball facilities are on private property there has been discussions with Vibalogics as to implementing liability waivers. There was also a brief discussion about the possible use of a softball site on Stow Road or the other municipal site.

Resident Heather Fleming has been recognized by the State for her efforts related to the outreach/support of Leverett House fire victims and her work during the COVID pandemic.

### **AB Regional School Committee and School Building Project Committee Updates**

An update was provided on Acton's Annual Town Meeting. Stakeholders were recently given a site visit of the new school. Work continues on schedule – Roof should be completed by August. The schedule is for the building to be ready for occupancy on August 22<sup>nd</sup>. 2023 is target for completion of final site work. A Naming Committee is being organized to determine a name for the campus.

### **Library Updates**

The Patio project bids were due on June 19<sup>th</sup>. There is a possible bid protest, but they are working through the process and it may resolve itself. The Library Director announced the upcoming program on their Community Conversation on Racism. The Library is beginning to allow patrons in to the building by reservation. The Friends of the Library has a fall Book Sale is scheduled for the 1<sup>st</sup> week of November. Shakespeare on the Lawn is scheduled for August 24<sup>th</sup>, but will be weather dependent.

### **Finance Committee Updates**

No RFTs or IDTs for FY 2021 were reported so far. Deadline is July 6<sup>th</sup>. The Reserve Fund balance is currently \$150,000. FinCom & Police Chief having about establishing a capital process for IT capital assets to better manage the software contracts.

There will be two new members joining the committee on July 1st.

### **Town Meeting Updates - Fallon**

265 voters attended the 2021 Annual Town Meeting. It was a civil meeting and the Moderator noted the historic timing of the Town Meeting in comparison with the other Town Meetings occurring throughout the Commonwealth. There was a general review of voted Town Meeting actions for all committee members.

### **Other Business**

Attendees were reminded of Town Clerk Liz Markiewicz's Retirement party.

**Date:** - It was determined that the next meeting would be September 1, 2021. Possibly an All-Board's event; in-person at the Library.

### **Adjourn**

At 8:23 PM, Markiewicz moved to adjourn. Seconded by Fowlks. By Roll Call Vote: Neville "aye," Campbell "aye," Shine "aye," Fowlks "aye," Brolin "aye," Markiewicz "aye," Kushner "aye," Lipari, "aye," and McKinley "aye." and Fox "aye,"

### **Exhibits**

Agenda

Minutes of 5/19/21 - Draft

Governor's Order Extending allowance of the Remote Public Meeting option



## Boxborough Leadership Forum (BLF)

**Tuesday, June 23, 2021 at 7 PM**

**PLACE: *Virtual Meeting*** - this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order [Extended 6/16/21]. *Remote participation instructions are provided below.*

To Join the ZOOM event:

<https://us02web.zoom.us/j/87437007832?pwd=dDJwTHJUS09wZWVh6cll6VnZLN0YyZz09>

Meeting ID: 874 3700 7832

Passcode: 009470

One tap mobile

+19292056099,,87437007832# US (New York)

+13017158592,,87437007832# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

### **AGENDA:**

1. Call to Order (Select Board)
2. Introductions (for any new members who may be in attendance)
3. Review and accept minutes of May 19, 2021
4. COVID-19 Updates
5. Select Board updates
6. AB Regional School Committee and School Building Project Committee updates
7. Library updates
8. Planning Board updates

9. Finance Committee updates

Budget updates

- FY 2021
- FY 2022

10. Town Meeting Review

11. Other business

12. Next meeting date TBD [*To be Chaired by Select Board*]

13. Adjourn

*Boxborough Leadership Forum is comprised of members of the Select Board, Finance Committee, Library Board of Trustees, Planning Board and AB School Committee – a quorum of these respective boards may be present for this meeting.*



## BOXBOROUGH LEADERSHIP FORUM (BLF)

*Comprising meetings of the: Select Board, Finance Committee,  
Library Board of Trustees, Planning Board and the AB Regional School Committee*

### Meeting Minutes Wednesday, May 19, 2021

APPROVED: \_\_\_\_\_

**PLACE:** *Virtual Meeting* - being conducted via Remote Participation, pursuant to the Current Executive Order.  
(Parties identified herein may not have been in attendance for the duration of this meeting)

#### Attendance

Planning Board: Cindy Markowitz

Select Board: Wes Fowlks, Les Fox, John Markiewicz, Jennifer Campbell [BSB-Elect], Diana Lipari [BSB-Elect]

Finance Committee: Gary Kushner, Becky Neville, Ling Chen, Sachin Mathur and Diana Lipari [BSB-Elect]

ABR School Committee: Tessa McKinley, Adam Klein, and Nora Shine

Library Board of Trustees: Jennifer Campbell [BSB-Elect] and Mary Brolin (also member of the School Building Comm.)

Other Attendees: Susan Bak, Chair, Personnel Bd.; Hilary Greven, RecCom; Ryan Ferrara, Town Administrator; Rajon Hudson, Assistant Town Administrator; Peishan Bartley, Library Director; John Fallon, Moderator; Liz Markiewicz, Town Clerk; Kirby Dolak, BXB-TV Supervisor; Susan Cheryl Mahoney, Administrative Assistant; John Lyons, Keshava Srivastava, Priya Sundaram, Hugh Fortmiller, Mac Reid, Megan Conner. Hilary Greven,

At 7:02 PM, Planning Board Chair Cindy Markowitz called the virtual meeting to order via ZOOM. This meeting was conducted via Remote Participation, pursuant to the Current Executive Order.

#### Introductions

There was discussion of the Annual Election. Campbell and Lipari were congratulated. Keshava Srivastava and Priya Sundaram were also present and will be joining the Finance Committee on July 1<sup>st</sup>.

Fowlks moved to approve minutes of April 20, 2021, as written. Seconded by Campbell. **Approved 9-0-3** by Roll Call Vote: Neville "aye," Campbell "aye," Shine "aye," Fowlks "aye," Brolin "aye," Markiewicz "aye," Kushner "aye," Lipari, "aye," and Markowitz "aye." McKinley, Fox, and Mathur abstained.

#### Pre-Town Meeting Forum

Moderator, John Fallon opened; noting that the intention of these discussions was not to address the content of the articles but rather about process, procedures and COVID compliance.

- Logistics overview/ Layout and flow at the Regency - Ferrara

With evolving COVID Protocols final plans are in flux. Hybrid Model - Parade Room & Parking Lot; Touchless Poll Pads, for registration; 6-foot distancing and requesting attendees wear masks when not seated and moving within the meeting space. The Select Board intends on finalizing plans at their June 7<sup>th</sup> meeting.

Ferrara shared aerial diagrams. Parade Room Garage door will be open so attendees can move between the spaces; and working out how to accommodate voters that leave venue but then return to continue to participate. Presentations will be shown inside; but paper hand-outs will be provided outside. Voter microphones will be inside and outside which will be on one system. Minuteman Grille will distribute menus so patrons can call in orders. The Liberty Field articles are scheduled for noon.

- Standard Voter Materials/Information - Fallon

There was a review of the standard processes and procedures and what has been modified to the necessary COVID accommodations. Many of the modifications eliminated last year seem to work well so the intention is to continue to

use them. There are some further changes that will need to be implemented due to the hybrid model. There will have to be an assistant moderator outside and it is possible that these logistics could slow down the ATM processes. Mary Brolin has agreed to serve as the outside moderator) and Mac Reid will serve as substitute moderator when the Moderator needs to leave the table. There was a review as to how Motions and recommendations are presented. There was discussion as to non-voter participation; consent blank voting process; the amendment process. Both locations will be broadcast on one live feed and the Regency has public Wi-Fi. It was noted that the information being posted on line is very informative. The Moderator spoke to his process/procedure handouts. The warrant was reviewed and some articles were discussed. There was discussion as to the Power Point presentations. Any suggestions as to ATM process can be considered after we complete this process. Stakeholders will continue to monitor the weather. Paper notebooks to Chairs and head table; electronic packets for committee members.

**COVID-19 Updates - Ferrara**

The reported numbers are looking good. Devens held its 2<sup>nd</sup> regional vaccination clinic today. Our legislators helped bring this about. Town Hall will be fully re-opened after Memorial Day. We have to continue to be understanding of people’s level of comfort, as to whether or not they choose to wear a mask. Town Counsel has advised that with the lifting of restrictions, OML will be back in place as of June 15, 2021. The Town’s success in providing virtual meeting venues to our Boards, over the last year, proves it works. The Town is actively lobbying the legislators to allow public body to continue to hold virtual meetings; one proposal is from the MMA and the other from Sen. Eldridge and Rep. Sena. They are working with BXB-TV to develop a hybrid model for these public meetings. There was discussion as to how ABRSC is conducting their meetings.

**Select Board Updates - Fowlks/Ferrara**

We have our two new members, with us tonight – Jennifer Campbell and Diana Lipari. After the last unconventional year Fowlks will be proposing a BSB agenda item to give committees/boards time to hold a spotlight so to sell themselves at the opening of BSB meetings. Staffing recruitments efforts are in process. We have three applicants for Temporary Town Clerk and Interim Town Administrator submission are due by Friday. Ferrara noted that he has had to undertake over 20 recruitment efforts. Recruitment has proven a struggle for the Town. It was noted that this is a problem for not just Boxborough but with the economy, in general. We also need to work on retaining talent. Many voters don’t know our employees and maybe they need to put a face to the budget. It was suggested that the Town seek out public input; perhaps a comprehensive approach to this is needed. The ABRSD had the topping off ceremony at the building site this week. All of the ABRSC and Bldg. Committee members from Boxborough did a great job.

**AB Regional School Committee and School Building Project Committee Updates – McKinley/Brolin**

It’s been a tough year and there are 18 days left of the school year. They have had a lot of turn over this year – filling several principal and department head positions. She has three meetings left as ABRSC Chair. Klein ran unopposed in the Annual Election. The School Committee will be voting the District’s Strategy Document going forward. ABRSC was the first community to vote to dissolve the ENCO collaborative. All of the students were able to be re-assigned to other collaboratives. There is still a question of possible outstanding liabilities; as ABRSD is obligated under their lease. Acton’s Town Meeting is scheduled for the end of June and they have reported that they had miscalculated budget by \$500,000 which could be favorable for the district.

Brolin reported on School Building Project’s topping off ceremony. The ceremony was broadcast to the classrooms. The ceremony video will be shared on Acton TV. She spoke to the next steps in this project and the cooperative nature of this project. The Committee championed using local vendors for the project. The drywall subcontractor is a Boxborough company. There was discussion what the discretion is allowed under procurement guidelines.

## **Finance Committee Updates - Kushner**

FY 2021

There have been only three RFTs so far.

Two new members starting in July; and have joined us tonight – Keshava Srivastava and Priya Sundaram.

FY 2022

The Committee is working on their Town Meeting presentation.

## **Planning Board Updates – Markowitz**

Rebecca Verner won re-election at the Annual Election.

They are working on their Town Meeting presentations.

They have approved the Vibalogics permit. There may be another tenant coming in. Ferrara added that EDC Chair Rich Guzzardi has met on-site with the 2<sup>nd</sup> tenant and it is likely they will be filing something soon.

There is nothing new to report on the sale of the Beaverbrook campus.

There was discussion of the Beaverbrook campus and the status of the pending sale.

## **Library Updates**

Staff is busy trying to figure out next steps with the upcoming mandates. They are projecting re-opening to the public in June but will continue to require masks. Planning continues for summer programs.

Brolin was re-elected and they are welcoming a new member.

## **Other Business**

Fowlks reported that he is considering proposing adding a Vice Chair position to the existing leadership roles. There was discussion as to the ABRSC leadership structure.

The constant communication onslaught, as Chair, has been emotionally draining. It was suggested that the Select Board consider establishing office hours.

**Date:** - Markiewicz moved to convene the next BLF meeting on Wednesday, June 23, 2021, Seconded by Fowlks. Approved 10-0 by Roll Call Vote: Brolin, Kushner, Campbell, McKinley, Fox, Markiewicz, Fowlks, Neville, Lipari, and Markowitz. The focus will be a post Town Meeting review and the Select Board will Chair.

## **Adjourn**

At 9:10 PM, Brolin moved to adjourn. Seconded by Kushner. Approved 10-0 by Roll Call Vote: Brolin, Kushner, Campbell, McKinley, Fox, Markiewicz, Fowlks, Neville, Lipari, and Markowitz.

### **Exhibits**

Agenda

Minutes of 4/20/21 - Draft

Access to Town Meeting webpage

ATM meeting diagrams

Moderator Handouts/Discussion Materials

BLF Chairpersonship schedule