
TOWN ADMINISTRATOR'S REPORT

February 19, 2019



ADMINISTRATION:

- Town Administrator (TA) Greg Johnson attended the School Committee meeting at the Fowler Middle School on Thursday February 7th and the subsequent facility inspection at the Green Meadow Elementary School in support of the town's Facility and Custodian staff. TA Greg Johnson and town staff continue to support the School Department and School Committee.
- TA Greg Johnson continued interviews and evaluation of candidates to fill the Assistant Town Administrator position.
- TA Greg Johnson presented the TA Recommended Budget at the Joint Budget Hearing on February 9th and will work with the Finance Committee and Joint Budget Sub Committee towards development of the Fiscal Year 2020 town budget.

LIBRARY:

- Budget Overview: At the Budget summit on Feb 9th the library salary/expense budget was supported.
- Building Issues: A small leak was found in the mechanical room. Lighting was replaced in the Roosevelt room.
- Meeting Room Use: 51 meetings were held during January. 38 meetings were held in January, 2018.
- Reference Report: **Reference Transactions:** 293. **One-on-One Tech Help Sessions:** **Programs:** Get Started with Gmail (13 attendees) **Reference News:** The library's subscription to Kanopy Streaming started on January 1st and is off to a good start. As of January 31st, we have 106 movies and documentaries watched and have spent about 15% of our budget for the calendar year.
- Young Adult Report: 15 reference questions answered, and 53 attendees at 3 sessions of Baby Storytime and 19 attendees at the January Family STEM Night. I also had 5 teens do the Dragon Ball Scavenger Hunt in the YA Room.
- Children's Report: 207 children attended a variety of programs.
- Circulation: Item circulation for January was 9,064, a drop from 10,453 in January 2018. This dip was in young adult circulation, and may be accounted for because the Comicon program was rescheduled to March. Other than that, the numbers were fairly consistent in most categories, with increases in Overdrive and museum passes. Other than that, we discharged 6,692 items. 1,038 items went out through the self-check program. 49 new cards were registered. The wireless was accessed 770 times. There were 744 computer log-ons. Newsbank was accessed 26 times and Ancstry.Com 420 times. 1857 items were withdrawn and 293 added, making the collection size 78,303 items.

Council on Aging:

- Work remains ongoing with the Fire Station Building Committee as the working group continues meeting with both the architect and owner's project manager.
- The fire department is in the process of ordering equipment paid for from the State Grant we received this fiscal year from the commonwealth. This equipment has started to come in and will be in-service shortly.
- Chief Stowers returned from medical leave on February 13, although still working shortened days. Captain Angela Lawless did an excellent job as acting fire chief during Chief Stowers absence.

Conservation:

- The Trail Keeper group met on January 27th at 10am at the end of Colbert Ave and walked the Assabet River Blue Green Trail. Alison Field-Juma from OARS, who has worked over the years on the creation of this trail, as well as Bettina Abe, the Agent in Acton also attended. The trail was overall pretty clear, except one large downed tree. Other trail improvements that the group wants to look into include wooden walkways over the areas that persistently flood, a kiosk at Colbert Ave, and some benches.
- The Conservation Commission meeting on 2/12 has been rescheduled to 2/26 due to weather.
- The Conservation Agent met again with the group organizing the Arbor Day celebration. Last year the Conservation Commission donated trees to be given away, and the Agent and Commission are currently reviewing the cost.
- The Conservation Agent and members of the Conservation Commission will be attending the Massachusetts Association of Conservation Commissions' annual spring conference. The conference includes multiple lectures and seminars on the Wetlands Protection Act, open space planning, and environmental mitigation.
- The Open Space and Recreation Plan is nearing completion. The main body of text has been completed and edited based off the DCR's comments. The Agent is working with the Recreation Commission to ensure that active recreational issues are fully covered in the goals and objectives.
- Currently there are two ongoing applications in front of the Conservation Commission, including the Stormwater Permit for the proposed Fire Station, and a Wetland Permit for tree removal at 10 Mill Street along the Assabet River.
- The agent is working with a senior tax worker and a high school intern to begin designing and collecting information for trail guides for conservation land and trails.

Planning/Zoning/Economic Development:

- Fire House (Site Plan + Special Permit). Second hearing 02.26.19. Primary issues limited to aesthetics at this point.
- Mass Well Spring (Special Permit). First hearing 02.19.19. Applicant expected to request a continuance while CCC issues are addressed in Acton. Likely March PB hearing. Staff in coordination with Police Department have drafted proposed conditions for Special Permit to address a variety of concerns raised.
- General By-laws to address: a) minimum property standards for commercial property. b) vacant properties, have both been prepared by staff, EDC and By-law Committee. Cultural Council and MBA have provided input as well. Anticipate will be ready for spring town meeting.