

**BOARD OF SELECTMEN MEETING  
MONDAY, JUNE 2, 2008  
TOWN OFFICES (RM 103), SHATTUCK ST.  
LITTLETON, MA 01460**

**6:30 P.M. OPEN SESSION**

PRESENT: Kenneth Eldridge, Chairman, Alex McCurdy, Janet Wilkinson and James Karr.

ALSO PRESENT: Keith Bergman, Town Administrator, Bonnie-Mae Holston, AAFB and Jennifer Gibbons, Exec. Administrative Assistant

Chairman Joseph Knox expected to be a few minutes.

Vice-Chair Alex McCurdy convened the meeting by reviewing the proposed agenda and announcing the purpose of the scheduled executive session to discuss strategy regarding pending litigation and non-union contract negotiations.

Selectman Ken Eldridge motioned that the Board of Selectmen vote, pursuant to MGL C.39,§23B clause 3 to go into executive session for the purpose of conducting strategy for strategy with respect to litigation AND to convene in open session thereafter. The motion was seconded by James Karr. VOTE: 5:0

**PUBLIC INPUT**

Henry Christle – Letter to BoS Re: Economic Development (See Attachment)

**BOARD OF COMMISSIONERS OF TRUST FUNDS: JOINT APPOINTMENT TO FILL VACANCY**

Selectman Ken Eldridge motioned that the Board of Selectmen and the remaining members of the Board of Commissioners of Trust Funds vote pursuant to MGL C.41,§11 to appoint Mr. Richard Houle to a term on the Board of Commissioners of Trust Funds expiring at the May 2009 Annual Town Election. The motion was seconded by Alex McCurdy. VOTE: 5:0

**PUBLIC HEARING: ACTON TOYOTA CLASS I & II LICENSE APPLICATION**

Selectman Ken Eldridge motioned that the Board of Selectmen vote, pursuant to MGL C.140,§§58-59, to approve the application of R.R. Moran Ltd d/b/a Acton Toyota of Littleton for Class I and Class II licenses to buy, sell, exchange or assemble second hand motor vehicles or parts thereof at 217 and 221 Great Road, Littleton. The motion was seconded by James Karr. VOTE: 5:0

**TOWN GOVERNMENT STUDY COMMITTEE UPDATE**

The Board met with the members of the Town Government Study Committee for their final report and recommendations as follows:

**TGSC Members:** Harry Swift, Chairman; Roland Gibson, Karen McNamara, Mike Knupp, Lynn Masson, Rod Stewart, Nate Long

### **Committee Process**

- Committee met 8 times during 2008 per BOS charge: work with the Town Administrator to review progress towards TGSC's original recommendations, making any adjustments related to those original recommendations, and to issue a summary progress report.
- Conducted interviews of several town employees
- Discussed issues, conducted research, prepared and issued progress report

### **Overview**

- Past year has been one of great transition and growth
- Trajectory is definitely in the right direction; communications/attitude much better
- Transition of BOS to strategy level/Board of Directors role has started, pace needs to continue, accelerate

### **Leadership issues**

- Budget ownership and post-mortem on FY2009 budget
- Professional development; lead from the top
- Training for new selectman members (Handbook for Selectmen; MMA orientation)
- Board member guide

### **HR Issues**

- Until HR position is filled, this responsibility should rest with the TA
- Performance evaluation process
- Recommend BOS/TA/Personnel Board meet to evaluate alternative reporting arrangements for staff reporting to absentee (volunteer/elected) boards
- BOS should clarify hiring/appointment process for boards that don't hire often

### **Minutes/Website Issues**

- Minutes (in general) take too long to get posted; BOS/TA/Town Clerk should meet to discuss consequences for boards that do not comply.
- Committee recommends a process clarification/improvement regarding role of town clerk and webmaster regarding meeting agendas and minutes.
- BOS need to set a policy to clarify what should/should not go on website.

### **Infrastructure/IT issues**

- Facilities Manager/Ad Hoc Facilities committee
- Permit flowchart
- Phone wiring situation
- Town has considerable exposure in IT area; no contingency or succession plans are in place.

## **TOWN ADMINISTRATOR UPDATE:**

### **Roadway Improvement Plan: \$4.2-Million TIP Funding for Goldsmith Street**

On May 22, 2008, the Boston Region Metropolitan Planning Organization (MPO)'s Transportation Planning and Programming Committee voted to approve \$4.2-million in Federal Fiscal Year 2008 TIP (Transportation Improvement Plan) funds for Goldsmith Street, Littleton. The project consists of improvements to 1.45 miles of Goldsmith Street from the intersection with Route 2A/110 to the intersection with Shaker Lane, including sidewalk and landscaping improvements. \$1-million of the \$5.2-million construction cost will be paid by the Town through the funds unanimously approved by the May 5, 2008 Special Town Meeting. SEA Consultants has submitted 100% design plans, and needs to address MHD comments prior to the June 26, 2008 TIP Committee meeting, when final action on the TIP is taken. The project would be bid by the Massachusetts Highway Department in September 2008, with a projected project start in the Spring of 2009.

Selectman Ken Eldridge motioned that the Board of Selectmen vote to authorize the Town Administrator to execute Contract Amendment No. 5 to the October 13, 2000 Agreement for Professional Services with SEA Consultants, Inc. for the engineering design services for the reconstruction of Goldsmith Street as follows: \$11,800 for MPO meeting and responding to PS&E comments; and \$2,500 for providing assistance to MassHighway prior to advertising. The motion was seconded by Mr. Karr VOTE: 5:0

**Police Station Design Change Order** – The Change Order reviewed by the Permanent Municipal Building Committee at its meeting on May 29, 2008 is attached. Article 5 of the May 5, 2008 Special Town Meeting—and Question No. 1 of the May 10, 2008 Annual Town Election ballot—authorized borrowing of \$300,000 to complete design plans

Note: No Action Taken – This agenda item has been postponed to a future meeting.

**Solid Waste Hauling Contract** - Town of Littleton paid \$168.60 per load in FY 2008, and had projected \$193.89 per load next year; so a low bid of \$150 is most welcome. At the projected level of 384 trips per year, the successful bid amounts to \$57,600 in Year One, \$59,328 in Year Two, and \$61,056 in Year Three, for a total of \$177,984 over the life of the contract

Selectman James Karr motioned that the Board of Selectmen vote to award a three-year contract commencing July 1, 2008 to low bidder Charles George Trucking of Londonderry, NH for hauling/trucking of solid waste from the Town of Littleton Transfer Station of \$150 per tip in Fiscal Year 2009, \$154.50 per trip in FY 2010 and \$159.00 per trip in FY 2011. The motion was seconded by Janet Wilkinson. VOTE 5:0

**Economic Development Update** – Upon the recommendation of Chairman Knox this agenda item has been postponed to the scheduled BoS Working Session on 6/9/08.

## **ANNUAL TOWN BOARD APPOINTMENT PROCESS**

Mr. Bergman provided the Board with an update on the annual appointments along with a copy of the Town Board Appointment Policy & Procedures as revised by the Board of Selectmen on 1/28/08 and 2/11/08.

Note: Annual Appointments have been scheduled for 6/23/08

## **ESTABLISH SPECIAL GIFT FUND FOR AGRICULTURAL COMMISSION**

Selectman Ken Eldridge motioned that the Board of Selectmen vote, pursuant to MGL C. 44,,§53A, to establish a special gift fund account the proceeds of which shall be used without further appropriation by the Agricultural Commission for producing a “buy local” campaign and calendar. The motion was seconded by Mr. McCurdy. VOTE: 5:0

## **MINUTES APPROVAL**

Selectwoman Wilkinson motioned that the Board of Selectmen vote to approve the minutes of Monday, May 12, 2008 as presented, seconded by Mr. McCurdy. VOTE: 5:0

Selectman Ken Eldridge motioned that the Board of Selectmen vote, pursuant to MGL C.39,§23B clause 3 to go into executive session for the purpose of conducting strategy for contract negotiations with non-union personnel and not reconvene in open session thereafter. The motion was seconded by James Karr. VOTE: 4:0

## **9:35P.M. MEETING ADJOURN**