



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, September 1, 2021

APPROVED: October 5, 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: John Markiewicz, Jennifer Campbell and Wes Fowlks

Finance Committee: Gary Kushner, and Becky Neville

ABR School Committee: Adam Klein

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

Planning Board: Mark Barbadoro

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

At 7:01 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

Neville spoke to the changes to FinCom and that she is now Chair

Klein notified BLF that he is now ABRSC Chair

Minutes

Campbell moved to approve minutes of June 23, 2021, as amended. [Revision provided by Kushner] Seconded by Neville.
Approved 7-0-1, by Roll Call Vote: Neville "aye," Campbell "aye," Fowlks "aye," Brolin "aye," Markiewicz "aye," Kushner "aye," and Klein "aye." Barbadoro abstained.

Select Board Updates

Staffing Update – there are three new employees and one resignation.

Beaver Brook Campus – Markiewicz, Terenzini and Hudson participated in an introductory meeting with the developer, the Campanelli Group. The sum of the topics discussed were: Water access; affordable housing development; revenue; conservation areas. The Campanelli Group has expressed a desire to share information about water resources.

AB Regional School Committee and School Building Project Committee Updates -

School started on Monday (8/31), and the District is experiencing a shortage of bus drivers. On Aug. 19th they put a mask mandate in place for K-12. They are working on the ARPA Funds calculations and submissions. They explained that this needs to be a fair distribution of these resources in the district [Acton /Boxborough]. They are coordinating with both communities in their review of allowable expenses. The participants provided further possible action items and suggestions as to their analysis. They are structuring this analysis as a three-year plan.

The Blanchard's "School Zone" sign on the west bound side of Rte. 111. Is not operating. There needs to be out reach to the State or LELD to get it fixed.

School Building Committee

Areas of the school facility are now open/accessible like the Boardwalk along with several sections of the new building. The Naming Subcommittee has recommended naming the new campus the "Boardwalk."

Library Updates

They are operating as usual. The Shakespeare on the Lawn event was sadly rained out. They will be holding a community meeting for the Town's First Nation Program in September. There is a new exhibit in the meeting room illustrating the history of the Town through photographs of current locale and objects. The Curbside pick-up program has been working well. There was discussion as to the Library's participation in the ARPA proposal process. The Veterans Memorial is progressing.

Planning Board Updates

The Board is considering the Priest Lane subdivision and the 1414 Mass. Ave. site plan application is under review. The Solar Bylaw has been re-introduced so they will have to conduct public hearings. Associate Planning Board member position has been advertised for both Planning Board and Select Board to approve for appointment.

Moderator Fallon provided input on the procedural steps as to re-introducing a Zoning Bylaw, and identified that Planning Board has to support. They are looking at mandating sprinkler provisions in multi-family residential development. The Board stated that the Fire Chief is in support of this revision.

The Zoning Bylaw Recodification is underway, and is seeking input from as many participants as possible for this project.

The Planning Board has submitted project submissions for ARPA funding. The proposed projects include:

- Business grant program for small business
- Digitizing documents for all Town Buildings – to expand permitting/licensing with beyond permitting.

Finance Committee Updates

Accountant Patel is working with the consultant on closing out the FY2021 budget.

FinCom has not received any new reserve fund transfers.

They stated that will be having a discussion in FY2023 regarding the staff, dates, and benchmarks.

Budgetary Guidelines – a staff meeting will be held to review with all Town departments.

FinCom is looking at the first week of October to begin to determine guidelines. The ABRSC would like to participate and be part of this process; requesting that materials be submitted to the ABRSC.

Town Meeting Updates

There was discussion as to concerns about meeting space for Town meeting. There was a review of the Library's Policy for Reserving Meeting space.

Date: The ABRSC is scheduled to chair the next meeting. The next meeting would be October 5, 2021, via ZOOM.

Adjourn

At 8:17 PM, Fowlks moved to adjourn. Seconded by Klein. By Roll Call Vote: **Approved 8-0**, by Roll Call Vote: Neville "aye," Campbell "aye," Fowlks "aye," Brolin "aye," Barbadoro "aye," Markiewicz "aye," Kushner "aye," and Klein "aye."

Exhibits

Agenda

Minutes of 6/23/21 - Draft

Rolling BLF Chairpersonship schedule



Boxborough Leadership Forum (BLF)

Wednesday, September 1, 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/87412109265?pwd=ZGtySjRaL1RNYjh5czZHNTlIYTVPdz09>

Meeting ID: 874 1210 9265

Passcode: 198377

One tap mobile

+13017158592,,87412109265# US (Washington DC)

+13126266799,,87412109265# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Find your local number: <https://us02web.zoom.us/j/87412109265?pwd=ZGtySjRaL1RNYjh5czZHNTlIYTVPdz09>

AGENDA:

1. Call to Order (Select Board)
2. Introductions (for any new members or staff who may be in attendance)
3. Review and accept minutes of June 23, 2021
4. Select Board updates
5. AB Regional School Committee and School Building Project Committee updates
6. Library updates
7. Planning Board updates
8. Finance Committee updates
 - Budget updates
 - FY 2021- Close-out
 - FY 2022 – Current
 - FY 2023 - Planning

9. Other business

10. Next meeting date TBD [*To be Chaired by ABRSC*]

11. 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, June 23, 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

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.

Minutes

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 22nd. 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 19th. 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 1st week of November. Shakespeare on the Lawn is scheduled for August 24th, but will be weather dependent.

Finance Committee Updates

No RFTs or IDTs for FY 2021 were reported so far. Deadline is July 6th. The Reserve Fund balance is currently \$320,000. 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. 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

BLF

Month	Chaired by
2019	
8-Jan-19	FinCom
19-Feb-19	ABRSC
19-Mar-19	ABRSC
23-Apr-19	ABRSC / <i>Town Moderator</i>
28-May-19	FinCom
June 2019	
July 2019	
August 2019	
10-Sep-19	FinCom
29-Oct-19	FinCom / <i>Town Moderator</i>
November 2019	
December 2019	
2020	
7-Jan-20	Library
4-Feb-20	Library
17-Mar-20	Planning Board
14-Apr-20	Planning Board
12-May-20	Select Board / <i>Town Moderator</i>
June 2020	
14-Jul-20	Select Board
August 2020	
September 2020	
6-Oct-20	ABRSC
10-Nov-20	ABRSC
December 2020	FinCom
2021	
19-Jan-21	FinCom / <i>Budget</i>
16-Feb-21	Library
16-Mar-21	Library
20-Apr-21	Planning Board
19-May-21	Planning Board / <i>Moderator</i>
23-Jun-21	Select Board
July 2021	
August 2021	
1-Sep-21	Select Board
October 2021	ABRSC
November 2021	ABRSC