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TOWN CLERK
ACTON

BOARD OF SELECTMEN AND SEWER COMMISSIONER'S MEETING

November 7, 2016

Acton Town Hall

Room 204

Present: Peter J. Janet K. Adachi , Katie Green, Chingsung Chang, Town Manager Steve Ledoux, and Lisa Tomyl, Recording Secretary

Absent: Franny Osman

Citizen's Concerns

None

Chairman's Update/ Operational Update

Mr. Berry - Town completed early voting this past Friday. Thanks to the hard work of Town Clerk, Town Manager and staff. Open more hours than other towns and received a gold star award from League of Women Voters. Over 40% of registered voters in town cast ballots early. Veterans Day this Friday with breakfast at Holiday inn in Boxborough. Town ceremony begins at 11:00 on Town Common. New meters are installed at the train station. Should be fully operational this month. Rate will increase to 5.00 per day. Need for Town committee volunteers is greatly needed especially for the Board of Health.

Mr. Ledoux – Over 6000 people voted early. 80% voter turnout for Presidential elections in 2008 and 2012 so half of registered voters voted early. The Capital Improvement Planning Committee have had inaugural meeting and also toured the 3 fire stations a week and half ago. The committee next will be touring the highway garage.

Public Hearings and Appointments

Site Plan Special Permit #09/01/2016 – 463, 362-364 Central Street, Idylwilde Farms – Representing Stamski and McNary was TJ Melvin and Tom Napoli from Idylwilde Farm. Purpose of SPSP is to build a separate building on the property for food preparation. Building will tie into current septic system and no additional parking is planned. Mr. Melvin gave an overview of the planned building and schematics. Some parking spaces will be eliminated to accommodate the building and loading dock. Town staff have made comments and requests regarding the plan. Mr. Melvin reviewed the elevation plans for the Board. Ms. Green inquired if Mr. Napoli is intending to employ new employees for the new building. Mr. Napoli does not have an exact number. Ms. Green inquired about the removal of some of the current parking spaces and the impact on parking availability for additional employees. Mr. Napoli stated they have ample parking behind the railroad tracks. There will be the same food prep happening as is what is in the main building. Ms. Green mentioned concern about the food deliveries and the timing – some abutters had mentioned about noise. Mr. Napoli stated that the deliveries would be no later than 6-7 PM.

Ms. Green also addressed the concerns received from abutters regarding the current lighting and the proposed lighting. Mr. Melvin stated that the proposed lighting plan does not intend to increase the lighting by more than 25% - just the (new) entrances only.

Ms. Adachi noted the Water District request for water-use projections and asked if the applicant would incorporate recommendations of the Design Review Board. Mr. Chang reiterated concern about neighbors' concern regarding light pollution – Mr. Napoli would take that into consideration with final design.

Ms. Adachi addressed complaints from abutters regarding loose trash and plastic bags and the turkey truck idling in the early hours of the morning. Idylwilde Farms can control the idling hours and delivery hours, neighbors would appreciate that. Sidewalk committee has recommended in lieu of continuing sidewalk to contribute to the Sidewalk Fund instead. Planning mentioned you need to install bike racks. Concerned about customer parking during peak times (holidays).

Mr. Berry addressed resident (abutter) complaints about the lighting at the employee parking lot – asked if they are on all night – Mr. Napoli stated it is something they can revisit and put on timer – it was a security point to discourage trespassers. Abutters would like to see the lights turned out to be able to view the night sky. Timers would be acceptable. Turkey trucks do idle and the store receives approximately a thousand birds (in a 3 day period prior to Thanksgiving) and need to have the trailer due to the constraint on space. Dairy is an early delivery 3 days a week. Will look into the delivery time and the idling of the trucks. Trash blowing off property is also a concern of the abutters.

Ms. Adachi commented about moving the (current) food prep function from main building into a new building is there plans to expand the retail space in the old building. Mr. Napoli confirmed - looking to create more space do to crowding.

Mr. Berry asked if (Idylwilde Farm) will need a new food prep license do to increase in size and also the septic system – Mr. Napoli stated that the septic system has already been done and increased prior to the plans to build a new structure.

Harriett McMahon - 1 Half Moon Hill – Thanks for notifying the neighbors at Half Moon Hill – lighting is the only concern – very noticeable. Keep and consider to be open about controlling the lighting (in the parking lot). The direction of the lighting and intensity unnecessarily impacting the neighborhood especially in the back of the building.

Michelle Shoemaker 376 Central Street –Across street. Asked about bylaw or other limitations on construction hours. Town Manager responded typically 7 AM at earliest, no weekends. Looking to eliminate the trash during the construction. The trucks arrive around 3 AM for deliveries of the loading dock and she asked if they could turn off their backup alarms when leaving the loading docks. Knows that the trash is coming from Idylwilde Farms and suggested that employees be responsible for picking up the trash.

Kristen Guichard, Assistant Planning Director – it could be part of a condition, but it could be difficult to enforce.

Ms. Adachi moved to close hearing, Ms. Green second, All Ayes (4-0)

Ms. Adachi moved to approve SPSP/USP with conditions set forth by recommendations of Acton Water District, Design Review Board, Planning Department, lighting recommendations, installing bike racks, and make effort to manage the trash/debris due to construction, and agree with construction hours and standards, and staff comments, Ms. Green seconded. All Ayes (4-0).

Selectmen Business

Finance Committee Point of View – Mr. Ledoux presented slides critiquing the Finance Committee's draft Point of View recommendations for FY 18. POV recommendations: adopt reserves-maintenance policy, with floor of 3%, ceiling of 5%; in FY18, no use of 985K untaxed levy capacity, use of no more than 1.6M reserves, increase over FY17 of no more than 3.3% for municipal side, 3.84% for AB District assessment to Acton. Finance Department plugged POV recommendations into latest Acton Leadership Group spreadsheet, which generated 1.2M deficit that entities will have to address. The draft POV will be on the agenda at both the upcoming ALG meeting and the upcoming Tri-Board Meeting. Ms. Adachi said the Town Manager should develop optimal budget (which he has said is likely to involve increase of more than 3.3%), and then show what you would need to do to match the 3.3% that the POV recommends. Mr. Berry said the Board did not yet need to take a hard stance and make a recommendation regarding the POV and there would be further discussion with ALG and at the TriBoard Meeting.

CPA Application Review – BOS reviewed the draft applications for Community Preservation Act funds from Natural Resources and also from Recreation. The Board received 2 late applications prior to the meeting from Recreation: Morrison Farm Irrigation Well, and a Dog Park Design. Ms. Green felt that the application for a dog park design is a bit premature for funding. Ms. Fochtman explained that the Recreation Commission and several interested citizens have had several conversations regarding installing a dog park and have done background research of a model (of development), also have looked into the Stanton Foundation for development of a dog park – if the plans meet their (Stanton Foundation) requirement, they will pay for 100% of the design and construction. Mr. Chang agreed with Ms. Green, and inquired if the proposed \$50,000 request in CPA money will go toward the 10% of the design/construction cost (toward the 100% funding from the Stanton Foundation) and bringing in a water source to the (dog park) site. Ms. Adachi deferred to Ms. Green's suggestion regarding the dog park application.

CPA Applications received:

- Acton Arboretum Cedar Arbor, Kiosk and Culvert
- NARA Picnic Pavilion Restroom
- Nara Parking Lot Expansion
- Morrison Farm Irrigation Well
- Dog Park Design

Ms. Adachi addressed concern regarding the proposed parking lot expansion as way to address security issues – questioned if having more parking is going to improve security. Ms. Fochtman explained that Recreation Department formed a study for parking patrol plan. Facing greater demands due to proximity of Bruce Freeman Rail Trail so access is easier. Looking for designated parking areas for BFRT,

picnic user, general user, etc., and looking for possibly charging non-residents for parking in the future. Ms. Fochtman thinks it will help to solve the challenges they (Recreation) will face in the coming years. Recreation has increased the staff (for security and monitoring) with a Park Ranger and a Parking Monitor and sees increasing staff moving forward. Recreation has also requested parking gates (with CPA funds) but have since installed gates in the upper and lower parking lots through the general fund.. Mr. Berry inquired about the \$13,000 for design of the kiosk at the Arboretum. Ms. Abe explained that the money was from the Friends of Arboretum Board of Directors, which came up with a builder who gave a quote for the cost in cedar. Ms. Green moved to approve the CPA Applications for the Acton Arboretum Cedar Arbor, Kiosk, and Culvert, and the Recreation department for the Morrison Farm Irrigation Well, NARA Picnic Pavilion Restroom, and the NARA Parking Lot Expansion to the Community Preservation Commission (CPC), Mr. Chang seconded. All Ayes (4-0)

Consent Agenda

Ms. Adachi moved to approve consent items 4-9, Ms. Green seconded. All Ayes (4-0)

Ms. Green motioned to adjourn, Ms. Adachi seconded. All Ayes (4-0)

Meeting adjourned at 9:00 PM

Respectfully Submitted,



Lisa Tomyl, Recording Secretary



Janet K. Adachi, Vice Chair