



**BOARD OF SELECTMEN**  
**Meeting Agenda - REVISED**  
**February 10, 2014**  
**Boxborough Town Hall**  
**Grange Meeting Room**

**1. CALL TO ORDER, 7:00 PM**

**2. ANNOUNCEMENTS**

**3. APPOINTMENTS**

*[Times are estimated; if you are interested in a particular matter, please plan to arrive 15 minutes earlier]*

- a) David Lindberg, Inspector of Buildings, to provide update on proposed capital improvements, 7 PM
- b) Elizabeth Hughes, Town Planner, members of the Planning Board and Tom Garmon, DPW Director to discuss proposed intersection improvements, 7:30 PM
- c) Elizabeth Hughes, Town Planner and Al Murphy, Stow Road Concept Development Committee member and Boxborough Housing Board Chair to discuss proposed RFP for development of Stow Road property, 7:45 PM
- d) Rita Grossman, Jeanne Kangas and other interested parties to discuss proposed adoption of Community Preservation Act, 8:45 PM
- e) Citizens concerns

**4. MINUTES**

- a) Executive session, Contract Negotiating Team (Police Chief), January 16, 2014 **ACCEPT & POF**
- b) Regular session, January 27, 2014 **ACCEPT & POF**
- c) Executive session, January 27, 2014 **ACCEPT & POF**

**5. SELECTMEN REPORTS**

**6. OLD BUSINESS**

**7. NEW BUSINESS**

- a) Reserve Fund Transfer Request  
*Accountant Consulting (#001-135-5200-5306), \$3,547.50* **VOTE:**
- b) Potential gift of real estate from Robert and Beverly Ludovico – land located on Codman Hill Road (Parcel ID 01-1-141-2)

**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**

**2014 TOWN MEETING  
WARRANT ARTICLE**

**TOWN HALL CARPET REPLACEMENT**

**PURPOSE:** This article is being brought to the voters for the purpose of funding the replacement of all the carpeting in the Town Hall.

**JUSTIFICATION:** The carpeting in Town Hall was installed in 1990 when the rear addition was built and the other office space reconfigured. Twenty-four years worth of wear and tear have resulted in soiled and tattered carpets, seams that have opened up, and areas of rippled carpet that pose serious tripping hazards. The carpets have reached the point where they no longer can be cleaned and even seem to be contributing to respiratory irritation for some staff. According to DOR, the useful life of carpeting is seven (7) years.

**PROPOSAL:** To replace all the carpeting in Town Hall. Specifically, all the offices and corridors on the lower level, the Morse-Hillberg room, and the hallways on the second floor from the Morse-Hillberg room over to the Grange meeting room.

**AMOUNT:** The amount sought for this warrant article is \$20,000.00.

David Lindberg  
Inspector of Buildings  
978-264-1725

**2014 TOWN MEETING  
WARRANT ARTICLE**

**ASPHALT PAVING**

**PURPOSE:** This article is being brought to the voters for the purpose of funding the replacement of asphalt paving at the following town properties:

1. Town Hall
2. DPW Facility
3. Boxborough Museum

**JUSTIFICATION:** The paving at these three facilities is very poor condition, rendering travel and maintenance difficult. Equally concerning, at each location significant drainage improvements should be made to redirect sheet flow away from buildings. This project would allow us the opportunity to regrade these driveways and parking lots to better manage storm water, to keep it away from the buildings, while also providing a smooth and sound driveway/parking area.

**PROPOSAL:** To replace all the paving at three town properties. Regrading and drainage work will be included in this project. Breakdown of cost by location are as follows:

Town Hall	\$ 115,000.00
DPW Yard	110,000.00
Museum	50,000.00

**AMOUNT:** The amount sought for this warrant article is \$ 275,000.00.

David Lindberg  
Inspector of Buildings  
978-264-1725

**2014 TOWN MEETING  
WARRANT ARTICLE**

**BOXBOROUGH MUSEUM CHIMNEY**

**PURPOSE:** This article is being brought to the voters for the purpose of funding chimney repairs at the museum.

**JUSTIFICATION:** The general condition of the chimney is poor, allowing water to infiltrate the structure and make its way into the building. Water is thought to be leaking in due to missing mortar and around the flashing at the roofline.

**PROPOSAL:** To cut out and repoint the mortar from the roof up. Cut out and replace all the lead flashing. Replace the chimney cap. Apply commercial grade sealer.

**AMOUNT:** The amount sought for this warrant article is \$ 6,000.00.

David Lindberg  
Inspector of Buildings  
978-264-1725

**2014 TOWN MEETING  
WARRANT ARTICLE**

**STEELE FARM BARN PROJECT**

**PURPOSE:** This article is being brought to the voters for the purpose of funding the renovation of the barn at Steele Farm.

**JUSTIFICATION:** The Steele Farm Advisory Committee has developed a plan to renovate the barn. The primary focus of this project is to repair rotted structure, de-lead the exterior of the building, reestablish a weather tight building envelope, and paint the building. The basic structure of the building is sound, but peeling paint and rotted wood is allowing water to infiltrate the building causing significant damage. It would be advisable to proceed with this project as soon as feasible to lessen the damage.

**PROPOSAL:** To replace the siding, windows, and doors with products of similar materials and appearance. Repair rotted structural members and trim. Prime and paint entire exterior of building.

**AMOUNT:** The amount sought for this warrant article is \$70,000.00.

David Lindberg  
Inspector of Buildings  
978-264-1725



**BOXBOROUGH PLANNING DEPARTMENT**  
29 Middle Road, Boxborough, Massachusetts 01719  
Phone: (978) 263-1116 x112 • Fax: (978) 264-3127  
www.town.boxborough.ma.us

To: Boxborough Board of Selectmen

From: Boxborough Planning Board  
Elizabeth Hughes, Town Planner

Date: January 24, 2014

Re: Roadway Intersection Improvement Projects

---

The Town Planner has received positive feedback from residents regarding the intersection improvements at Stow Road-Burroughs Road and Chester Road-Burroughs Road. The Town Planner discussed with the Police Chief other intersections where similar improvements could be made to improve safety and the following two locations have been identified:

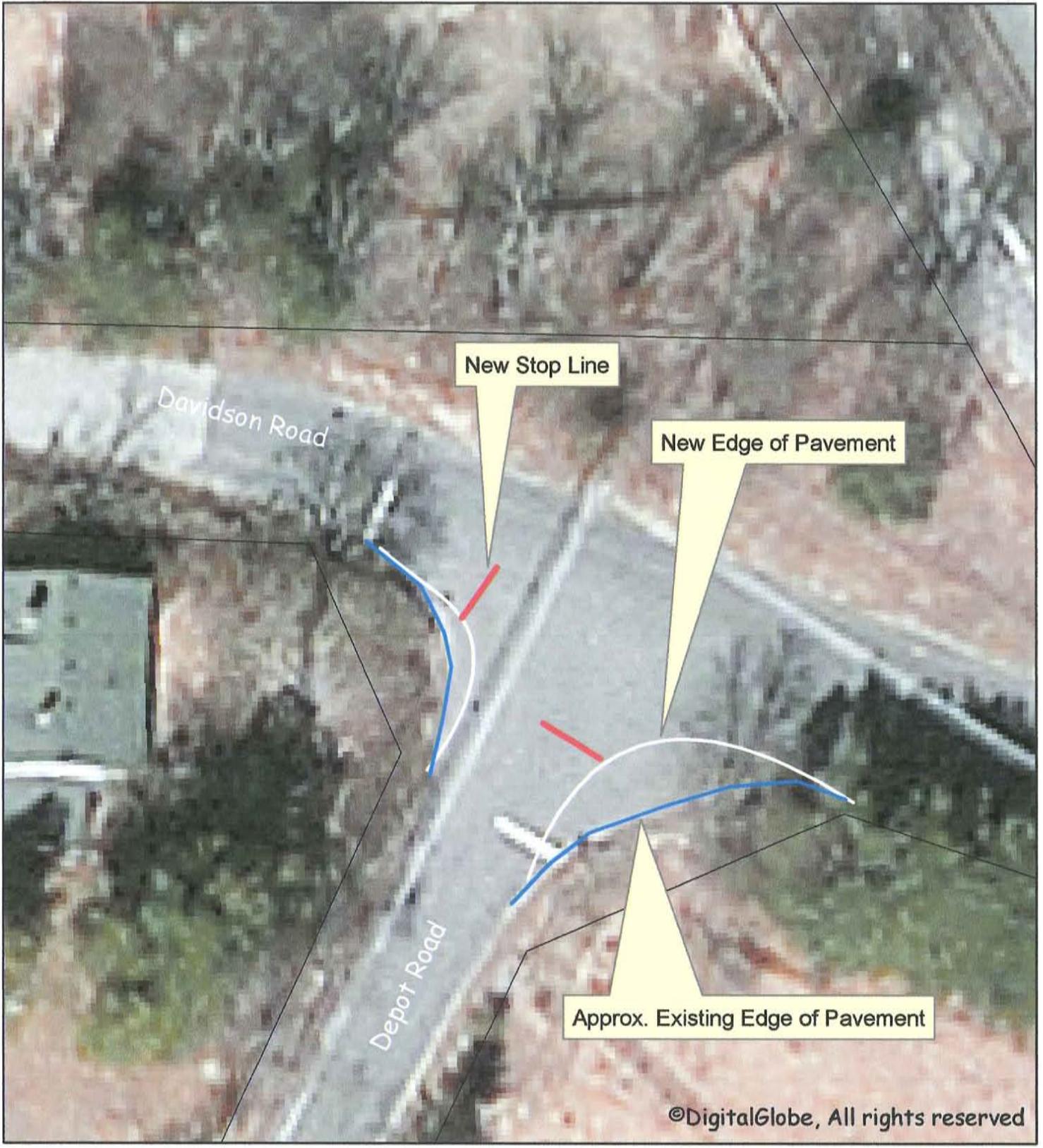
Burroughs Road & Pine Hill Road

As the pavement at this intersection location has been widened over the years, it is no longer a T-intersection that requires drivers to slow down when making the right hand turn from Burroughs Road onto Pine Hill Road. Vehicles have a free right onto Pine Hill Road and actually speed up as they head up Pine Hill Road because of the incline. It has been reported by residents in the area that this is creating a safety issue for vehicles traveling west bound on Pine Hill Road because of how the road narrows at the top and the east bound vehicles coming off Burroughs Road are traveling too fast. An improvement at this location to make it more of a T-intersection would require the removal of a minor amount of pavement on the southern side of Burroughs Road at the intersection with Pine Hill Road.

Davidson Road & Depot Road

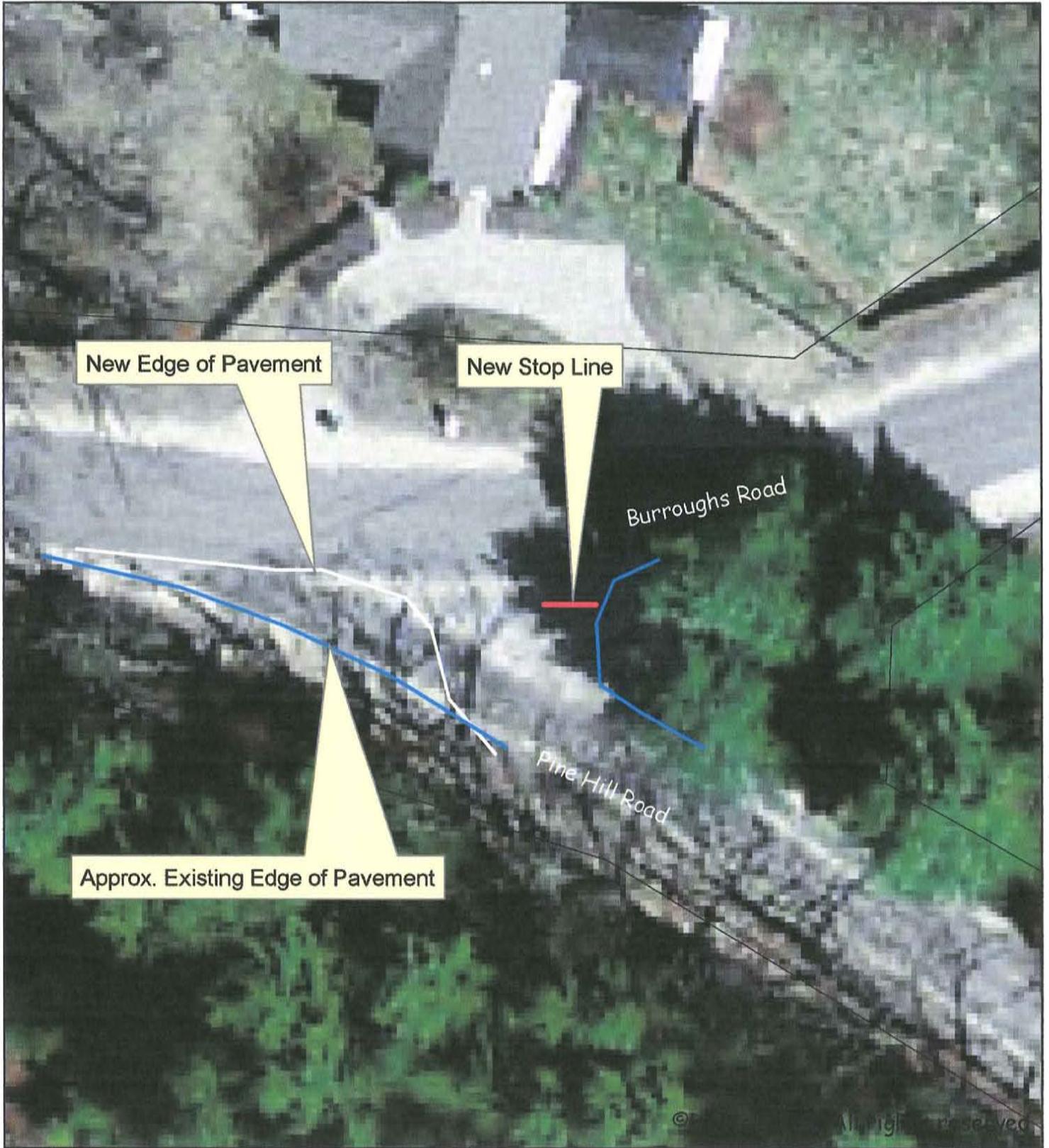
The pavement at this intersection location has gotten so wide that the stop signs on Davidson Road and Depot Road are so far back drivers can't even see whether there is a vehicle stopped in the other direction. It appears that pavement can be removed to allow the stop signs for both roads to be placed further towards the intersection creating better sight distance and visibility.

Attached are two maps showing an approximate idea of where pavement could be removed at each location. The exact configuration would be established by the Town's consulting engineer in consultation with the Public Works Director, Fire Chief and Police Chief. The Planning Board would like feedback from the Selectmen before sending a notice to abutters inviting them to come to a Planning Board meeting to discuss the possible improvements.



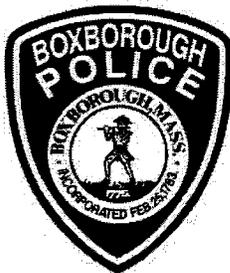
Depot Road & Davidson Road  
Intersection Improvement Project





Burroughs Rd & Pine Hill Rd  
Intersection Improvement Project





**BOXBOROUGH POLICE DEPARTMENT**  
**OFFICE OF THE CHIEF OF POLICE**  
520 Massachusetts Avenue, Boxborough, Massachusetts 01719  
Phone: (978) 264-1750 • Fax: (978) 268-5123

To: Board of Selectmen  
From: Chief Warren B. Ryder  
Date: January 22, 2014  
Re: Intersection Crash Data Summary

---

The historical data of the Boxborough Police Department reveals that this department has responded to 1,389 motor vehicle accidents/crashes since the year 2000. Of those accidents 31% were on interstate 495, route 2 or their on/off ramps which have been excluded from this analysis.

The worst intersections in Boxborough with the most accidents are:

1. Massachusetts Avenue @ Stow/Middle Road
2. Massachusetts Avenue @ Liberty Square Road
3. Massachusetts Avenue @ Burroughs Road (east)
4. Massachusetts Avenue @ Burroughs Road (west)
5. Burroughs Road @ Stow Road\*
6. Pine Hill @ Summer Road
7. Liberty Square Road @ Depot Road

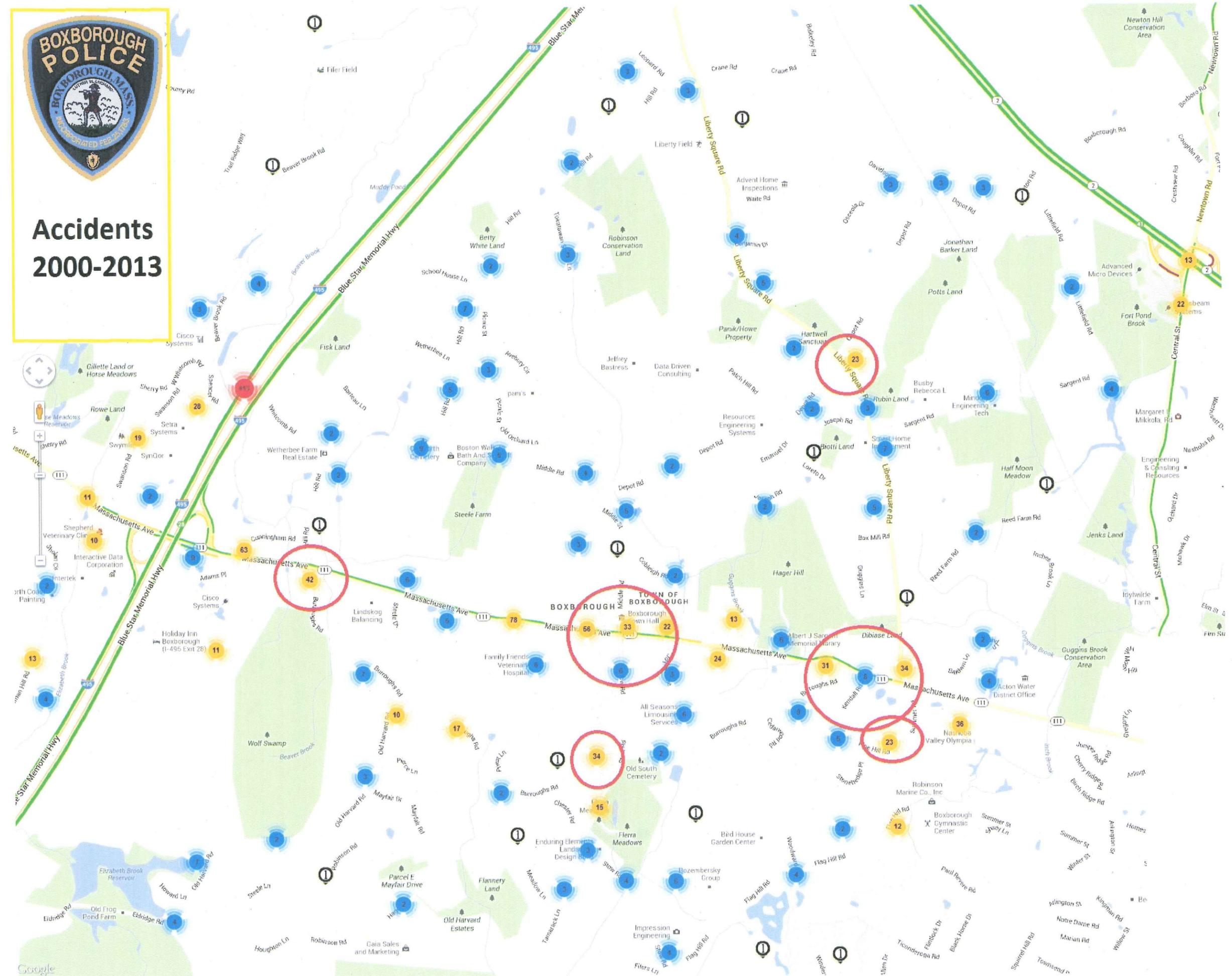
It should be noted that Massachusetts Avenue has the most traffic (16,125 average traffic per day in 2012) and therefore it will experience the most crashes. Also, the intersection at Burroughs Road and Stow Road has been corrected.

WBR/cop

*Attachment 1: Boxborough Police response to Accidents/Crashes*  
*Attachment 2: Massachusetts Traffic Records Analysis (ma.gov)*



# Accidents 2000-2013



# Massachusetts Traffic Records Analysis Center 2000-2013

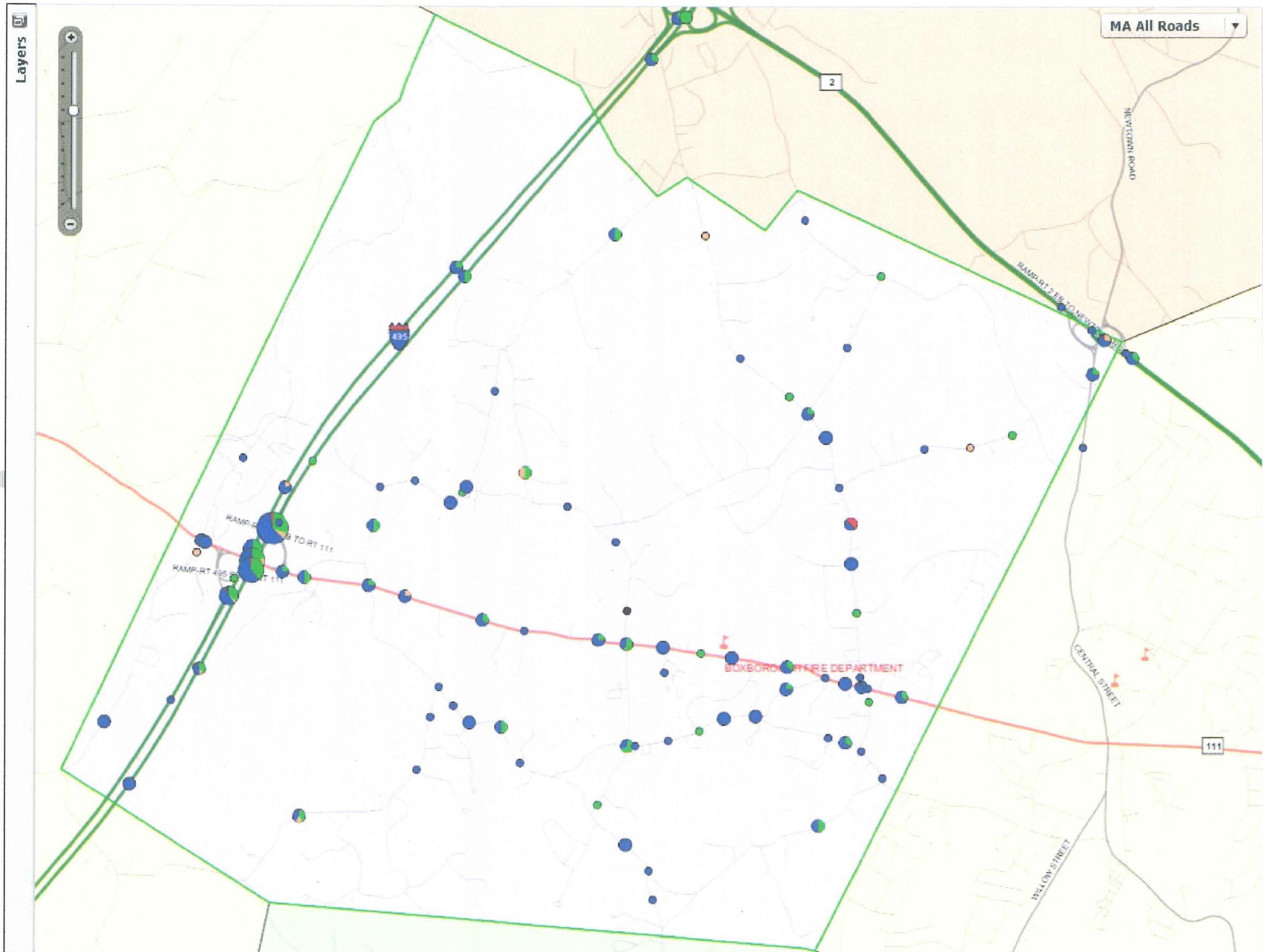
Crash

Crash Severity

- Fatal injury
- Non-fatal injury
- Not Reported
- Property damage only (none injured)
- Unknown

Count

# Crashes	Size
1 Crash	
2 to 16	
17 to 31	
32 to 46	
47 to 58	



## Preserving Boxborough with CPA

### What is the Community Preservation Act (CPA) MGL44B?

The Community Preservation Act creates a process for Boxborough to create a Community Preservation Fund by assessing a surcharge on annual real estate taxes, and to appropriate monies in that fund for open space and outdoor recreation, for historic resources, and for affordable housing purposes. In adopting the CPA, Boxborough will receive funding from the State's dedicated Community Preservation Trust Fund every year specifically to fund these projects.

### How could Boxborough benefit from adopting CPA?

*Open space.* Boxborough has privately owned land at risk for development that is highly valued for agriculture, water resource protection; scenic view sheds and open space. Many of these parcels of land may be on the market in the near future; some are now, and, all potentially could be developed. Having the CPA funds enables the Town to preserve prioritized parcels for farming, water resource protection or other public benefit. A recent return on investment study for the Commonwealth by the Trust for Public Land found every dollar spent on land protection yielded four dollars in benefits. And, open land places less burden on town resources.

*Historic resources.* Steele Farm's house and barn are historic structures as is Town Hall and CPA funds could be used on their restoration. Likewise, monies can be used on the preservation or restoration of historic artifacts and documents.

*Community housing.* At present, Boxborough's deed restricted affordable housing is at 1.2% and the Town has few controls over proposed 40B projects as the Town has not achieved the goal of 10%. With CPA funds, the Town would have more control over the development of desirable community housing. CPA funds can be used to develop a housing plan for housing needs and then use CPA funds to address those needs (i.e., support housing for seniors; rehabilitate old apartments to create condos to serve young families or small households.)

*Outdoor recreation.* Create new (or restore run-down) ball fields, playgrounds, and trails for walking and biking.

And, having CPA funds will allow the Town to pursue desired projects and leverage additional dollars from state, federal, and foundation grants.

### How are funds generated?

CPA funds are generated through two sources: a voter-approved surcharge of up to, and, not exceeding 3 percent on property tax bills, and the State's annual disbursement in October/November from the statewide Community Preservation Trust Fund which distributes funds to communities that have adopted CPA. The Trust Fund's revenues are derived from fees collected at the Registry of Deeds, and from state budget surplus funds, and, cannot be used for any other purpose but CPA. Because Boxborough has not adopted CPA, it has not been receiving these annual funds.

### Who controls how funds are spent?

Boxborough does. After adopting CPA, Boxborough must establish a local Community Preservation Committee (CPC) to review proposals for local CPA-funded projects. Boxborough's CPC recommends projects to Town Meeting for approval. All CPA projects must be approved by Boxborough's Town Meeting.

### How are CPA funds spent?

Each fiscal year, Boxborough would have to spend, or set aside for future use, the following share of their annual CPA revenues on three core areas:

- 10 percent for **open space and recreation**
- 10 percent for **historic resources**
- 10 percent for **community housing**

The remaining 70 percent of the revenues would be used for future projects in any of these three program areas. CPA funds may never be directed to the general town fund; they may only be used for the CPA core areas of open space, historic preservation, community housing, and outdoor recreation.

### How much would CPA cost the average Boxborough Homeowner?

Boxborough residents will vote on which level of CPA surcharge to pay, up to 3%, on their local property tax bills, with the option of exempting the first \$100,000 of assessed value of residential and/or commercial and industrial real estate. The Town may also choose to exempt low-income homeowners and low- and moderate-income senior homeowners from the surcharge.

#### Estimated yearly cost to average Boxborough homeowner based on FY2013 data:

CPA Surcharge Level	1 %	1.5 %	2 %	3 %
Without exemptions	\$90	\$135	\$180	\$271
1 <sup>st</sup> \$100K r.e. value exempted	\$73	\$109	\$145	\$218

### How much would CPA generate for Boxborough?

The chart below shows the estimated **locally raised** CPA revenues under a range of adoption scenarios, based on FY 2013 data. **NOTE: figures do not include the state's CPA Trust Fund match.** If Boxborough had CPA in FY2013 at 2% without exemptions, total revenues would have been: \$323,941 (local revenue) + \$168,449 (state match at 52%) = \$492,903 (total CPA funds for FY13 for Boxborough)

#### Projected Yearly CPA Revenue for Boxborough (ADD 52% FOR FY2013 STATE DISTRIBUTION)

CPA Surcharge Level	1 %	1.5 %	2 %	3 %
Without exemptions	\$161,971	\$242,956	\$323,941	\$485,912
1 <sup>st</sup> \$100K r.e. value exempted	\$126,661	\$189,992	\$253,323	\$379,984

### How does Boxborough adopt CPA?

ATM votes to adopt in May 2014 and votes bylaw for Community Preservation Committee (CPC). At State election, Nov 2014 voters decide.

**Chart 1  
COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES (G.L. c. 44B, § 5)**

	<b>OPEN SPACE</b>	<b>HISTORIC RESOURCES</b>	<b>RECREATIONAL LAND</b>	<b>COMMUNITY HOUSING</b>
<b>DEFINITIONS</b> (G.L. c. 44B, § 2)	Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use	Building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town	Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field  Does <u>not</u> include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.	Housing for low and moderate income individuals and families, including low or moderate income seniors  Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income
<b>ACQUISITION</b> Obtain property interest by gift, purchase, devise, grant, rental, purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B	Yes	Yes	Yes	Yes
<b>CREATION</b> To bring into being or cause to exist. <i>Seideman v. City of Newton</i> , 452 Mass. 472 (2008)	Yes	X	Yes	Yes
<b>PRESERVATION</b> Protect personal or real property from injury, harm or destruction	Yes	Yes	Yes	Yes
<b>SUPPORT</b> Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to entity that owns, operates or manages such housing, for the purpose of making housing affordable	X	X	X	Yes, includes funding for community's affordable housing trust
<b>REHABILITATION AND RESTORATION</b> Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties	Yes if acquired or created with CP funds	Yes	Yes	Yes if acquired or created with CP funds



## Comparable Towns

TOWN	Adopted	Tl. Revenue	Surcharge	Exemptions
Carlisle	May 2001	\$6M	2%	Low inc, \$100,000 R
Harvard	Apr 2001	\$3M	1.10%	None
Stow	May 2001	\$7.9M	3%	Low inc, \$100,000 R
Wenham	May 2005	\$3.8M	3%	Low inc, \$100,000 R

### Statewide CPA Trust Fund – Distribution History

Grand Total Statewide CPA Trust Fund Distribution: \$469.69 million

Date of Distribution	Number of Communities Receiving Distribution	Total Amount Distributed (in millions)	Base Trust Fund Distribution
10/15/2002	34	\$17.80	100.00%
10/15/2003	54	\$27.10	100.00%
10/15/2004	61	\$30.80	100.00%
10/15/2005	82	\$46.30	100.00%
10/15/2006	102	\$58.70	100.00%
10/15/2007	113	\$68.10	100.00%
10/15/2008	127	\$54.60	67.62%
10/15/2009	135	\$31.60	34.81%
10/15/2010	142	\$25.90	27.20%
10/15/2011	143	\$26.20	26.64%
10/15/2012	148	\$27.70	26.83%
11/15/2013	148	\$54.89	52.23%

Source: Community Preservation Coalition website



## Selina S. Shaw

**From:** Reip, Dennis [Dreip@dewberry.com]  
**Sent:** Thursday, February 06, 2014 7:55 AM  
**To:** selectmen@town.boxborough.ma.us; Selina Shaw  
**Cc:** Mary Nadwairski; Golden, Charlene; Golden, Charlene; Koonce, David; Hanover, Norm; Follett, David; Stuart, Hoff; Rita Grossman; jkangas@arnoldkangas.com  
**Subject:** BOS meeting agenda for 2/10/14 - presentation on CPA - Conservation Commission comments

BOS,

On December 4<sup>th</sup>, 2013 Rita Grossman and Jeanne Kangas met with the Conservation Commission to describe and seek input on a draft proposal for a Community Preservation Act (CPA) Warrant Article. Although the Commission raised some questions regarding details, we concluded with a sense-of-the meeting consensus in support of the goals and objectives of the proposed CPA Article going forward. Pending review of a formal CPA Warrant Article, we anticipate a Commission recommendation "in favor" of the CPA.

Dennis Reip  
Chair, Conservation Commission

**From:** Rita Grossman [mailto:leahjen@verizon.net]  
**Sent:** Wednesday, February 05, 2014 8:53 PM  
**To:** 'James M Faulkner'; abbyreip@gmail.com; Reip, Dennis; 'John Neyland'; 'Bruce Hager'; alan.rohwer@verizon.net; 'Al Murphy'; jim.ham@infi.com  
**Cc:** jkangas@arnoldkangas.com; 'Jeanne'  
**Subject:** Handouts for BoS presentation this Monday on CPA

Hi Everyone,

Thought you might be interested in this material in preparation for Monday's BoS meeting presentation on the CPA. Please share with your committee/board/commission. It is a very brief summary of our powerpoint presentation that has been sent to the BoS.

- Rita Grossman

Visit Dewberry's website at [www.dewberry.com](http://www.dewberry.com)

This email transmission may contain confidential or privileged information. If you receive this email message in error, notify the sender by email and delete the email without reading, copying or disclosing the email contents. The unauthorized use or dissemination of any confidential or privileged information contained in this email is prohibited. If you are not the intended recipient and intentionally intercept or forward this message to someone else, you may be subject to criminal and/or civil penalties. See 18 U.S.C. 2511 et seq.





**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**January 27, 2014**

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 7:03 P.M. in the Grange Meeting Room of Town Hall.

**ANNOUNCEMENTS**

Chair Amoroso read the announcements.

**APPOINTMENTS**

- DPW Director, Tom Garmon, was present to present the FY 15 DPW budgets and potential warrant articles. A member of the Finance Committee was also present for this discussion. As DPW Liaison, Chair Amoroso briefed the Selectmen on his meetings with Dir. Garmon and the FinCom DPW liaison. Dir. Garmon started with the Public Works – Combined budget. The Tools line – should read \$4,000 for FY 15. This line has historically been under funded. He has slowly been inching this budget up so it will eventually match the actuals. Road Maintenance & Materials has been increased 20% as DPW intends to do more roadwork this year, specifically to catch basins. The current FY 14 Actuals is not accurate an indicator as most roadwork is done in the spring. The Transfer Station is now easier to navigate making for more efficient service in large part due to the reconfiguration of the site, the addition of a compacting dumpster, and the increased number of service lanes. He has also had to install a Port-a-Potty. However, all of these factors have led to a maintenance cost increase of 63%. Conversely, the compactor has allowed DPW to realize savings with hauling costs. In FY 13 this cost was \$70,000 – Dir. Garmon is projecting just \$56,000 for FY 15. He noted that these numbers should be going down in future years for several reasons including possibly contracting with a new vendor. Dir. Garmon explained certain terminology – such as “tipping” & “tonnage” and the process and reasons for the drug testing line item. The bottom line realized for the “Pubic Works – Combined” is an overall increase of 2.64%. Dir. Gorman is level funding Snow & Ice of FY 15. Some expenses have been shifted among the line items; however, there is no change to this bottom line. There was a brief review as to how the DOR requires the Town manage this budget. There were no discussion on the Street Lighting budget. Dir. Garmon does not anticipate maintenance issues with the Hager Well so this budget is down by 17.40%. Based on projected fuel costs Dir. Garmon has budgeted for a 6.30% increase for the Town’s fuel budget. The new fuel pump system data does not indicate any increase in usage. There was discussion on how fuel costs are managed and the pros and cons of contracting a “locked-price.” The Selectmen suggested that this budget be reduced; noting that DPW could seek a Reserve Fund Transfer if underfunded. On Hazardous Waste Collection it was noted that current practice is to hold this bi-annually which means it will be held in FY 15. There were no questions on the Cemetery budget. Dir. Garmon reviewed his proposed warrant articles. Dir. Garmon has not had an opportunity to discuss these articles with the Finance Committee.
- Fire Chief, Randolph T. White, was to present review the FY15 Fire Department budget and potential warrant articles. A member of the Finance Committee was also present for this discussion. As Fire/Emergency Management Liaison, Member Gorman briefed the Selectmen on his joint budget discussions with Chief White and FinCom liaison, Dilip Subramanyam. There are no significant changes to this budget for FY 15. He noted that the Fire Dept. has miscellaneous IT budget lines. Other departments also have similar multiple IT budget lines. The current discussion on the Town's IT services and management should consider the possible re-structuring, streamlining and/or consolidating of these budget lines. Member Gorman turned the discussion over to Chief White. Chief White noted that this consolidating is already being done with Police, Fire and Town

Hall splitting VoIP phone expenses. He also has shifted significant amount of his IT related expenses out of the Telephone line to Fire's IT expense line. For salaries he is using the recommended 4% bogie. The FY 14 actuals for "District 14 Exp." Needs

to be corrected to indicate \$1,200 not \$12,000. He further explained District 14's determination to increase the cost to the member communities for FY 15. Vehicle maintenance is up in large part due to the department's aging fleet. As of today, his vehicle maintenance budget has been used up for FY 14. He reviewed the maintenance procedures that he has put in place during his tenure as Chief. The new ambulance is scheduled for delivery in March, however, personnel must be trained; the vehicle needs to be outfitted, and then inspected by the state before it can go into service. Overall the department's FY 15 budget up just under 3%. Chief White advised that he has removed several of the articles initially proposed and reviewed the remaining ones. The replacement of SCBA breathers is mandated by January 2015, so this article remains. There was discussion on their usable life, new regulations and funding sources, including grants. Pursuant to the Capital Plan they are looking to acquire several fire vehicles in the near future. He is deferring the Fire's portion of paving costs, previously proposed, in favor of funding the public safety facility feasibility study. Chief White had an update on the public safety communication article, previously presented by Chief Ryder. He, Chief Ryder and the consultant will be presenting a proposal to the Selectmen on February 10<sup>th</sup>. He provided an update on the Generator project. It is moving right along and he anticipates it will be completed on time. It was clarified that the school generators will become the property of the AB District in July. He also advised that the Fire Dept. was awarded "SAFE" grant funding – for one student safety and another for senior safety. He closed by announcing that the Boxborough Fire Department will be profiled on Fox25's Firehouse Friday, on, January 31st.

*The Board took Agenda Item #7a, out of order.*

#### **NEW BUSINESS**

- The Selectmen took up the Authorization of Bond Anticipation Note #362. Once again, the Treasurer was able to obtain a favorable interest rate for the Town. Member Stemple moved to authorize the issuance of BAN #362, dated February 14, 2014 in the amount of Eight Hundred Sixty-Four Thousand Five Hundred Dollars (\$864,500) at an interest rate of 0.55% per annum and payable to Century Subsidiary Investments Inc. III (Century Bank), on February 13, 2015. Seconded by Member Suleiman. **Approved 5-0.** Town Clerk Markeiwicz was present to certify these documents.

#### **APPOINTMENTS (Continued)**

- The Personnel Board was present for further discussion of the Compensation and Classification Study (CCS). A FinCom representative was also present. Personnel Board Chair, Anne Canfield, advised that they had met this morning to discuss their recommendation and the input that they have received. One in particular item that they "key-in" on was the mis-identification of the "Chief of Elections." This term is not used in Boxborough. Town Clerk Markiewicz provided a further explanation on this. They voted to revise the report to reflect the current title "Clerk of Election". There was discussion on pay bracketing for intermittent positions. It was noted that none of the positions identified in this Personnel Plan lose any of their current value. The study recommends moving per-diem/call public safety personnel to grades. The purpose of this study was to determine internal equity and fairness for the Town's non-union personnel. The metrics to determine where a position is placed on the schedule must be applied uniformly. Canfield advised that the Personnel Board voted unanimously to support the recommendations provided in the CCS in whole, as previously voted, with the exception of Chief of Elections revision. The FinCom member confirmed that the Finance Committee has not had an opportunity to review the CCS in depth. It was determined that the Selectmen would defer action until the Finance Committee has had an opportunity to provide input.
- Mary Brolin, Chair of Library Board of Trustees; Library Director, Maureen Strapko and other interested parties were present to discuss a proposed donation from the Friends of the Whitcomb House to the Sargent Memorial Library. Library Tr. Chair Brolin thanked the Selectmen for having Town Counsel review this proposal. She referred to her email which outlines this proposed donation and purpose - to provide services to seniors at the Library. She advised that the Library Board of Trustees have voted to accept this donation contingent upon a review by the Attorney General's office. She further noted that, by law, the Selectmen must also sign off on this. Attorney Elizabeth Reinhardt was present representing the Friends of the Whitcomb House. She spoke to this process and the typical timeframe to complete the process. Attorney Reinhardt confirmed that Town Counsel's input shall be incorporated into the presented documents. Director Strapko provided information on the Library's guidelines for managing this type of fund and what materials & programs could be provided. Member Gorman moved to approve the acceptance of this gift from the Friends of the Whitcomb House to the Sargent Memorial Library contingent upon the incorporation of revisions to the MoA suggested by Town Counsel and all necessary approvals from appropriate state authorities. Seconded by Member Stemple. **Approved 5-0.**

*The Board took Agenda Items #4a and 7c, out of order.*

#### **MINUTES**

- Member Fox moved to accept the minutes for the regular session, January 13, 2014, as revised. Seconded by Member Suleiman.  
**Approved 5-0.**

#### **NEW BUSINESS (Continued)**

- Chief White remained for the discussion on the proposed mixed martial arts event to be held at the Holiday Inn. The Holiday Inn and the promoter have been in communication with Chiefs White and Ryder on this. Chief White explained the Fire Department's procedures and responsibilities for these events. He provided his input; reviewing the configuration of the "Parade Room" - where the event is held and the promoter's proposed event lay-out/floor plan. Member Gorman moved to approve the Warrior Nation Extreme Fighters Alliance mixed martial arts event to be held on February 21, 2014 contingent upon the Fire and Police Departments approvals and prepayment of all town related fees. Seconded by Member Suleiman.  
**Approved 5-0.**

*The Board took Agenda Item #5, out of order.*

#### **SELECTMEN REPORTS**

- Member Gorman reported on the last Well-Being Committee meeting. There was discussion on a possible article to create social service position in Town.

He also reported that a resident has approached him with questions concerning the Community Center, specifically the actual usage and activity attendance. It was confirmed that usage data is maintained and can be provided to him.

- Chair Amoroso reported that he and Member Fox have had their initial meeting with Chief Ryder to discuss the renewal of his contract. The Selectmen will receive an update on these discussions during tonight's Executive Session.
- Member Stemple reported that he and TA Shaw had attended the MMA Annual Conference. He related the high points of Governor Patrick's, and Congresswoman Tsongas' & Senator Markey's respective budget presentations, and the disappointment expressed, overall, by the attendees. He also related Boston Mayor, Marty Walsh's comments
- Member Suleiman reported that he had attended this morning's Personnel Board meeting, where they discussed the input received on the CCS discussed earlier this evening.
- Member Fox reported that on January 14<sup>th</sup> he, TA Shaw, and COA Chair Powers, had their initial meeting with UCC representatives to discuss the renewal of the Community Center lease.

He reported that on January 15<sup>th</sup> he, TA Shaw, and Planner Hughes met with the Mass. Housing Partnership representative on the Stow Road design project. He is pleased at how this is moving along.

He also reported that he met with BICAO Lindberg and Kaisen Tuning's owner on noise complaints. Kaisen is taking further steps in an effort to alleviate these concerns.

Member Fox also reported on IT concerns and infrastructure maintenance. He, TA Shaw and Library Director Strapko have met with Guardian to discuss the Library's IT needs. Guardian has been reconfiguring the Police Dept.'s server; once completed they will be reconfiguring/upgrading the servers at other facilities. The task will then be to catch up with the basic system maintenance and necessary upgrades. Equipment is being inventoried in an effort to create an upgrade schedule. A discussion has begun about; possibly, restructuring the Town's IT related budget lines. He further reported that he also met with TA Shaw and an Acton TV representative in an effort to resolve our video issues. These discussions provided enough information for us to get by; however a long term solution still needs to be identified.

#### **APPOINTMENTS (Continued)**

- Steele Farm Advisory Committee (SFAC) Chair, Bruce Hager; Conway School (Conway)'s Administrative Director, Dave Nordstrom, and other interested parties to discuss the status and preliminary scope of Steele Farm management plan. SFAC Chair Hager opened the discussion. Mr. Nordstrom came to Steele Farm and met with him and several of the stakeholders, including Selectmen Stemple to discuss the project. Since that meeting however, circumstances have changed and Conway currently lacks enough students qualified to participate in this project this spring. They are still committed this project but it

will need to be pushed back to spring 2015. Mr. Nordstrom answered the Selectmen's questions. Conway's project schedule is - spring for public projects, such as Steele Farm, and fall for privately contracted projects. These projects are conducted as part of their Graduate Studies program. Most students have a background in environmental science. He is not aware of any students with an architectural background; however, one of the instructors is a licensed architect. In recent years students have become more and more interested in agriculturally-oriented projects. It was suggested that Conway also consider eco-sustainability, and energy efficiencies, particularly passive measures as components of this project. Mr. Nordstrom reviewed how Conway forms these project teams. The students shall participate as project managers, and he review some of the responsibilities this entails. Nordstrom advised that much of the necessary work was already done with the existing documents and the students will be building upon them. Nordstrom confirmed that the \$6,500 cost proposal previously approved will still be in effect when project goes forward in 2015. It was noted that a warrant article may be needed to fund this. TA Shaw will work with the SFAC to craft the article.

- No one asked to speak when Chair Amoroso opened the floor for Citizens' concerns.

#### **NEW BUSINESS (Continued)**

- Member Gorman moved to award the John R. & Elsie G. Hammond Scholarship in the amount of \$750, to be presented by Selectman Robert Stemple at the May 29th ABRHS Scholarship Ceremony. Seconded by Member Stemple. **Approved 5-0.**

#### **CORRESPONDENCE**

- There was discussion on the Flood Plan Map status letter from FEMA. Planner Hughes is drafting the language for the requisite Town Meeting article. However, this may be moot as this re-mapping may have been based on a Pacific Coast model not Atlantic. Legislation has been filed on this so implementation may be delayed.
- There was discussion on the Town Hall Job posting for a Part-time Department Assistant – why this position opened up, hiring process/timeline and position's duties and responsibilities.

#### **CONCERNS OF THE BOARD**

- It was confirmed that discussion of the recent Annual Audit report will be an upcoming agenda item. The Selectmen were asked to forward their comments/questions to TA Shaw for compiling.
- It was noted that Town Planner Hughes has provided a memorandum and supporting materials on intersection traffic safety as a read-ahead for future discussion.

#### **EXECUTIVE SESSION**

- At 9:27 PM, Chair Amoroso moved 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. Seconded: Les **Approved 5-0, by a roll call vote: Amoroso aye; Gorman, aye; Stemple, aye; Fox, aye; and Suleiman, aye.**



# Reserve Fund Transfer Request

Date: 1/30/14

It is requested by the undersigned that the sum of \$ 3547.50 be transferred from the Reserve Fund to:

UMAS Acct. # 001-135-5200-5306

(Fund # - Dept # - Object - Detail)

Description (i.e. Selectmen's expenses): Accountant Consulting

The balance in the line item as of 1/30/14 (Date) is \$ -3547.50. An amount of \$ 0 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 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

The hiring of an interim consultant was unexpected but necessary during the transition between Accountants. Copies of the individual invoices delineating hours are available upon request.

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:

<u>[Signature]</u>	(Signature)	<u>Town Accountant</u>	(Title)
<u>[Signature]</u>	(Signature)	<u>Town Administrator</u>	(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>	Date:	<u>Finance Committee</u>	Date:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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	_____	_____

Filter by: Segment 2: 135

Group as: 111-\*\*\*-\*\*\*\*-\*\*\*\*

Parameters: Fiscal Year: 2014 Start Date: 7/1/2013 end: 6/30/2014

### Ledger History - Variance - Expenditure Ledger

Account Number	Budget	Transfer:	Allocated	Journal Entry:	Receipt:	Payment:	Ending	% Var.
	Encumbered	This Period		This Period	This Period	This Period		
		To Date		To Date	To Date	To Date		
<b>Group 1: Segment 1: Fund</b>	Code: 001 - General Fund							
001-135-5100-5112	70,810.00	0.00		0.00	0.00	-39,446.74		
Accountant Salary	0.00	0.00	70,810.00	0.00	0.00	-39,446.74	31,363.26	55.71
001-135-5200-5301	22,000.00	0.00		0.00	0.00	-17,000.00		
Accountant Annual Audit Expense	0.00	0.00	22,000.00	0.00	0.00	-17,000.00	5,000.00	77.27
001-135-5200-5306	0.00	0.00		0.00	0.00	-3,547.50		
Accountant Consulting	0.00	0.00	0.00	0.00	0.00	-3,547.50	-3,547.50	0.00
001-135-5200-5319	2,516.00	0.00		0.00	0.00	-2,515.59		
Accountant Software Maintenance	0.00	0.00	2,516.00	0.00	0.00	-2,515.59	0.41	99.98
001-135-5400-5420	400.00	0.00		0.00	0.00	0.00		
Accountant Other Office Supplies	0.00	0.00	400.00	0.00	0.00	0.00	400.00	0.00
001-135-5400-5421	600.00	0.00		0.00	0.00	-232.35		
Accountant Office Equip. Supplies	0.00	0.00	600.00	0.00	0.00	-232.35	367.65	38.73
001-135-5700-5711	200.00	0.00		0.00	0.00	0.00		
Accountant Travel Exp.- In State	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.00
001-135-5700-5715	900.00	0.00		0.00	0.00	0.00		
Accountant Conferences	0.00	0.00	900.00	0.00	0.00	0.00	900.00	0.00
001-135-5700-5730	50.00	0.00		0.00	0.00	-50.00		
Accountant Dues	0.00	0.00	50.00	0.00	0.00	-50.00	0.00	100.00
<b>Total Group 1: Segment 1: Fund</b>	<b>97,476.00</b>	<b>0.00</b>	<b>97,476.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-62,792.18</b>	<b>34,683.82</b>	<b>64.42</b>
Code: 001 - General Fund	0.00	0.00	97,476.00	0.00	0.00	-62,792.18	34,683.82	64.42
<b>Group 1: Segment 1: Fund</b>	Code: 002 - Encumbered Funds							
002-135-5700-5793	1,211.00	0.00		0.00	0.00	-798.00		
Accountant Encumbered Funds	0.00	0.00	1,211.00	0.00	0.00	-798.00	413.00	65.90
<b>Total Group 1: Segment 1: Fund</b>	<b>1,211.00</b>	<b>0.00</b>	<b>1,211.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-798.00</b>	<b>413.00</b>	<b>65.90</b>
Code: 002 - Encumbered Funds	0.00	0.00	1,211.00	0.00	0.00	-798.00	413.00	65.90
10 Account(s) totaling:	98,687.00	0.00	98,687.00	0.00	0.00	-63,590.18	35,096.82	64.44

Boxborough Board of Selectmen  
Boxborough Town Hall  
29 Middle Road  
Boxborough MA 01719  
January 30, 2014

received  
1-31-2014

We would like to donate a parcel of land to the Town of Boxborough for general use. The 2.40 acre parcel is located on Codman Hill Road. Map: 01 Blk: 1 Lot 141 2.0. As you can tell from the enclosed copy of the tax bill, it is undeveloped. It is also land locked and sits directly behind the town dump making it potentially useful to the town.

Any advice to expedite this would be appreciated.

Sincerely,

*Beverly G. Ludovico*

*Robert D. Ludovico*

Robert D and Beverly G Ludovico  
12 Independence RD.  
Acton, MA 01720  
978-897-9120



01  
2013

1  
BLOCK

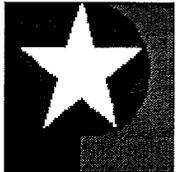
141  
LOT

2.0  
SUBLOT

1 of 1  
CARD

TOTAL ASSESSED: 8,000  
!14!

# Boxborough



**Patriot**  
Properties Inc.

### PROPERTY LOCATION

No	Alt No	Direction/Street/City
		CODMAN HILL RD, BOXBORO

### IN PROCESS APPRAISAL SUMMARY

Use Code	Building Value	Yard Items	Land Size	Land Value	Total Value
392			2.400	8,000	8,000

### Legal Description

### User Acct

### OWNERSHIP

Owner	LUDOVICO ROBERT D &
Owner	LUDOVICO BEVERLY G
Owner	
Street	12 INDEPENDENCE RD
Street	
Twn/Cit	ACTON
St/Prov	MA
Postal:	01720

Total Card		2.400	8,000	8,000	
Total Parcel		2.400	8,000	8,000	
Source:	Market Adj Co	Total Value per SQ unit /Car:	N/A	/Parc:	N/A

Entered Lot Size	
Total Land:	2.4
Land Unit Type	AC

GIS Ref	
GIS Ref	
Insp Date	

### PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Item	Land Size	Land Valu	Total Valu	Asses'd Valu	Notes	Date
2014	392	FV		0	2.4	8,000	8,000	8,000	Year End Roll	1/22/2014
2013	392	FV		0	2.4	8,000	8,000	8,000		10/22/2012
2012	392	FV		0	2.4	4,300	4,300	4,300	Year End	11/30/2011
2011	392	FV		0	2.4	4,800	4,800	4,800		9/14/2010
2010	392	FV		0	2.4	5,000	5,000	5,000	2010 Commitment	12/7/2009
2009	392	FV		0	2.4	5,300	5,300	5,300		10/20/2008
2008	392	FV		0	2.4	5,300	5,300	5,300	xc	12/7/2007
2007	392	FV		0	2.4	5,300	5,300	5,300		12/14/2006

### Parcel ID 01-1-141-2.0

### POSTAL OWNER

Owner	
Owner	
Street	
Twn/Cit	
St/Prov	
Postal:	

PRINT	Date	Time
	01/31/1	13:59:0
LAST R	Date	Time
	06/15/1	08:40:0
	apro	

### USER DEFINED

Prior Id #	
ASR Map	
Fact Dist:	
Reval Dis	
Year:	
LandReas	
BldReason	

### NARRATIVE DESCRIPTION

This Parcel contains 2.4 ACRES of land mainly classified as UNDEV

### SALES INFORMATION

Grantor	Legal Ref	Typ	Date	Sale Code	Sale Price	V	Tst	Verif	Assoc PCL Value	Notes
	18538/311		9/14/198		12000	Yes	No			

### TAX DISTRIC

### PAT ACCT.

### OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

### BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Cod	F. Descrip	Comment

### ACTIVITY INFORMATION

Date	Result	By	Name

### PROPERTY FACTORS

Ite	Code	Descip	%	Item	Cod	Descip
Z	C	C	100	U	9	ART WL
o				t	A	SEPTIC
n				i		
Census:						
Flood Haz:				xmpt		
D				Topo		
s				Stree	PT	PAVED
t				Traffi	2	LIGHT

### LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / Price Units	Unit Type	Land Type	LT Facto	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh eigh	Infl 1	%	Infl 2	%	Infl 3	%	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
392	UNDEV		2.4		ACRES	EXCESS		0	20,000.	0.167	C2									8,000						8,000	LANDLOCK, UNDE

Total AC/H	2.40000	Total SF/S	104544.01	Parcel LU	392	UNDEV	Prime NB D	C2	Total:	8,000	Spl Cre	Total:	8,000
------------	---------	------------	-----------	-----------	-----	-------	------------	----	--------	-------	---------	--------	-------

Disclaimer: This Information is believed to be correct but is subject to change and is not warranted. Database: AssessPro apro 2015

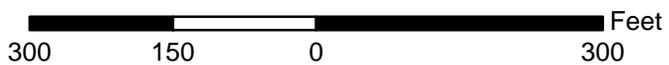




Legend

- Subject Parcel
- Municipal\_Land\_2013
- W-District
- 100-foot Wetland Buffer

Ludovico Property  
01-1-141-2.0





**Internal Communications and Outgoing Communications  
February 10, 2014**

1. Letter from Comcast xfinity's Senior Manger of Gov't & Community Relations, Ben Pearlman, dated January 28, 2014, to the Board of Selectmen accompanying their annual Form 500 (Complaint Data) for 2013.
2. Letter from Verizon FiOS TV's Senior Staff Consultant, Jill Reddish, dated January 31, 2014, to the Board of Selectmen accompanying their annual Form 500 (Complaint Data) for 2013.
3. Letter from MMA Executive Dir., Geoffrey Beckwith, dated January 31, 2014, to "Local Official" regarding the spring schedule for the MMA's Legislative Breakfasts. #
4. Letter from TA Shaw, dated February 4, 2014, to CISCO Workplace Manager, Donald Bird II, thanking him for Cisco's continuing generosity and recent donation of computer server racks to the Town.





**Minutes, Notices and Updates**  
**February 10, 2014**

**Minutes**

1. Minutes for the Well-Being Committee meeting held December 18, 2013.
2. Minutes for the Finance Committee meetings held January 13, 2014 and January 27, 2014.
3. Minutes for the Conservation Commission meetings held December 18, 2013 and January 15, 2014.

**Notices**

1. Notice regarding the timeline for the 2014 Annual Town Meeting. #
2. Notice of the BLF meeting held January 29, 2014.
3. Notices of Finance Committee meetings:
  - a. February 3, 2014
  - b. To be held February 10, 2014.
4. Notice of an Acton-Boxborough Cultural Council meeting to be held February 10, 2014.
5. Notice of AgCom meeting to be held February 11, 2014.
6. Notice of a Recreation Commission meeting to be held February 11, 2014.
7. Notice of a Steele Farm Advisory Committee meeting to be held February 13, 2014.
8. Notice of an Energy Committee meeting to be held February 12, 2014.
9. Notice of a Personnel Board meeting to be held February 19, 2014.
10. Notice of a Historical Commission meeting to be held February 19, 2014.
11. Planning Board notice of Public Hearing to be held February 24, 2014 to consider proposed Zoning Bylaw amendments to be considered at the 2014 Annual Town Meeting.
12. Town Hall Job Posting – Town Treasurer.
13. Police Department Job Posting - Full-Time Dispatcher.



8c



**General Correspondence**  
**February 10, 2014**

1. Winter 2014 Newsletter, from the Mass. Council on Compulsive Gambling.