



BOARD OF SELECTMEN
Meeting Agenda - REVISED
April 28, 2014
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 7:00 PM

2. EXECUTIVE SESSION, TOWN ADMINISTRATOR'S OFFICE

- a) To consider the purchase or value of real estate
- b) Strategy in preparation for negotiations with non-union personnel (Fire Chief and DPW Director)

Move to adjourn to executive session to consider the value of real estate and to conduct a strategy session in preparation for negotiations with non-union personnel (Fire Chief and DPW Director), and to reconvene in open session to continue the regular business on the agenda at 7:30 PM in the Grange meeting room

**ROLL CALL
VOTE:**

[with respect to "a", the Chair shall note that an open meeting would have a detrimental effect on the negotiating position of the BoS]

RE-CONVENE IN OPEN SESSION IN GRANGE MEETING ROOM, 7:30 PM

3. ANNOUNCEMENTS

**4. PUBLIC HEARING ON PROPOSED AMENDMENT TO THE FINCOM
BYLAW, 7:35 PM**

5. APPOINTMENTS

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

- a) Citizens concerns

6. MINUTES

- a) Regular session, March 24, 2014
- b) Executive session [BoS Negotiating Team, Fire Chief], April 16, 2014
- c) Executive session [BoS Negotiating Team, DPW Director], April 17, 2014

**ACCEPT & POF
ACCEPT & POF
ACCEPT & POF**

7. SELECTMEN REPORTS

8. OLD BUSINESS

- a) Special/Annual Town Meeting
Discussion regarding articles

9. NEW BUSINESS

- a) Town Planner appointment - Adam Duchesneau, effective May 5, 2014 through June 30, 2015
[Adam is unable to attend due to his attendance at final Planning Board meeting in Melrose]
- b) Reserve Fund Transfer – DPW Snow and Ice

Public Works – Snow and Ice Wages (\$5,623.08) and Public Works – Salt Expense (\$24,071.71)

VOTE:

- c) Code of conduct/values and statement of ethics (Raid Suleiman and Bob Stemple)

10. CORRESPONDENCE

ACCEPT & POF

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

11. PRESS TIME

12. CONCERNS OF THE BOARD

13. EXECUTIVE SESSION, TOWN ADMINISTRATOR'S OFFICE

[only if not completed earlier in agenda]

- a) Strategy in preparation for negotiations with non-union personnel (Fire Chief and DPW Director)
Move to adjourn to executive session to conduct strategy sessions in preparation for negotiations with non-union personnel (Fire Chief and DPW Director), and to adjourn immediately thereafter

**ROLL CALL
VOTE:**

[The Chair shall note that an open meeting would have a detrimental effect on the negotiating position of the BoS]

14. ADJOURN

Finance Committee Bylaw

**LEGAL NOTICE
BOXBOROUGH BOARD OF SELECTMEN**

The Board of Selectmen will hold a public hearing on Monday, April 28, 2014 at 7:35 p.m. in the Grange Meeting Room, Boxborough Town Hall, 29 Middle Road, to consider an amendment to the Finance Committee Bylaw. A copy of the proposed bylaw will be available for review on the Town's website at www.boxborough-ma.gov or on the bulletin board outside the Town Clerk's Office on 4/17/14.

All are welcome to attend.

Per Order
Board of Selectmen

**FINANCE COMMITTEE BYLAW
LEGAL NOTICE
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All are welcome to attend.

Per Order
Board of Selectmen

AD#13102783
Acton Beacon 4/17/14

**PROPOSED AMENDMENT TO BE BROUGHT FORWARD
ATM 2014, IN CONJUNCTION WITH ARTICLE 9, *BYLAW TO ESTABLISH
COMMUNITY PRESERVATION COMMITTEE***

FINANCE COMMITTEE BYLAW

Section 1. There shall be a Finance Committee, as authorized by the General Laws, Chapter 39, section 16, consisting of no less than five (5) and no more than nine (9) members, all of whom shall be registered voters of the Town. No appointed or elected official of the Town, except for a member serving on the Personnel Board, Capital Budget Committee, Affordable Housing Trust, **Community Preservation Committee** or a building or public works committee, shall be eligible to serve simultaneously on the Finance Committee. Commencing on the effective date of this bylaw, the Moderator shall appoint three (3) members each year for a term of three (3) years, the terms of said members to expire on the last day of June. No committee member shall serve for more than three (3) consecutive terms. Any member of said Committee who shall be appointed or elected to Town office or a committee or board other than the Personnel Board, Capital Budget Committee, Affordable Housing Trust, **Community Preservation Committee** or a building or public works committee shall forthwith upon his qualification in such office, and any member who shall remove from the Town shall upon such removal, cease to be a member of said Committee. Members absent from one-third of the regular meetings in any calendar year may be removed by a two-thirds vote of the other members, present and voting. Said Committee shall choose its own officers. The members of said Committee shall serve without salary.

Section 2. The Finance Committee may employ, subject to an appropriation therefor, an Executive Secretary.

Section 3. In the event of any vacancy in its membership, the Finance Committee shall notify the Moderator in writing, and the Moderator shall thereupon fill such vacancy.

Section 4. The Finance Committee shall consider all matters of business included within the articles of any Warrant for a Town Meeting, and shall after due consideration report thereon in print its recommendation as to each article. The Finance Committee shall cause its report to be delivered or mailed to each place of residence in Town where at least one (1) registered voter resides at least fourteen (14) days in advance of a Town Meeting. The said delivery or mailing of this report shall not constitute a legal prerequisite for any Town Meeting or affect the validity of any other action taken thereat. The report shall state the total amount of the appropriations on the entire warrant and the approximate effect on the tax rate based on such appropriations. The report shall also state the same information with regard to the warrant articles receiving their affirmative recommendation. The report for the annual Town Meeting shall contain a statement of the doings of the Committee during the year, with such recommendations or suggestions as it may deem advisable on any matters pertaining to the welfare of the Town. It may issue recommendations on referenda and other matters on any ballot other than the choice of individuals for offices.

Section 5. The Finance Committee shall have authority at any time to investigate the books, accounts and management of any department of the Town, and to employ such expert and other assistance as it may deem advisable for that purpose and the inspection of the Committee and any person employed by it for that purpose. The Committee may appoint sub-committees and delegate to them such of its powers as it deems expedient.

Section 6. The various Town boards, officers and committees charged with the expenditure of Town money and those voters submitting special articles authorizing expenditures of Town money shall, not later than the fifteenth of January of each year, prepare in duplicate on forms provided by the Finance

Committee for the purpose, detailed estimates of the amounts deemed by them necessary for the administration of the respective offices or departments for the ensuing fiscal year, with explanatory statements of the reasons for any changes from the amounts appropriated for the same purpose in the preceding year. They shall also prepare, in like form, estimates of all probable items of income which may be received by them during the ensuing year in connection with the administration of their departments or offices, and a statement of the amount of appropriation requested by them for the ensuing fiscal year. Such estimates and statements shall be filed with the Finance Committee who shall at once transmit a copy of same to the Town Accountant.

Section 7. The Finance Committee shall duly consider the estimates and statements filed by the Town boards, officers and committees, and may confer with said boards, officers and committees and hold hearings, if they deem it advisable. The Finance Committee shall thereupon recommend such sums and in such division of items as it considers necessary and convenient.

Section 8. Upon approval of this bylaw, the previous bylaw established under Article 2 of the Special Town Meeting of November 21, 1966, is superseded.

Adopted:	February 7, 1955
Approved by Attorney General:	
Amended by Town Meeting:	November 21, 1966
Approved by Attorney General:	
Amended by Town Meeting:	March 10, 1969
Approved by Attorney General:	July 28, 1969
Amended by Town Meeting:	March 5, 1974
Approved by Attorney General:	April 9, 1974
Amended by Town Meeting:	November 9, 1981
Approved by Attorney General:	February 25, 1982
Amended by Town Meeting:	May 29, 1990
Approved by Attorney General:	September 13, 1990
Amended by Town Meeting:	May 21, 2008
Approved by Attorney General:	September 23, 2008
Amended by Town Meeting:	May 13, 2013
Approved by Attorney General:	October 14, 2013



BOARD OF SELECTMEN
Meeting Minutes
March 24, 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 7:34 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

Chair Amoroso read the announcements.

APPOINTMENTS

- No one asked to speak under the Citizens concerns.

MINUTES

- Member Gorman moved to accept the minutes for the regular session of March 10, 2014, as revised and the executive session of March 17, 2014, as written. Seconded by Member Stemple. **Approved 4-0-1.**

SELECTMEN REPORTS

- Member Fox had nothing new to report.
- Member Suleiman reported on the Personnel Board. They met this morning at 7:00 AM. The Personnel Board would like to request that an article addressing retroactive FY 14 employee compensation be included in the Special Town Meeting Warrant. They are working on their recommendation. No votes were taken on anything else.

He also reported that the Recreation Commission met on Tuesday and discussed field usage.

- Member Stemple reported that the Design Review Board met to review the UCC-Boxborough's application to construct a new sign for the Church; however the Board determined that their application was not detailed enough. Specifically as to details on the new proposed materials. The DRB will meet again once the supplemental information is received.

He also reported that he and Member Fox met with DPW Director regarding his contract.

- Chair Amoroso reported that he met with FinCom members on the budget.

He also reported that he had taken a ride around town to review the road conditions. He has spoken with DPW Dir. Garmon about his observations, specifically the conditions on Reed Farm Road. Dir. Garmon is in the process of obtaining paving bids and will be reporting back to the Selectmen.

- Member Gorman reported that he met with Veterans' Agent, Donny Morse, and discussed the proposed article.

He also reported that he had met with Chief White to discuss the Department's vehicles and equipment.

OLD BUSINESS

The Selectmen took up discussion of the Special/Annual Town Meeting.

- Member Fox opened discussion on the proposal for the Regionalization of Animal Control Services and the requisite Town Meeting article. He reviewed Animal Control Officer Phyllis Tower's responsibilities and call procedures. She also provides these services for other surrounding towns so, essentially she already provides de facto regionalized Animal Control Services. The proposed article would provide us with an opportunity to formalize these arrangements and the funding. It is not unusual for her to be providing these services for more than 40 hours on any given week. There have been preliminary discussions with these other communities about entering into an Intermunicipal Agreement (IMA) for these services. Town Meeting already authorized investigating establishing an IMA for these services back in 2006. This would be a placeholder article to establishing a revolving fund for these services, if Boxborough is able to enter into such an IMA. She is a valuable resource and this would provide additional structure allowing her to better manage her workload.

The Board took Agenda Item #6a iii, out of order.

- Rita Grossman was present to continue the discussion on the articles on the adoption of the Community Preservation Act and the establishment of a Community Preservation Committee, including the surcharge and exemptions options. Chair Amoroso noted that the information available on the website, Community Preservation.org was very helpful. He was able to find the answers to many of the questions/concerns previously raised by the Selectmen. He provided this information. One specific concern was the use of CPA to fund work on recreation facilities. CPA can be used for the creation of certain recreation sites. Due to recent amendments, funds can now also be used for the rehabilitation or restoration of existing facilities; however normal maintenance costs are not an allowable use. This website also provides a searchable inventory of approved CPA projects. Grossman updated information that she previously provided with a PowerPoint presentation. Another concern raised is "using up" CPA funds. Grossman noted there is no legal precedent for "using up" CPA funds. However, even if the Town opts out of CPA, once received these funds remain with the Town but must be expended only on CPA uses; and "used up" pursuant to the CPA allocation criteria. There is precedent for using CPA to fund Housing or Conservation Trusts. There was discussion on the prior and current year capital projects that could have been funded using CPA – Recreation: O'Grady Skate Park & AB Athletic Field Lighting; Historical: Town Hall and Steele Farm restoration work; and Land: 2002 Patch Hill Conservation Land acquisition. There have also been missed opportunities – in 2009 Selectmen declined an option on 25 acres and no significant maintenance has been done at Steele Farm since it was acquired 20 years ago. As to funding, Grossman proposed that CPA be launched with a 1.5% surcharge and an exemption on the first \$100,000 of value be applied to low and moderate income senior households only. She also advised that some in town would like to see CPA go into effect retroactively so we could start funding projects in FY 15 instead of waiting until next year. The CPA Committee would be under the purview of the Selectmen. The Selectmen provided their input. Even though it is not an actual "tax" it will effectively be viewed by taxpayers as same as a tax. The Selectmen still encouraged Grossman to develop a "cost/benefits" like analysis and a formal list of potential CPA projects. There is a concern that there is not a significant pool of significant eligible projects after the first five years. The Town could benefit from the CPA revenue stream, however, there are strings attached. The consensus of the Board was they could support: with an initial 1% surcharge and senior low-income homeowner value exemption. The Selectmen further noted that they were not in support of the retroactive FY 15 implementation. Chair Amoroso moved to approve the article for the adoption of the Community Preservation Act with a 1% surcharge; and exempt low-income senior residences, as identified by MGL. Further not to approve the retroactive implementation. Also to approve the article to establish a Community Preservation Committee. Seconded by Member Stemple. **Approved 4-1.**
- The Selectmen took up the voting of the articles related to the Personnel Plan – Classification and Compensation Schedules. There was a review of the proposed schedules and previous discussions. Several Selectmen noted that they still consider some positions incorrectly classified. The consensus was that though there are concerns about the mechanics of the analysis regarding these placements/classifications, moving forward the town needs a plan. Though this is not a perfect plan the Town can review the data and revise it in the future. We have good people working for us and the Town is best served when we have good employee morale. Compensation has to be equitable for all not just those represented by collective bargaining groups. There was support for the retroactive FY 14 adjustments. It was noted that if it was not approved it would put us a year behind market rate(s). This study cost the Town a significant amount and if we don't accept these findings we will have to spend more money while making non-union employees wait for an equitable result. The Town has agreed to retroactive compensation in collective bargaining unit (CBU) contracts and should provide the same consideration to non-union employees. Concerns with the structure are less important than supporting town employees and promoting morale. It was confirmed that the retroactive FY 14 compensation would be within the Special town Meeting and if approved would require "back fill" funding. There was support for retroactive component and overall plan even though there is still disagreement with the classification mechanics. There is never a perfect plan and we have to believe we can improve this once in place and moving forward. There was discussion as to the procedure of amending the terms of the plan on Town Meeting floor.

- The Selectmen moved on to review and vote all articles.

SPECIAL TOWN MEETING

1.	LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER	Chair Amoroso moved to place article in warrant and to recommend, as written. Seconded by Member Stemple. Approved 4-1.
2.	MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE	Dollar amount will be taken from FY 15 proposed budget. Chair Amoroso moved to place article in warrant and to recommend, dollar amount inserted prior to publication. Seconded by Member Stemple. Approved 4-0-1. (Suleiman abstained)
3.	TRANSFER FROM INSURANCE PROCEEDS	Chair Amoroso moved to place article in warrant and to recommend, as written. Seconded by Member Stemple. Approved 5-0.
4.	FUND PROPOSED FY 2014 PERSONNEL CLASSIFICATION PLAN	Member Stemple moved to place article in warrant and to recommend, as presented. Seconded by Member Suleiman. Approved 4-1.

ANNUAL TOWN MEETING

1.	CHOOSE TOWN OFFICERS	N/A
2.	RECEIVE REPORTS	Pro-forma. Chair Amoroso moved to place article in warrant, and to recommend as written. Seconded by Member Fox. Approved 5-0.
3.	SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS	Chair Amoroso moved to place article in warrant, amounts to be revised to reflect Compensation Schedule and to recommend. Seconded by Member Stemple. Approved 5-0.
4.	PERSONNEL ADMINISTRATION PLAN CHANGES	Member Stemple moved to place article in warrant and to recommend, as presented. Seconded by Member Suleiman. Approved 4-1.
5.	TOWN OPERATING BUDGET	Passed over - Awaiting a voted budget from FinCom.
6.	AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT	Chair Amoroso reviewed previous discussions and referred to his analysis – does not recommend supporting this. Could send students as a non-member town. Doesn't make sense to stay for Boxborough or for Minuteman to keep us. Chair Amoroso moved to place article in warrant, as written. Seconded by Member Stemple. Approved 5-0. Chair Amoroso moved to disapprove this article and not to recommend. Seconded by Member Stemple. Approved 0-5.
7.	WITHDRAWAL FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT	Chair Amoroso referred to his recommendation provided. Boxborough only makes up 1.5% of the current student body. More choices is better. Chair Amoroso moved to place article in warrant and to recommend, as written. Seconded by Member Fox. Approved 5-0.
8.	ACCEPTANCE OF THE COMMUNITY PRESERVATION ACT - CH.44B §§3-7	Article language and placement was voted earlier in the evening. Chair Amoroso moved to recommend. Seconded by Member Stemple. Approved 4-1.
9.	BYLAW TO ESTABLISH COMMUNITY PRESERVATION COMMITTEE	Further revisions (inclusion of Capital Plan reference) were presented. Member Gorman moved to place article and to recommend, as revised. Seconded by Member Suleiman. Approved 4-1.
10.	DISPOSITION OF 72 STOW ROAD PROPERTY	Passed over – Awaiting review by Town Counsel.
11.	TRANSFER TO STABILIZATION FUND**	Pro forma. Member Gorman moved to place article in warrant and to recommend, as written. Seconded by Chair Amoroso. Approved 5-0.

12.	TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND**	Pro forma. Member Suleiman moved to place article in warrant and to recommend, as written. Seconded by Member Stemple. Approved 5-0.
13.	GASB 45 ACTUARIAL CONSULTANT**	This is to pay for a required study related to OPEB. Chair Amoroso moved to place article in warrant and to recommend, as written. Seconded by Member Suleiman. Approved 5-0.
14.	CONSERVATION TRUST FUND**	Article same as in years' past. Member Stemple moved to place article in warrant and to recommend, as written. Seconded by Chair Amoroso. Approved 5-0.
15.	TRANSFER OF BLANCHARD MEMORIAL SCHOOL SPECIAL REVENUE ACCOUNTS TO ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**	Passed over, but will be Pro forma.
16.	RESCIND UNUSED BORROWING AUTHORITY**	Pro forma. Member Gorman moved to place article in warrant and to recommend, as written. Seconded by Member Suleiman. Approved 5-0.
17.	DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION**	Pro forma. Member Gorman moved to place article in warrant and to recommend, as written. Seconded by Member Suleiman. Approved 5-0.
18.	CAPITAL EQUIPMENT, VEHICLES AND INFRASTRUCTURE	This is a combined article. There was discussion on the new practice. Member Suleiman moved to place article in warrant and to recommend, as written. Seconded by Chair Amoroso. Approved 5-0.
	A. Town Hall Attic Insulation	
	B. Town Hall Carpet Replacement	
	C. Town Hall Grange Meeting Room Improvements	
	D. Town-wide Computer Replacement & Software Upgrade	
	E. Library – HVAC Control System Upgrade	
	F. Historical Museum – Chimney Repair	
	G. Steele Farm – Repairs to Barn	
19.	STUDIES AND INITIATIVES	This is a combined article. Chair Amoroso moved to place article in warrant and to recommend, as presented. Seconded by Member Fox. Approved 5-0.
	A. Town Clerk - Record Books Conservation	
	B. Planning Board – Update Master Plan*	
	C. Public Safety – Space Needs Analysis	
	D. Recreation Commission - Survey and Design of Basketball and Tennis Courts at Liberty Fields	
	E. Steele Farm Management Plan	<i>*Planning Board will provide their summary for publication.</i>
20.	CAPITAL IMPROVEMENT – ASPHALT PAVING – TOWN HALL, DPW AND HISTORICAL MUSEUM	Chair Amoroso moved to place article in warrant and to recommend, as written. Seconded by Member Stemple. Approved 5-0.
21.	CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF AIR-PAKS – FIRE DEPARTMENT	Member Gorman moved to place article in warrant and to recommend, as written. Seconded. Approved 5-0.
22.	PUBLIC SAFETY/DPW RADIO SYSTEM UPGRADE	Discussion on consultant's recommendations. Reviewed new data provided. Still questions on re-use of equipment and on another option not previously discussed – do just public safety for now but install infrastructure for future DPW inclusion. Passed over – until March 31 st .
23.	CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF FIRE DEPARTMENT BRUSH TRUCK	Member Gorman moved to place article in warrant and to recommend, as written. Seconded by Member Stemple. Approved 5-0.
24.	CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF DPW (2001) DUMP TRUCK	Chair Amoroso moved to place article in warrant and to recommend, as written. Seconded by Member Stemple. Approved 5-0.
25.	ACQUISITION OF PROPERTY – 530 MASSACHUSETTS AVENUE	Passed over - Still in discussion with owner.
26.	ACQUISITION OF PROPERTY – 593 MASSACHUSETTS AVENUE	Passed over - Still in discussion with owner.
27.	PILOT PROGRAM – COMMUNITY SERVICES COORDINATOR	Member Gorman moved to place article in warrant and to recommend, as written. Seconded by Member Suleiman. Approved 5-0.

28.	EXPANDED VETERANS SERVICES	Member Gorman discussed – had lengthy discussions with VA Agent – VA willing to provide one hour of “office hours” per week and additional outreach – conclusion: amount could be reduced and willing to consider including additional service options. Member Gorman moved to place article in warrant, as revised and to recommend. Seconded by Member Fox Approved 5-0.
29.	ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) TABLE OF USES BUSINESS/INDUSTRIAL USES, AND TO DELETE SECTION 7900	Not purview of the Selectmen.
30.	ZONING BYLAW AMENDMENT – AMEND SECTIONS 6104 AND 6105 PRIVATE/Common DRIVEWAYS	Not purview of the Selectmen.
31.	ZONING BYLAW AMENDMENT – AMEND SECTION 7300 FLOOD PLAIN DISTRICT	Not purview of the Selectmen.
32.	SUBMITTED BY PETITION - TAX RELIEF FOR BOXBORO SENIORS AGE 65 AND OLDER##	Petition Article no vote required however Town Counsel has provided appropriate language.
33.	SUBMITTED BY PETITION - TOWN RESIDENTS VOTING FOR TAX COLLECTOR VS SELECTMEN APPOINTING SOMEONE OF THEIR CHOICE. ##	Petition Article no vote required however Town Counsel has provided appropriate language.
34.	ACCEPTANCE OF EASEMENT FOR POTABLE WATER AND WASTEWATER INFRASTRUCTURE	Withdrawn
35.	ESTABLISH REVOLVING FUND FOR ANIMAL CONTROL OFFICER – DOGS AND CATS	Chair Amoroso moved placement of article then seconded by Member Stemple. However motion rescinded and action was passed over until March 31 st pending presentation of a number.
36.	ACCEPTANCE OF LIBERTY SQUARE ROAD FIRE CISTERN EASEMENT**	Property owner has agreed. Member Gorman moved to place article in warrant and to recommend, as written. Seconded. Approved 5-0.
37.	PERSONAL REAL ESTATE EXEMPTIONS**	Pro forma. Member Suleiman moved to place article in warrant and to recommend, as written. Seconded by Member Stemple. Approved 5-0.
38.	CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**	Pro forma. Noted that we are anticipating around \$200,000 in additional funding from the state. Hoping to see by April 14 th so a meeting could be held. Chair Amoroso moved to place article in warrant and to recommend, as written. Seconded by Member Suleiman. Approved 5-0.

It was confirmed that the warrant will be closed at the Selectmen’s March 31, 2014 meeting. TA Shaw introduced a new potential article. The Recreation Commission would like for the Town consider establishing a revolving fund to pay for Recreation Programs. The Selectmen noted that this could be supportable and they could discuss the actual article on March 31st.

- The Selectmen discussed the proposed funding of articles referring to a spreadsheet provided at table. Town Accountant Jennifer Barrett was present. No one from the Finance Committee was available for this discussion.

Selectmen agreed with the proposal to fund all four of the STM Articles with Free Cash. Fire Chief White has advised that he believes that he may be able to absorb some his department’s retroactive compensation funding under STM Article #4 from within their FY 14 budget.

There was discussion on the proposed funding of Town Meeting articles. The Selectmen agreed with the funding sources as proposed except for some of the components of the Capital Equipment, Vehicles & Infrastructure article (#18) [Town Hall improvements: Insulation, Carpeting & Grange Room improvements and the Library HVAC upgrade – these will be funded with Free Cash not Stabilization, as proposed. It was noted that though some grant funding may come in for the Fire Dept.’s “Air-Paks” acquisition (#21) the Town still need to budget for the full amount. Funding for the possible acquisition of the two Mass. Ave. properties (#25 & #26) borrowing, however the actual amount(s) will be discussed in Executive Session. There was discussion as to the current market rates for borrowing and Boxborough favorable position. The total amount proposed this year’s Town Meeting articles is approximately 2 million dollars more or less. Based on the current FY 15 budget model the Town could realize a reduction to the tax rate from \$17.69 down to \$17.25 per thousand. The Selectmen expressed their thanks to the TA Shaw, the Town Hall administration, Treasurer Dennehy and the members of the Finance Committee for the Town’s position financial position.

- The Selectmen took up discussion the FY 2015 budget. Town Accountant Barrett remained for this discussion. There was a review of TA Shaw’s Memorandum “FY 2015 Budget” [General Government and related FY 2015 budgets]. It was confirmed

that the Town Assessor will be moving to a full-time schedule in FY 15. Town Hall has been running its budget tight for the past several years. Discussed turned to an overall discussion of the FY 15 budget. FinCom has advised that they intend to provide a summary to explain where FY 15 savings are coming from. There was discussion on newly created IT budget. Intention is to take out general IT hardware of individual dept. budgets. Items that were re-assigned were identified and discussed. Dept. specific software and consumables (i.e. printer cartridges) will remain with the respective departments. Guardian services are currently funded out of Cable funds. This allocation need to be reassessed in future years.

Town Accountant Barrett was asked if she had anything to share from FinCom's discussion. FinCom has voted all of the budgets and will be voting the warrant articles on Saturday.

NEW BUSINESS

- Though not on the Agenda, the Selectmen discussed the launching of the New Town Website, which will be live on April 1st. Some of the items discussed were who would be responsible to the "Items to Share" section; the need for an "active" button to "Pay online". Residents can email TA Shaw with their comments on the new site.

EXECUTIVE SESSION

- The Selectmen determined that there was no need for an executive session, at this time.

ADJOURN

- At 11:00 PM, it was moved and seconded to adjourn. **Approved 5-0.**

9a



ADMINISTRATION

Memo

To: Board of Selectmen
Cc: Planning Board
From: Selina Shaw, Town Administrator 
Re: Recommendation of the Town Planner Search Team
Date: April 23, 2014

For your consideration on Monday night's agenda is the appointment of Adam Duchesneau to serve as the Town Planner for a term effective May 5, 2014 through June 30, 2015.

Search team members Selectman Les Fox, Planning Board member Owen Neville, Personnel Board member Pat Flanagan, Housing Board Chair Al Murphy, Town Planner Elizabeth Hughes, Inspector of buildings David Lindberg, and I had the pleasure of interviewing four shortlisted candidates from our pool of twenty applicants. Adam rose to the top. He has recently received his American Institute of Certified Planners (AICP) certification and has capably served as Assistant Planning Director in Melrose for the past year and a half and as Planner in Somerville for the previous two years. Adam also worked in the private sector for three and a half years providing planning and zoning consulting services for communities in Massachusetts and Connecticut. Adam is dedicated, capable and resourceful, and will be a valued member of the land use team and town hall staff.

We respectfully request that the Selectmen vote in support of the Planner Search Team's recommendation to appoint Adam Duchesneau as Town Planner for an initial term starting May 5, 2014 through June 30, 2015.

Thank you for your consideration of this matter.

Finance Committee



Reserve Fund Transfer Request

Date: 4-9-2014

It is requested by the undersigned that the sum of \$ 29,694.79 be transferred from the Reserve Fund to:

UMAS Acct. # 001-423-5100-5110 & 001-423-5400-5532 (~~5,623.08~~) (24,071.71)

Description (e.g. ~~Selectmen's expenses~~) Salaries and Salt Expense

The balance in Snow and Ice as 4-8-2014 is \$ -29,694.79.

An amount of \$ 160,886.00 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

We had a particularly brutal winter which resulted in additional man hours and many costly repairs. The major repairs were broken springs on two trucks and a bent frame on another. The plow on the Front End Loader to be replaced. The plow was obsolete and we were unable to find replacement parts. This forced us to buy a new plow. We also needed more salt than usual, spreading nearly 1540 tons of salt.

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>Director</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 \$ 29,694.79 from the Reserve Fund to UMAS Acct. # 001-423-5100-5110 (~~5,623.08~~) to be used for the purposes and in the amounts indicated above. 001-423-5400-5532 (24,071.71)

<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 7/1/13 To 4/23/14

<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>
Public Works - Snow and Ice											
001-423-5100-5110	Public Works - Snow and Ice Wages	5,375.00	0.00	5,375.00	10,998.08	10,998.08	0.00	0.00	10,998.08	-5,623.08	204.62%
001-423-5100-5130	Public Works - Snow and Ice Overtime Wa	45,961.00	0.00	45,961.00	46,212.16	46,212.16	0.00	0.00	46,212.16	-251.16	100.55%
001-423-5200-5241	Public Works - Repair Maint Equipment	8,557.00	0.00	8,557.00	14,219.50	14,219.50	0.00	0.00	14,219.50	-5,662.50	166.17%
001-423-5400-5480	Public Works - Vehicle Supplies	9,283.00	0.00	9,283.00	17,594.65	17,594.65	0.00	0.00	17,594.65	-8,311.65	189.54%
001-423-5400-5532	Public Works - Salt Expense	60,132.00	0.00	60,132.00	87,322.36	87,322.36	0.00	0.00	87,322.36	-27,190.36	145.22%
001-423-5400-5536	Public Works - Magnesium Chloride	31,578.00	0.00	31,578.00	14,234.04	14,234.04	0.00	0.00	14,234.04	17,343.96	45.08%
Sum	Public Works - Snow and Ice	160,886.00	0.00	160,886.00	190,580.79	190,580.79	0.00	0.00	190,580.79	-29,694.79	118.46%



Internal Communications and Outgoing Communications
April 28, 2014

1. Certified letter from David Stearrett, CFM, Chief of FEMA's Floodplain Management Branch, dated March 24, 2014, to the Chair Vincent Amoroso thanking the town for its efforts in the implementation of floodplain management measures, advising of the process if the Town has any difficulties with implementation and notifying the Town that they have until July 7, 2014 to adopt and/or submit a NFIP compliant floodplain ordinance. [Brochure – *Adoption of Flood Insurance Rate Maps by Participating Communities, September 2012* accompanied letter] *
2. Letter from Governor Deval Patrick, dated April 1, 2014, to Chair Leslie Fox advising that the statewide Chapter 90 program has provisionally funded \$200 million dollars. The letter further certifies that Boxborough's portion for FY 15 will be \$219,160 [provisionally]
3. Memorandum from MART Deputy Administrator, Bruno Fisher, dated April 10, 2014, to MART Member Communities Council on Aging Directors (cc. Member Communities BoS) regarding COA Responsibilities of MART Assigned Van and Expectations.
4. Copy of letters from MassHousing, dated April 11, 2014, to Craftsman Village Boxborough, LLC:
 - a. Final Approval – inventory of Regulatory Documents.
 - b. "Final Approval Letter"
5. Letter from TA Shaw, dated April 17, 2014, to Philip Kicelemos to provide him with the material concerning Town Meeting process & procedure and advising him that a "Pre-Town Meeting" meeting will be held April 29, 2014; inviting him to attend.
6. Letter from Anne Canfield, sent on behalf of the Boxborough Town Democratic Committee, dated April 19, 2014, to the Board of Selectmen thanking them for permitting use of the Town Hall parking lot for "Bikes Not Bombs" bike collection event. *
7. Letter from TA Shaw, dated April 23, 2014, to Adam Duchesneau extending to him an offer to fill the Town Planner position. #
8. Letter from MEMA's Hazard Mitigation Grants Coordinators - David Woodbury, (Regions I&II) and Dan Nietsche, dated April 23, 2014, to "Grant Applicants" notifying of the availability of grant funding for the 2014 Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) programs.*
9. Copy of a Memorandum from Central Mass. Mosquito Control Project, dated April 16, 2014, to Boxborough Police (and others) advising of CMMCP's spring 2014 Helicopter Application schedule. #

Indicates that the item had been previously distributed.

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

103 (1)

BOS-IC *

U.S. Department of Homeland Security
500 C Street, SW
Washington, DC 20472



FEMA

MAR 24 2014

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

3-27-2014

Vincent Amoroso
Chairperson, Board of Selectmen
Town of Boxborough
29 Middle Road
Boxborough, Massachusetts 01719

Dear Mr. Amoroso:

I commend you for the efforts that have been put forth in implementing the floodplain management measures for the Town of Boxborough, Massachusetts, to participate in the National Flood Insurance Program (NFIP). As you implement these measures, I want to emphasize the following:

- a Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM) have been completed for your community;
- the FIS and FIRM will become effective on July 7, 2014; and
- by the FIS and FIRM effective date, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) Regional Office is required to approve the legally enforceable floodplain management measures your community adopts in accordance with Title 44 Code of Federal Regulations Section 60.3(d).

As noted in FEMA's letter dated January 7, 2014, no significant changes have been made to the flood hazard data on the Preliminary and/or revised Preliminary copies of the FIRM for Middlesex County. Therefore, the Town of Boxborough should use the Preliminary and/or revised Preliminary copies of the FIRM as the basis for adopting the required floodplain management measures. Final printed copies of the FIRM for the Town of Boxborough will be sent to you within the next few months.

If you encounter difficulties in enacting the measures, I recommend you contact the Massachusetts Department of Conservation and Recreation. You may contact Richard Zingarelli, the State NFIP Coordinator, by telephone at (617) 626-1406, in writing at 251 Causeway Street, Suite 800, Boston, Massachusetts 02114, or by electronic mail at richard.zingarelli@state.ma.us.

The FEMA Regional staff in Boston, Massachusetts, is also available to provide technical assistance and guidance in the development of floodplain management measures. The adoption of compliant floodplain management measures will provide protection for the Town of Boxborough and will ensure its participation in the NFIP. The Regional Office may be contacted by telephone at (617) 832-4712 or in writing. Please send your written inquiries to the Director, Federal Insurance and Mitigation Division, FEMA Region I, at 99 High Street, Sixth Floor, Boston, Massachusetts 02110.

Vincent Amoroso

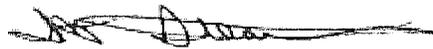
MAR 24 2014

Page 2

You may have already contacted the State NFIP Coordinator and/or the FEMA Regional Office, and may be in the final adoption process or recently adopted the appropriate measures. However, in the event your community has not adopted the appropriate measures, this letter is FEMA's official notification that you only have until July 7, 2014, to adopt and/or submit a floodplain management ordinance that meets or exceeds the minimum NFIP requirements, and request approval from the FEMA Regional Office by the effective date. Your community's adopted measures will be reviewed upon receipt and the FEMA Regional Office will notify you when the measures are approved.

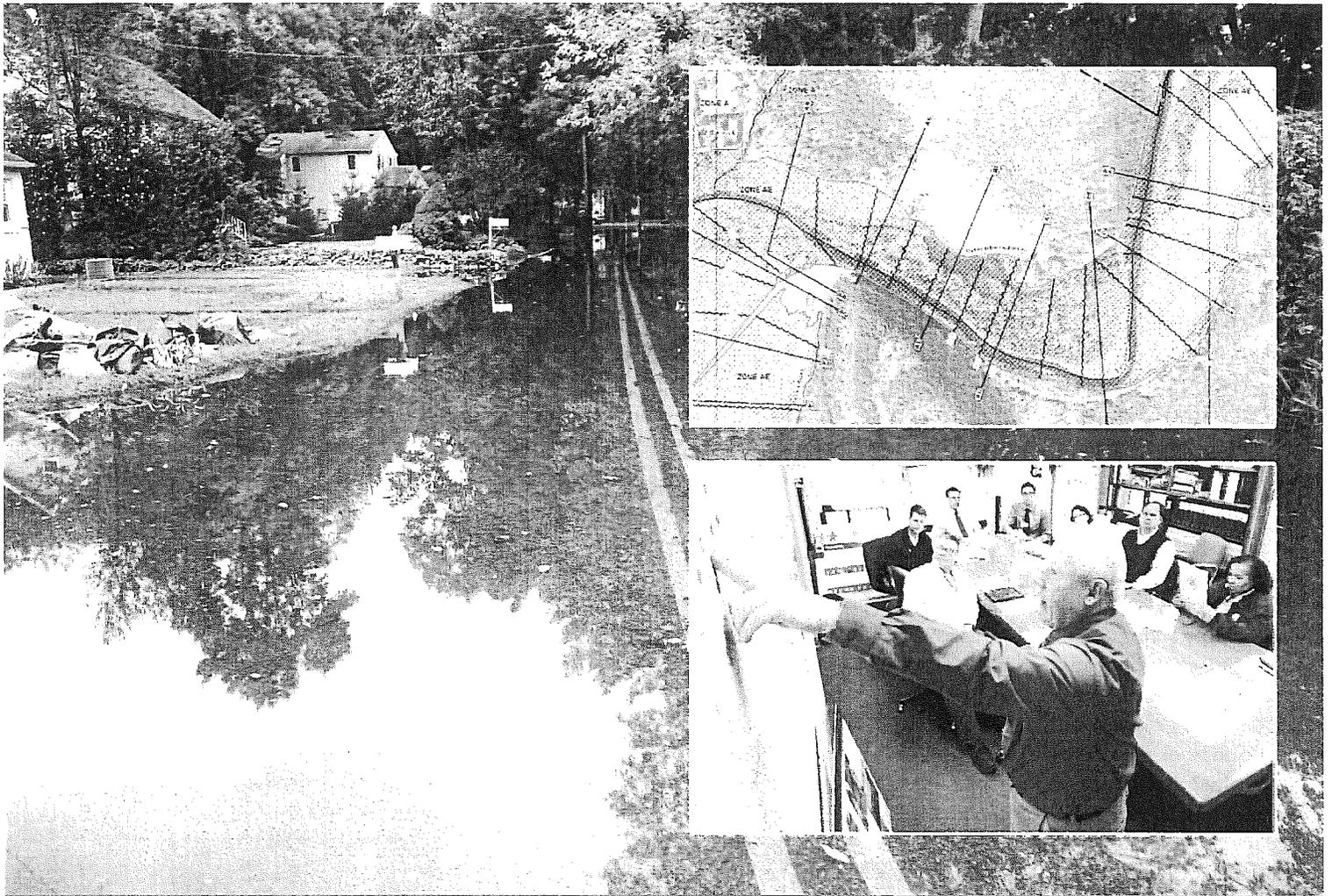
I appreciate your cooperation to ensure that your community's floodplain management measures are approved by the FEMA Regional Office by July 7, 2014. Your compliance with these mandatory program requirements will enable your community to avoid suspension from the NFIP.

Sincerely,



David H. Stearrett, CFM, Chief
Floodplain Management Branch
Federal Insurance and Mitigation Administration

cc: Paul Ford, Acting Regional Administrator, FEMA Region I
Richard Zingarelli, State NFIP Coordinator, Massachusetts Department of Conservation
and Recreation
Mary Nadwairski, Department Assistant, Conservation Commission, Town of Boxborough



Adoption of Flood Insurance Rate Maps by Participating Communities

FEMA 495 / September 2012



FEMA

Adoption of Flood Insurance Rate Maps by Participating Communities

The National Flood Insurance Program (NFIP) was established with the passage of the National Flood Insurance Act of 1968. The NFIP is a Federal program enabling property owners in participating communities to purchase insurance as a protection against flood losses in exchange for State and community floodplain management regulations that reduce future flood damages. Over 21,000 communities participate in the Program.

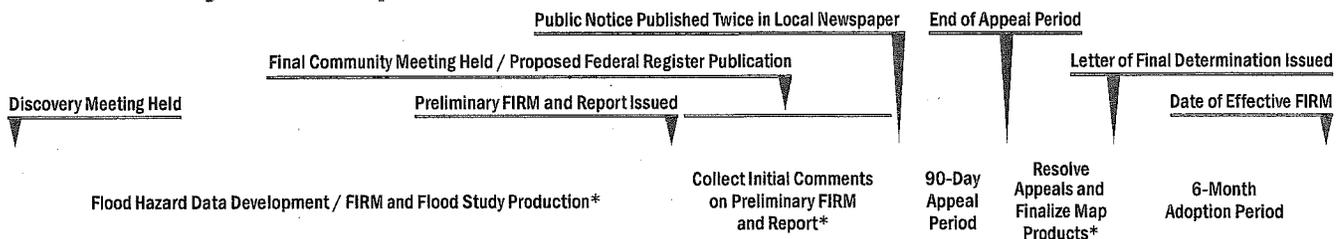
This brochure addresses several questions about community adoption of the Flood Insurance Rate Map (FIRM). As a participating community in the NFIP, your community is responsible for making sure that its floodplain management regulations meet or exceed the minimum requirements of the NFIP. By law, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) cannot offer flood insurance in communities that do not have regulations that meet or exceed these minimum requirements. These regulations can be found in **Title 44 of the Code of Federal Regulations (44 CFR) Section 60.3**. You can also find them in model ordinances developed by most States and by FEMA Regional Offices.

The basis of your community's floodplain management regulations is the flood hazard data provided to the community by FEMA. FEMA identifies flood hazards nationwide and publishes and periodically updates flood hazard data in support of the NFIP. Flood hazard data is provided to communities in the form of a FIRM and Flood Insurance Study (FIS) report, typically prepared in a countywide format. Please be aware that while an FIS report accompanies most FIRMs, it is not created for all flood studies.

The identification of flood hazards serves many important purposes. Identifying flood hazards creates an awareness of the hazard, especially for those who live and work in floodprone areas. The FIRM and FIS report provide States and communities with the information needed for land use planning and to reduce flood risk to floodplain development and implement other health and safety requirements through codes and regulations. States and communities can also use the information for emergency management.

Each time FEMA provides your community with additional flood hazard data, your community must adopt new floodplain management regulations or amend existing regulations to incorporate the new data and meet any additional requirements that result from any changes in the data, such as the designation of a regulatory floodway for the first time. Your floodplain management regulations must also meet any additional State requirements and be adopted through a process that complies with any procedural requirements established in your State for the adoption of ordinances or regulations.

Flood Study and Adoption Timeline



*The timeframe for completing these activities may vary.

What is the process for developing new flood hazard data or revising existing data?

FEMA coordinates closely with communities to develop new flood risk data or revise existing data during the flood study process. This coordination may lead to new or updated flood hazard mapping (i.e., the update of a community's FIRM and FIS report), flood risk assessment projects, and/or mitigation planning assistance. In general, the process includes the following activities:

- Under FEMA's Risk MAP program, FEMA engages in a Discovery process with communities and other local stakeholders to obtain a comprehensive picture of flooding issues, flood risk, and the potential for the performance of additional flood mitigation activities, including the adoption of more restrictive floodplain management criteria by communities. Stakeholders may include, but are not limited to, local officials, citizen associations, representatives of levee boards, conservation districts, Tribal Nations, and economic development organizations. Information obtained during the Discovery meeting helps determine whether a flood risk assessment project, including new or updated flood hazard data and a corresponding FIRM and FIS report, is needed.
- Once it is determined that the creation or revision of flood hazard data, including an update to the FIRM and FIS report, is needed, FEMA works with communities and other Discovery stakeholders to determine the parameters of the project, including flooding sources and the type and extent (number of stream or coastline miles) of the study.
- The mapping process typically includes development of Base Flood Elevations (BFEs) and floodways for the project area. In addition, the mapping process includes activities such as obtaining the digital base map, developing the FIRM flood hazard database and, when appropriate, incorporating or revalidating previously issued Letters of Map Change, or LOMCs. LOMCs, which include Letters of Map Revision (LOMRs), Letters of Map Revision Based on Fill and Letters of Map Amendment, serve to officially revise the effective FIRM and FIS report without requiring the physical revision and republication of these materials.
- When the study is completed, FEMA provides the community with a preliminary FIRM and FIS report for review. In addition, FEMA may hold public meetings—often referred to as the Final Meeting and Open House—to explain and obtain comments on the preliminary FIRM and FIS report.
- FEMA provides a 90-day appeal period for all new or modified flood hazard information shown on a FIRM, including additions or modifications of any BFEs, base flood depths, Special Flood Hazard Area (SFHA) boundaries or zone designations, or regulatory floodways. SFHAs are areas subject to inundation by the base (1-percent-annual-chance) flood and include the following flood zones: A, AO, AH, A1-A30, AE, A99, AR, AR/A1-A30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1-V30, VE, and V. The regulatory floodway is the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. Before the appeal period is initiated, FEMA will publish a notice of proposed flood hazard determinations in the Federal Register and notify the community's Chief Executive Officer of the determination. FEMA will then publish information about the flood hazard determinations at least twice in a local newspaper. The appeal period provides the community and owners or lessees of property in the community an opportunity to submit scientific or technical information if they believe the flood hazard determinations are scientifically or technically incorrect.
- Following the 90-day appeal period, FEMA resolves all appeals and finalizes all changes to the FIRM and FIS report.
- FEMA then issues a Letter of Final Determination (LFD), which establishes the final flood hazard data and the effective date of the new FIRM and FIS report for the community. The LFD also initiates the six-month adoption period during which the community must adopt or amend its floodplain management regulations to reference the new FIRM and FIS report.
- The FIRM and FIS report become effective at the end of the six-month period. The effective date is also the date when flood insurance rates will be based on the new flood data for new construction built after this date. The effective FIRM will be used by Federally insured or regulated lenders to determine if flood insurance is required as a condition of a loan.

FEMA has entered into agreements with nearly 250 communities, States, and regional agencies to be active partners in FEMA's flood hazard mapping program under the Cooperating Technical Partners (CTP) Program. These agencies are participating with FEMA in developing and updating FIRMs. (See the box on the inside of the back cover page for a brief description of the CTP program.)



FIRM

What must an NFIP participating community do when FEMA provides new or revised flood hazard data?

Each time FEMA provides a community with new or revised flood hazard data, the community must either adopt new floodplain management regulations, or amend its existing regulations to reference the new FIRM and FIS report. In some cases, communities may have to adopt additional floodplain management requirements if a new type of flood hazard data is provided, such as a new flood zone (e.g., going from a Zone A without BFEs to a Zone AE with BFEs or going from a Zone AE to a Zone VE – the coastal high hazard area), or with the addition of a regulatory floodway designation.

The following guide is to help you determine whether changes need to be made in your community’s floodplain management regulations when a new or revised FIRM and FIS report are provided:

- If the community’s floodplain management regulations are compliant with the NFIP requirements when the LFD is issued, the community needs to amend only the map reference section of their floodplain management regulations to identify the new FIRM and FIS report.
- If the community has a legally valid automatic adoption clause established in the map reference section of the regulations and the community’s regulations are otherwise compliant with the NFIP requirements, then the floodplain management

regulations do not need to be amended. Automatic adoption clauses adopt all future revisions to the FIRM without further action by the community. However, keep in mind that the FIRM and FIS report update process outlined above still applies for communities with automatic adoption clauses. Automatic adoption clauses are not permitted in many States.

- If the community is provided a new type of flood hazard data, the community will need to either adopt new regulations or amend existing regulations to include the appropriate NFIP requirements, in addition to referencing the new FIRM and FIS report.

The LFD indicates the sections of the NFIP floodplain management requirements at 44 CFR Section 60.3 that a community must adopt based on the type of flood hazard data provided to the community.

You can contact the FEMA Regional Office or your State NFIP Coordinating Agency for assistance on the specific requirements your community will need to adopt. (See “For Assistance” on the back cover page for contact information.)

If your community has adopted higher standards than the minimum requirements of the NFIP, your community may qualify for a reduction in flood insurance premiums for your citizens under the Community Rating System (CRS). (See the box on the inside of the back cover for a brief description of the CRS.)



Janesville, Wisconsin, 2008

When must a community adopt the new or revised flood hazard data?

Your community must amend its existing floodplain management regulations or adopt new regulations before the effective date of the FIRM and FIS report, which is identified in the LFD. The LFD initiates the six-month adoption period.

Communities are encouraged to adopt the appropriate floodplain management regulations as soon as possible after the LFD is issued. The adopted regulations must be submitted to FEMA or the State and be approved by FEMA before the effective date of the FIRM and FIS report.

FEMA will send two letters notifying the community that it must have approved floodplain management regulations in place before the effective date of the FIRM. The first letter is a reminder letter and is sent to the community 90 days before the effective date. The second letter is sent to the community 30 days before the effective date of the FIRM. This letter is FEMA's final notification that the community will be suspended from the NFIP if it does not adopt the FIRM before the effective date. Notice of the suspension is also published in the *Federal Register*.

If the community adopts or amends its floodplain management regulations prior to the effective date of the FIRM and FIS report and the FEMA Regional Office approves the community's regulations, the suspension will not go into effect and the community will remain eligible for participation in the NFIP.

What happens if a community does not adopt the appropriate floodplain management regulations during the six-month adoption period?

If a community does not adopt new floodplain management regulations or amend its existing regulations before the effective date of the FIRM and FIS report, the community will be suspended from the NFIP.

The following sanctions apply if a community is suspended from the NFIP:

- Property owners will not be able to purchase NFIP flood insurance policies and existing policies will not be renewed.
- Federal grants or loans for development will not be available in identified flood hazard areas under programs administered by Federal agencies such as the Department of Housing and Urban Development, the Environmental Protection Agency, and the Small Business Administration.
- Federal disaster assistance will not be provided to repair insurable buildings located in identified flood hazard areas for damage caused by a flood.
- Federal mortgage insurance or loan guarantees will not be provided in identified flood hazard areas such as those written by the Federal Housing Administration and the Department of Veteran Affairs.
- Federally insured or regulated lending institutions, such as banks and credit unions, are allowed to



Elevated home on pile foundation



Elevated home on crawl space foundation

make conventional loans for insurable buildings in flood hazard areas of non-participating communities. However, the lender must notify applicants that the property is in a flood hazard area and that the property is not eligible for Federal disaster assistance. Some lenders may voluntarily choose not to make these loans.

If a community is suspended, it may regain its eligibility in the NFIP by enacting the floodplain management measures established in 44 CFR Section 60.3 of the NFIP regulations. If development takes place in your community during suspension that does not meet the minimum NFIP requirements, your community will be asked to take actions to reduce the increased flood hazard prior to reinstatement.

Digital Flood Hazard Information Resources

In accordance with the Flood Insurance Reform Act of 2004, FEMA has implemented a policy that allows the use of digital data for official NFIP purposes. All FEMA's flood mapping products are now prepared digitally, and a number of different digital options are available to view the flood hazard information shown on community FIRMs. All digital flood hazard resources referenced below can be accessed through FEMA's Map Service Center (MSC) at <http://msc.fema.gov>.

- Once effective, copies of the FIRM panels in digital format will be provided to your community and will also be available through the MSC. Note that Letters of Map Change (LOMCs) are also available through the MSC in .pdf format.
- FIRMettes show a desired section of a FIRM panel specified by a user, plus map scale, and other legend information from the FIRM. FIRMettes can be created online through the MSC, and printed or saved in .pdf format at no cost.
- The FIRM database is designed for use with specialized Geographic Information System (GIS) software. Users are able to integrate local data sets with the FEMA flood hazard data in the FIRM database to assist with floodplain management or mitigation planning measures. The FIRM

database is provided to your community once the FIRM becomes effective and is also available for download through the MSC.

- The National Flood Hazard Layer (NFHL) contains all effective digital flood hazard information from FIRM databases and LOMRs produced by FEMA in one integrated nationwide dataset. It also contains point locations of other LOMCs, such as Letters of Map Revision Based on Fill and Letters of Map Amendment. The NFHL is available for viewing through FEMA's online map viewer which can be accessed through the MSC. The NFHL can also be viewed as a layer in Google Earth or accessed via Web Map Service (WMS), a web-based method of viewing map information using commercial GIS software, such as ESRI's ArcGIS. Additional information on these services is available through the MSC.

Note for communities that do not yet have digitally produced FIRMs: scanned digital versions of the paper FIRM panels are available through the MSC. However, since the FIRMs were not produced digitally, a FIRM database will not be available and the flood hazard information shown on the FIRMs will not be included in the NFHL.

Becoming a Cooperating Technical Partner



FEMA established the Cooperating Technical Partner (CTP) program to increase local involvement in, and

ownership of, the flood study process and the flood hazard data developed as part of that process. This program enables communities, and regional and State agencies that have the interest, capabilities, and resources to be active partners in FEMA's flood hazard mapping program.

One of the major objectives of the CTP program is to recognize States, regional agencies, and communities with proactive floodplain management programs that include identifying the flood risk and getting the information incorporated into official FEMA flood hazard data. The CTP Program maintains national standards consistent with the NFIP Regulations. The following are some of the benefits of being a CTP.

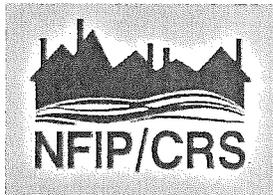
- CTPs are given an opportunity to develop more detailed maps by making local geospatial data a part of the FIRM

- CTPs receive support such as access to existing data, access to custom-made FEMA tools, technical assistance, and national recognition
- CTPs receive mentoring support, online examples of "best practices," and free training
- Communities that participate in the Community Rating System (CRS) that also become CTPs or are in an area covered by a regional or State CTP may be eligible to receive CRS credit for CTP activities

Another major objective and benefit of the CTP Program is the ability to leverage available funding and local data to make the most of limited resources. Communities, States, and regional agencies can take advantage of these benefits by entering into an agreement with FEMA that formalizes the types of mapping activities and support the CTP will provide. Nearly 250 communities, States, and regional agencies are currently participating in the CTP Program.

To learn more about becoming a CTP, visit www.fema.gov/plan/prevent/fhm/ctp_main.shtm or contact your FEMA regional office (see back page for contact information)

Becoming an NFIP Community Rating System Community



The NFIP Community Rating System (CRS) recognizes community floodplain management practices that exceed the minimum requirements of the NFIP. CRS recognizes these efforts by

reducing the cost of flood insurance premiums from 5 percent to 45 percent for flood insurance policies in communities that participate in the CRS.

Many communities may already be doing activities that would earn credit under the CRS which would reduce flood insurance premiums for their citizens. Here are a few examples:

- Adopting and enforcing more protective building standards that result in safer new construction
- Informing the public about flood hazards and flood insurance and how to reduce flood damage
- Preserving open space in the floodplain

To receive CRS credit, a community must submit a CRS application to FEMA which identifies floodplain management practices being implemented by the community. FEMA can help with the application. After FEMA reviews and verifies the application, the flood insurance premium discounts will go into effect. The amount of flood insurance policy premium discount depends on the number of CRS-credited activities a community performs.

Community participation in the CRS has many benefits:

- Discounts for flood insurance premiums from 5 percent to 45 percent
- Enhanced public safety
- Reduced flood damage
- Increased environmental protection
- Informed community residents supporting improved flood protection measures that will make communities safer from flood risks.

To learn more about CRS, visit www.fema.gov/business/nfip/crs.shtm or call 317-848-2898

For Assistance

If your community needs assistance in adopting the FIRM, you may contact the FEMA Regional Offices listed below. You may also contact your State Coordinating Agency for the NFIP.

Additional information is available at www.fema.gov/rm-main/regional-contact-information.

REGION I

CT, ME, MA, NH, RI, VT
99 High Street, 6th Floor
Boston, MA 02110
617-956-7506

REGION II

NJ, NY, PR, VI
26 Federal Plaza, Suite 1337
New York, NY 10278-0002
212-680-3600

REGION III

DE, DC, MD, PA, VA, WV
615 Chestnut Street
1 Independence Mall, 6th Floor
Philadelphia, PA 19106-4404
215-931-5500

REGION IV

AL, FL, GA, KY, MS, NC, SC, TN
3003 Chamblee-Tucker Road
Atlanta, GA 30341
770-220-5200

REGION V

IL, IN, MI, MN, OH, WI
536 South Clark Street, 6th Floor
Chicago, IL 60605
312-408-5500

REGION VI

AR, LA, NM, OK, TX
Federal Regional Center
800 North Loop 288
Denton, TX 76209-3698
940-898-5399

REGION VII

IA, KS, MO, NE
9221 Ward Parkway, Suite 300
Kansas City, MO 64114-3372
816-283-7061

REGION VIII

CO, MT, ND, SD, UT, WY
Denver Federal Center, Building 710, Box 25267
Denver, CO 80225-0267
303-235-4800

REGION IX

AZ, CA, HI, NV, American Samoa, Guam,
Marshall Islands and Northern Mariana Islands
1111 Broadway, Suite 1200
Oakland, CA 94607
510-627-7100

REGION X

AK, ID, OR, WA
Federal Regional Center
130 228th Street SW
Bothell, WA 98021-8627
425-487-4600

102(6)

*

Boxborough Board of Selectmen
Attn: Chairman Vince Amoroso
29 Middle Road
Boxborough, MA
April 19, 2014

Dear Vince,

On behalf of the Boxborough Town Democratic Committee, I'd like to thank the Board of Selectmen for permitting us to use the parking lot of Town Hall as the collection point during the recent Bikes Not Bombs bike-collection drive. As a result of allowing the use of this central location for the event and the participation of folks from Boxborough and surrounding towns, the bike-drive was a great success! Approximately 115 bikes were donated that day; these bikes will be refurbished and sent to places where they will make a true difference in the lives of people and their families. Thank you, again.

Sincerely,

Anne K. Canfield

Boxborough

102(8)

LBOS-IC
DPW Dir.
Fire Chief



THE COMMONWEALTH OF MASSACHUSETTS

MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY
400 WORCESTER RD., FRAMINGHAM, MA 01702-5399 508-820-2000 FAX 508-820-1404

DEPARTMENT OF CONSERVATION & RECREATION
251 CAUSEWAY STREET, SUITE 600-700, BOSTON, MA 02114-2104 617-626-1250 FAX 617-626-1449

dcr
Massachusetts



Kurt N. Schwartz
DIRECTOR

Deval L. Patrick
GOVERNOR

John P. Murray
COMMISSIONER

April 23, 2014

received
4-24-2014

To Grant Applicants:

The Massachusetts Emergency Management Agency (MEMA) and Department of Conservation and Recreation (DCR) are pleased to announce the opening of the Federal Emergency Management Agency's (FEMA) 2014 Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) Programs.

Why should this information be important to you? These federally-funded hazard mitigation grant programs provide significant opportunities to reduce, minimize or eliminate potential damages to public and private infrastructure from natural hazard events. Funding for hazard mitigation plans and projects can reduce overall risks to the population and structures, while also reducing the reliance on taxpayer-funded federal disaster assistance for disaster recovery.

- *Who's eligible to apply?* State & local governments and tribal organizations.
- *What type of work is eligible?* Storm-water, drainage and culvert improvements, property acquisition, slope stabilization, infrastructure protection, seismic and wind retrofits, structure elevations, hazard mitigation planning, etc.
- *How much federal funding is available?* For FY 2014, the total amount of Pre-Disaster Mitigation (PDM) grant funding available nationally is \$23,000,000 and the total amount of Flood Mitigation Assistance (FMA) grant funding available nationally is \$89,000,000. Funds will be distributed on a competitive basis.
- *What is the grant cost share?* Funding reimbursement is typically 75% federal share, 25% non-federal match of eligible project costs (in most cases); 'in-kind' services are allowable as part of the non-federal match. For FMA the federal cost share is now up to 100% of eligible costs for repetitive loss properties.
- To be eligible for FEMA hazard mitigation project grants, applicants must have a locally-adopted and FEMA-approved Local Natural Multi-Hazard Mitigation Plan (in accordance with 44 Code of Federal Regulations Part 201) by the deadline.
- Detailed grant briefings & technical assistance opportunities are available prior to application deadline.
- **The State-established deadline for complete, full grant applications (via FEMA's eGrants system) is 3:00pm, Wednesday, July 9, 2014.**

FEMA's hazard mitigation grant programs are not intended as a source of funding for repair, replacement or deferred maintenance activities, but are designed to assist sub-applicants to develop long-term, cost-effective improvements that will reduce or eliminate risk to people and property from the effects of natural hazards. Projects that address operation, deferred or future maintenance, repairs or replacement (without a change in the level of protection provided) of existing structures, facilities,

proposal. Communities can submit multiple grant applications but each project must demonstrate cost-effective hazard mitigation benefits independent of other applications.

MEMA is the conduit for all applications and FEMA funding, and is required to review and rank all the individual sub-applications that are ultimately submitted to FEMA for funding consideration. To allow sufficient time for review, the evaluation process, and submission of these applications to FEMA for these nationally competitive programs by mid-July, 2014 applications must be submitted to MEMA (via FEMA's eGrants system) **by the sub-application deadline of 3:00pm, Wednesday, July 9, 2014.**

Generally, once MEMA submits the applications to FEMA there will be no opportunity to revise, amend or submit additional supporting project information. It is important that each applicant understand that this grant program is competitive and FEMA will not be able to fund all project requests submitted for funding consideration.

Some grant program requirements to be aware of (please attend the grant briefing and refer to the HMA Program Guidance for more specific sub-applicant and project eligibility requirements):

- **Multi-Hazard Mitigation Plan Requirement:** To be eligible for HMA project grants, applicants must have a locally adopted and FEMA-approved Local Natural Multi-Hazard Mitigation Plan (in accordance with 44 Code of Federal Regulations Part 201) by deadline.
- **Non-Federal Cost Share Requirement:** Sub-applicants must commit to the non-federal share of the proposed application cost; depending on the grant program this can range between 10% to 25% (or more) of the total estimated project cost.
- All proposed project applications must include a formal Benefit-Cost Analysis (using FEMA-approved Benefit-Cost Analysis Version 4.8 or 5.0 software) to document the project's cost-effectiveness. Planning applications do not have a BCA requirement.
- Community participation in the **National Flood Insurance Program (NFIP)**, may also be a requirement for sub-applicant and project eligibility (see 2013 HMA Guidance for additional details).

Application and Technical Assistance Points of Contact

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**Minutes, Notices and Updates
April 28, 2014**

Minutes

1. Minutes of the Finance Committee meetings held March 24, 2014; March 29, 2014 & March 31, 2014.

Notices

1. Notice of Board of Selectmen Contract Negotiating Team [Executive Session] meeting RE: Fire Chief White held April 16, 2014
2. Notice of a Personnel Board meeting to be held April 28, 2014
3. Notice of a Finance Committee meeting to be held April 28, 2014
4. Notice a Boxborough Leadership Forum to be April 29, 2014.
5. Notice of an Airport Study Committee meeting to be held June 17, 2014
6. [Zoning] Board of Appeals Decision #2014-01 (Amendment to Decision#1989-02) dated April 15, 2014, approving the United Church of Christ, Congregational – Boxborough's application to amend an existing ZBA Decision for 723 Massachusetts Avenue in regards to the installation of a new sign.

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General Correspondence
April 28, 2014

1. Spring 2014 Baystate Roads Program's Newsletter, *Mass Interchange*.

