



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

Tuesday, October 5, 2021

APPROVED: November 9, 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, Wes Fowlks and Diana Lipari

Finance Committee: Gary Kushner, Becky Neville and Maria Neyland

ABR School Committee: Adam Klein and Tessa McKinley

Library Board of Trustees: Mary Brolin (also member of the School Building Comm.) (at 7:15 PM)

Planning Board: Cindy Markowitz

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

At 7:03 PM, Acton-Boxborough Regional School Committee Chair Adam Klein called the meeting to order via ZOOM. This meeting was conducted via Remote Participation, pursuant to the Current Executive Order.

Introductions (for any new members who may be in attendance)

Neville recognized Maria Neyland as the newest member of the Finance Committee

Johanna Choo introduced herself as the newest Sustainability Committee member and spoke to her background.

Minutes

Neville moved to approve the minutes of September 1, 2021, as revised, Seconded by Campbell. **Approved 8-0-2, Roll**

Call Vote: Neville, Lipari, Kushner, Campbell, Markiewicz, Fowlks, Markowitz, and Klein. McKinley and Neyland abstained.

AB Regional School Committee and School Building Project Committee Updates

- The School Comm. has voted to officially name the West Acton facility as the Boardwalk Campus also with a recognition of the Nipmuc nation.
- For this school year there have been six new Districtwide administrative hires.
- The ABRSD has approved the development of a mascot-naming screening committee. Student involvement/input is going to be a key element of this effort. The intention is to have those findings presented to the ABRSC so a mascot could be named in the spring. Participants provided their feedback on this effort.
- The District is working with both town's on America Rescue Plan Act [ARPA] funding. The Acton SB has allocated a \$2 Million lump sum [approximately 30% of their ARPA funding] to the ABRSD. It is anticipated that the District will be using these funds for the projects that they have submitted as part of the ARPA process. There was further discussion among the participants. It was suggested that the Town reach out to Supt. Light as there were proposals provided related to the Blanchard School that the District was unaware of. It was also noted that our Metro. Area Planning Council division "MAGIC" has advised that there are ARPA funds that will also be coming to the state, in general, that may benefit Boxborough. ATA Hudson continues his work on refining the ARPA proposed projects information.

Brolin reported that the contractors are working to close in the building envelope and work is underway to identify the necessary furnishings for the West Acton facility.

Select Board Updates

- The Select Board is working to clarify the various roles and responsibilities in the Town structure. To that end the Board has re-affirmed the Town Govt. Study findings. Multiple inconsistencies across several governing documents have been identified and efforts are underway to clean up this disparity. Communication is essential.
- The Board has provided a list of priorities to ITA Terenzini.
- The Public Safety Compensation Study Article was short funded and the Chiefs have agreed to make up the deficit.
- There was a general discussion as to employee morale, acknowledging the stressors/workloads being experienced and the continued issues with recruitment/retention. It was also noted that the circulating of misinformation adds to these issues.

Library Updates

- The discussion continued as to employee morale and the concerns about misinformation and comments being made about staff. Stakeholders have a responsibility in this. Clear communication as to responsibilities and process is essential. ITA Terenzini's institutional knowledge will be vital.
- Last week there was a program presented by First Nation's group. This presentation ties into other upcoming programs.
- The patio is almost done and it looks great! The Friends of the Library will be contributing the funding for furnishings.
- Development for their strategic planning project is underway, which will include identifying eligibility for outside funding sources.
- We have hired a new part time staff member, Jennifer Bauder, a Boxborough resident.

Planning Board Updates

- The Planning Board has only met once since the last BLF.
- The Priest Lane subdivision was approved.
- The Arranta Bio [1414 Mass.Ave.] approval process continues. The next hearing session will be on October 14th.
- The Zoning Bylaw Recodification review project is underway – Planner Corson is developing work schedule.
- The Atty. General has, still, not fully approved the 2021 ATM Zoning Amendments. They are hoping to get them posted to the website soon.

Finance Committee Updates

- There is a real concern with the staffing deficits in the finance departments.
- They are monitoring the use of the Reserve Fund, have discussed the FY 22 Reserve Fund Transfer Requests [RFTs] to date. There was RFT to backfill coverage/training for the Accountant and there is a potential that an RFT may be necessary to address these other staffing deficits.

- They have had a discussion as to the purpose of Reserve Fund Transfer Requests [RFTs]. They are working on a proposal to update their RFT process to clarify and document that they are not to be used to fund articles shortfalls. There was further discussion to provide participants with context – purpose, intent and process; along with the funding request thresholds that have, historically, triggered the need for a town meeting article.
- With Neyland coming on they have updated their liaison list.
- They will be reviewing the current Capital Plan at their next meeting. Next steps are then to have departments/ stakeholders provide input as to budget priorities and specifically salaries.

Other Business

There was discussion as to purpose, intent and history of these Leadership Forums. Structure is to allow a vehicle for the identified stakeholder boards can come together to share updates with each other; providing information allowing them a town wide perspective as they work through their respective responsibilities. The BLF's qualifying statement on its agendas is - *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.* As this is a public event the public and members of any other Town Board/Committee always welcome. The practice has been to specifically invite a Board/Committee to a meeting when there is a matter for which their input/perspective might be sought.

Next meeting will be via ZOOM and Chaired by ABRSC on November 9th at 7:00 PM.

Adjourn

At 8:32 PM, Neville moved to adjourn. Seconded by Brolin. **Approved 11-0 Roll Call Vote:** Neville, Lipari, Campbell, McKinley, Brolin, Kushner, Markowitz, Fowlks, Neyland, Markiewicz and Klein.

Exhibits:

Agenda

Draft Minutes 09/01/2021



Boxborough Leadership Forum (BLF)

Wednesday, October 5, 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/87848819426?pwd=MktTazAweURGNi8rbGItc2JycnRWUT09>

Phone:

One tap mobile +13126266799,,87848819426# US (Chicago) / +19292056099,,87848819426# US (New York)

Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 346 248 7799 US (Houston)
- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US (Tacoma)

Meeting ID: 878 4881 9426

Passcode: 074858

Find your local number: <https://us02web.zoom.us/u/keAV8gPNML>

AGENDA:

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



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*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: _____

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 some of the topics discussed were: Water access; affordable housing development; revenue; conservation areas. They have expressed a desire to share 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