



BOARD OF SELECTMEN
Meeting Agenda
January 6, 2014
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 7:30 PM

2. APPOINTMENTS

- a) Millard Rose (or Bill Letsky), Virtual Towns and Schools, to discuss revised design of town's website, 7:35 PM
- b) Citizens concerns

3. ANNOUNCEMENTS

4. MINUTES

- a) Regular session, December 16, 2013
- b) Executive session, December 16, 2013

ACCEPT & POF
ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

- a) Discussion regarding Compensation and Classification Study

7. NEW BUSINESS

- a) Increase hours for Town Assessor and Reserve Fund Transfer – Assessor Salary
Move to authorize the increase in hours for the Town Assessor, effective January 13, from twenty-four to thirty-two hours per week, and further, to forward to the Finance Committee for approval the request to transfer \$3,089.84 from the Reserve Fund to account #001-141-5100-5112, Assessor Salary **VOTE:**

- b) MIIA Annual Meeting, January 25, 2014
Move to authorize the Chairman of the Boxborough Board of Selectmen to designate Robert Stemple as the Town's voting delegate at the MIIA Annual Meeting to be held on January 25, 2014 **VOTE:**
[NB: Already designated voting delegate for MMA Annual Meeting]

- c) Special Town Meeting/ Annual Town Meeting, May 12, 2014
Move to call the annual town meeting, to begin on Monday, May 12, 2014, at 7 PM, to be held at the Blanchard Memorial School and if necessary, a special town meeting to be held within the annual town meeting **VOTE:**

8. CORRESPONDENCE

ACCEPT & POF

- a) Internal Communications
- b) Minutes, Notices & Updates
- c) General Communications

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. EXECUTIVE SESSION, TOWN ADMINISTRATOR'S OFFICE, tentative

Move to adjourn to executive session to conduct strategy session in preparation for negotiations with non-union personnel (Police and Fire Chiefs and DPW Director) and to adjourn immediately thereafter

**ROLL CALL
VOTE:**

12. ADJOURN

From: "Millard Rose" <[REDACTED]>
Subject: Revised Prototypes
Date: December 23, 2013 at 4:30:43 PM EST
To: selina.shaw@town.boxborough.ma.us, "Selina Shaw" <[REDACTED]>

Hello Selina:

I moved these up in the schedule in hopes you would see them prior to your leaving on vacation.

Attached are:

- 1) "2a" reflects changes as discussed in your 11/18 email and the meeting. Since the Board asked for the links to be "soft" and someone specifically mentioned "pastels" the mouseover color change is subtle but will be obvious during the website visitor experience.
- 2) "2b" provides for each of the five links to different colors (and pastels per above).
- 3) "2b-mo" is identical to "2b" other than it shows our recommendation for how to address the mouseover if you chose the different colored links approach.

A couple of misc points:

- a) Banner Images: Per my comments you can change the images in the banner seasonally as requested. We may be able to set it up to allow you to do it yourself but at a minimum we can swap them out for you at no charge. If you find an initial image you like better than the library in the prototype forward it along and we can insert it prior to go-live.
- b) Target Go-Live: Assuming final approval of the design at the 1/6 meeting (or request(s) for only minor tweaks) a go-live by 4/1 is achievable.
- c) Per my comments at the board meeting, our websites are designed around a 1024 pixel width monitor setting (which is current "industry best practice" for municipal website design). The vertical dimension of the homepage varies depending upon the amount of content each client chooses to insert in the homepage (and the height dynamically changes as the content changes). So hopefully the confirmation of our focus on the standard 1024x768 monitor setting addresses the question raised by the Board.

Let me know if you have any questions or would like to see any changes prior to the Board meeting on the 6th.

Regards, Millard



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-  [Forms & Documents](#)
-  [Minutes & Agendas](#)
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- [Budget](#)
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- [Fire](#)
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- [Police](#)
- [Schools](#)
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News & Announcements

- MMA awards Town of Boxborough best website award
- Cisco to expand facilities in Boxborough
- Gutierrez to break ground on affordable housing development on Cunningham Road
- Tax rate rolled back to pre-FY 10 levels
- LELWD and Town partner to develop public water supply
- 72 Stow Road ground breaking
- Boxborough awarded radio communications grant

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Town Calendar

- Test Event 1**
February 26, 2013 - 6:30pm
- Test Event 2**
February 28, 2013 - 6:00pm
- Test Event 3**
March 4, 2013 - 7:30pm
- Test Event 4**
March 10, 2013 - 10:00am

Boxborough Town Hall

29 Middle Road, Boxborough, MA 01719 (978) 264-1700

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-  [FAQ](#)
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- [Maps](#)
- [Fire](#)
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BOARD OF SELECTMEN
Meeting Minutes
December 16, 2013

Approved: _____

PRESENT: Vincent Amoroso, Chair; Robert Stemple, Clerk; Les Fox, Member; Raid Suleiman, Member and Jim Gorman, Member

ALSO PRESENT: Selina Shaw, Town Administrator and Cheryl Mahoney, Department Assistant

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

Chair Amoroso called the meeting to order at 7:30 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

Chair Amoroso read the announcements.

APPOINTMENTS

- Millard Rose from Virtual Towns and Schools (VTS) was present to discuss the re-design of town's website and the project's timeline. Members of the public were also present. The Selectmen had discussed this matter on November 18th, reviewing several existing town websites and generating a list of preferences which TA Shaw then provided to VTS. Mr. Rose advised that this presentation is a very preliminary mock up for the proposed site, based on those preferences. He discussed current trends and those options that are typically the most popular for municipal websites. There was a discussion on aspect ratios and the industry trend to make websites more handheld "friendly." It was noted that not all of the preferred options identified on November 18th and, subsequently, provided to VTS are reflected in the mock up. There was also discussion on those items that are in keeping with the vision for this new site and what needed refinement and/or revision. There was a review as to the general layout & aspects; fixed navigation points; items that would remain stagnant throughout the site; color options; and appearance changes when specific items are "moused over". The intention is to have the new website live by April 2014. Additional feedback will be provided to VTS. Mr. Rose advised that the design should be firmed up by end of December, and he anticipates having finalized options for the next Selectmen's meeting.
- Sandy Stapczynski of Human Resources Services, Inc. (HRS) was present to review the results of the compensation and classification study. Members of the Personnel Board, Finance Committee and others were also present. Ms. Stapczynski outlined the parameters and metrics used in compiling this report. The "*Compensation, Classification, and Benefits Study for Town-wide Positions (Non-Union Positions) Final Report*" and tonight's Powerpoint presentation will be posted on the Town's website. She thanked TA Shaw and the Personnel Board for their cooperation and assistance. She provided an overview of the work involved, over the last year, in completing this study. Tonight's presentation is the culmination of these efforts. There was discussion as to criterias HRS used in choosing the comparable communities and the review of the identified positions in this analysis. In general, Boxborough is in-line with standard salaries; with most positions at or below market. Boxborough's active job descriptions are up-to-date. She reviewed the recommendations outlined in under the Action Plan; the proposed Classification Plan and proposed Salary Schedule. There was discussion as to how these new proposed structures relate to the existing A & B Schedules. Non-union and intermittent positions would now be broken down into separate schedules. Ms. Stapczynski was asked to provide some of the tables in spreadsheet format so Member Fox could work on creating a chart(s)/model(s) of the data. There was discussion as to the current CoLA number and the 2% across-the-board increases given for FY 14. Implementing a retroactive salary adjustments for FY 14 for those employees still entitled to steps was one of the study's recommendations discussed in detail. There was discussion on the compensation metric in other communities and whether their salary increases are longevity or performance based. Members of the Personnel Board provided their input and perspective. The Personnel Board voted unanimously to accept all of the study's recommendations. In Boxborough's current Personnel Plan's step increases are tied to "meets requirements." There would be a 1.7% increase in the FY 14 salary budget if the recommended retroactive step increases were adopted. Any adopted recommendations would become part of the FY 15 budget. Ms. Stapczynski noted that these are proposed recommendations and the Town can certainly accept them in total or just specific parts. These new compensation schedules would need to be presented at town meeting.

- No one asked to speak under Citizens' concerns.

MINUTES

- Member Gorman moved to accept the minutes for the regular session, December 2, 2013, as revised, and executive session, December 2, 2013, as written. Seconded by Member Fox. **Approved 5-0.**

SELECTMEN REPORTS

- Chair Amoroso, Member Stemple and Member Gorman advised that they did not have any updates.
- Member Suleiman reported that he and FinCom's Town Hall Liaison, Neal Hesler had met with TA Shaw to review the FY 15 Town Hall budget.
- Member Fox reported he continues to participate in the on-going discussions on the Town's IT concerns with TA Shaw, Chief White and Chief Ryder. A revised contract for services has by submitted by Guardian. He discussed the funding source(s) that have been identified to address these needs.

He also reported that the Affordable Housing Trust has reviewed Stow Road Concept Development Comm.'s recommendations. The AHT also voted to approve the funding of housing production planning IMA.

NEW BUSINESS

- Member Fox moved to re-appoint Irene Boiarski, Lorraine Carvalho, Ralph Dement, Michael Fetterman, Diane Friedman (Boxborough Housing Board), R. Allen Murphy (Boxborough Housing Board), and Les Fox (Board of Selectmen) to the Stow Road Concept Development Committee for a term beginning January 1, 2014, and ending on December 31, 2014. Seconded by Member Stemple. **Approved 5-0.**
- The Selectmen took up the annual renewal of various business licenses:
 - ◊ Member Stemple moved to approve the liquor license renewal applications for Hotel Boxborough Lessee, LLC, d.b.a. Holiday Inn Boxborough Woods; Robert Hirsch, d.b.a. The Grapevine; and J & M Houghton, Inc., d.b.a. Boxborough Liquors for the year ending December 31, 2014. Seconded by Member Fox. **Approved 5-0.**
 - ◊ Member Suleiman moved to approve the Common Victualler license renewal applications for Hotel Boxborough Lessee, LLC; Harvard Sportsmen's Club, Karel's Café, Nashoba Valley Olympia and Nashoba Valley Nursery, Inc., d.b.a. Hayward Farms Ice Cream Parlor as well as license applications for Live Entertainment, Sunday Entertainment, Innholder & Automatic Amusement Devices also for the Holiday Inn for the year ending December 31, 2014. Seconded by Member Fox. **Approved 5-0.**
 - ◊ The Selectmen took up the Vehicle Dealer License renewals. Tax Collector Shemowat has advised that CBK Automotive Repair, Inc. is delinquent in its payment of taxes. Pursuant to the Town's *Revocation or Suspension of Local Licenses Bylaw* delinquent taxes are cited as a reason for which the Board of Selectmen may deny, revoke or suspend a license after a hearing. Tax Collector Shemowat has confirmed that taxes remain outstanding. TA Shaw suggested that, at this time, the Selectmen defer any action on CBK's license renewal application and instruct her to notify CBK of the Board's intent, and if these taxes remain outstanding, to hold a hearing on this matter on January 6, 2014.
 - Member Fox moved to approve the renewal applications for the Class II Used Vehicle Dealers' Licenses for WIN Group, Inc., d.b.a. DRW Motorsports; Alpha Trading Services, Inc., d.b.a. Alpha Cars; and Asset Group of New England, LLC for the year ending January 1, 2015 and further to take no action with respect to the non-renewal of the license for CBK Automotive Repair, Inc. except to hold hearing if the outstanding taxes are not paid by January 6, 2014. Seconded by Member Stemple. **Approved 5-0.**
 - Member Gorman moved to approve the renewal application for the Class I New Vehicle Dealer's License for Alpha Trading Services, Inc., d.b.a. URAL of New England for the year ending January 1, 2015. Seconded by Member Suleiman. **Approved 5-0.**

- The Selectmen discussed two Petition articles submitted for Annual Town Meeting – *Town Residents Voting for Tax Collector vs. Selectmen Appointing Someone of Their Choice* and *Tax Relief for Boxboro Seniors Age 65 and Older*. There was discussion on some of Town Counsel’s standing recommendations concerning Town Meeting Petition Articles. Specifically, that they are simply accepted; forwarded to the Board of Registrars and, if subsequently, certified these articles are then published in the warrant verbatim. Member Gorman moved to forward the above-named petition articles to the Board of Registrars for certification of signatures and if certified, to place on the Annual Town Meeting warrant. Seconded by Member Suleiman. **Approved 5-0.**
- The Selectmen opened discussion on the FY 2015 Budget and potential articles. The first revision to the FY 15 budget, Rev.2, has been generated. The Selectmen reviewed two new draft summary budget report models, prepared by Accountant Barrett. Accountant Barrett generated these models based on feedback received at the last Boxborough Leadership Forum. The consensus was to go with the first model. There is also a slight change to the formatting of the “Available Funds” report. The rest of the budget reporting structure is unchanged from last year. There was a review of the BLF budget and potential article discussions. The budget season timeline was reviewed. The Selectmen will continue the practice of inviting the FinCom to participate when boards and departments come in to review their budgets with the Selectmen. Chair Amoroso advised that he had attended an A-B School fiscal oversight meeting and A-B is on track to realize the projected \$1,000,000 decrease in the overall A-B budget for FY 15.
- The Board took up discussion on designating a voting delegate Massachusetts Municipal Association (MMA) Annual Meeting, Saturday, January 25, 2014, as Chair Amoroso will not be attending. Member Suleiman moved to designate Selectman Robert Stemple as the voting delegate at the MMA Annual Meeting. Seconded by Member Fox. **Approved 5-0.**

CONCERNS OF THE BOARD

- Member Fox noted that noise from the Kaisen Tuning site continues to be a concern for the reporting resident.

EXECUTIVE SESSION

- At 9:55 PM, Chair Amoroso moved to adjourn to executive session to conduct strategy session in preparation for negotiations with non-union personnel and to adjourn immediately thereafter. Seconded by Member Gorman. **Approved 5-0 by a roll call vote: Fox, aye; Suleiman, aye; Stemple, aye; Amoroso, aye; and, Gorman aye.**



ADMINISTRATION

Memo

To: Board of Selectmen
From: Selina Shaw, Town Administrator
Cc: Ruth Anderson, Town Assessor; Finance Committee
Re: Proposed Increase in Town Assessor's Hours
Date: January 6, 2014

I respectfully request your consideration to approve a reserve fund transfer for \approx \$3,100 to support an increase in the hours of the Town Assessor from twenty-four to thirty-two hours per week for the remainder of the fiscal year. An increase in hours will enable the Assessor to bring the office up-to date with inspections as well as to make improvements that will ultimately provide better service and resources to the taxpayers of Boxborough, while ensuring that the value added to the tax base is not understated.

Until 2009, the position of Town Assessor had been filled on a full-time basis, i.e. forty hours per week. With the departure of Will Naser in 2009, the position was filled on a part-time basis by Duane Adams, with Duane paid through a personal contract. It was agreed that Duane would conduct cyclical commercial inspections, but an outside consultant would conduct the residential inspections. On average over the years, Duane spent 16-20 hours working either in the office or remotely. For a period of time, we were fortunate to be able to avail ourselves of the services of Colleen Whitcomb, our former Town Assessor, to conduct the cyclical residential inspections. Colleen, who was working part-time in support of land-use functions, had some time available within the 19 hours budgeted for her position. However, due to increased family obligations Colleen was no longer able to assist with the cyclical inspections. Ultimately, in the late spring, we hired Will Naser for a short-term assignment to conduct permits/cyclical inspections.

When Duane gave his notice in April, my expectation was that the work could continue to be accomplished on a reduced hours basis (defined in The Personnel Plan as "at least 20 hours per week, but less than 40"), not to exceed 24 hours per week. However, I had not factored in Department of Revenue directives regarding inspection and sketching of condominiums. An increase in hours for the position will enable the Assessor to devote one day/week to bring these inspections up-to-date. Moving forward, the additional day will also enable the Assessor to perform all the functions of the position, including inspecting properties after a sale to ensure the collection of up-to-date information relating to market factors affecting data. Additionally, the Assessor is working on a project to improve the Assessor maps, making them more user friendly and linking a PDF of each property record card to the GIS system and making them available on-line.

I should note that town meeting has never voted to support reduced hours for the position, except to the extent that they approved the submitted budget; i.e. there was never a voted action to specifically decrease the hours of the position from full-time.

I would like to reevaluate the hours as we approach town meeting, to further appraise the situation and see if it makes sense to revert to a forty hour per week position. The Assessor has provided an FY 15 budget at forty hours

per week. Although I am not yet convinced that the position warrants forty hours per week, I thought it was best to submit the budget at the higher level then reduce prior to town meeting, if deemed appropriate.

I look forward to discussing this matter with you further. The Assessor will also be available on Monday evening.

Thank you for your consideration.



Reserve Fund Transfer Request

Date: January 6, 2014

It is requested by the undersigned that the sum of \$ 3,089.84 be transferred from the Reserve Fund to:

UMAS Acct. # 001-141-5100-5112

(Fund # - Dept. # - Object - Detail)

Description (i.e. Selectmen's expenses) Assessor Salary

The balance in the line item as of December 11, 2013 (Date) is \$ 23,800.01. An amount of \$ 39,700.00 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Increase in hours from 24 to 32 hours per week for ≈ 25 weeks. See cover memo for further details

This request is for extraordinary or unforeseen expense and has been voted upon and approved by the majority of board or commission members, or in the case of a department, by the department head and Town Administrator, as indicated by the signatures below. Please also indicate name of board or commission.

_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ _____ from the Reserve Fund to UMAS Acct. # _____ to be used for the purposes and in the amounts indicated above.

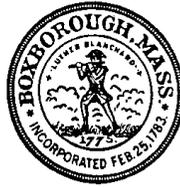
<u>Board of Selectmen</u>	<u>Date:</u>	<u>Finance Committee</u>	<u>Date:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Copy to:	Initial Distribution Date Sent:	Notification of Finance Committee Action Date Sent:
Finance Committee	_____	_____
Department Head	_____	_____
Board of Selectmen	_____	_____
Town Administrator	_____	_____
Town Treasurer	_____	_____
Town Accountant	_____	_____

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 7/1/2013 To 12/11/2013

<i>AccountNumber</i>	<i>AccountName</i>	<i>Original Budget</i>	<i>Budget Adjustments</i>	<i>Current Budget</i>	<i>Payments This Period</i>	<i>Payments To Date</i>	<i>Receipts This Period</i>	<i>Receipts To Date</i>	<i>Payments to Date-Net</i>	<i>Ending Balance</i>	<i>Percent Expended</i>
Assessors											
001-141-5100-5112	Assessor Salary	39,700.00	0.00	39,700.00	15,899.99	15,899.99	0.00	0.00	15,899.99	23,800.01	40.05%
001-141-5200-5306	Assessor Consulting Fees	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00%
001-141-5200-5347	Assessor Legal Notices	60.00	0.00	60.00	33.02	33.02	0.00	0.00	33.02	26.98	55.03%
001-141-5400-5420	Assessor Office Expenses	400.00	0.00	400.00	13.32	13.32	0.00	0.00	13.32	386.68	3.33%
001-141-5400-5589	Assessor Software License	5,895.00	0.00	5,895.00	5,615.00	5,615.00	0.00	0.00	5,615.00	280.00	95.25%
001-141-5700-5711	Assessor Travel Expense. - In State	0.00	0.00	0.00	287.10	287.10	0.00	0.00	287.10	-287.10	N/A
001-141-5700-5715	Assessor Conferences	275.00	0.00	275.00	271.80	271.80	0.00	0.00	271.80	3.20	98.84%
001-141-5700-5730	Assessor Membership Dues	393.00	0.00	393.00	545.95	545.95	0.00	0.00	545.95	-152.95	138.92%
Sum	Assessors	48,723.00	0.00	48,723.00	22,666.18	22,666.18	0.00	0.00	22,666.18	26,056.82	46.52%



Internal Communications and Outgoing Communications
January 6, 2014

1. Letter from TA Shaw, dated December 13, 2013, to Mass. Division of Standards responding to a request for an Annual Report from the Sealer of Weights & Measurers, advising that Boxborough's population is under 5,000 and, therefore, does not have a "Sealer" of Weights & Measures.
2. Correspondence from Comcast [xfinity] Senior Manager of Government & Regulatory Affairs, Ben Pearlman:
 - a. Dated December 13, 2013, to the Board of Selectmen providing payment of a Franchise Obligation of \$4,667.00 pursuant to Section 6.5 of Comcast's Cable Licensing Agreement with Boxborough.
 - b. Dated December 18, 2013, to the Board of Selectmen providing "Important Information – Price Changes" along with the new pricing/fee schedule [December 2013].
3. Planning Board's Request for Review CoverMemo regarding Boxborough Town Center LLC's Definitive Subdivision Plan Submission. [*The accompanying packet is available in the BoS For Review Slot.*] Planner Hughes requests that comments be submitted to her by 1/13/2014. #
4. Letter from MSA President, Joshua Ostroff (Natick Selectmen), dated December 27, 2013, to "Selectmen", regarding the upcoming MSA Business Meeting, of January 25, 2014, at the 2014 MMA Annual Meeting & Trade Show [included Agenda, proposed bylaw revisions and 2014 slate of officers]. #
5. Invitation to a celebration in honor of Kopelman & Paige, P.C.'s Leonard Kopelman's retirement.#



**Minutes, Notices and Updates
January 6, 2014**

Minutes

1. Minutes of the Boxborough Well-Being Committee meeting of November 13, 2013.
2. Minutes of the Conservation Commission meeting of November 20, 2013.
3. Minutes of the Finance Committee meeting held December 9, 2013.

Notices

1. Notice of a Finance Committee meeting to be held January 6, 2014.
2. Notice of a Public Meeting of the Central Mass. Mosquito Control Project to be held January 8, 2014, regarding its preliminary proposed budget for FY 14.
3. Notice of a Library Board of Trustee's meeting to be held January 8, 2014.



**General Correspondence
January 6, 2014**

1. Notice from Acton Recreation Department providing information on their 2014 Independence Day Celebrations and a variety of other events that they will be hosting at NARA Park throughout the summer.