

Selectmen's Minutes  
DECEMBER 5, 1995



**Present:** William C. Mullin, Nancy C. Tavernier, F. Dore' Hunter, Wayne L. Friedrichs, Herman Kabakoff, Town Manager Don Johnson and Assistant Mgr. Murray. (The meeting was televised)

Mr. Hunter and Mrs. Tavernier announced their decisions to run for re-election to the Board of Selectmen.

#### Citizen's Concerns

Ross Lily Minister of the South Acton Congregational Church asked the Board to begin talks with them to resolve the on-going parking problems experienced at the church. The Board asked Rev. Lily to talk with the Town Manager to come to some resolution. The Town Manager suggested getting together with David Abbt and Rev. Lily to discuss and formulate a plan.

#### PUBLIC HEARINGS AND APPOINTMENTS

##### Budget Presentation

Don Johnson gave an overview of the budget and procedure used to develop the budget as presented to the Board. He touched on the difficulty in budgeting two years ahead. He noted Free Cash issues. He said that it is neither Free nor Cash and cautioned that it is also not available for the current fiscal year's use as people think. He was pleased with Sharon Britton's article in the Globe and quoted from it saying she had simplified the term Free Cash in an appropriate manner.

He stated that he will be withholding his major recommendations until he can review several small items. Insurances have been self-funding programs for several years now. We have done very well in holding the claims down and this has allowed us to strengthen the trusts. Acton has received awards for best property loss record for three years under our MIIA affiliation.

Full cost accounting in the Enterprise funds have returned \$40,000 to Free Cash. FY94's IIIF reductions have been adjusted/reduced to reflect actual history.

He noted that potential Mental Health requests and requests for Private Way Plowing would have to be examined also.

He further outlined the process that was used to come up with the budget and priority list. Staff completed the project in 3 days instead of the 5 it required last year due to the Special Town Meeting responsibilities and procedures. He felt that they had needed more time, but staff came together and produced the necessary priority list. He asked the Board if they would like to have the department heads come in to discuss and

represent their requests. Don felt that it is important for the Department Heads to participate in the process.

Chairman Mullin thanked the staff and Town Manager for their work in producing the budget. He asked the members to review the budget and bring back questions and suggestions for Departments to come in and discuss their budgets so that he could have them scheduled on the Agenda for upcoming meetings. He further wanted to make two points regarding letters to the editor that he had read. First, the Town is not sitting on Free Cash, \$3.6 Million is certified for upcoming FY97. The current budget contains 1.5 million in Free Cash. When it is said we have 3.6 million it is not available in the current budget cycle.

Don explained that Capital projects would be handled as debt exclusion projects. 80% of the budget is salaries and benefits. The budget included a 4% COLA. The largest savings realized is in insurances. We were able to get to the 1.5% increase in the budget through those savings. He further clarified that salaries are closer to 50-60% with benefits making up the balance.

Mr. Hunter was delighted to see more favorable financial picture. He commented that he was glad to see the combo police/fire included on the priority list. He felt that is where big savings could be recognized and increase public safety.

Mrs. Tavernier commend on the sophisticated presentation. She was glad to see how far staff had come in its ability to present and prepare budgets. She was especially impressed after reading the ten years of Budget Messages included in the packet.

Mr. Kabakoff mentioned that 2/3rd will come to the school and asked for an educated guess of what did they foresee as the availability of numbers. It was suggested that a Free Cash policy needed to be developed. Mrs. Tavernier noted that she thought that the AGL had the 3 year plan in place and we would be referring to that. It was also noted that the Plan would need to be revised to reflect the new numbers.

Mr. Hunter suggested that the numbers were projected out at a time of economic uncertainty. He felt that the plan should be expanded out to a five year projection which would be more helpful. It said it would make you think about the impacts your decisions today have on other years.

Mr. Friedrichs asked about deferral. The Board explained it was an accounting gimmick used to defer Teachers Summer Pay that enabled the monies to be paid back at a later date in 1/15th installments.

#### **SELECTMEN'S BUSINESS**

**1996 LICENSE RENEWALS:** The Board reviewed the renewal document and motions as prepared by staff for the 1996 license renewals. Staff was asked if there were any outstanding issues on any of the licenses. It was reported that all outstanding issues had been resolved with the exception of the Class II license on Central Street. MR. HUNTER - MOVED to approve all the license renewals noted in Motion Document upon

review and of compliance with Town Bylaws, Chapter O. NANCY TAVERNIER- Second UNANIMOUS VOTE.

**FEE WAIVER REQUEST** - NANCY TAVERNIER - Moved to waive the Board of Health Fees in conjunction with the Jr. Women's Club event as they are non-profit and non-business related organization. DORE' HUNTER - Second. UNANIMOUS VOTE. Mr. Kabakoff noted that a policy was still needed and should be formulated. The Board asked that this be scheduled under Selectmen's Business on the Agenda of January 2nd.

**SIGN DISPLAY AT TOWN HALL** - The Board reviewed the request to place a sign in the lobby encouraging donations to acquire the Sculpture *Field Stones* for the Arboretum. HERMAN KABAOKOFF- Moved to allow the sign in the lobby. DORE' HUNTER - Second. UNANIMOUS VOTE.

**1996 ANNUAL TOWN MEETING WARRANT CLOSURE DATE:** DORE' HUNTER - Moved to close the 1996 Annual Warrant at the Close of business on December 29, 1995. NANCY TAVERNIER - SECOND. UNANIMOUS VOTE.

The Board discussed the recent confusion and citizen petitions problems experienced. It was felt that a handout could be prepared outlining options and alternatives to the filing of Citizen's Petitions. Staff was asked to discuss this with the Clerk's Office.

**SELMA GARBER REQUEST** - The Board discussed Ms. Garbers request for a "Mail Box" at Town Hall. Staff was asked to review this request to determine more facts and to ascertain who the other organization mentioned was.

**SELECTMEN'S POLICIES** - Herman Kabakoff asked for clarification on the Policies he received in his packet. Don Johnson will discuss these issues with Sheryl when she returns to work to determine the status of the project. He noted that he was still working on some of the policies and would update the Board as he completed them.

**COSTELLO PROPERTY** - Herman Kabakoff asked for background on the issue. Don responded that this was an ongoing issue that Conservation was handling regarding encroachment and dumping on Town Property, and as the correspondence indicated, staff is working it out.

**METRO PLAN** - Mr. Mullin updated the Board on his attendance at the METRO meeting. They discussed TIP criteria CDC Planning Process and the concept to get rid of "sprawl".

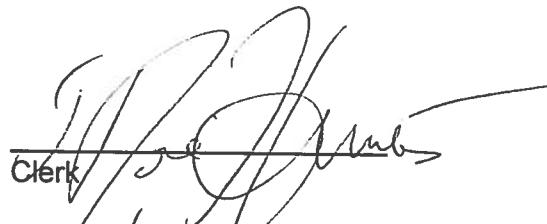
#### **CONSENT AGENDA**

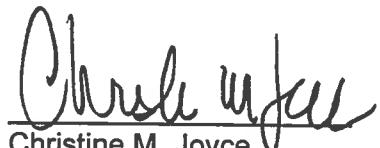
DORE' HUNTER - Moved to approve the Consent Agenda.- NANCY TAVERNIER - Second. UNANIMOUS VOTE.

**EXECUTIVE SESSION**

DORE' HUNTER - Took roll call - All ayes, the Board will go into executive session to discuss Contract negotiations.

The Board adjourned at 10:00 P.M.

  
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Clerk  
\_\_\_\_\_  
1/2/96  
Date



Christine M. Joyce  
Recording Secty.  
DEC5,95.DOC

December 1, 1995,

**TO:** Board of Selectmen

**FROM:** William C. Mullin, Chairman

**SUBJECT:** Selectmen's Report

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**AGENDA  
Room 204  
DECEMBER 5, 1995**

**I. CITIZEN'S CONCERNS**

**II. PUBLIC HEARINGS & APPOINTMENTS**

1. 8:00 **BUDGET PRESENTATION** - The Town Manager will present the proposed FY97 Municipal Budget..

**III. SELECTMEN'S BUSINESS**

2. 1996 ANNUAL LICENSE RENEWALS - Enclosed please find the 1996 license renewal motions for Board review and action.

3. FEE WAIVER - Enclosed please find a request from the A/B Junior Women's Club along with staff comment for Board action.

4. A/B CULTURAL COUNCIL - Enclosed please find a request from the A/B Cultural Council for permission to place a notice in the town hall lobby to encourage donations to be used toward the purchase of the sculpture "Forest Stones" for Board action.

5. ANNUAL TOWN MEETING WARRANT - The Board will need to determine a closing date for Annual Town Meeting Warrant article submission.

**IV. CONSENT AGENDA**

6. ONE DAY LIQUOR LICENSE - CHEZ CLAUDE - Enclosed please find a request from Chez Claude for a One Day Liquor License for Sunday, December 31, 1995 for Board action.

7. WHITNEY FUND - Enclosed please find a request for disbursement from the Whitney Fund and staff comment for Board action.

8. ACCEPT MINUTES - Enclosed please find the November 7, 1995, minutes for Board acceptance.

**V. TOWN MANAGER'S REPORT**

**VI. EXECUTIVE SESSION**

9. There will be a need for Executive Session - Please see enclosed materials.

**MEETINGS**

**2001 Social - Dec. 14, 1995 @6:30, Room 204**

**ADDITIONAL INFORMATION**

Enclosed please find additional correspondence that is strictly informational and requires no Board action.

**FUTURE AGENDAS**

To facilitate scheduling for interested parties, the following items are scheduled for discussion on future agendas. This IS NOT a complete Agenda.

Dec. 19 Library Designer Presentation  
Mr. Alpert  
Garry Rhodes- Sign and Banner Policy discussion

Jan. 2,

Pcc/dec5.DOC