



## BOARD OF SELECTMEN

Meeting Minutes

Tuesday, April 14, 2020

7:00 PM

Virtual Meeting

**Present:** Joan Gardner, Jon Benson, Dean Charter, Peter J. Berry, David Martin, Town Manager  
John S. Mangiaratti

**Absent:** None

Ms. Gardner called the meeting to order at 7:00 PM via a virtual meeting with no Board members in physical attendance and broadcasted via Zoom.us virtual meeting platform.

### I. Regular Business

#### Citizen Concerns

None

#### Chair Update/Town Manager Update

Mr. Mangiaratti highlighted several points from a prepared operational update on the COVID-19 response. Mr. Mangiaratti commended the efforts from town staff keeping up with communication during the state of emergency. Mark Hald is in daily contact with MEMA, and just received a shipment of PPEs on Sunday. The town issued a reverse 911 call last week notifying residents the extension of property tax deadline. A virtual meeting calendar has been created to help schedule approved meeting requests by the Board of Selectmen during the local state of emergency. The Acton Boxborough United Way has established an application process and eligible criteria for assistance regarding COVID-19 emergency grants for residents, aura Ducharme is the designated primary contact. The transfer station began its extended hours of operation on Monday, April 13<sup>th</sup>. The Board of Health ordered restrictions on Conservation trails, and the Natural Resources Division made signs and mobilized members of the Acton Men's Outdoor Club to assist compliance with the order. The Information Technology Department assisted in implementing remote phone capabilities for staff to answer lines remotely, which also assists reaching out to seniors and other members of the community with a recognizable phone number when calling. We are continuing utilizing the Acton radio station to provide information and additional programming for residents. The JAVA with John series program at the Senior Center is now weekly every Friday at 10:00 AM, with special guests this Friday, Chair of the Board of Selectmen and the Police Chief. A checklist and script has been distributed for Committee Chairs requesting holding a virtual meeting. The Asa Parlin House project is moving forward using CPA funding and state earmark grant, we have rewarded a contractor and ready to begin, but with the ban on non-essential construction, we are working to see if this project is eligible to begin, as well as the construction project for the Miracle Field. The 53 River Street



project has is experiencing some procedural delays, but is working on staying on track, with working on the demolition of the standing structure and the dam removal. The Jones field playground is ready to undergo the relocation of the playground and removal of the baseball field, but still under the constraints of the construction ban.

Mr. Benson read from a prepared statement regarding the Housing Production Plan: "A Housing Production Plan, or HPP as its commonly known, identifies the housing needs of a community and the goals and strategies it will use to identify and achieve the 40B 10% threshold.

By taking this proactive approach in the adoption of an HPP, we are much more likely to achieve our affordable housing planning goals.

An approved HPP gives communities under the 10% threshold of Chapter 40B (such as Acton), but are making progress in producing affordable housing more control over comprehensive permit applications through a 'safe harbor' for a specified period of time, which is where we are. We have achieved a safe harbor with our current HPP through July 2021.

The HPP is valid for 5-years, and our current plan expires in August 2020.

Since the fall, the planning department has led a HPP process to renew our plan. This included significant local input through focus groups, a community-wide survey and workshops. The plan provides a constant framework from prior efforts, and outlines the baseline needs as well as goals and strategies – some aspirational, and some more practical.

The public comment period for the HPP will start this week, and it will be posted on the Town website on Thursday, April 16<sup>th</sup> with instructions on how to submit comments. The consultants will present the plan to the Board of Selectmen, at their public meeting on 4/21 at 7PM. From there, the plan will be presented to the BOS on 5/4 in a joint meeting with the PB for hopeful adoption. Both boards are required to adopt the plan prior to submission to DHCD, which is required by 5/19 in order to make the published timeframes.

I encourage everyone to read the materials."

## II. New/Special Business

### 1. Continue Discussion on COVID-19 and Updates and Requests for Boards and Committees to Schedule Virtual Meetings

Mr. Charter attended the virtual meeting with the MMA on Friday regarding the update on COVID-19, and commented that the TM has kept the Board up to date on all the information. Mr. Martin requested for SATSAC to meet, Mr. Benson requested the EDC meet. Ms. Gardner suggested that only one meeting for Boards and Committees be conducted during the day and one at night. **Mr. Martin moved to allow SATSAC and**



**EDC to meeting and follow the process of contacting the Manager's Office, Mr. Benson seconds. Mr. Charter called roll:**

**Mr. Benson - aye**

**Mr. Martin - aye**

**Mr. Berry - aye**

**Ms. Gardner - aye**

**Mr. Charter – aye**

**The motion carries.**

Mr. Berry questioned if the town is able to bring back retired Deputy Chief Bob Vanderhoof, Mr. Mangiaratti commented that he is looking for guidance. Jones field playground is being constructed with fundraising effort and CPC money and they are relocated the playground equipment and removing the baseball field.

Board members updated observations on how town residents are adapting to the state of emergency. Concerns that store workers are not wearing PPEs.

**2. Discuss Annual Town Meeting and Article Review**

Mr. Mangiaratti shared with the Board articles that are not needed anymore. Articles 9, 11, 35, and 36 will be pulled from the warrant. Article 3, Kelley's Corner Infrastructure Land Acquisition cost can be reduced to a total of 750K. The town is continuing to finalize the responsibilities between the town and the state, giving the state more responsibilities of the land acquisitions and thusly reducing the town's cost.

Eva Szkaradek, Town Clerk, updated the Board on the number of mail in ballots. Ballots are due by June 2, 2020.

**3. Board to Discuss the Disposition of 3 School Street**

Mr. Mangiaratti updated the Board regarding the RFP issued in January and only received 1 response that did not meet the minimum criteria. Will look into sending it out again, but would not be able to do now. Mr. Charter commented that the applicant did not present a complete application and the offer amount was modest and suggests town utilizes the building for town equipment and revisit the sale of the property at a later date.

**4. Update on North Acton Fire Station**

Mr. Mangiaratti updated the Board still moving forward with design process. Schedule has going out to bid late June, and permitting meetings coming up.

**III. Consent Items**

**Mr. Benson held consent item 7 to correct the meeting minutes date listed from April 2 to April 3, and held Executive Session 4/3 to next meeting. Mr. Martin moves to approve consent item 7 for meeting minutes 3/2,16,31, 4/3 and 4/7, Mr. Berry seconds. Mr. Charter called roll;**

**Mr. Benson – aye**

**Mr. Berry – aye**

**Ms. Gardner – aye**



**Mr. Martin – aye**  
**Mr. Charter – aye**  
**The motion carries.**

**Mr. Martin moves to approve consent item 8, Mr. Benson seconds. Mr. Charter called roll;**  
**M. Benson – aye**  
**Ms. Gardner – aye**  
**Mr. Martin – aye**  
**Mr. Berry – abstain**  
**Mr. Charter – aye**  
**The motion carries.**

**Mr. Benson motions to adjourn, Mr. Charter seconds. Mr. Charter called roll:**  
**Mr. Martin – aye**  
**Mr. Benson – aye**  
**Mr. Charter – aye**  
**Mr. Berry – aye**  
**Ms. Gardner – aye**  
**The motion carries. Meeting adjourned at 7:58 PM.**

#### **Documents and Exhibits Used During this Meeting**

- Agenda, April 14, 2020
- Operational Update Memo from Town Manager
- Draft Warrant Articles
- Housing Production Plan Written Statement from Jon Benson
- Accept Gift, Council on Aging
- Meeting Minutes