



BOARD OF SELECTMEN
Meeting Agenda
April 14, 2014
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 7:30 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

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

- a) Jennifer Benson, State Representative, 37th Middlesex District and James Eldridge, State Senator, Middlesex & Worcester District, 7:30 PM
- b) Tom Garmon, DPW Director, re: proposed road improvement projects, 8:00 PM **VOTE:**
- c) Members of Blanchard PTF (possibly Karen Argento, Kathy Luce, Brenda Smith), re: ride-alongs for PTF fundraisers, 8:15 PM **VOTE:**
- d) Kevin Lehner, Recreation Commission and Ken Morse, At Bats, re: request for reduced field permit fee for summer program, 8:30 PM **VOTE:**
- e) Jennifer Barrett, Town Accountant, to discuss FY 2013 Audit
- f) Citizens concerns

4. MINUTES

- a) Regular session, March 24, 2014 **ACCEPT & POF**
- b) Executive session, March 17, 2014 **ACCEPT & POF**
- c) Executive session, March 31, 2014 **ACCEPT & POF**

5. SELECTMEN REPORTS

6. OLD BUSINESS

- a) Special/Annual Town Meeting
Discussion regarding articles, cable broadcast (live or recorded only?)

7. NEW BUSINESS

- a) Reserve Fund Transfer – Historical Commission (Museum chimney, \$6,000)
[Please take out of order after 3d, so FinCom can discuss and vote on this matter this evening] **VOTE:**
- b) Memorial Day and Fifer's Day parades – permit request **VOTE:**
- c) Acceptance of Deed for Conservation Land (Gunderson property, Lot 6, off Depot Road)
[from Cynthia Wells, personal representative of the Estate of Leslie E. Gunderson to the Town of Boxborough, acting by and through its Conservation Commission] **VOTE:**
- d) Proposed meeting schedule for period June 2014 – January 2015 **VOTE:**

e) Board of Selectmen FY 2014 Goals – discuss status

8. CORRESPONDENCE

ACCEPT & POF

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

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. ADJOURN

TOWN OF BOXBOROUGH

ROADS		Priority #1			Priority #2			Priority #3			Priority #4			Priority #5			Priority #6												
		Reed Farm Road			Flagg Hill Road			Pine Hill Road			Stone Hedge Road			Picnic Street			Hill Road												
		End to End			End to End			End to End			End to End			End to End			Rte 11A to Townline												
		3,600' x 32' + 55' Radius Circle			6,050' x 24'			2,350' x 23'			1,450' x 26'			3,600' x 21'			12,675' x 23'												
Item Description	Unit	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price										
Reclaim/Fine Grade	SY	13900	\$1.75	\$24,325.00	16000	\$1.75	\$28,000.00	6000	\$1.75	\$10,500.00	5200	\$1.75	\$9,100.00	8400	\$1.75	\$14,700.00	32390	\$1.75	\$56,682.50										
Manholes	EA	15	\$425.00	\$6,375.00		\$425.00	\$0.00		\$425.00	\$0.00	4	\$425.00	\$1,700.00	1	\$425.00	\$425.00	0	\$425.00	\$0.00										
Catch Basins	EA	24	\$425.00	\$10,200.00	2	\$425.00	\$850.00		\$425.00	\$0.00	10	\$425.00	\$4,250.00	1	\$425.00	\$425.00	0	\$425.00	\$0.00										
Water Gates	EA	6	\$250.00	\$1,500.00		\$250.00	\$0.00		\$250.00	\$0.00		\$250.00	\$0.00	0	\$250.00	\$0.00	0	\$250.00	\$0.00										
Gas Gates	EA		\$250.00	\$0.00	2	\$250.00	\$500.00		\$250.00	\$0.00		\$250.00	\$0.00	1	\$250.00	\$250.00	0	\$250.00	\$0.00										
Binder (2")	TON	1600	\$75.00	\$120,000.00	1800	\$75.00	\$135,000.00	675	\$75.00	\$50,625.00	585	\$75.00	\$43,875.00	950	\$75.00	\$71,250.00	3630	\$75.00	\$272,250.00										
Top (2")	TON	1600	\$75.00	\$120,000.00	1800	\$75.00	\$135,000.00	675	\$75.00	\$50,625.00	585	\$75.00	\$43,875.00	950	\$75.00	\$71,250.00	3630	\$75.00	\$272,250.00										
Berm	LF	7000	\$4.00	\$28,000.00		\$4.00	\$0.00		\$4.00	\$0.00	2900	\$4.00	\$11,600.00	0	\$4.00	\$0.00	1500	\$4.00	\$6,000.00										
Total:				\$310,400.00	Total:				\$299,350.00	Total:				\$111,750.00	Total:				\$114,400.00	Total:				\$158,300.00	Total:				\$607,182.50

LOTS		Town Hall			Town DPW			Steel Farm			Museum								
		29 Middle Road			Yard on Rte 110			484 Middle Road			575 Middle Road								
		Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price						
Reclaim/Fine Grade	SY	3400	\$2.50	\$8,500.00	4800	\$2.50	\$12,000.00	515	\$5.00	\$2,575.00	1330	\$5.00	\$6,650.00						
Manholes	EA		\$425.00	\$0.00		\$425.00	\$0.00		\$425.00	\$0.00		\$425.00	\$0.00						
Catch Basins	EA	1	\$425.00	\$425.00		\$425.00	\$0.00		\$425.00	\$0.00	1	\$425.00	\$425.00						
Water Gates	EA		\$250.00	\$0.00		\$250.00	\$0.00		\$250.00	\$0.00		\$250.00	\$0.00						
Gas Gates	EA		\$250.00	\$0.00		\$250.00	\$0.00		\$250.00	\$0.00		\$250.00	\$0.00						
Binder (2")	TON	380	\$86.50	\$32,870.00	530	\$82.50	\$43,725.00	60	\$95.00	\$5,700.00	150	\$95.00	\$14,250.00						
Top (2")	TON	380	\$86.50	\$32,870.00	530	\$82.50	\$43,725.00	60	\$95.00	\$5,700.00	150	\$95.00	\$14,250.00						
Berm	LF		\$4.00	\$0.00		\$4.00	\$0.00		\$4.00	\$0.00		\$4.00	\$0.00						
Total:				\$74,665.00	Total:				\$99,450.00	Total:				\$13,975.00	Total:				\$35,575.00

TOWN TOTALS

Quantity	Notes
91,935 (SY)	
20 (EA)	Includes drop, plate and reset
39 (EA)	Includes drop, plate and reset
6 (EA)	Includes drop, tie and reset
3(EA)	Includes drop, tie and reset
10,360 (TON)	2" Depth
10,360 (TON)	2" Depth
11,400 (LF)	

- * Exclusions:
- 1.) Clearing, grubbing
 - 2.) Misc. landscaping
 - 3.) Calcium Chloride
 - 4.) Striping/Paint
 - 5.) Ledge/Concrete Excavation
 - 6.) Excess Removal

30





Places Associates, Inc.

Planning, Landscape Architecture, Civil Engineering and Surveying
Certified WBE

April 11, 2014

Mr. Tom Garmon, Director
Boxborough DPW
577 Massachusetts Ave
Boxborough, MA 01719

Re: Boxborough Center Subdivision
Definitive Plan Review
Project No. 202

Dear Tom:

As discussed, we have prepared the following rough estimates for the engineering oversight and inspections for the rehabilitation of various roads in town. Based on the experiences at Hughes Lane, these estimates are based on the following assumptions:

1. Engineering inspections will be required during pavement installation which would include inspections of the tackifier coat, depth and temperature of the pavement installation, proper seams at roadway/driveway intersections and overall quality control. The inspector will be on site the entire time the paving operations are on-going.
2. Pre paving inspections. Visual inspections of sub-base prior to binder to assure base is fully prepared conditions are favorable for paving. No compaction testing is proposed unless field conditions warrant further testing. Site inspections during the preparation work including the milling, raising drainage structures and grading are included in the random inspections/troubleshooting.

Inspections prior to finish course include spot inspections prior to and during berm installation including adequate sediment sweeping and the use of tackifier. Prior to the installation of the tackifier and finish course, inspections of surface preparation including sediment removal, berms and the drainage structures.

3. Post development inspections, typically performed after the first rainfall, include a general inspection including puddle and drainage verification, issues at joints, etc.
4. Typical paving operations can pave approximately 1200' of 24' roadway per day, assuming that they have an adequate number of trucks hauling mix and that there are no major delays due to the batch plant, traffic or on-site equipment malfunctions.

Based on the above assumptions, we project the following costs for the proposed roads.

- A. Reed Farm Road – 3600' plus cul-de-sac
 - a. 8 hours – general questions, coordination, trouble shooting
 - b. 3 days paving each binder and finish
 - c. 4 visits pre and post paving each binder and finish (8 hours)
 - d. 4 total random inspections of berm installation and milling operations (8 hours)Total estimate: \$ 7920.00

256 Great Road, Suite 4
Littleton, MA 01460
(978)486-0334

876 Salisbury Street
Holden, MA 01520
(508) 829-0333

places@placesassociates.com

- B. Flagg Hill Road- 6050'
 - a. 8 hours – general questions, coordination, trouble shooting
 - b. 5 days paving each binder and finish
 - c. 4 visits pre and post paving each binder and finish (10 hours)Total estimate: \$ 11,000.00
- C. Pine Hill Road- 2350'
 - a. 6 hours – general questions, coordination, trouble shooting
 - b. 1 days paving each binder and finish
 - c. 4 visits pre and post paving each binder and finish (8 hours)Total estimate: \$ 3,300.00

These estimates are general and the actual amount invoiced would be based on the actual time spent on the project.

We specifically have not included filings with the Conservation Commission in these estimates as it is our understanding that you have handled these directly with the Commission in the past. Should you need us to assist you with those filings, we would anticipate filing a Request for Determination of Applicability (RDA) as the within the buffer zone is not specifically exempted from filing but should not result in any alterations or increases in impervious surfaces. The estimated costs associated with a RDA are between \$2,000 and \$3,000 depending on the roadway and whether the multiple roads are filed concurrently. These amounts would include preparing a plan using GIS information, no field delineation or field locations, filing the formwork and attendance at 2 meetings/site walk.

Please contact this office should you have any additional questions our anticipated scope or costs associated with the road reclamation projects.

Very truly yours,
Places Associates, Inc.
BY:

Susan E. Carter, P.E., LEED AP
President

Places Associates, Inc.

256 Great Road, Suite 4
Littleton, MA 01460
(978)486-0334

876 Salisbury Street
Holden, MA 01520
(508) 829-0333

places@placesassociates.com



CHAPTER 90 – ENVIRONMENTAL PUNCH LIST

City/Town _____ MassDOT Highway District # _____

Proposed Work:
 Construction _____ Resurfacing _____ Improvement _____ Engineering _____ Other _____

NOTE: ALL ENVIRONMENTAL PERMITS / APPROVALS MUST BE OBTAINED PRIOR TO CONSTRUCTION.

1. Will the pavement width increase 4 ft. or more for an aggregate length of 1000 ft. or more? Yes _____ No _____
 2. Will the bank or terrain (other than alteration required for installation of equipment or structures) be altered at a distance exceeding 10 ft. from the pavement? Yes _____ No _____
 3. Will the removal of 5 or more trees with diameters of 14 inches or more be required? Yes _____ No _____
 4. Will more than 300 ft. of stone wall be removed or altered? Yes _____ No _____
 5. Will the project involve construction of a parking lot with capacity of 50 cars or more? Yes _____ No _____
 6. Are any other MEPA review thresholds exceeded (see 301 CMR 11.00)?
 If your answer is YES to any of questions 1-6, you must file an Environmental Notification Form (ENF).* Yes _____ No _____
 7. Will the project be on a "Scenic Road" (Acts of 1973, C. 67)?
 If your answer is YES, your Planning Board or Selectmen / City Council must give written consent for cutting / removal of trees or changes to stone walls. Yes _____ No _____
 8. Have all necessary takings, easements, rights of entry, etc. been completed?
 If a county Hearing is required, it must be held prior to starting work. Yes _____ No _____
 9. Are archaeological, anthropological, historical, etc. problems / impacts anticipated? Yes _____ No _____
 10. Is any work proposed in or within 100 ft. of a wetland (stream, pond, swamp, etc.)? *
 If your answer is YES, you must file the project with your local Conservation Commission prior to starting work. Yes _____ No _____
 11. If work is proposed in a wetland or water resource, a permit may be required from the Department of Environmental Protection, Corps of Engineers, etc.. Verify with agencies.* Yes _____ No _____
- * See Appendix K for a List of Environmental Agencies.

Validation

It is recognized that the purpose of this information is to assist the MassDOT Highway Division in approving the Chapter 90 Project Request Form (of which this is a part). Accordingly, the information provided here is intended to be complete and correct with no intentional errors or material omissions. Any action taken by MassDOT Highway Division on the basis of this information shall not legally or financially obligate MassDOT Highway Division to support or defend the municipality, and the municipality shall save harmless MassDOT Highway Division for any action.

Duly Authorized Municipal Officials	Reviewed and Approved for Transmittal by:
	Highway or Conservation Officer's Title
Signatures Date	Signatures Date

This form should be submitted in duplicate with original signatures to the MassDOT Highway District Office.
 This form should accompany the Project Request Form.



3c

Selina S. Shaw

From: Kathy Luce [REDACTED]
Sent: Monday, April 07, 2014 10:06 AM
To: selina.shaw@town.boxborough.ma.us
Subject: Proposal to BOS re: Blanchard Auction fire/police rides
Follow Up Flag: Follow up
Flag Status: Red

Hi Selina,

In follow-up to the BOS meeting on Monday, March 31, we have developed the attached one-pager for BOS consideration on April 14 regarding proposed police/fire rides to be offered during the Blanchard auctions. This year's event is on May 3.

Both Chief Ryder and Chief White have already reviewed the attachment and had no issues or concerns with the proposal.

I am now forwarding it to you to check on the protocol for sharing with the full BOS. Feel free to email [REDACTED]

With regards,
Kathy Luce

April 7, 2014

Boxborough Board of Selectman,

On behalf of the Blanchard Memorial School PTF and our students, we appreciate your willingness to consider our request to allow community-building charity rides in Boxborough police and fire vehicles to be auction items during our major fundraiser.

As you know, it has been a long standing and very special tradition for town police and fire to offer a ride in a vehicle as part of our auction. This important event and our largest fundraiser, now only held once every two years, involved three items:

- 1). A ride in a police cruiser to school
- 2). A ride in a fire engine to school
- 3). A ride in a fire engine during the Fifer's Day parade

Although the actual rides benefit a small number of children in town, the significant financial contributions received from these "once in a lifetime" experiences benefit the entire Blanchard community. These funds along with other PTF donations have been used for arts and science enrichment that are beyond the scope of the school budget.

We recognize the need to ensure public safety and to maintain response times in the event of an emergency. The rides to school last only a few minutes and the Fifer's Day experience is the length of the parade route. Regarding the police ride, Chief Ryder has suggested that he could provide the ride, since he would not be one of the officers on duty. In addition to requiring a signed waiver, a parent/guardian could follow the vehicle to school. This practice is common already as parents enjoy taking pictures of the arrival at school. For fire engine rides, it has always been understood that this could only occur on a morning when personnel and engines are not out on a call. In the unlikely event that a truck needed to be dispatched to a call during a five minute ride to school, a parent/guardian can follow the truck to the school and students can be transferred to that vehicle.

We truly hope that this arrangement meets with your satisfaction since these beloved experiences are truly vital to the success of our auction and in turn benefit all the primary and elementary school children in Boxborough.

With regards,

Karen Argento
Kathy Luce
Brenda Smith

Cc: Kirsty Kerin, President, Blanchard PTF
Chief Warren Ryder
Chief Randall White

The information below was provided by Ken Morse, when he first appeared before the Board of Selectmen in 2012. He will provide an update on program, dates, etc. when he appears before the Board on April 14. The information below will at least provide some background to you on the program and the rationale behind his request for reduced fees, to be based upon % of gross revenue.

Also included is an accounting of the fees collected in 2013 for the AtBats Baseball & Softball camps, as well as this year's camp flyer.

Athletic Field Fees Proposal for AtBats Training Center

AtBats Training Center is a baseball and softball training facility located on Summer Road in Boxborough. We provide baseball and softball instruction (clinics, camps, lessons) and practice facilities for teams and players. In addition to our indoor business we run summer baseball/softball camps and have used Liberty Fields for local camps for the past 5 years. This has worked well, allowing us to offer reasonably priced summer programs for local youth players. As a Boxborough resident and taxpayer I fully appreciate and support the need to charge for-profit operations for the use of the fields. However the current flat-fee structure is problematic; camp registrations are unpredictable and many of our 4-day camps are small with a net profit in the \$800-\$1200 range. The new field permit fee structure of \$240 per day would be prohibitive for the small to mid-sized camps. Therefore I am proposing an arrangement that would allow us to safely schedule and run camps without worry of camp size; field fees based on a percentage of camp gross registration fees.

We will be using a percentage-based arrangement for 2012 camps in Littleton, and in Acton with AB Comm Ed and potentially Acton Rec. In these arrangements the percentage charged varies depending on the camp services provided by the community. In addition to fields this typically includes marketing, administration support (registrations, payments & credit card processing, etc.) and school facilities for bad weather days. AtBats in turn provides staffing, insurance, equipment and manages the event.

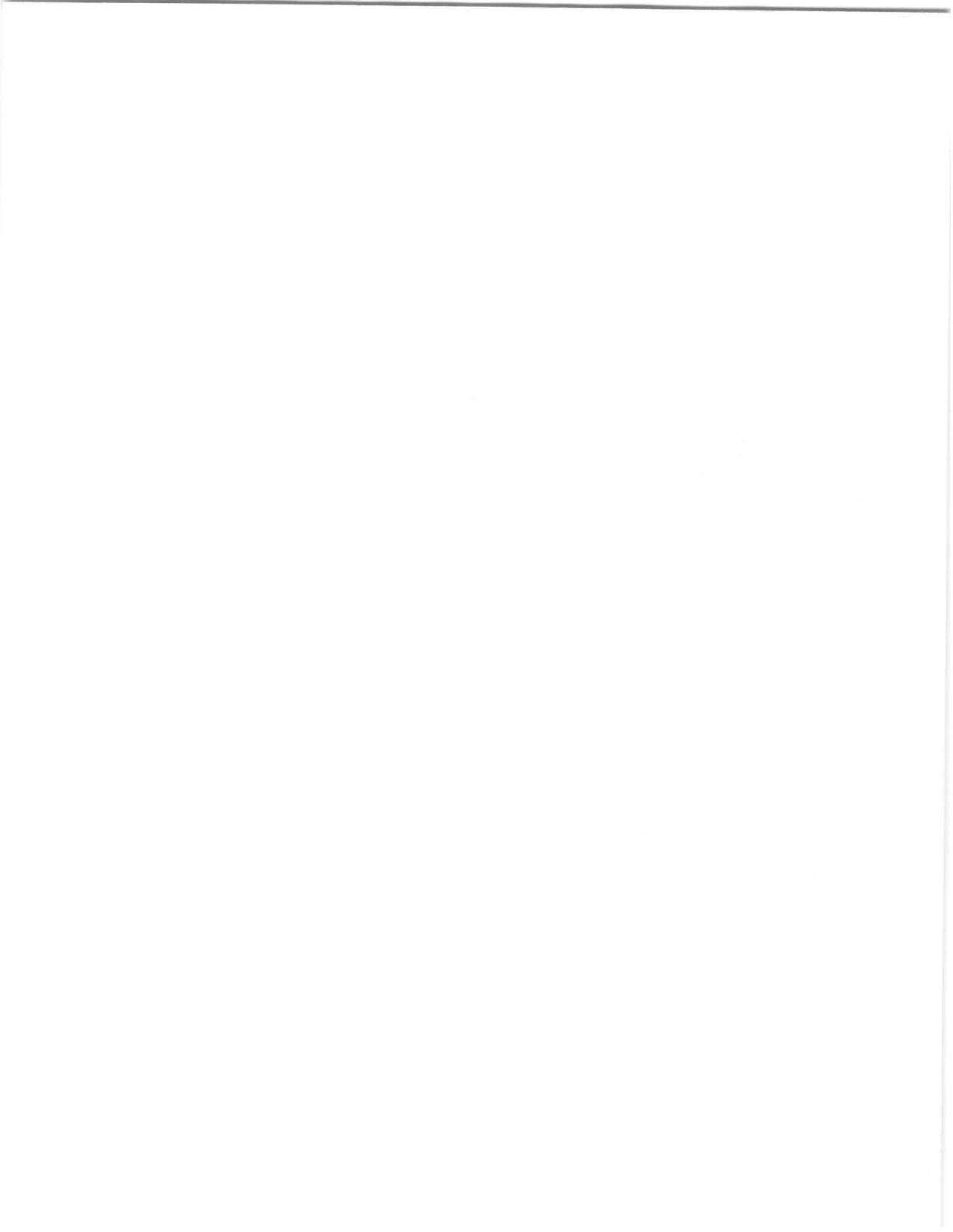
At the January 17th Boxborough Recreation Commission meeting I presented 4 years of AtBats camps P&L data and the percentage fees charged by other communities for fields and support services. Based on that review, the Rec Comm concluded that a percentage-based fee is necessary. AtBats is not requesting any administration services or off-field facilities, therefore the Rec Comm has recommended a fee of 10% of gross camp revenues. By comparison, AB Comm Ed is charging 13% for two camps we will be running in Acton this summer. For that AB Comm Ed will provide fields, marketing, registration, payments, credit card processing, and will cover credit card fees (typically a 3% overhead with on-line registrations).

I would prefer to continue running camps in Boxborough but can only do so if we use a percentage-based fee. Therefore I am requesting that the Boxborough Board of Selectmen approve the fee arrangement recommended by Rec Comm. Summer camp schedules must be set in January when camp promotion events start so there is some urgency to this.

I view AtBats as a community resource; a major part of what we do involves supporting and integrating with community recreation activities. We do a lot of work with AB Youth Baseball and Softball and the high school teams by donating space and assistance for events, fundraisers and so forth. Hopefully we can work out an arrangement with Boxborough for summer field use that benefits the business and community. Thank you for your consideration.

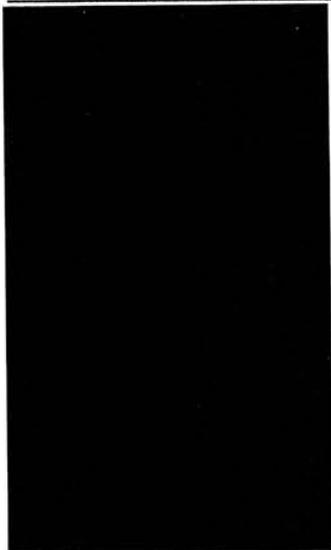
Ken Morse

***AtBats Training Center
233 Summer Road
Boxborough, MA 01719
978-266-1766
www.atbats.com***

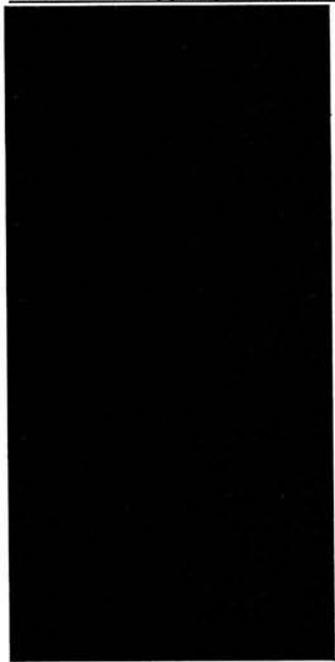


**AtBats Training Center
2013 Boxborough Camps**

Baseball Camp, June 25-28 2013 at Liberty Fields

	\$100.00
	\$100.00
	\$50.00
	\$50.00
	\$195.00
	\$175.50
	\$195.00
	\$195.00
	\$195.00
	\$195.00
	\$195.00
	\$195.00
	\$195.00
	\$195.00
TOTAL	\$2,230.50

Baseball Camp, July 9-12 2013 at Liberty Fields

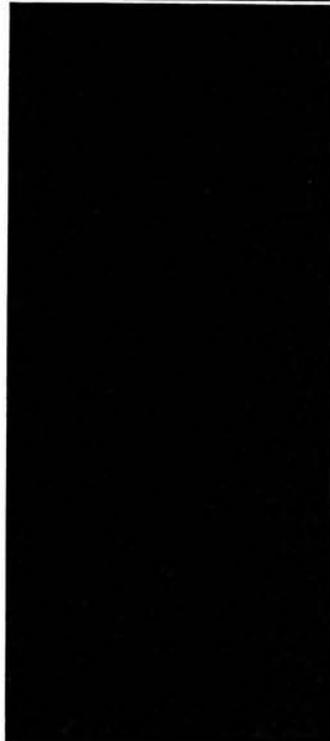
	\$195.00
	\$195.00
	\$195.00
	\$195.00
	\$195.00
	\$135.00
	\$195.00
	\$195.00
	\$195.00
	\$195.00
	\$195.00
	\$195.00
	\$195.00
	\$0.00
	\$195.00
	\$195.00
	\$195.00
\$195.00	
TOTAL	\$3,060.00

Baseball Camp, July 8-12 2013 at Ferra Field

	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00
TOTAL	\$920.00

**AtBats Training Center
2013 Boxborough Camps**

Baseball Camp, July 15-19 2013 at Flerra Field

	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00
TOTAL	\$2,185.00

Baseball Camp, July 22-25 2013 at Liberty Fields

	\$195.00
	\$100.00
	\$150.00
	\$195.00
	\$195.00
	\$195.00
	\$195.00
	\$195.00
	\$195.00
	\$195.00
	\$0.00
	\$0.00
	\$195.00
	\$195.00
TOTAL	\$2,005.00

**AtBats Training Center
2013 Boxborough Camps**

Baseball Camp, July 22-26 2013 at Flerra Field

	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00
	\$115.00

TOTAL \$1,035.00

TOTAL FEES	<u>\$11,435.50</u>
Boxborough 12%	\$1,372.26



"Zach had a great time and can't wait to do it again next year."



"I liked the camp a lot, especially the scrimmages."



"Camp was great!"

Boxborough Recreation and AtBats Training Center

2014 SUMMER BASEBALL & SOFTBALL CAMPS

AtBats popular baseball and softball camps combine skills training and recreation. Players work on hitting, fielding, pitching & catching and game situations with fun scrimmages. Player to staff ratio of 5:1.

Weather-proof! Rain day sessions can be moved to AtBats nearby indoor facility.

Register by mail, fax (978-266-1764) or call AtBats @ 978-266-1766.

<input checked="" type="checkbox"/> Full-day Baseball & Softball Camps for ages 8-12 (4 days)				
	June 23-27, 9am-3pm	Baseball Camp, ages 8-12	Liberty Fields, Boxborough	\$225
	June 30-July 3, 9am-3pm	Baseball Camp, ages 8-12	Liberty Fields, Boxborough	\$225
	July 7-10, 9am-3pm	Baseball Camp, ages 8-12	Liberty Fields, Boxborough	\$225
	July 21-24, 9am-3pm	Softball Camp, ages 8-12	Liberty Fields, Boxborough	\$225

<input checked="" type="checkbox"/> Half-Day Baseball Camps for ages 6-10 (5 days)				
	July 7-11, 12:30-3pm	Baseball Camp for ages 6-10	Flerra Field, Boxborough	\$125
	July 14-18, 12:30-3pm	Baseball Camp for ages 6-10	Flerra Field, Boxborough	\$125
	July 21-25, 12:30-3pm	Baseball Camp for ages 6-10	Flerra Field, Boxborough	\$125

For more baseball and softball camps visit www.atbats.com

Child's name: _____ Date of birth: _____ Grade completed June 2014: _____

Street address: _____ City: _____ State: _____ Zip: _____

Home phone#: _____ E-mail address for notifications: _____

Parent/Guardian: _____ Work# _____ Cell#: _____

Medical Contact Information: (Physician name, telephone #, relevant medical information, i.e.: allergies, special needs)

I hereby certify that my child is in good health and has my permission to participate in this program. I authorize whatever medical care may be necessary in the event of an emergency. It is my understanding that insurance is not provided by AtBats Training Center, the Town of Boxborough, the Recreation Commission, its staff or volunteers for this program. I realize that this sport involves the potential for injury, and I acknowledge that even with the use of protective equipment and observance of the rules, injuries may still occur. I hold harmless, AtBats Training Center, including any individual, group, organization or corporation that directly or indirectly organized, sponsored, contributed, licensed or volunteered their efforts to this event, from all liabilities, damages, claims or demands whatsoever on account of any injury or accident involving the student arising out of participation in this training program. I give AtBats permission to record my child's participation in this training program for instructional and promotional use.

Parent or guardian signature required: _____ Date: _____

AtBats Training Center, 233 Summer Road, Boxborough MA 01719
978-266-1766, fax 978-266-1764 www.atbats.com



**Questions/comments regarding FY 13 Audit
for Discussion April 14, 2014**

Management Report

Fraud risk assessment

The P&S comments seem very pro forma, could apply to any town any time. In that vein, it would be good to quantify the real risk of fraud to Boxborough, and what level of effort should be expended to address any deficiencies. One daily finds headline examples of fraud in the largest banks and financial institutions world-wide, in a heavily regulated financial industry, demonstrating that preventive measures are imperfect. We need to do what is sensible.

P&S states that Current Status is partially resolved with steps that management has taken. The TA should give us an update on what this means.

Draft fraud policy has been drafted and will be brought forward to future BoS meeting in May.

Disaster recovery

- P&S has recommended for at least two years that we develop a Disaster Recovery Procedure. Is this going to be part of our overall IT infrastructure strategy, and if not currently in the plan it seems like we should make disaster recovery a significant element in the overall IT plan.
- The P&S comment "Unresolved, no progress" is not accurate given recent developments, that have taken place since the audit. With our new IT support and management arrangement with Guardian, we are taking significant action on backing up essential electronic records, including the capability of restoration from a known point (roll-back) from data loss or corruption. The hardware is being deployed over the next few weeks, and should be fully operational by early April. By these measures we are addressing points 1, 2, and 3 in the P&S letter.
- However, that includes only electronic records. We probably need to address points 4 and 5 – responsibilities of key personnel and availability of key applications. I believe there has been some work on this, but it would be good to have an update from the TA. We will be in good shape to retrieve and restore electronic records, but this is only part of the story. We need to establish a plan for continuity of operations. This involves identification of roles and responsibilities of key personnel, (re)location of operations, providing public access, recovery and use of paper records stored in town hall, public access via phone, etc. A complete plan should include provisions for relocation of operations. We need to identify what buildings in town can house what offices in a real disaster. This could include limited space in the Police and Fire Stations, Blanchard School, and the Community Center. If possible, we should address access to space for emergency operations in Blanchard in the regionalization IMA. The plan might consider lease of a field office trailer for an extended period, probably best placed at Fire or Police for access to networks and emergency power.

Revenue tracking/estimation

- In the comment on using the revenue budget function in our automated accounting system, I would like to know whether the accountant and treasurer agree with P&S that "relying on analysis conducted outside of the accounting system increases the risk of error or misstatement". It seems to me that the Town's revenue is relatively easy to track, being composed of quarterly property tax receipts, yearly excise tax receipts, state aid payments, fees for service and a relatively small number of grant award payments. It is not at all obvious to me that it needs to be tracked monthly in the accounting system, but I think we should come to some agreement between ourselves and P&S that this (or that) is the most sensible way of tracking revenues, so that we do not have an ongoing unresolved issue in the audit.

- Is there really a problem that we need to solve? Especially on a monthly basis. Seems like our current methods are adequate.

- I am interested in what you think about the auditor's comment that we should be tracking revenues monthly in our automated accounting system. Since our revenues are fairly well-defined, as compared to many commercial enterprises, I can see that it may be more trouble than it is worth to enter estimates into the accounting system that then have to be adjusted or reconciled later. What extra security is achieved by estimating and tracking revenues in the accounting system?

Response from Accountant: The reporting of revenue budgets is just a matter of estimating and entering. Mike had always budgeted conservatively and fairly generally when it came to local receipts. Entering at budget amount into the software might in some cases be beneficial for snapshot views, but the stance taken in the past was that it wasn't going to change anything in the outcomes. I am planning on entering what I can to see if it is helpful, though some departments might feel intimidated by having a "revenue goal". FY15 will be a trial run and we can re-evaluate the benefits vs. the outcomes in preparation for Fy16.

Informational comment – future GASB statements

- Expect more GASB pronouncements and future liability reporting. Really? I'm shocked! Four GASB pronouncements in 2013, and 6 more in the pipeline... Further comments below.

Unspent Ch 90 allocations

- Is the situation where we have unspent Chapter 90 grant allocations a recurring issue, and if so Why? There are certainly enough roads in Town in tough shape that we could spend any conceivable amount of Chapter 90 grant funds. I would like to know whether the existence of unspent Chapter 90 funds in FY 13 is accurate, and if there is some unusual reason why this was the case. We surely do not want to leave significant monies on the table, when there are many worthy road projects to be addressed.

- What is the risk that we will not be able to use previous Ch 90 allocations due to pull-back or rescinding of fund by the state? Do we need to take steps to ensure we don't get caught short? We should ask the DPW director to address this.

Response from Accountant: The Unspent Chapter 90 Allocations were \$665k at the beginning of the year, and have been confirmed by DOT at \$881k. This does not include FY 15 Ch 90 allocation of \$219,160.

The prior unspent balance was due to lack of appropriate time for the DPW Director to plan and implement a significant project as well as his desire to "stockpile" the allocations to make sure they covered the next intended projects. The DPW Director will be providing the Board with a list of prioritized projects on April 14. These will use a significant portion of the available funds in the remainder of FY14 and through FY15. We are aware of the timelines for fund availability and will make use of the available funds before they "expire".

Report on Basic Financial Statements

- Under Note 2 - Cash and Investments I would like to know whether having 18% of our deposits and 19.5% of our investments exposed to Custodial Credit Risk is in the normal range for municipalities or in some way out of line. I can understand that in moving largish sums around for various purposes it is not always expedient to have them fully covered by various deposit/investment insurance programs, but I have no idea whether 18% - 19.5% is in the normal range for such activities.

- General: It has probably always been reported this way, but I've never dug into it. There are various statements of net position statements for Assets and Liabilities. Assets less Liabilities produces the same number as "Total Net Position". But, the breakout of Net Position has three categories: net investment in capital assets, restricted, and unrestricted that are not obviously related to the subcategories for assets and liabilities. I would like some

education on this topic – is there a useful framework for relating one view to the other?

Investments

- There is a summary of investments by type on page 29 – “Debt Securities” and “Other Investments”. On page 30 there is a breakdown of quality ratings by investment type for the total of \$506,383, but this is for the Debt Securities only, and the sub-total agrees with the number on page 30. I was puzzled by the range of quality and had spoken to Margaret about this some weeks ago, and she pointed out that the bulk of investments are in “Other Investments”, and generally are of a higher average rating (she has the data). Why does the audit not have a comparable report on this (larger) component of our investment portfolio? Also, how should we comprehend the two categories relative to judging our Custodial Credit Risk, or actions the town should contemplate?

Response from Treasurer: Ideally you don't want any deposits exposed to Custodial Credit Risk. When the auditors say that 18% of our deposits are exposed, they are seeing cash balances at a moment in time, specifically June 30th. Two weeks from that date it's conceivable that no deposits are at risk. I use several strategies to protect the town's funds: The most important is monitoring the financial soundness of the institutions with which we do business. I subscribe to a quarterly report that ranks the safety of banks in Massachusetts. I have collateralization agreements with two banks in which we routinely keep more than \$250k. Another bank offers something called a CDARs program that allows for the purchase of CDs in increments of \$250k from different institutions thereby maintaining the FDIC insurance even when more than that is on deposit with the original bank.

OPEB

- I probably need a tutorial on the ins and outs of the OPEB unfunded liability situation, and it may be helpful to have P&S provide such a briefing to the BoS, but a couple of things stand out in reviewing the material on OPEB presented in the audit report:

-- The actuarially determined Annual Required Contribution (ARC) is approximately 4x what our recent actual contributions have been, and our recent votes to the OPEB Trust Fund (\$175K) do not make a significant dent in the unfunded liability.

-- It is germane to ask whether the actuarial methods and assumptions involved in estimating the ARC are considered by persons skilled in the art to be conservative, unconservative, or best knowable practice, and it is further interesting to ask what is the sensitivity of the unfunded Actuarial Accrued Liability (UAAL) to these assumptions about investment returns, inflation and medical/drug cost rates.

-- It is probably beyond the scope of this audit review to delve into the OPEB problem with any depth, but I would like to better understand our strategy. Paying as we go out of current revenues is the default, but it would be interesting to know what other folks are doing (some evidently less than Boxborough!)

- I too would like a better understanding of this whole topic. It seems there are several considerations: We have no choice but to adopt the GASB reporting standards so that our financial position can be judged fairly relative to other entities by the rating agencies and lenders. Beyond normalized accounting, what are the implications for our strategy to strike a proper balance among 1) responsibly meeting our future obligations; 2) maintaining an advantageous credit rating for borrowing and 3) fairness to the tax-paying voters? In an inflationary world, which is typically the norm, it seems to me a better strategy to pay-as-you-go since we would pay future inflated benefits with future inflated dollars. If we were to increase current OPEB contributions (ARC) there is a heavier tax payer burden in the near-term that might be lightened by inflation. Of course, if there is a collapse or deflationary period, this would not be true. My understanding is that the actuarially derived ARC is calculated to fully amortize the unfunded liability over 30 years. But is that the correct guidance for Boxborough? I would like to see some scenarios that evaluate the strategic choices (primarily rate of contribution) against the impact on expected average tax bills or property values, assuming an inflationary vs non-inflationary or deflationary outlook. I would

also like a better understanding of how our UAAL (and/or OPEB contributions) impact our overall credit rating, given that there are other factors affecting the net rating.

Response from Treasurer: OPEB is my least favorite subject of all time. Its purpose has value, it's important that communities acknowledge the liability and prepare for it, however it's also important not to view the actuarial study as if it's an established debt that can be amortized like a mortgage. There are many variables that can skew the number, for example when our last actuarial study was done no one took into account the fact that our school would be regionalized as of July 1, 2014. Also, a couple of years ago new legislation was passed that allows communities to bill other communities for a portion of retiree health insurance. For example, the Town of Boxborough can bill the Town of Littleton for a large portion of my insurance when I retire. Of course you can see that other towns can bill Boxborough for a portion of their retiree insurance as well, so how do you account for that in an actuarial study. The actuarial study that we will have done this coming year should be very interesting in that it should take into account the loss of all of our school employees. There are maybe three communities in Massachusetts that are fully funding this obligation, many are not funding it at all and probably the majority are like Boxborough funding at a rate considerably lower than the suggested ARC. By funding the OPEB Trust the town is taking a prudent approach to dealing with a future responsibility and Moody's and Standard and Poor's see that as a positive thing.

In past discussions of OPEB there was a tendency to lump it in with the retirement unfunded liability and treat the whole like some out-of-control nightmare. The fact is that the Middlesex Retirement Assessment that the town pays each year has included an unfunded schedule of payments for years. 75% of our annual assessment is to address the so-called "unfunded" liability.

7a



Reserve Fund Transfer Request

Date: April 14, 2014

It is requested by the undersigned that the sum of \$ 6,000 be transferred from the Reserve Fund to:

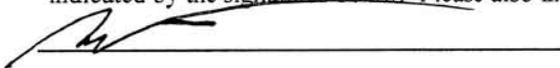
UMAS Acct. # 001-691-5200-5242
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Historical Comm. Building Repairs and Maintenance

The balance in the line item as of 04/11/14 (Date) is \$ <\$247.76>. An amount of \$ 500 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.

Funding is requested for the repair of the chimney at the Museum. The general condition of the chimney is poor; water has infiltrated the structure and made its way into the building. Missing mortar and poor flashing appear to be the cause of the leaks. Scope of repairs includes cutting out and repointing the mortar from the roof up, cutting out and replacing all the lead flashing, replacing the chimney cap and applying commercial grade sealer. The quote attached is a year old and does not provided subject to prevailing wages.

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)	Town Administrator	(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. #001-691-5200-5242 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	_____	_____

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 07/01/13 To 04/11/14

<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>
Historical Commission											
001-691-5200-5210	Historical Commission Electricity	479.00	0.00	479.00	419.19	419.19	0.00	0.00	419.19	59.81	87.51%
001-691-5200-5212	Historical Commission Heating	1,850.00	0.00	1,850.00	1,519.07	1,519.07	0.00	0.00	1,519.07	330.93	82.11%
001-691-5200-5242	Historical Comm. Building Repairs and Mai	500.00	0.00	500.00	747.76	747.76	0.00	0.00	747.76	-247.76	149.55%
001-691-5200-5313	Historical Commission Fire Alarm	40.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00%
001-691-5200-5386	Historical Commission Inventory Activities	300.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00%
Sum	Historical Commission	3,169.00	0.00	3,169.00	2,686.02	2,686.02	0.00	0.00	2,686.02	482.98	84.76%

Bergquist Masonry LLC

P.O. Box 218
Temple, NH 03084
(603) 732-2696 cell
(603) 924-7037 home phone/fax
MA licensed contractor
HIC #158243; CS-026178

JOB ESTIMATE

July 27, 2013

TO:

Boxborough Historical Society
575 Middle Road
Boxborough, MA 01719
c/o Alan Billingsley Rohwer
alan.rohwer@verizon.net
978-660-1532 cell

LOCATION:

575 Middle Road
Boxborough, MA 01719

DESCRIPTION:

Cut out and point all mortar joints from the chimney flashing line up with a mortar that matches the existing building. Cut out and replace all lead chimney flashing. Replace any roof flashing that is damaged or deteriorated. Remove existing brick piers and masonry cap. We will rebuild the brick piers with a matching brick. Supply and install granite cap that extends three inches beyond the outside dimension of the top of the chimney. Pour a new concrete crown. After allowing time for the work to cure, we will supply and install a commercial grade sealer to the brick work.

STOCK AND LABOR:

\$4,680.

Payment plan: initial deposit of 1/3; next payment of 1/3 due after scaffolding & demolition is completed. Balance when all work is completed.

I hereby authorize the above work. Payments will be made as outlined above. Please sign one copy and remit within 30 days. I retain the option to decline the contract after 30 days. Work cannot be scheduled without a signed contract. We will remove and dispose of all debris affiliated with the job in an appropriate and legal manner. Insurance certificate available upon request.

SIGNED:

ESTIMATED BY:



7b

4/14

Selina S. Shaw

From: Trena M Minudri [trena.minudri@us.ibm.com]
Sent: Monday, March 10, 2014 11:42 PM
To: selina.shaw@town.boxborough.ma.us
Cc: neville317@verizon.net; kushlot@verizon.net; Matt_Kosakowski@bose.com; sheilacbauer@gmail.com
Subject: 2014 Parade Permit request

Hi Selina:

The Public Celebrations and Ceremonies Committee (PCCC) requests from the Board of Selectmen permits for this year's Memorial Day and Fifer's Day parades. Also requested is the waiver of any and all fees.

Both parades are being planned to duplicate the recent routes and times.

Memorial Day (May 26th this year) steps off at 8:30am from Hill Rd at Wetherbee Lane and pauses at North Cemetery, then proceeds down Middle Rd. to Town Hall for another reflection before continuing across Massachusetts Avenue and on to South Cemetery for the final part of the observance.

Fifer's Day (June 21st) leaves the Blanchard School parking lot on Mass. Ave. at 11:00am heading to Stow Rd, proceeds down Stow Rd, and onto Flerra Meadows.

We thank the Board for their consideration and look forward to their participation in both events.

For the PCC,
Trena Minudri, Chair

Cheers,

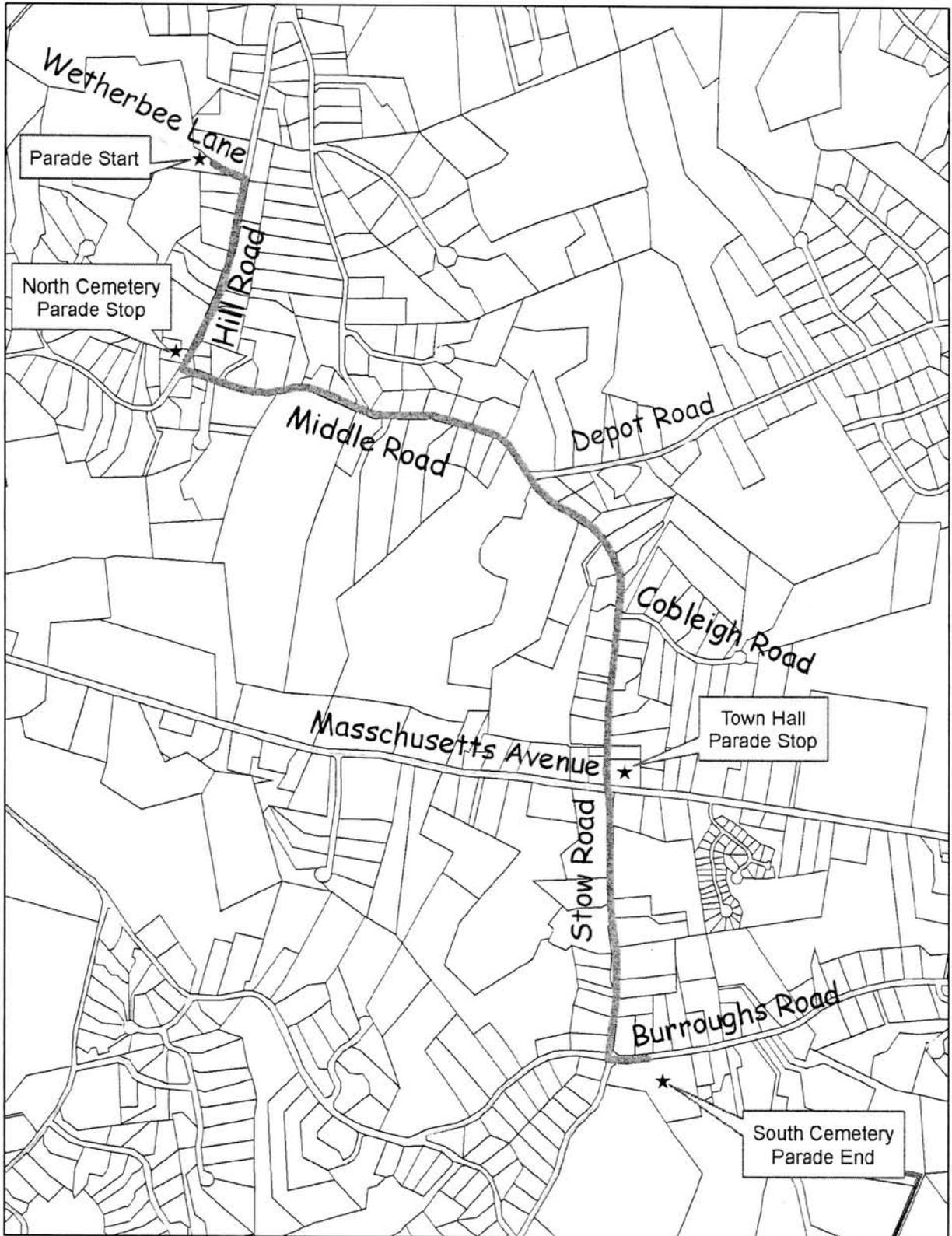
Trena Minudri
Global Program Leader - Insight Selling, Sales and Technical Management Institutes
IBM Sales Learning
email: Trena.Minudri@us.ibm.com
Cell: 617/686-8235

"If you want to build a ship don't drum up the people to gather wood, divide the work, and give orders. Instead, teach them to yearn for the vast and endless sea."

Antoine DeSaint-Exupery



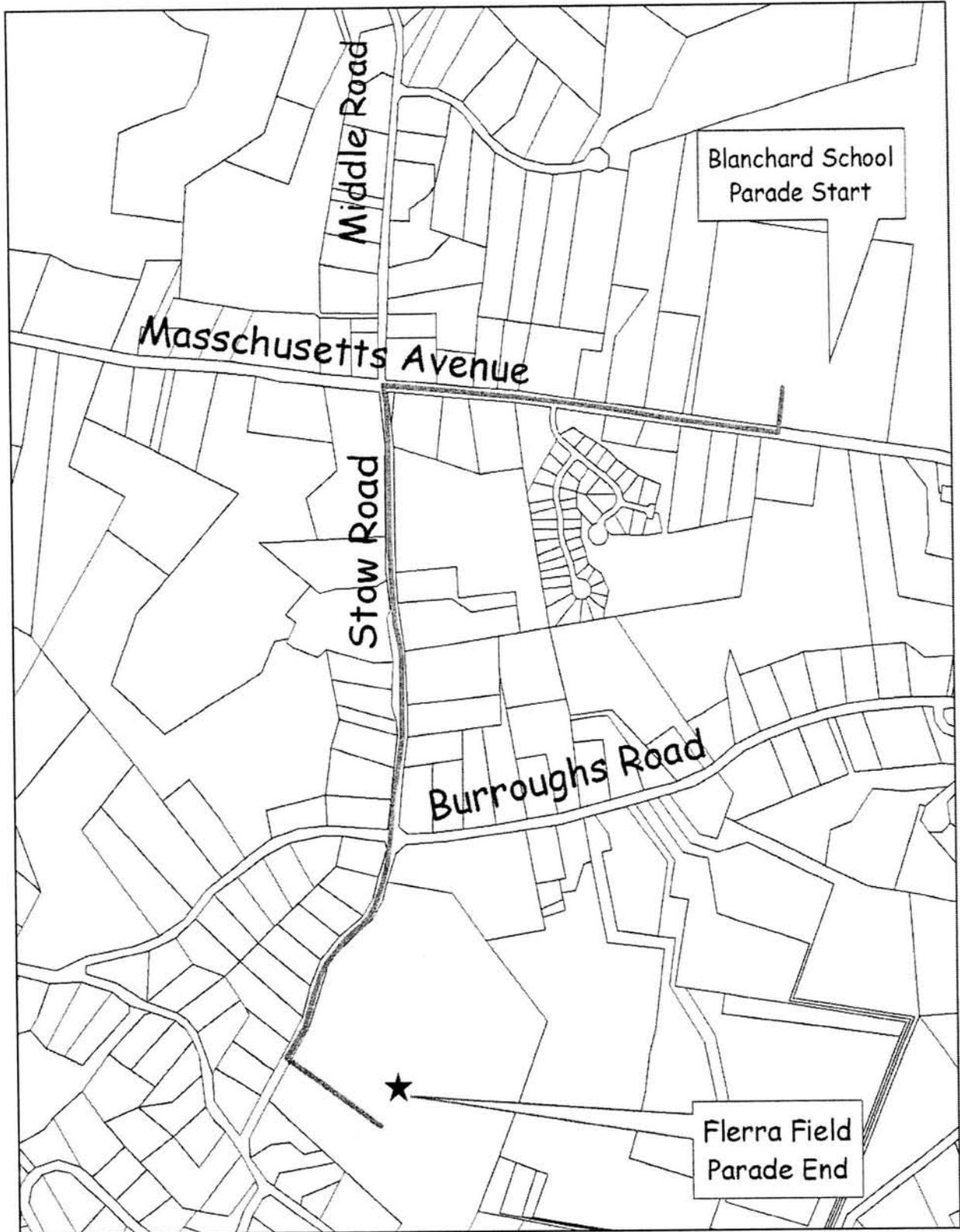
Town of Boxborough Memorial Day Parade



 Memorial Day Parade Route



Town of Boxborough Fifer's Day Parade



 Fifer's Day Parade Route





Town of Boxborough Police Department



Warren B. Ryder
Chief of Police

April 10, 2014

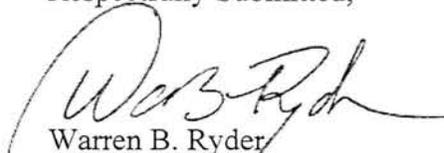
Massachusetts Department of Transportation
District #3
403 Belmont Street
Worcester, Massachusetts 01604

To Whom It May Concern:

In regards to Parade permits for the Town of Boxborough for Memorial Day and Fifer's Day, the Police Department has operational plans in place for both of these events. I have enclosed copies of our operational plans for these events. The plans show the police department staffing as well as the placement of personnel for pedestrian, traffic, and crowd control.

If you have any questions relative to this matter, please feel free to contact me anytime at the Boxborough Police Department.

Respectfully Submitted,


Warren B. Ryder
Chief of Police



Town of Boxborough Police Department



Warren B. Ryder
Chief of Police

Boxborough Police Department Operational Plan for Public Safety Memorial Day Activities

Purpose:

Annual operational plan to provide for public safety for Memorial Day parade and activities. Specific police officer duties include traffic control; pedestrian safety, crowd control and various other duties as required or assigned.

Activities/Assignments:

Parade: Five (5) Police officers ** (7:00AM – 12:00 Noon/end of parade)

1. One (1) Officer* located at Parade start – Intersection of Hill Rd. / Wetherbee Lane
2. One (1) Officer located at intersection of Hill Rd./Middle Rd.
3. One (1) Officer *located at intersection of Mass Ave/Middle Rd./Stow Rd.
4. One (1) Officer located at intersection of Burroughs Rd./Stow Rd.
5. One (1) Officer located at entrance of South Cemetery

* Officers will have marked police cruiser for visibility

** On duty cruiser operators will be utilized in support roles for above officers. They will not be utilized as primary officers for special events as they may have to leave their posts and respond to routine or emergency calls for service.

Traffic Control/Temporary One Way Motor Vehicle Traffic:

Because of the volume of both motor vehicle and pedestrian traffic in and around the parade route (and at the starting point, Hill Road at Wetherbee Lane, in particular), motor vehicle traffic will temporarily be limited to one way only prior to the start of the parade. Creating a temporary one-way loop will provide for the efficient flow of motor vehicle traffic and also provide for the safety of individuals who will be participating in the parade.

Officers assigned to areas in and around the starting/drop off point of parade participants, will direct traffic and instruct motorists in the following manner:

1. Traffic will only be allowed in a Southerly direction on Hill Road from the intersection of Picnic Street to intersection of Middle Road.
2. Traffic will only be allowed in a Northerly direction on Picnic Road from the intersection of Middle Road to the intersection of Hill Road.

3. Two way traffic will be allowed on Middle Road, however, all vehicles approaching the intersection of Hill Road (near the North Cemetery) will not be allowed to make a right hand turn. All traffic at this point must either turn left onto Hill Rd. (toward Rt. 111) or reverse direction back down Middle Road.

Traffic Duties:

All detail officers will provide for the safety of the general public. This will include motor vehicle and pedestrian traffic control as well as crowd control and other various duties as may be assigned.

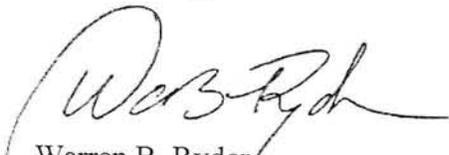
1. Officer #1 will specifically stop all traffic at the start of the parade and will follow (at the rear) of the parade until the end at South Cemetery.
2. We will provide a marked cruiser to lead the parade if requested.
3. Officer #3 will have a marked cruiser and provide pedestrian and traffic control for citizens and parade participants at intersection of Mass Ave/Middle Rd./ Stow Rd.
4. Officers # 4 & 5 will provide pedestrian and traffic control at above locations.
5. Two (2) additional bicycle patrol officers will be utilized along parade route.
6. Because of usual high volume of traffic and other activities on Memorial Day, Additional officers will be assigned to regular patrol shifts on both the 7AM – 3PM shift and the 3PM- 11PM Shift.

Additional Recommendations

Caution/Warning signs should be placed at strategic locations along the parade route (several days ahead if possible) to advise citizens and motorists of date and time of parade. These warning signs give motorists the opportunity to take alternate routes if desired and also to warn approaching motorists that the parade is in progress and to use caution/drive safely. No parking signs should be posted by the DPW several days in advance.

Advanced notification should be sent to the parents of the band members and any other parade participants. Notification should include the specifics of the parade route and stops, traffic detours, parking restrictions and approved parking areas.

Submitted by,



Warren B. Ryder
Chief of Police



Town of Boxborough Police Department



Warren B. Ryder
Chief of Police

Boxborough Police Department Operational Plan for Public Safety Fifer's Day Parade

Purpose:

Annual operational plan to provide for public safety for Fifer's Day parade and activities. Specific police officer duties include traffic control; pedestrian safety, crowd control and various other duties as required or assigned.

Activities/Assignments:

Parade: Five (7) Police officers **

1. One (1) Officer* located at Parade start – Blanchard School Entrance
2. One (1) Officer located west of the Fire Department (crosswalk)
3. One (1) Officer *located at intersection of Mass Ave/Middle Rd./Stow Rd.
4. One (1) Officer located at intersection of Burroughs Rd./Stow Rd.
5. One (1) Officer located at entrance of Mass. Ave./Joyce Lance
6. One (1) Officer located at entrance of Flerra Field (Stow Rd.)
7. One (1) Officer to lead the parade

* Officers will have marked police cruiser for visibility

** On duty cruiser operators will be utilized in support roles for above officers. They will not be utilized as primary officers for special events as they may have to leave their posts and respond to routine or emergency calls for service.

Traffic Duties:

All detail officers will provide for the safety of the general public. This will include motor vehicle and pedestrian traffic control as well as crowd control and other various duties as may be assigned.

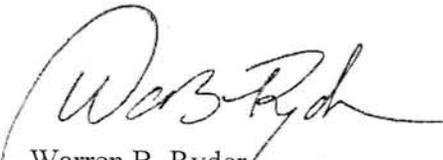
1. Officer #1 will specifically stop all traffic at the start of the parade and will follow (at the rear) of the parade until the end at Flerra Field.
2. We will provide a marked cruiser to lead the parade.
3. Officer #3 will have a marked cruiser and provide pedestrian and traffic control for citizens and parade participants at intersection of Mass Ave/Middle Rd./Stow Rd.
4. Officers # 4 & 5 will provide pedestrian and traffic control at above locations.
5. Two (2) additional bicycle patrol officers will be utilized along parade route

Additional Recommendations

Caution/Warning signs should be placed at strategic locations along the parade route (several days ahead if possible) to advise citizens and motorists of date and time of parade. These warning signs give motorists the opportunity to take alternate routes if desired and also to warn approaching motorists that the parade is in progress and to use caution/drive safely. No parking signs should be posted by the DPW several days in advance.

Advanced notification should be sent to the parents of the band members and any other parade participants. Notification should include the specifics of the parade route and stops, traffic detours, parking restrictions and approved parking areas.

Submitted by,



Warren B. Ryder
Chief of Police



Boxborough Fire Department

502 Massachusetts Avenue
Boxborough, MA 01719

Business 978-263-7546 Fax 978-263-0038
www.boxboroughfire.com

Randolph T. White
Fire Chief

April 10, 2014

Massachusetts Highway Department
District Three
403 Belmont Street
Worcester, MA 01604

To Whom It May Concern:

In preparation for the Memorial Day Parade, scheduled to be held on May 26, 2014, and the Fifer's Day Parade, scheduled for June 21, 2014, with a rain date of June 22, 2014, located in the Town of Boxborough, the Boxborough Fire Department has implemented the following plans: The Boxborough Fire Department will be participating in both parades and has implemented plans to divert apparatus and personnel from the parades in the event of other impending emergencies. The Fire Department ambulance will be on scene to provide immediate medical assistance if necessary. In addition, Fire Department personnel and apparatus will be strategically located to respond to emergencies that are related to parade events. The Fire Department has also met and discussed emergency plans with Chief Warren B. Ryder of the Boxborough Police Department.

Sincerely,

A handwritten signature in black ink, appearing to read "R. T. White", is written over a horizontal line.

Randolph T. White
Fire Chief



QUITCLAIM DEED

Cynthia G. Wells, Personal Representative of the Estate of Leslie E. Gundersen,
late of Boxborough, Massachusetts, under power of sale in the Will, Middlesex
Probate Court Docket No. MI13P5225EA

for consideration paid, in the amount of Less than \$100.00

grant to **The Town of Boxborough, a municipal corporation acting by and
through its Conservation Commission,** with a principal address of 29
Middle Road, Boxborough, Massachusetts

WITH QUITCLAIM COVENANTS

(SEE EXHIBIT "A" ATTACHED HERETO FOR PROPERTY DESCRIPTION)

The premises is conveyed with an appurtenant perpetual "10' Wide Access Easement"
by Grant of Easement to the Town of Boxborough acting by and through its
Conservation Commission, said Grant of Easement recorded with the Middlesex
South District Land Registration Office as Document No. 1667287.

Being a portion of the premises conveyed to Leslie E. Gundersen by Deed registered
as Document No. 1653260 on Certificate of Title No. 254973 registered with said
Deeds in Registration Book 1441, Page 129.

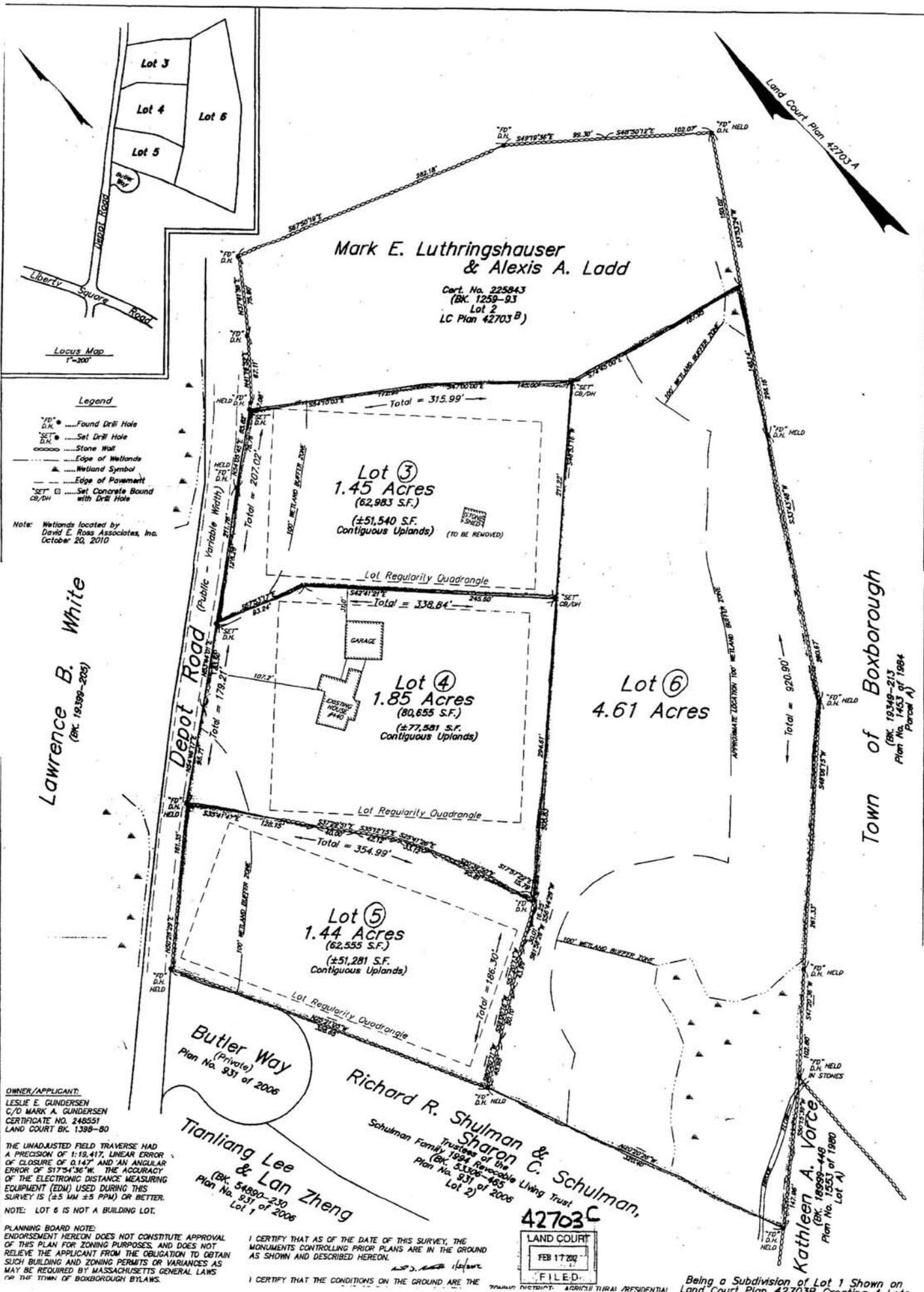
EXHIBIT A

The land with the buildings thereon situated in Boxborough, Middlesex County, Massachusetts, bounded and described as follows:

- NORTHWESTERLY by Lots 3, 4 and 5, as shown on plan hereinafter mentioned, by various courses measuring in total six hundred ninety-two and 13/100 (692.13) feet;
- NORTHEASTERLY by land of Mark E. Luthringshauser and Alexis A. Ladd, as shown on said plan, one hundred eighty-seven and 95/100 (187.95) feet;
- SOUTHEASTERLY by land of the Town of Boxborough and land of Kathleen A. Vorce, as shown on said plan, by various courses measuring in total nine hundred twenty and 90/100 (920.90) feet;
- SOUTHWESTERLY by land of Richard R. Shulman and Sharon C. Schulman, as shown on said plan, three hundred twenty and 40/100 (320.40) feet.

Said parcel is shown as Lot 6 on L.C. Plan No. 42703C.

All of said boundaries are determined by the Court to be located as shown on a subdivision plan, filed in the Land Registration Office, as approved by the Court, filed in the Land Registration Office, a copy of which is filed in the Registry of Deeds for the South Registry District of Middlesex County in Registration Book 1412, Page 142, with Certificate No. 250714.



Legend

- Found Drill Hole
- Set Drill Hole
- Stone Wall
- Edge of Wetlands
- ▲ Wetland Symbol
- Edge of Pavement
- Set Concrete Bound with Drill Hole

Note: Wetlands located by David E. Ross Associates, Inc. October 20, 2010.

OWNER/APPLICANT:
 LESLIE E. GUNDERSEN
 C/O MARK A. GUNDERSEN
 CERTIFICATE NO. 248551
 LAND COURT BK. 1398-80

THE UNADJUSTED FIELD TRAVERSE HAD A PRECISION OF 1:19,417, LINEAR ERROR OF CLOSURE OF 0.147' AND AN ANGULAR ERROR OF 517'34.36". THE ACCURACY OF THE ELECTRONIC DISTANCE MEASURING EQUIPMENT (EDM) USED DURING THIS SURVEY IS (±5 MM ±5 PPM) OR BETTER.

NOTE: LOT 6 IS NOT A BUILDING LOT.

PLANNING BOARD NOTE:
 ENDORSEMENT HEREON DOES NOT CONSTITUTE APPROVAL OF THIS PLAN FOR ZONING PURPOSES, AND DOES NOT RELIEVE THE APPLICANT FROM THE OBLIGATION TO OBTAIN SUCH BUILDING AND ZONING PERMITS OR VARIANCES AS MAY BE REQUIRED BY MASSACHUSETTS GENERAL LAWS FOR THE TOWN OF BOXBOROUGH BYLAWS.

I CERTIFY THAT AS OF THE DATE OF THIS SURVEY, THE MONUMENTS CONTROLLING PRIOR PLANS ARE IN THE GROUND AS SHOWN AND DESCRIBED HEREON.

I CERTIFY THAT THE CONDITIONS ON THE GROUND ARE THE

42703C
 LAND COURT
 FEB 17 2012
 FILED

Being a Subdivision of Lot 1 Shown on Land Court Plan 42703B Creating 4 Lots

ACCEPTANCE

The Town of Boxborough, acting by and through its Conservation Commission, pursuant to the authority granted by G.L. c.40, §8C, hereby accepts the foregoing Quitclaim Deed from Cynthia G. Wells, Personal Representative of the Estate of Leslie E. Gundersen, of the land off Depot Road shown as Lot 6 on L.C. Plan No. 42703C, for open space, passive recreation, and conservation purposes.

TOWN OF BOXBOROUGH
CONSERVATION COMMISSION

Approved:

TOWN OF BOXBOROUGH
BOARD OF SELECTMEN

By: Vincent M. Amoroso
Its: Chairman

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss

On this _____ day of _____, 2014, before me, the undersigned Notary Public, personally appeared _____, who proved to me through satisfactory evidence of identification, which were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose, as a member of the Conservation Commission of the Town of Boxborough.

(Official Signature and Seal of Notary)

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss

On this _____ day of April, 2014, before me, the undersigned Notary Public, personally appeared, Vincent M. Amoroso, who proved to me through satisfactory evidence of identification, which was personal knowledge, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose, as Chair of the Board of Selectmen of the Town of Boxborough, Massachusetts.

Cheryl A. Mahoney, Notary Public
My commission expires: November 21, 2014



7e

FY 2014 BoS Goals and Projects

Status at April 14, 2014

Goals

All citizens will be accorded respect, courtesy, and fair due process by Town employees and members of all boards and commissions dealing with the public. Policies will be created for key government functions, based upon generally accepted practices throughout the Commonwealth.

Promote transparency in town government. Continue to provide information about town government, including related documents (e.g. minutes, bylaws, contracts), on town's website.

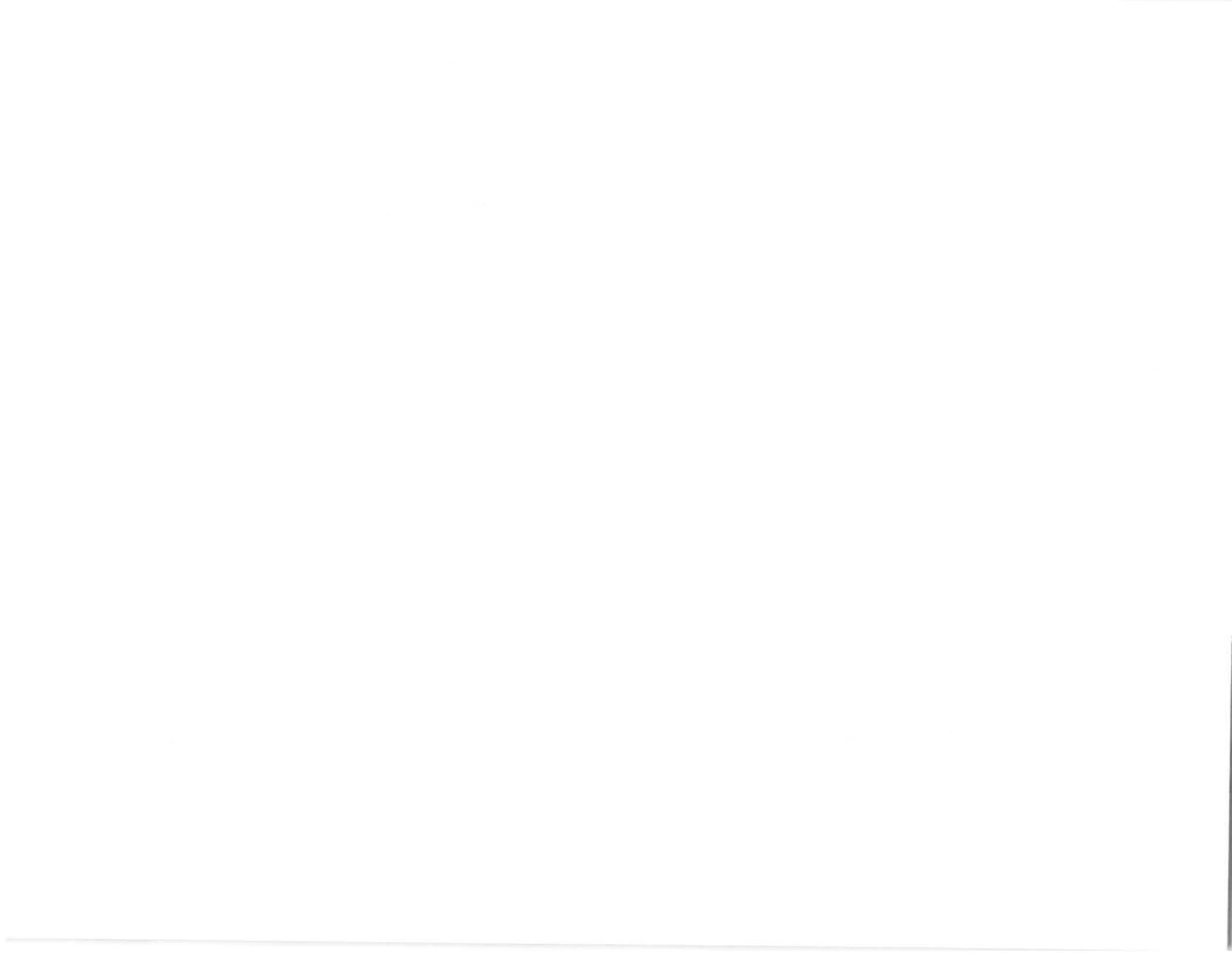
Expand the communication channels among the BoS, department heads and boards/commissions - by instituting formal quarterly meetings with department heads and meetings at least semi-annually with all boards. Liaisons should meet with department heads on a monthly basis. Expand communication channels among the selectmen, keeping all members informed.

Reinforce a high level of accountability flowing down from the BoS to the departments by creating overall goals for the town government and flowing specific contributing objectives and priorities to the department heads. Performance reviews will be based upon an accounting of actual performance against the agreed-upon objectives and priorities. Refine performance tool.

Formalize a personnel and capital resource planning activity in order to effectively prioritize potential personnel additions, infrastructure requirements, capital equipment purchases, and other large discretionary acquisitions such as land purchases in an environment of limited and possibly shrinking resources. This will require department heads, boards and commissions to carefully forecast personnel, infrastructure, capital, and real property needs and priorities. These individual forecasts will be integrated and prioritized from a town-wide perspective in order to constitute comprehensive five-year and ten-year plans that will form the basis for effective town meeting actions.

Establish several realistic goals and participate in regional and statewide municipal organizations working toward improvements in local revenue distributions, effective development policies, regional management of emergency services, affordable housing policies and other resource management issues. Review potential for consolidation of services within the town.

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status at April 14, 2014	Date Completed	Notes
Annual Goals Workshop	BoS Chair	BoS/TA			Annually in September; status of goals to be reviewed quarterly		Did not meet first quarterly review. Other pressing business filled BoS agendas; traveling members (all selectmen to be present when discussed)		
Appreciation Event	Vince Amoroso	BoS			Annually in September	Fun time for volunteers and staff			Would like to determine why attendance has dropped and work to increase. After May 2014 ATM, brainstorm ideas to increase attendance.



FY 2014 BoS Goals and Projects

Status at April 14, 2014

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status at April 14, 2014	Date Completed	Notes
Information Technology (IT (incl WAN), VoIP, Cable)	Les Fox	Les Fox/Dept. heads		ongoing		Immediate needs and long-term strategy for networks (including servers), email, desktops, security, licensing and cable	Contracted service with Guardian Info Systems. Migration of TH & DPW users onto new server almost complete. BPD to be moved in near term. XP desktops and laptops to be replaced in two phases - 1/2 in spring; 1/2 in early summer. New email domain.		For at least the short term, have hired consultant on time and materials basis. Long-term plan may be a hybrid approach utilizing services of consultant as well as in-house support.
Information Technology (IT (incl WAN), VoIP, Cable)		Les Fox/TA				VoIP maintenance and support	Still to be addressed		May be considered as part of complete IT support
		Les Fox, Town Clerk, Town Assessor and TA			04/01/14	Design and implementation of new improved website	New site rolled out on March 31. Work-In-progress.	3/31/14	VTS hired in October 2013. BoS want commitment on April 1 go-live date
Capital Plan	FinCom	Dilip Subramanyam, Gary Kushner, Treasurer, Accountant, TA		ongoing		Excel linked spreadsheet by years and departments in detail, including annual debt service	Ongoing		Plan is a living document, continually updated.
Capital Asset Management Plan		Inspector of Buildings		now		Narrative describing each of the assets, the life cycle and current overall status of the town's infrastructure as well as plans for managing the replacement/repair of those assets	Ongoing. Building Inspector to provide update to BoS before 6/30.		Should feed into Capital Plan. To be updated by BI and reviewed semi-annually with BoS
5-Year Personnel Plan	BoS liaisons to dept. heads	Primary dept heads				Comprehensive town-wide integrated plan of personnel resource utilization	Ongoing as part of budgeting process		This should be a fluid document to be reviewed annually.
Fire Cistern replacement	Jim Gorman	Fire Chief				Master cistern plan to be included in capital asset management plan			Cisterns are noted in capital plan, but have not been "scheduled" for any particular years. J. Gorman will follow up with Chief on status of inspections.



FY 2014 BoS Goals and Projects

Status at April 14, 2014

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status at April 14, 2014	Date Completed	Notes
Town Hall Improvements	Raid Suleiman	BI/DPW Director/TA				Replace Grange Meeting Room floor	To be completed with rest of GMR improvements		
						Drop ceiling - replace	Funding req for ATM - possibly pull if CPA approved		Examine and recommend repair/replacement
						Grange meeting room stage	Funding req for ATM - possibly pull if CPA approved		Determine feasibility of making ADA compliant
						Foundation and paving improvements	Funding req for ATM		BI and DPW Director are working on plan. Funding will be sought in FY 15 for paving and re-grading
LEPC/Emergency Mgt	Jim Gorman				Ongoing	Updated CEMP, meetings on standard basis	Chief has verbal agreement on cooling center.		July 2009 - received preliminary LEPC certification. Still awaiting final approval. J. Gorman will follow up with Chief White. Chief should confirm use of HI as cooling center.
						Blanchard to serve as emergency shelter	Generator installation complete. Project close-out scheduled for 4/15		
						Emergency preparedness guide for residents			Seek input from Elect. Inspector and LELWD on responsibilities of residents vs. utility co... Work with LEPC to put info brochure together for distro and posting on website.
Master Plan Update	BoS			Spring 2014 (OSRP & build-out)	Revised Master Plan, including Open Space and Rec Plan and updated build-out analysis	Consultant hired to complete open space & rec plan. Funding req for ATM for balance of MP		Public workshops held in Oct 2013 on Open Space & Rec Plan and updated build-out analysis.	
Economic Development	Les Fox	Les Fox/TA/Planner					Couple of meetings have been held with Littleton and Westford to discuss local initiatives. Next mtg 4/28		Need to determine town's appetite for development...
Collective Bargaining Agreements Dispatch, Fire and Police CBU's	Vince Amoroso/Les Fox					Executed CBAs	Dispatch & Fire complete. Reached mediated settlement with Police in Sept. Final wording agreed in Feb. 2014. Funding request at STM	ATM 2013 (Dispatch & Fire)	



FY 2014 BoS Goals and Projects

Status at April 14, 2014

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status at April 14, 2014	Date Completed	Notes
Department Head Negotiations	Amoroso & Fox (PC) Amoroso & Gorman (FC) Fox & Stemple (DPW)			January 2014	Various	Negotiated contract and salary	Negotiations completed with Police Chief. Almost completed with Fire Chief and DPW Dir.		TA contract negotiated through Sept. 2016. TA will notify Police & Fire Chiefs & DPW Director of Board's intent to negotiate successor agreements.
Department Head Reviews	BoS				January 15, 2014				
Water Exploration	Raid Suleiman/Vince Amoroso					Protection of potential water sources			BoH disbanded WRC in 2013. Vince to reach out to Frank Hubley to determine interest in spearheading effort.
OPEB - GASB 45	BoS	BoS, FinCom, Treasurer		ongoing		Plan to fund future benefits	Funding req for ATM for updated study (required ev 3 yrs). Req for ATM to transfer another 100k to OPEB Trust		Actuarial Study was updated in FY 2012. Token amounts appropriated in May 2012 (\$75k) and May 2013 (\$100k) to start funding the liability.
Regional Transfer Station	Vince Amoroso	TA, DPW Director				Access to some number of residents from Stow if feasible			V. Amoroso will meet with DPW Dir. to examine feasibility and costs/benefits...Although originally proposed by Stow selectma, no further discussion held after initial.
Disposition of Tax Title Properties	Raid Suleiman	TA, Town Treasurer		Fall 2011		Possible revenue to town			Continue to review properties and determine next steps (auction... transfer to another town entity)
Stow Road Task Force	Les Fox			Fall 2011	2014	Develop a plan for moving forward with aff housing project	Draft RFP has been prepared. Still in revision phase.		SRCDC looking at design options for property
Outreach to Public on Town Services	Bob Stemple & ?					Comprehensive plan for communication to residents on town matters, including how to sign up for Code Red and Nixie and expansion of website.			
Establishment of code of conduct/values and statement of ethics	Bob Stemple & Raid Suleiman				January 2014	Code of conduct, ethics for BoS and town boards (and employees)			





Internal Communications and Outgoing Communications
April 14, 2014

1. Copy of a letter from LELWD's General Manager, Savas Danos, dated March 31, 2014, to the LELWD Board of Commissioners formally announcing his retirement effective May 31, 2014. *
2. Letter from Mass. DEP Commissioner, David Cash, dated April 1, 2014, to "Municipal Official" announcing the availability of the 2014 Sustainable Materials Recovery Program – Municipal Grant. *Application deadline: June 11, 2014.**
3. Letter from MassDOT Secretary & CEO, Richard Davey, dated April 9, 2014, to Chairperson Leslie Fox, announcing that \$32,874 is available to Boxborough through the "Winter Rapid Recovery Road" program. Contract deadline for the specifying project(s) is June 30, 2014.*

* Indicates that the item is included in the agenda packet as well as in the general notebook.



8a(1)

*



39 Ayer Road, P.O. Box 2406
 Littleton, MA 01460-3406
 978.540.2222
 fax: 978.486.3552
 www.lelwd.com

Savas C. Danos, General Manager

March 31, 2014

Board of Commissioners
 Littleton Electric Light and Water Departments
 PO Box 2406
 Littleton, MA 01460

Received
 4-3-2014

Dear Board Members:

It is with an extremely heavy heart, that with this letter, I formally announce my retirement from the Littleton Electric Light and Water Departments, effective May 31, 2014.

I first would like to thank the Board both present and past, for your leadership, support and encouragement these past 32+ years. You have given me the tools, resources and guidance that have allowed me to surround myself with a most gifted staff, resulting in utilities that are among the leaders in performance, rates, customer service and the development of innovative programs and solutions to the many complexities facing public utilities.

I next must thank the Boards, Committees, employees and rate payers of Littleton and Boxborough, as well as the many vendors and consultants that have supported our initiatives and provided me guidance in meeting our objectives.

Last, but certainly not least, I must thank my colleagues at LELWD for their unwavering support, professionalism, entrepreneurial spirit and "can do" attitude. I will miss my fellow employees, their camaraderie and the challenges and great working environment that LELWD has provided me. I am truly humbled and honored to have the privilege of having worked with such a dedicated staff these many years.

Please be assured that I will continue to support LELWD and offer my assistance after my retirement date with any transition and support necessary for my successor.

Sincerely yours,

Savas C. Danos
 General Manager

cc: LELWD Colleagues
 Board of Selectmen, Town of Littleton
 Board of Selectmen, Town of Boxborough ✓

Ann Essman, Asst. Town Treasurer
 Middlesex Retirement Board





80 (2)

BOS-EC*
T. Garmon



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

DEVAL L. PATRICK
Governor

RICHARD K. SULLIVAN JR.
Secretary

DAVID W. CASH
Commissioner

April 1, 2014

Dear Municipal Official:

On behalf of the Patrick Administration, it is my pleasure to announce the availability of the 2014 Sustainable Materials Recovery Program - Municipal Grant application. The Sustainable Materials Recovery Program (SMRP) was authorized under the Green Communities Act and MassDEP regulations (310 CMR 19.300) to provide grants to Massachusetts municipalities and regional government entities for recycling, composting, reuse and waste reduction activities in support of the State's Solid Waste Master Plan goals.

This year, the SMRP application includes an exciting new initiative - the *Recycling Dividends Program (RDP)* - which will provide payments to municipalities that have implemented programs and policies proven to maximize reuse, recycling and waste reduction. *RDP* will deliver benefits in two ways: it will reward communities with model recycling programs and incentivize those with less effective programs to take strategic steps to improve them.

The SMRP application also provides municipalities the opportunity to request funding for Pay-As-You-Throw program start-up, recycling and food waste carts, roll-offs, compactors, waste reduction enforcement coordinators funding, school recycling programs, and organics capacity projects. Last year, MassDEP awarded \$2.47 million to 136 communities and regional entities through SMRP. SMRP is funded by the Waste Energy Credits Expendable Trust, created under the Green Communities Act.

To assist your community in applying for a SMRP grant, MassDEP is holding six information sessions across the state during late April and early May. Dates and locations for these sessions, along with detailed information on the application process, eligibility criteria, and funding categories, may be found at: <http://www.mass.gov/eea/agencies/massdep/recycle/grants/smrp-grants.html>.

The deadline for submitting the SMRP Municipal Grant Application is **June 11, 2014**. Applications must be submitted online, via ReTRAC Connect, a web-based reporting system that MassDEP utilizes for municipal solid waste programs. You may access this reporting system via the website above.

Thank you for your commitment to building effective and sustainable waste reduction and recycling programs. Should you have questions about SMRP, please call Tina Klein at 617-292-5704.

Sincerely,

David W. Cash
Commissioner



Deval L. Patrick, Governor
Richard A. Davey, Secretary & CEO

82(3)

BOB-H-C-
DPW Dir-Scan
massDOT
Massachusetts Department of Transportation

April 9, 2014

Received
4/11/2014

Mr. Leslie Fox, Chairperson
Town of Boxborough
29 Middle Road
Boxborough, MA 01719

Dear Mr. Fox:

Given the extraordinary winter season the Commonwealth faced this past year and the serious toll it took on our roads, we are pleased to announce a "Winter Rapid Recovery Road" program designed to benefit all 351 cities and town across the Commonwealth. Governor Patrick has approved \$40 million for a statewide program. We are designating \$30 million of that as direct aid, as apportioned via the Chapter 90 formula, for cities and towns and \$10 million for improvements to state roads.

MassDOT is issuing a one-time contract allowing the Town of Boxborough the draw down of \$32,874 for the reimbursement of specific purpose road and road facility repairs resulting from this harsh winter. Eligible projects include (a) patching of potholes, cracking and other surface defects, including paving projects, (b) repair and or replacement of signage, guardrail, storm grates, or road striping or painting, or (c) projects identified through written agreement between the MassDOT Highway Division District Office and the Town of Boxborough.

The contract requires obligation of funds for specific projects no later than June 30, 2014 with the expectation that the projects and all related expenditures are completed by September 30, 2014. There will be no exceptions to the "use it or lose it" provisions of this agreement. The intent of the program is to help cities and towns make immediate and necessary repairs to your roadway network during this construction season.

Should you have any questions, please call Paul Jay at (857) 368-9150 or Maria Conti at (857) 368-9144

Richard A Davey
Secretary and Chief Executive Officer

Ten Park Plaza, Suite 4160, Boston, MA 02116
Tel: 857-368-4636, TTY: 857-368-0655
www.mass.gov/massdot



Winter Rapid Recovery Road Program (WRRRP)
Rules and Regulations
April 9, 2014

1. **Eligible projects** include (a) patching of potholes, cracking and other surface defects, including paving projects, (b) repair and or replacement of signage, guardrail, storm grates, or road striping or painting, or (c) projects identified through written agreement between the MassDOT Highway Division District Office and the specific city or town.
2. We have enclosed **A MassDOT Standard Contract Form**. The highlighted items must be completed, signed and **returned within one week of receipt**.
3. Under the WRRRP, determination of the amount of the funds **allocated** for each city and town is based upon the parameters of the Ch 90 program; Road Miles, Population, and Employment. Please note neither the WRRRP nor any expenses incurred to be reimbursed under the WRRRP fall under the Chapter 90 program.
4. Monies for each specific city or town will be encumbered by MassDOT. This results in the monies being **obligated** on The Commonwealth's accounting system for the purpose of effecting the reimbursement of bills paid by the cities and towns for projects as delineated above.
5. Projects must be **physically completed** by June 30, 2014.
6. Copies of invoices from the communities, along with evidence of payment to **contractors, must be received** by the respective District Office State Aid Engineers by August 1, 2014. District Offices will then process the reimbursement paperwork through MassDOT Headquarters. These invoices must be clearly marked as "WRRRP Eligible." Invoices received at the District Offices after August 1 will not be reimbursed.
7. If the total amount of invoices submitted to MassDOT for the WRRRP is less than the total funds allocated, the remainder of this funding is lost and will be de-obligated. This is the "Use it or Lose it" rule.
8. Cities and Towns will be **reimbursed by September 30th** for their expenditures pertaining to the WRRRP program up to the specified amount as per the Secretary's letter of April 9th.

86



Minutes, Notices and Updates
April 14, 2014

Minutes

1. Minutes of the Board of Appeals meeting held March 4, 2014.

Notices

1. Notice of a Boxborough Housing Board meeting held April 3, 2014.
2. Notice of Finance Committee meetings:
 - a. Held April 7, 2014
 - b. To be held April 14, 2014
3. Notice an Energy Committee meeting held April 9, 2014.
4. Notice of Public Celebrations Committee meetings:
 - a. Held April 9, 2014
 - b. To be held April 14, 2014
5. Notice of a Boxborough Emergency Reserve Corps meeting to be held April 15, 2014.
6. Notice of Board of Selectmen Contract Negotiating Team [Executive Session] meeting RE: DPW Director to be held April 17, 2014.
7. Notice of a Steele Farm Advisory Committee meeting to be held April 17, 2014.
8. Notice of a Historical Commission meeting to be held April 23, 2014.
9. Legal Notice of Board of Selectmen public hearings to be held April 28, 2014, to consider a amendments to the Finance Committee Bylaw.
10. Legal notice of Public Hearing of the Zoning Board of Appeals to be held on April 15, 2014, to consider the application of the United Church of Christ, Congregational – Boxborough to Amend ZBA Decision 89-02 to replace the current free-standing church sign located at 723 Massachusetts Avenue.
11. Save the Date Notice from the MBTA Advisory Board for a meeting held April 8, 2014.



8c



General Correspondence
April 14, 2014

1. Flyer/Posting for the 2014 Flerra Community Garden.

