BOARD OF SELECTMEN
Meeting Agenda
June 30, 2014
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 7:00 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

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

a) David Lindberg, Inspector of Buildings, to provide update on status of Steele Farm barn repairs, and status of capital asset management plan, 7:05 PM

b) Leo David Agnew, State Commander & Ch 205 Central Commander, Department of Massachusetts Military Order of the Purple Heart, to recognize Boxborough as a "Purple Heart Town", 7:20 PM

c) Various board members to be considered for (re) appointment for terms effective **July 1, 2014 through June 30, 2017, unless otherwise noted** (starting at ≈ 7:30 PM)

i. Ramika Shah, newly proposed member of the Acton-Boxborough Cultural Council **VOTE:**
ii. Nancy Brown, Board of Registrars **VOTE:**
iii. R. Allen Murphy, Boxborough Affordable Housing Trust (7/1/14 – 6/30/16) and Boxborough Housing Board (7/1/14 – 6/30/17) **VOTE:**
iv. David Koonce, Conservation Commission and Boxborough Housing Board, ex-officio member **VOTE:**
v. David Follett, Conservation Commission **VOTE:**
vi. Charlene Golden, Conservation Commission **VOTE:**
vii. Frank Powers, Council on Aging and MART representative, latter term is one-year, 7/1/14 – 6/30/15 **VOTE:**
viii. Sheila Bauer, Personnel Board **VOTE:**
ix. Matt Kosakowski, Public Celebrations and Ceremonies **VOTE:**
x. Kevin Mahoney, Historical Commission **VOTE:**
Discussion regarding John H Fletcher street (sign) memorial project

d) Citizens concerns

4. MINUTES

a) Regular session, June 16, 2014 **ACCEPT & POF**
b) Regular session, June 18, 2014 **ACCEPT & POF**

5. SELECTMEN REPORTS

6. OLD BUSINESS

7. NEW BUSINESS

a) Reserve Fund Transfers
[Due to scheduling issues, Finance Committee met in advance of BoS and voted to approve on 6/23/14]

i. Board of Selectmen – Repairs and Maintenance/Building Maintenance Supplies
Move to approve the request to transfer $7,500 from the Reserve Fund to account #001-122-5200-5242, Board of Selectmen – Repairs and Maintenance ($4,000) and #001-122-5400-5430, Board of Selectmen – Building Maintenance Supplies ($3,500) **VOTE:**

ii. Board of Selectmen - Consulting
Move to approve the request to transfer $955 from the Reserve Fund to account #001-122-5200-5306, Board of Selectmen - Consulting **VOTE:**

iii. Town Hall - Technology Related
Move to approve the request to transfer $6,678 from the Reserve Fund to account #001-192-5800-5856, Town Hall - Technology Related **VOTE:**

iv. Police Dept. Salary – FT Officer Overtime
Move to approve the request to transfer $25,000 from the Reserve Fund to account #001-210-5100-5130, Police Dept. Salary – FT Officer Overtime **VOTE:**

v. Police Dept. Repair and Maint. - Buildings and Grounds
Move to approve the request to transfer $5,500 from the Reserve Fund to account #001-210-5200-5242, Police Dept. Repair and Maint. - Buildings and Grounds **VOTE:**

vi. Dispatch Salary – Full Time Overtime
Move to approve the request to transfer $24,500 from the Reserve Fund to account #001-221-5100-5130, Dispatch Salary – Full Time Overtime **VOTE:**

vii. Steele Farm - Consulting
Move to approve the request to transfer $2,000 from the Reserve Fund to account #001-693-5200-5306, Steele Farm - Consulting **VOTE:**

b) Inter-departmental transfer pursuant to MGL ch 44 §33B
Pursuant to MGL ch 44 §33B, move to transfer $1,200 from 001-135-5100-5112, Accountant Salary to 001-135-5400-5421, Accountant Equipment Supplies **VOTE:**

c) Employee Appointments (see attached list)
Move to appoint... for a term commencing July 1, 2014 and ending on... **VOTE:**

d) Resignation of Helen Berry from the Council on Aging
Move to accept with regrets and place on file the resignation of Helen Berry from the Council on Aging effective June 26, 2014 **ACCEPT & POF**

8. CORRESPONDENCE **ACCEPT & POF**

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

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. ADJOURN

3c

BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2015

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
A/B Cultural Council - Staggered 3 year terms; no more than 2 consecutive terms (MGL c10 §58)					
Nancy	Evans	10/21/13	2016		
Nancy	Kumaraswami	11/22/10	2015		
Marion	Powers	07/01/09	2015		
Alexis	Presti-Simpson	12/17/12	2015		
Ramika	***Shah***	***07/01/14***	***2017***	***2017***	
Agricultural Commission -Staggered 3 year terms; 5 members (3 minimum) (one of which may be a non-resident directly engaged in Agric. Activities in Town) est. ATM 5/12/08					
Kathie	Becker	07/21/08	2017		
Bryon	Clemence	07/21/08	2017		
Brian	Morrison	07/01/12	2015		
Owen	Neville	07/21/08	2016		
John	Neyland	07/21/08	2016		
Airport Study Committee - 5 members; 3 year terms, est 8/9/93					
James	Baum	04/12/10	2014		
Anne	Canfield	06/30/93	2015		
Matt	Kosakowski	02/04/08	2016		
Cindy	Markowitz	07/01/12	2015		
VACANT				**2017**	
Zoning Board of Appeals - staggered 3 year terms; 5 full & 2 alternate members (1 year terms)					
Tom	Gorman	01/27/03	2016		
Kristin	Hilberg	11/03/08	2017		
Michael	Toups	10/02/06	2017		
Karen	Warner	09/10/07	2015		
Lonnie	Weil	10/02/06	2016		
Chris	Habersaat	09/22/03	2015		*Alternate*
VACANT				**2015**	**Alternate**
Board of Registrars - staggered 3 year terms; 3 members & Town Clerk					
Elizabeth	Markiewicz	elected 5/15/06	2013		Chair by virtue of Town Clerk position
Nancy	***Brown***	***06/30/81***	***2014***	***2017***	
Virginia	Richardson	05/22/06	2016		
Hugh	Fortmiller	06/02/14	2015		

As of 6/30/14

BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2015

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
Boxborough Affordable Housing Trust - staggered 2 year terms, 5 members, est STM 5/14/07					
Les	Fox	07/01/07	2015		BoS
R. Allen	***Murphy***	***07/01/07***	***2014***	***2016***	
Ron	Vogel	06/20/11	2015		BHB member
Channing	Wagg	06/20/11	2015		At - Large
VACANT				**2016**	FinCom
Boxborough Housing Board - Staggered 3 year terms; 5 + members, est. STM 10/30/00					
Michael	Fetterman	03/31/14	2016		
Diane	Friedman	08/08/05	2016		
Joan	Meyer	01/08/01	2015		
R. Allen	***Murphy***	***11/18/02***	***2014***	***2017***	
Ron	Vogel	01/22/01	2016		
VACANT				**2015**	
Les	Fox		(2014)		ex-officio
Dave	Koonce		(2014)		ex-officio
Boxborough Information Technology Committee (BIT.com) Staggered 3 year terms; 7 members, est. 2/26/01 (Charter)					
Guillermo	Chang	12/03/07	2015		
Jamie	Rogers	04/08/02	2014		
Eric	Wong	11/09/09	2015		
VACANT				**2016**	
VACANT				**2016**	
VACANT				**2016**	
VACANT				**2017**	
Boxborough Well-Being Committee - Established November 18, 2013 (At-large members - 3 year terms; Housing Bd, BoH & UCC members - 2 year terms; Ex-officio members - 1 year terms.)					
Susie	Allen	11/18/13	06/30/16		At-Large
Liz	Markiewicz	11/18/13	06/30/16		At-Large
Kate	Smyers	11/18/13	06/30/16		At-Large
Channing	Wagg	11/18/13	06/30/16		At-Large
Pam	Follett	11/18/13	06/30/15		BoH
Al	Murphy	11/18/13	06/30/15		BHB
Cindy	Worthington-Berry	11/18/13	06/30/15		UCC

BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2015

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
Laura	Arsenault	11/18/13	06/30/14		Ex-Officio - CoA
Tamara	Bedard	11/18/13	06/30/14		Ex-Officio - Nashoba BoH
Jim	Gorman	11/18/13	06/30/14		Ex-Officio - BoS
Gail	Kessler-Walsh	11/18/13	06/30/14		Ex-Officio - Blanchard School
Warren	Ryder	11/18/13	06/30/14		Ex-Officio - Police Chief
Selina	Shaw	11/18/13	06/30/14		Ex-Officio - Town Administrator
Randolph	White	11/18/13	06/30/14		Ex-Officio - Fire Chief
Cemetery Commission - est. as an appointed board ATM 1973, staggered 3 year terms; 3 members.					
Donald	Morse	07/01/09	2016		
Becky	Neville	07/01/12	2015		
William	Sutcliffe	07/01/09	2017		
Conservation Commission - Staggered 3 year terms; 3 - 7 members (MGL c 40 §8C)					
David	***Follet***	***09/25/06***	***2014***	***2017***	
Charlene	***Golden***	***pre-1974***	***2014***	***2017***	
Norm	Hanover	08/29/11	2016		
Dave	***Koonce***	***06/30/87***	***2014***	***2017***	
Dennis	Reip	09/08/03	2015		
Hoff	Stuart	11/19/12	2016		
VACANT			2015		*Unexpired term of Rick Williamson*
Council on Aging - Staggered 3 year terms; 5 + members (est. 1975, amended 2006)					
Helen	Berry	7/1/2013	2016		*Expected to resign*
Sonali	Bhatia	08/03/09	2015		
Lauraine	Harding	06/25/12	2016		
Frank	***Powers***	***10/21/13***	***2014***	***2017***	
Frank	Sibley	04/02/07	2015		
Elizabeth	West	07/01/12	2015		
Barbara	Wheeler	01/26/09	2016		
Design Review Board - 3 year terms; 5 members (1 at-large; the others designated by their respective boards/committees)					
James	Faulkner	08/02/10	2016		Planning Bd. Designee
Kevin	Mahoney	07/29/13	2016		Hist Comm designee
Robert	Stemple	07/01/12	2015		BoS designee
VACANT					**Perm Bldg Comm designee**
VACANT					**At-large Member**

As of 6/30/14

BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2015

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
Finance Committee - appointed by the Town Moderator					
Steve	Ballard	03/13/13	2015		
Amy	Burke	07/01/14	2017		
James	Ham	09/08/06	2015		
Neal	Hesler	07/01/01	2016		
Ted	Kail	07/01/14	2017		
Eve	Li	10/31/13	2016		
John	Rosamond	06/15/13	2016		
Jeff	Scott	08/08/12	2015		
Dilip	Subramanyam	11/19/11	2017		
Energy Committee - est. 2/9/09(Amended 3/8/10 & 3/17/14) by the Board of Selectmen; 8 members (7 voting & 1 non-voting - LELWD Rep.); staggered 3 year terms					
Richard	Garrison	07/16/12	2015		
Larry	Grossman	03/08/10	2015		
Francie	Nolde	02/09/09	2016		
Abigail	Reip	07/11/11	2015		
Keshava	Srivastava	06/24/13	2017		
Santiago	Tapia-Perez	02/13/12	2017		
Margaret	Webber	03/08/10	2016		
VACANT			2016		Ex-officio LELWD Rep.
Historical Commission - staggered 3 year terms; 3 - 7 members (MGL c 40 §8D) est. 1985					
Mary	Larson	06/30/97	2016		
Kevin	***Mahoney***	***07/01/12***	***2014***	***2017***	
Trena	Minudri	07/01/12	2016		
Alan	Rohwer	07/01/88	2015		
Shirley	Warren	07/01/88	2015		
MART Representative					
Frank	***Powers***	***07/01/09***	***2014***	***2015***	
Metropolitan Area Planning Council (MAPC) and MAGIC Representative					
Les	Fox	05/04/09	04/30/15		
VACANT				2015	Alternate - *Vacated by Frank Powers*
Permanent Building Committee					
VACANT					

As of 6/30/14

BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2015

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
Personnel Board est 1976 (as Adv Comm) - 3 year terms; 5 members					
Sheila	***Bauer***	***07/02/12***	***2014***	***2017***	
Anne	Canfield	10/16/06	2015		
Pat	Flanagan	06/26/06	2015		
Rebecca	Neville	01/14/13	2016		
Hugh	Fortmiller	07/01/14	2014		
Planning Board - Associate Member Joint Appointment of the Selectmen and Planning Board					
VACANT					*Unexpired term of Eduardo Pontoriero*
Public Celebrations & Ceremonies Committee - 3 year terms; 6 members per ATM vote (1996)					
Matt	***Kosakowski***	***08/31/09***	***2014***	***2017***	
Lori	Lotterman	07/20/09	2015		
Trena	Minudri	08/03/09	2015		
Owen	Neville	10/22/07	2017		
VACANT				**2016**	*Unexpired Term of Sheila Bauer*
VACANT				**2015**	
Recreation Commission - Est. 1963; 3 year terms; 7 members; Appointing authority changed from Moderator to BoS per 2010 ATM vote (Article 20)					
Amy	Burke	11/19/12	2014	2017	*not seeking re-appointment*
Megan	Connor	3/31/14	2015		
Hilary	Greven	1/28/13	2015		
Kevin	Lehner	9/17/01	2016		
Abigail	Reip	11/19/12	2014	2017	*not seeking re-appointment*
Matthew	Rosner	04/25/11	2016		
Mitzi	Weil	11/19/12	2015		
Steele Farm Committee - est. Sept 1994 ("Steele Land Advisory Comm"), BoS approved increase in term to 3 yrs, to be staggered, 6/5/05					
Bruce	Hager	10/31/05	2016		
Judi	Resnick	09/08/08	2014	2017	*not seeking re-appointment*
Edward	Whitcomb	05/10/04	2015		
Jeanne	Steele-Kangas	10/21/13	2015		
VACANT			**2017**		
VACANT			**2015**		

3 c i

Received 6-5-14

Resident Interest Form

Name: RAMIKA SHAH **Phone:** [redacted]

Cell Phone: [redacted]

E-Mail Address: [redacted]

Address: [redacted] Boxboro

Occupation: Library tech

Special Training/Education: BS

Experience/General Interest: Book, Arts, Crafts

Amount of time available: As much needed

Date submitted: 6-4-14

- ☑ Acton-Boxborough Cultural Council
- ☐ Agricultural Commission
- ☐ Airport Study Committee
- ☐ Board of Health*
- ☐ Board of Registrars
- ☐ Board of Selectmen*
- ☐ Boxborough Affordable Housing Trust
- ☐ Boxborough Housing Board
- ☐ Boxborough Information Technology Committee
- ☐ Cemetery Commission
- ☐ Conservation Commission
- ☐ Council on Aging
- ☐ Design Review Board
- ☐ Emergency Reserve Corps (ERC)
- ☐ Energy Committee
- ☐ Finance Committee
- ☐ Historical Commission
- ☐ Library Board of Trustees*
- ☐ Permanent Building Committee
- ☐ Personnel Board
- ☐ Planning Board*
- ☐ Public Celebrations and Ceremonies Committee
- ☐ Recreation Commission
- ☐ School Committee*
- ☐ Steele Farm Advisory Committee
- ☐ Water Resources Committee
- ☐ Zoning Board of Appeals

The filling out of this form in no way assures appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. If you are interested in serving on an appointed town committee please fill out this form and mail to:
Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719

* *Indicates an elected board*

3c x

Selina Shaw

From: kvnjmhny@aol.com
Sent: Friday, June 06, 2014 8:23 AM
To: sshaw@boxborough-ma.gov; alan.rohwer@verizon.net
Subject: Re: Historical Commission - Reappointment

Selina,
The evening of June 30th works for me.
Yes, I do want to be reappointed.

Also regarding the BHC's John H Fletcher street (sign) memorial project. The Historical Commission would like to receive the blessing from the BOS as we move forward. The BHC intends to conduct the dedication this coming September 20, the anniversary of Cpl. Fletcher's death. I would like to do my "blessing" presentation at the time I am re-appointed. It should take five minutes or less. Is this possible ?

Thanks,
Kevin

-----Original Message-----
From: 'Selina Shaw' <sshaw@boxborough-ma.gov>
To: kvnjmhny <kvnjmhny@aol.com>
Cc: Alan Rohwer <alan.rohwer@verizon.net>
Sent: Tue, May 27, 2014 2:59 pm
Subject: Historical Commission - Reappointment

Dear Kevin,

With town meeting now behind us, it is time to plan for the fiscal year ahead. Town government depends on its volunteers in so many ways and could not operate without your tireless support.

The Board of Selectmen will take up the annual appointment process, starting at their meeting on Monday, June 16 and continuing on Monday, June 30. Thank you so much for your dedicated service to the town. Your appointment to the Historical Commission will be expiring on June 30. The BoS will be meeting with their appointed volunteers who have expressed an interest in continuing their service, in order to discuss their interest in serving, as well as their goals for the committee. The meeting also gives the Board an opportunity to thank their volunteers for their tremendous support and contributions, without which the town could not operate.
Please let me know if you would like to be considered for reappointment, and also let me know if you will be able to attend the selectmen's meeting on **June 16** or if you'd prefer to come in on the **30th**. I will firm up the time a bit later We are hoping to continue the process we started a few years ago with Town Clerk Liz Markiewicz present to perform a public swearing-in ceremony.
I look forward to hearing from you.
Regards,
Selina

Selina S. Shaw
Town Administrator
29 Middle Road
Boxborough, MA 01719
978-263-1116, ext. 101
978-264-3127 (fax)

4a

BOARD OF SELECTMEN
Meeting Minutes
June 16, 2014

Approved:_____

PRESENT: Vincent Amoroso, Chair; Robert Stemple, Clerk; Susan Bak, Member; Les Fox, 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 7:32 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS
Chair Amoroso read the announcements.

APPOINTMENTS

- David Lindberg, Inspector of Buildings was present to update the Selectmen on the status of Steele Farm house repairs. SFAC Chair, Bruce Hager and member Ed Whitcomb were also present. Lindberg reviewed the previous discussions on this matter. He and Engineer Val Prest have inspected the damage. Eng. Prest has confirmed that this damage could be attributed to water infiltration and freezing issues. BICAO Lindberg reviewed Eng. Prest's initial recommendations. At a minimum, the damaged sections must be stabilized. Eng. Prest has submitted a proposal and estimate for his consultation services. BICAO Lindberg provided information on the potential construction costs. Stabilizing repairs could run between $15,000-$18,000, including the engineering fees. There was discussion on the future of the building, preserving Steele Farm & the potential costs and getting support for this work. The building is structurally unsafe and professionals should be hired to make these repairs. Chair Amoroso moved to authorize the expenditure of $1,830.00 for engineering consulting services; to investigate both temporary & permanent repairs and the potential costs of these repairs. Seconded by Member Stemple. **Approved 5-0.**

- DPW Director Tom Garmon was present to discuss the status of Chapter 90 paving bids, Transfer Station - bulk permit fees, fees for second stickers, and viability of pilot program to allow a number of Stow residents to use the transfer station. Dir. Gorman was asked to begin with the status of the Ch. 90 paving bids. He reported that he has met with the Town Engineer and she is developing a Bid template to use going forward. The Town Eng. supports doing Reed Farm first. She has confirmed that there is no way of knowing what is under the roadway until it is opened up and that these unknowns could increase the cost. Dir. Garmon suggested that we wait to until these costs are known to determine how much Ch. 90 money will be left after Reed Farm is completed before committing to the other projects. Member Gorman noted that he has discussed these concerns with Dir. Garmon and Vicki Franz. He confirmed that the Reed Farm project is more complicated than initially thought. There was discussion on the Ch. 90 Bid process components and timeline for Reed Farm. They would be looking to start in September. There was discussion as to how the Reed Farm project could affect the other proposed paving projects – cost, the process components and potential timeframe(s). There was discussion about seeking estimates and putting out bid packets while Reed Farm is under construction. Bids could be obtained but held if funds were unavailable. Audience members also provided their input. Discussion turned to Transfer Station matters. Dir. Garmon reported that we are wrapping up the 1st year of tracking bulk item disposal & the related fees. We only have prior years disposal tonnage amounts not actual usage. It was suggested that a 10 year "look-back" be compiled. Dir. Garmon noted this could be created however significant research would be needed, requiring additional work-hours. Prior to implementing this program we were the only town in the area not charging for bulk disposal. There is a concern that non-residents would dispose of bulk items that they would have to pay for otherwise. It was agreed that issuing vouchers and tracking usage would still occur even if fees were eliminated. The consensus was to wait. More research is needed and as this is a "pay as you go" program so no immediate action is necessary. The intention is to have Dir. Garmon back in in late October to present his research. Discussion moved on to sticker fees and specifically, charging for a 2nd sticker. Tracking indicates that only 64 households paid for a 2nd sticker in FY 14. Consensus was that the generated revenue was nominal. Member Gorman moved to eliminate the fee for second transfer station stickers for FY 15. Seconded by Member Stemple. **Approved 5-0.**

Chair Amoroso opened the discussion on whether to charge for Transfer Station usage, in general. He reviewed the previous discussions on this matter – including that "stickers" revenue cover only 2/3rd of the facility's operating costs and if provided as a general service to all residents the impact on real estate taxes would be roughly $50/$60 annually. The Selectmen were polled and the consensus was to leave the FY 15 program in place and track the impact of eliminating the 2nd sticker and bulk usage going forward. Changes should be made gradually, in stages. Chair Amoroso reviewed the previous discussions on a proposal to allow Stow residents access to our Transfer Station. DPW Garmon confirmed that reporting requirements for the current grant program could prove a hindrance. Former Selectman Kirstin Hilberg advised that she had been the BoS Transfer Station liaison and voiced her concern about the potential volume increases. More review could be done and a pilot program could be launched in the fall. Again, Dir. Garmon could come back in the fall to report on this.

- Donald McPherson, owner of Minute Man Air Field (MMAF) and MMAF Commissioners Jim Baum and Greg Sheets were present to provide an update on airport operations and the related commercial & community activities. Airport Study Comm. Chair, Anne Canfield was also present. An update on MMAF activities was distributed to the Selectmen. McPherson opened with a description of the runway re-build project currently underway. The footprint of the runway is unchanged. The old asphalt is being recycled (pulverized) back into the surface materials. Due to the support of our local legislators and Mass Aeronautics they received significant financial support for this project so that MMAF should only have to absorb 20% of the cost. They anticipate being back in operation by the end of the month. McPherson invited the Selectmen to the ribbon cutting ceremony and their 45th anniversary celebration. They will continue to service only smaller plane, no jets. Only 15 acres are for airfield operations the rest (appx. 225 acres) is set aside as passive/agricultural uses, conservation or buffer areas. These uses include the installation of a solar project and six family farms (include the Stanley Farm off of Stow Road in Boxborough). They discussed the MMAF Board's responsibilities and the members' qualifications and experience. Safety is their number one concern; however another component of MMAF's mission is to boost the local economy. Small airports are important to local economies and the businesses that use the MMAF facilities generate 2.8 million in annual payroll. They discussed some of their outreach & fundraising activities and the access they provide to health & public safety aviation services. There was discussion on the effort to resolve the conservation issues in Boxborough and the ongoing Stanley parcel concerns. McPherson responded to the Selectmen's queries concerning economic trends and how MMAF survived the downturn in the last few years. ASC Chair Canfield commended the MMAF for their various community events. She clarified that the air field actually ends at Stow line and all of the land situated in Boxborough is agriculturally zoned.

- The Selectmen took up the appointment /re-appointment of various board members terms effective July 1, 2014 through June 30, 2017, unless otherwise noted. It was determined that the Selectmen would speak to the individual appointees, if present, and then vote the slate -
  Kathie Becker and Bryon Clemence were present to be considered for re-appointment to the Agricultural Commission. They spoke to their experience while serving on the AgCom and how they were pleasantly surprised by the amount of agricultural activity still taking place in Town.
  Kristin Hilberg and Michael Toups were present to be considered for re-appointment to the Zoning Board of Appeals. Hilberg spoke to her experience serving on this Board. [ZBA Alternate Christian Habersaat was not present but had communicated his willingness to continue to serve.]
  William Sutcliffe was present to be considered for re-appointment to the Cemetery Commission
  Keshava Srivastava, was present to be considered for re-appointment to the Energy Committee. [Fellow EnCom member, Santiago Tapas-Perez, had been present earlier but had to leave]
  Owen Neville, was present to be considered for re-appointment to the Public Celebrations and Ceremonies. Neville spoke the various PCCC activities.
  Personnel Board Chair Anne Canfield was present to recommend that the Selectmen appoint Hugh Fortmiller to the Personnel Board. Fortmiller had been unable to attend.
  Further to the recommendation of the Personnel Board Chair Amoroso moved to appoint Hugh Fortmiller to the Personnel Board and to further appoint the individuals presented for re-appointment tonight for terms effective July 1, 2014 through June 30, 2017, with the exception of Christian Habersaat's re-appointment as ZBA alternate which shall be for a term effective July 1, 2014 through June 30, 2015. Seconded by Member Stemple. **Approved 5-0.** Town Clerk Markiewicz was present to swear in those that were present.

- No one asked to speak under the Citizens concerns.

MINUTES

- Member Gorman moved to accept the minutes for the regular sessions of April 28, 2014 & June 2, 2014, as revised and the executive session of June 2, 2014, as written. Seconded by Member Stemple. **Approved 4-0-1 (Bak abstained).**

SELECTMEN REPORTS

- Member Bak reported that she attended Finance Forum last week. It was very helpful and informative. There were several breakout sessions for new Selectpersons. One in particular, explored engaging the community. There was discussion of her observations and previous outreach efforts. Low voter turnout and lack of attendance at public meetings was also discussed.

- Member Fox reported that he and TA Shaw met with representatives from Littleton & Westford regarding economic development efforts. The primary focus of this recent meeting was public transportation. This working group meets periodically. He noted that building support for a formal economic development effort is a slow process.

He also reported that he attended a Housing Institute event with Town Planner Dechesneau last week in Devens. There was useful information on development. The MassHousing Partnership sponsored the event and used our Stow Road RFP as an example for these discussions.

Member Fox also reported that at Friday's planned system-wide shutdown – part of the server upgrade went well. The Town continues to experience some issues with the Verizon line(s) which Verizon is working with resolve issues. Guardian and Chief Ryder are on top of this.

- Member Stemple reported on the June 12th Steele Farm Advisory Comm. The SFAC will be losing Judi Resnick, reducing the board down to three members. There was a lot of concern about the house's foundation issues. There was also concern that the community needs to understand that this property has historic value and money is needed to preserve it. SFAC needs community's cooperation to make this happen.

- Member Gorman reported that a resident approached him during a dog walk voicing concern about building materials being stored along Middle Rd for quite some time. He brought these concerns to BICAO Lindberg, who was aware of the materials and provided him with an explanation.

  He also reported that he had met with DPW Dir. Garmon regarding the items discussed earlier this evening.

  Member Garmon also reported that Well Being Committee efforts were focused on working on Social Service Coord. RFP at last week's meeting.

- Chair Amoroso reported that meeting to discuss the Minuteman issues will be on Wednesday. DESE Deputy Comm. Wulfson and Minuteman Supt. Bouquillon will be present so this is a unique opportunity to get answers; understand the mechanism if Boxborough choses to withdraw and the possible repercussions. FinCom's Neal Hesler & Dilip Subramanyam will be attending and ABTSC member Maria Neyland may also be present. The Selectmen were asked to forward any questions to TA Shaw which she will compile for Wednesday night's discussion. Minuteman Rep. Cheryl Mahoney provided an update on Minuteman matters and distributed materials to augment this information.

OLD BUSINESS

- The Selectmen took up assigning FY 15 Liaisons responsibilities. It was determined that Member Bak would assume most of Member Suleiman's former responsibilities with some exceptions and there were a few shifts among the other members. Chair Amoroso will assume Suleiman's Energy Committee assignment; Member Fox will take over BLF 2nd position from Member Gorman; Member Gorman will take over DPW responsibilities from Chair Amoroso. Chair Amoroso moved to approve the FY 15 Board of Selectmen Liaison List, as revised. Seconded by Member Stemple. **Approved 5-0.**

  Though not on the agenda, it was noted during these liaison discussions that Collective Bargaining negotiations will begin in FY 15. TA Shaw was asked to investigate costs related to retaining counsel for these negotiations.

NEW BUSINESS

- The Selectmen took up several Reserve Fund Transfer requests other fiscal "housekeeping" items:

◊ Chair Amoroso moved to forward to the Finance Committee for approval the request to transfer $8,958.42 from the Reserve Fund to account #001-145-5100-5112, Treasurer Salary. Seconded by Member Stemple. **Approved 5-0.** There was a friendly amendment and Chair Amoroso moved to revise the amount in this motion to $8,960.00 Seconded by Member Stemple. **Approved 5-0.**

◊ Member Stemple moved to forward to the Finance Committee for approval the request to transfer $8,162 from the Reserve Fund to account #001-610-5200-5242, Library Building Repair and Maintenance. Seconded by Member Fox. **Approved 5-0.**

◊ Pursuant to MGL Ch. 44 §33B Member Stemple moved to transfer $5,145.00 from 001-192-5100-5114, Town Hall Clerical Salary to 001-192-5200-5242, Town Hall Repairs and Maintenance to cover the cost of unanticipated repairs at the Town Hall including the replacement of 2 septic system pumps ($4,668). Seconded by Member Gorman. **Approved 5-0.**

- The Selectmen took up a request for a permit to consume wine and beer on Town property at Picnic Street and Hill Road (Blanchard staff end of year luncheon). Chair Amoroso moved to authorize the consumption of wine and beer on Town property located at Picnic Street and Hill Road on June 18 from 1- 4 PM subject to the conditions listed on the permit. Seconded by Member Stemple. **Approved 5-0.**

- The Board took up the ratification and execution of several Department Head Contracts:

◊ Chair Amoroso moved to ratify and execute the successor agreement for DPW Director Thomas S. Garmon, for a term commencing July 1, 2014 and ending on June 30, 2017. Seconded by Member Stemple. **Approved 5-0.**

◊ Member Gorman opened discussion on possibly adding alternative "renewal" language to "TERM" section of Fire Chief Randolph T. White's successor agreement. Upon discussion the Selectmen determined that a "renewal notice clause" would not be incorporated into this successor agreement. Member Gorman moved to ratify and execute the successor agreement for Fire Chief Randolph T. White, for a term commencing July 1, 2014 and ending on August 31, 2018, without renewal notice clause. Seconded by Member Fox. **Approved** 4-0-1 (Stemple abstained)

◊ Chair Amoroso moved to ratify and execute the successor agreement for Police Chief Warren B. Ryder, for a term commencing July 1, 2014 and ending on June 30, 2017. Seconded by Member Gorman. **Approved 5-0.**

- The Board took up the execution of several documents related to the transfer of the Blanchard School to the A-B Regional School District. It was confirmed that Town Counsel has advised that these documents are in proper form.

◊ *Grant of Title 5 Covenant and Easement (by the Region)*

Chair Amoroso moved to accept the foregoing Grant of Title 5 Covenant and Easement concerning the land at 493 Massachusetts Avenue, Boxborough, Massachusetts. Seconded by Member Gorman. **Approved 5-0.**

◊ *Grant of Title 5 Covenant and Easement (by the Town)*

Chair Amoroso moved to grant the foregoing Grant of Title 5 Covenant and Easement concerning the land at 427 Massachusetts Avenue, Boxborough, Massachusetts to the Acton-Boxborough Regional School District. Seconded by Member Stemple. **Approved 5-0.**

◊ It was noted that the Selectmen had previously voted (5/22/14) to authorize the BoS Chair to execute documents as reasonably necessary, so Chair Amoroso executed the Assignment & Assumption of Operating Agreements and the Bill of Sale &Assignment.

- Member Fox moved to authorize the BoS Chair to execute the lease agreement with the United Church of Christ, Congregational (UCC), Boxborough, MA for the use of the Fellowship Hall as a community center for a three-year term commencing July 1, 2014 and ending on June 30, 2017; and further to authorize the BoS Chair to execute a Memorandum of Agreement with the U.C.C. related to the removal of snow from the premises. Seconded by Member Stemple. **Approved 5-0.**

- Chair Amoroso moved to designate Town Treasurer Patrick McIntyre as the Boxborough representative to the Minuteman Nashoba Health Group Board. Seconded by Member Stemple. **Approved 5-0.**

- There was discussion on a recent IRS ruling on amounts earned through the Senior Tax Work-Off Programs. This amount must now be included in a taxpayer's gross income and the IRS has been auditing of community's that offer similar programs and there are penalties for a town's failure to comply. A draft letter to participants was reviewed and no changes suggested. It was clarified that the Town is only be required to report this income and that MassDOR does not consider this income/wages.

CORRESPONDENCE

- Member Fox advised that Town Planner Dechesneau will be researching House Bill 1859 – "Zoning Reform" referred to in the Stow Planning Board's legislative letter of June 3rd.

CONCERNS OF THE BOARD

- Member Stemple advised that Oscar's Burritos Grill is open and the food was delicious.

ADJOURN

- At 10:20 PM, Member Gorman moved to adjourn. Seconded by Member Stemple. **Approved 5-0.**

7a i

Finance Committee

Reserve Fund Transfer Request

Date: June 23, 2014

It is requested by the undersigned that the sum of $ 7,500 be transferred from the Reserve Fund to:

UMAS Acct. # 001-122-5200-5242 ($4,000)
(Fund # - Dept. # - Object – Detail)

Description (e.g. Selectmen's expenses) Board of Selectmen – Repairs and Maintenance, and

UMAS Acct. # 001-122-5400-5430 ($3,500)
(Fund # - Dept. # - Object – Detail)

Description (e.g. Selectmen's expenses) Building Maintenance Supplies

The balance in the line item as of 06/19/14 (Date) is $ 0. An amount of $ 0 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Appropriation required for acquisition and installation of water meters at Blanchard School and Police and Fire Stations, necessitated by transfer of Blanchard School to the AB Regional School District.

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.

6/19/14	(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. #001-122-5200-5242 and #001-122-5400-5430 to be used for the purposes and in the amounts indicated above.

Board of Selectmen	Date:	Finance Committee	Date:
			6/23/2014
			6/23/14
			6/23/14
			6/23/14
			6/23/14

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

Revised 070901

AccountNumber	*AccountName*	*Original Budget*	*Budget Adjustments*	*Current Budget*	*Payments This Period*	*Payments To Date*	*Receipts This Period*	*Receipts To Date*	*Payments to Date-Net*	*Ending Balance*	*Percent Expended*
	Selectmen										
001-122-5100-5111	Selectmen Salaries	2,000.00	0.00	2,000.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	100.00%
001-122-5200-5306	Selectmen Consulting	0.00	14,362.00	14,362.00	14,361.19	14,361.19	0.00	0.00	14,361.19	0.81	99.99%
001-122-5400-5407	Selectmen Business Cards	96.00	0.00	96.00	0.00	0.00	0.00	0.00	0.00	96.00	0.00%
001-122-5400-5420	Selectmen Supplies	22.00	0.00	22.00	10.19	10.19	0.00	0.00	10.19	11.81	46.32%
001-122-5400-5422	Selectmen - Stationary and Forms	0.00	0.00	0.00	92.00	92.00	0.00	0.00	92.00	-92.00	N/A
001-122-5700-5711	Selectmen Travel - In State	200.00	0.00	200.00	234.02	234.02	0.00	0.00	234.02	-34.02	117.01%
001-122-5700-5715	Selectmen - Conferences	300.00	0.00	300.00	150.00	150.00	0.00	0.00	150.00	150.00	50.00%
001-122-5700-5716	Selectmen Training and Seminars	100.00	0.00	100.00	50.00	50.00	0.00	0.00	50.00	50.00	50.00%
001-122-5700-5731	Selectmen Membership Dues	681.00	0.00	681.00	668.00	668.00	0.00	0.00	668.00	13.00	98.09%
001-122-5700-5735	Selectmen Appreciation Events	750.00	0.00	750.00	528.55	528.55	0.00	0.00	528.55	221.45	70.47%
Sum	**Selectmen**	**4,149.00**	**14,362.00**	**18,511.00**	**18,093.95**	**18,093.95**	**0.00**	**0.00**	**18,093.95**	**417.05**	**97.75%**

Selina Shaw

From: David Lindberg <dlindberg@boxborough-ma.gov>
Sent: Thursday, June 19, 2014 3:51 PM
To: 'Selina Shaw'
Subject: Water meters

Selina,

The water meters will be coming from EJ Prescott, Inc. Their quote was $ 3,997.00 for the materials. The total plumbing labor could run up to $ 3,500.00. That is mostly a guess but I think it could be close. I will continue pursuing quotes from plumbers.

David

David Lindberg
Inspector of Buildings
29 Middle Road
Boxborough, MA 01719
978-264-1725
david.lindberg@boxborough-ma.gov

DIVISION: _____ TELEPHONE: _____

Pipeline Specialists
TEAM EJP
Everett J. Prescott, Inc.

INTER-OFFICE QUOTATION FORM

DATE: 1/28/14 SALESMAN: Rich Stone

TO: Littleton Water Dept CONTACT: Kevin Hunt

TELEPHONE: _____

FAX: _____

JOB STATUS: _____ SIGNATURE: _____

NAME: _____ Bidding _____ Has _____ Estimate _____ Follow-up Date _____

LOCATION: _____ Bid Date _____ Buy Date _____ Delivery Date _____ Terms _____

REMARKS: _____

COST	QTY.	SIZE	ITEM #	DESCRIPTION	UNIT $	TOTAL $
				→ Police Station ←		
	1	1 1/2"		Sensus Omni R2 Metal (Gals)	587.48	
	1	2" x 1 1/2"		Reducing Flange Pack	90.30	
	1	1 1/2"		Metal Flange Pack	114.55	
	2	1 1/2"		MIP x Comp Cplg	58.70	
	2	1 1/2"		SS Inserts	3.12	854.15
				→ Fire Station ←		
	1	1 1/2"		Sensus Omni R2 Metal (Gals)	587.48	
	2	2" x 1 1/2"		Reducing Flange Pack	90.30	
	1	1 1/2"		Metal Flange Pack	114.55	
	2	1 1/2"		MIP x Comp Cplg.	58.70	851.03
				→ Library ←		
	1	1 1/2"		Sensus Omni R2 Metal (Gals)	587.48	
	2	2" x 1 1/2"		Reducing Flange Pack	90.30	
	1	1 1/2"		Metal Flange Pack	114.55	
	2	1 1/2"		MIP x Comp Cplg	58.70	
				→ Blanchard School ←		
	1	3"		Sensus Omni C2 Metal	1982.71	
	2	4"		Uni Flg	48.54	
	2	4" x 3"		Space Saver Reducing Flg	260.48	2291.73
				→ All Nuts / Bolts / Gaskets ←	Incl	
				All Lead Free		

3996.91

03686

OFFICE COPY

7a ii

Finance Committee

Reserve Fund Transfer Request

Date: June 23, 2014

It is requested by the undersigned that the sum of $ 955 be transferred from the Reserve Fund to:

UMAS Acct. # 001-122-5200-5306
(Fund # - Dept. # - Object – Detail)

Description (e.g. Selectmen's expenses) Board of Selectmen - Consulting

The balance in the line item as of 06/19/14 (Date) is $ <534.19>. An amount of $ 0 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Additional funding required for consultant engineering services associated with the subdivision of Boxborough municipal and school land.

RFT's for $11,500 and $2,327 were submitted and processed in October and March, respectively. RFT for $535 (May 22) was approved by the BoS on June 2, but not yet processed; awaiting FinCom approval. $14,361.19 has been expended to date. There is no remaining balance in the line item to cover June invoice #15199.

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.

6/19/14	(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. #001-122-5200-5306 to be used for the purposes and in the amounts indicated above.

Board of Selectmen	Date:	Finance Committee	Date:
			6/23/2014
			6/23/14
			6/23/14
			6/23/14
			6/23/14

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		

Revised 070901

Filter by: Segment 2: 122, 151, 192, 693

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

Ledger History - Variance - Expenditure Ledger

Account Number	Budget	Transfer: This Period		Journal Entry: This Period	Receipt: This Period	Payment: This Period		
	Encumbered	To Date	Allocated	To Date	To Date	To Date	Ending	% Var.
001-122-5100-5111	2,000.00	0.00		0.00	0.00	-2,000.00		
Selectmen Salaries	0.00	0.00	2,000.00	0.00	0.00	-2,000.00	0.00	100.00
001-122-5200-5306	0.00	13,827.00		0.00	0.00	-14,361.19		
Selectmen Consulting	0.00	13,827.00	13,827.00	0.00	0.00	-14,361.19	-534.19	103.86
001-122-5400-5407	96.00	0.00		0.00	0.00	0.00		
Selectmen Business Cards	0.00	0.00	96.00	0.00	0.00	0.00	96.00	0.00
001-122-5400-5420	22.00	0.00		0.00	0.00	0.00		
Selectmen Supplies	0.00	0.00	22.00	0.00	0.00	0.00	22.00	0.00
001-122-5400-5422	0.00	0.00		0.00	0.00	-48.00		
Selectmen - Stationary and Forms	0.00	0.00	0.00	0.00	0.00	-48.00	-48.00	0.00
001-122-5700-5711	200.00	0.00		0.00	0.00	-234.02		
Selectmen Travel - In State	0.00	0.00	200.00	0.00	0.00	-234.02	-34.02	117.01
001-122-5700-5715	300.00	0.00		0.00	0.00	-150.00		
Selectmen - Conferences	0.00	0.00	300.00	0.00	0.00	-150.00	150.00	50.00
001-122-5700-5716	100.00	0.00		0.00	0.00	-50.00		
Selectmen Training and Seminars	0.00	0.00	100.00	0.00	0.00	-50.00	50.00	50.00
001-122-5700-5731	681.00	0.00		0.00	0.00	-668.00		
Selectmen Membership Dues	0.00	0.00	681.00	0.00	0.00	-668.00	13.00	98.09
001-122-5700-5735	750.00	0.00		0.00	0.00	-528.55		
Selectmen Appreciation Events	0.00	0.00	750.00	0.00	0.00	-528.55	221.45	70.47

Goldsmith, Prest and Ringwall, Inc.

39 Main Street, Suite 301
Ayer, MA 01432
Phone 978-772-1590, Fax 978-772-1591

INVOICE FOR PROFESSIONAL SERVICES

Town of Boxborough
29 Middle Road
Boxborough, MA 01719

Invoice No: 15199
06/19/2014
Project No: 131063
Project Information:
Land Survey and Civil Engineering Services for:
493 Mass Ave, Boxborough MA

For professional services rendered for the period through June 14, 2014 for the referenced project per signed agreement. INVOICES ARE DUE UPON RECEIPT. Balances outstanding more than 30 days are subject to an interest charge at the rate of 1.5% per month. PAYMENT OF ALL OUTSTANDING INVOICES SHALL BE REQUIRED PRIOR TO RELEASE OF ANY PLANS OR OTHER WORK PRODUCTS BY COMPANY.

Professional Services

Task 3 - ANR Plan • Assemble and submit to Planning Board	50.00
Task 5 - Consulting Services relative to the Septic System • Research and edit sewer use regulations • Prepare sewer use regulations for Boxborough Board of Health	688.75
Task 7 – Project Meetings • Meeting with Board of Health for approvals of Title 5 Grant of Easements	206.25
Total Professional Services	**$945.00**

Reimbursable Expenses

	Amount
Mileage	$10.08
Total Reimbursable Expenses	**$10.08**
Invoice Total	**$955.08**

THANK YOU FOR YOUR BUSINESS.

7a vii

Finance Committee

Reserve Fund Transfer Request

Date: June 23, 2014

It is requested by the undersigned that the sum of $ 6,678 be transferred from the Reserve Fund to:

UMAS Acct. # 001-192-5800-5856
(Fund # - Dept. # - Object – Detail)

Description (e.g. Selectmen's expenses) Town Hall Technology Related

The balance in the line item as of 6/19/14 (Date) is $ 16,048. An amount of $ 2,100 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.

Against the current balance, we have obligations of $14,790 for the computers and monitors that were ordered and an $811 deficit in the software line item, leaving an expendable balance of $447. Vendor has agreed to maximum charge for installation of $7,125. RFT request represents the delta required.

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.

6/19/14	(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. #001-192-5800-5856 to be used for the purposes and in the amounts indicated above.

Board of Selectmen	Date:	Finance Committee	Date:
			6/23/2014
			6/23/14
			6/23/14
			6/23/14
			6/23/14

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		

AccountNumber	AccountName	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Payments To Date	Receipts This Period	Receipts To Date	Payments to Date-Net	Ending Balance	Percent Expended
Town Hall											
001-192-5100-5114	Town Hall Clerical Salary	176,450.00	-4,917.00	171,533.00	148,096.10	148,096.10	0.00	0.00	148,096.10	23,436.90	86.34%
001-192-5200-5210	Town Hall Electricity	8,400.00	0.00	8,400.00	7,531.08	7,531.08	0.00	0.00	7,531.08	868.92	89.66%
001-192-5200-5212	Town Hall Heating	4,000.00	0.00	4,000.00	4,823.99	4,823.99	0.00	0.00	4,823.99	-823.99	120.60%
001-192-5200-5240	Town Hall Equipment Maintenance	500.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00%
001-192-5200-5242	Town Hall Repairs and Maintenance	1,500.00	0.00	1,500.00	7,499.06	7,499.06	0.00	0.00	7,499.06	-5,999.06	499.94%
001-192-5200-5247	Town Hall Maintenance Agreement Copier	3,306.00	0.00	3,306.00	3,305.64	3,305.64	0.00	0.00	3,305.64	0.36	99.99%
001-192-5200-5248	Town Hall Maintenance Agreement Postal	3,026.00	0.00	3,026.00	2,595.32	2,595.32	0.00	0.00	2,595.32	430.68	85.77%
001-192-5200-5274	Town Hall Water Cooler	261.00	0.00	261.00	217.89	217.89	0.00	0.00	217.89	43.11	83.48%
001-192-5200-5304	Town Hall Network Admin. Services	1,080.00	0.00	1,080.00	0.00	0.00	0.00	0.00	0.00	1,080.00	0.00%
001-192-5200-5327	Town Hall Fire Inspection	925.00	0.00	925.00	869.00	869.00	0.00	0.00	869.00	56.00	93.95%
001-192-5200-5340	Town Hall Website Hosting	1,825.00	0.00	1,825.00	1,175.00	1,175.00	0.00	0.00	1,175.00	650.00	64.38%
001-192-5200-5341	Town Hall Telephone	3,720.00	0.00	3,720.00	3,376.07	3,376.07	0.00	0.00	3,376.07	343.93	90.75%
001-192-5200-5342	Town Hall Postage	5,000.00	0.00	5,000.00	4,826.83	4,826.83	0.00	0.00	4,826.83	173.17	96.54%
001-192-5200-5343	Town Hall Postage Permits	200.00	0.00	200.00	200.00	200.00	0.00	0.00	200.00	0.00	100.00%
001-192-5200-5347	Town Hall Printing	4,600.00	0.00	4,600.00	3,672.48	3,672.48	0.00	0.00	3,672.48	927.52	79.84%
001-192-5200-5348	Town Hall Legal Notices	200.00	0.00	200.00	261.58	261.58	0.00	0.00	261.58	-61.58	130.79%
001-192-5200-5349	Town Hall Classifieds	500.00	0.00	500.00	1,151.00	1,151.00	0.00	0.00	1,151.00	-651.00	230.20%
001-192-5400-5420	Town Hall Other Office Expense	700.00	0.00	700.00	592.38	592.38	0.00	0.00	592.38	107.62	84.63%
001-192-5400-5421	Town Hall Office Equipment	500.00	0.00	500.00	773.83	773.83	0.00	0.00	773.83	-273.83	154.77%
001-192-5400-5422	Town Hall Stationary and Forms	206.00	0.00	206.00	92.00	92.00	0.00	0.00	92.00	114.00	44.66%
001-192-5400-5423	Town Hall Copy Paper and Supplies	2,440.00	0.00	2,440.00	1,485.78	1,485.78	0.00	0.00	1,485.78	954.22	60.89%
001-192-5400-5430	Town Hall Building Maintenance	1,000.00	0.00	1,000.00	1,383.46	1,383.46	0.00	0.00	1,383.46	-383.46	138.35%
001-192-5400-5450	Town Hall Cleaning Supplies	1,000.00	0.00	1,000.00	761.53	761.53	0.00	0.00	761.53	238.47	76.15%
001-192-5400-5589	Town Hall Software	5,500.00	0.00	5,500.00	6,310.41	6,310.41	0.00	0.00	6,310.41	-810.41	114.73%
001-192-5700-5710	Town Hall Lodging and Meals - In State	1,300.00	0.00	1,300.00	970.21	970.21	0.00	0.00	970.21	329.79	74.63%

AccountNumber	*AccountName*	*Original Budget*	*Budget Adjustments*	*Current Budget*	*Payments This Period*	*Payments To Date*	*Receipts This Period*	*Receipts To Date*	*Payments to Date-Net*	*Ending Balance*	*Percent Expended*
001-192-5700-5711	Town Hall Travel Expense. - In State	283.00	0.00	283.00	23.77	23.77	0.00	0.00	23.77	259.23	8.40%
001-192-5700-5715	Town Hall Conferences	1,175.00	0.00	1,175.00	1,085.00	1,085.00	0.00	0.00	1,085.00	90.00	92.34%
001-192-5700-5716	Town Hall Training	1,905.00	0.00	1,905.00	1,390.00	1,390.00	0.00	0.00	1,390.00	515.00	72.97%
001-192-5700-5730	Town Hall Dues	1,030.00	0.00	1,030.00	1,044.25	1,044.25	0.00	0.00	1,044.25	-14.25	101.38%
001-192-5700-5736	Town Hall Meetings	100.00	0.00	100.00	39.26	39.26	0.00	0.00	39.26	60.74	39.26%
001-192-5800-5855	Town Hall Furniture	300.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00%
001-192-5800-5856	Town Hall Technology Related	2,100.00	15,600.00	17,700.00	1,652.00	1,652.00	0.00	0.00	1,652.00	16,048.00	9.33%
Sum	**Town Hall**	**235,032.00**	**10,683.00**	**245,715.00**	**207,204.92**	**207,204.92**	**0.00**	**0.00**	**207,204.92**	**38,510.08**	**84.33%**

Selina Shaw

From: Walton, Jay <jwalton@guardianinfo.com>
Sent: Thursday, June 19, 2014 12:29 PM
To: sshaw@boxborough-ma.gov
Cc: Warren, Brad
Subject: RE: Deployment of new PCs

Selina,

To date, the following systems have been deployed in the first round:

Device Name
BARRETTJ0514
DPWPC0514
DUCHESNEAUA0514
MAHONEYC0514
MCINTYREP0514
NADWAIRSKIM0514
SHAWS0514
WILLIAMSJ0514

In terms of cost and billable hours, I've gotten Brad to agree to cap all desktop/laptop deployments **for this round** at 5 hours/per system ($95 x 5 = $475/system) – **Total for Round 1 is not to exceed $7,125.00,** although we fully expect to run over and are actually nearing this figure with (7) systems to go.

The first few systems in a bulk deployment typically take more time, as this is the stage in which a master image is created, applications are installed by the engineer for the first time, etc. Additionally, because of other support-related tasks that have come up during the deployments, the actual hours associated with **PC Deployment Project** are currently greater than 5 hours per system.

That said, the current cost for the (8) systems that have been deployed is $3,800.00. We expect that the deployments for the remaining (4) desktop systems and (3) laptop systems will take less time and will provide full detail of the final work effort. Again, the total for this round of the project will not exceed $7,125.00.

Hope this helps – Please let me know what questions or concerns that I can address.

Thank you,

Jay

Jason K. Walton

Guardian Information Technologies, Inc.
23 Water St., Suite 2

Selina Shaw

From: Selina S. Shaw <sshaw@boxborough-ma.gov>
Sent: Friday, May 02, 2014 1:07 PM
To: 'Eve Li'; 'Dilip Subramanyam'
Cc: 'JOHN ROSAMOND'
Subject: RE: Input from IT consultant

Importance: High

Good afternoon,

Now it is I who must apologize for taking so long to get back to you. Thanks for your input, Eve. Hope that you were able to enjoy the spring vac week with the teenagers. .

I will divide my comments between monitors and installation

The 22" monitors 1920x1080, have DVI-D and VGA interfaces and come at a cost of $144 /each (per latest quote). It seems reasonable to me to go with new monitors and not to leave to chance any compatibility issues to be later addressed for additional labor cost.

Guardian has provided the following summary, which highlights their desktop / laptop deployment process (and inherent task list). While their overall task list can be some 60-70 steps (depending on the unique functions and configuration of a system), the *goals* of their process are to standardize systems, and more importantly to minimize and streamline support issues over the life of the system (in many cases 5-6 years). As noted below, there is a degree of standardization, but each user's profile will have some customization – mapped drives, printers, mail set-up domain registration, etc, as well as some unique software in many cases.

- When a quantity of systems is to be deployed, a master image is first created using one of the systems. The hard drive is repartitioned into multiple partitions, drivers are verified and updated, "bloatware" (i.e. unnecessary trial versions, software added by the manufacturer, search toolbars, etc.) is removed from the system, standard local accounts with appropriate permissions are created, security and configuration settings for the environment are set, appropriate add-on software is installed and updated (i.e. adobe reader, java, etc.), et cetera, et cetera. Finally, a master image is captured for the system which can also be replicated to identical systems.

- Subsequent individual systems are checked for available BIOS upgrades, and firmware upgrades which cannot be integrated into a system image. The hard drive in each system must be scrubbed, partitioned and formatted, such that the master image can be copied and layered onto the system. The system is renamed following convention and systematically joined to the domain. Applications which are unique to the system are next installed (i.e. Office version, Patriot, GeoTMS, Vadar, Patriot, Harpers, ArcGIS, Point etc.) *and* updated. The system is next deployed in the user environment and settings, files, icons, are copied, matched, and mirrored onto the system to provide the user with a transition as seamless as possible. Email is setup and tested as are the various printers utilized by the user. Any discovered incompatibilities that arise *must* also be worked through during this phase of the process. Once complete acceptable functionality is verified with the user a final "go-live" image is created (and stored), which methodically allows the system to be rolled back to the state it was in when it was delivered to the user – at *any* future point in time.

- Finally, a QA process occurs assuring that WMI (windows management instrumentation), patch management, tracking and management, managed antivirus, etc. are functioning as expected. The process is not technically

completed at this point as the *old* system is methodically removed from the domain, and the IT environment (i.e. as above, from patch management, tracking and management, antivirus engines, etc.). The old system is set aside for a couple weeks in case the user discovers something was missed (not all that unusual). After this point the old system is subject to a disposition process.

The specific tasks are much more detailed than described and *highlighted* above. Guardian's methodology represents many, *many* years of experience and best practices (which they continue to refine). We will ensure that the systems are deployed as efficiently as possible. We will be billed only for the hours spent...

Hope this information is helpful and that FinCom will reconsider the labor portion of the RFT as well as the ATM article. Please don't hesitate to let me know if you have any additional questions.

Thanks very much.

Enjoy the weekend.

Regards,
Selina

Selina S. Shaw
Town Administrator
29 Middle Road
Boxborough, MA 01719
(978) 264-1700 general
(978) 264-1712 direct
(978) 264-3127 fax
http://www.boxborough-ma.gov

Please note that our numbers have changed.

When writing or responding, please be aware that the Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential.

From: Eve Li [mailto:eve_li@yahoo.com]
Sent: Friday, April 25, 2014 9:02 PM
To: Dilip Subramanyam; Selina S. Shaw
Subject: Re: Input from IT consultant

Selina,

Sorry for the delay in response. It's school vacation week and I have to my hands full with two teenagers.

For the monitor issue:
I would like to get the specifications for the new system, particularly what video interface (for the monitor) will be.

For the issue on labor cost. 5 hours per maching @ $100/hr.
If we have a backup for an existing system (data separated from the operating system), I see the following is the task list:
- Install vertical applications
- migrating icons, favorites, and folders (folders should have already backed up in case of failure anyway).
- migrating outlook mails if needed.
- Setting up the network to allow both the existing to-be-migrated computer and the new to-migrate-to computer to talk to each other so that data can be copied off the existing computer.

I am not sure why this would be 65-70 step process. Also, what is the Guardian process guarantee? Does it guarantee no problem for next 6 months or can it handle the user's calls for next 6 months in case there is a problem?

I think this contract should be evaluated in the bigger context in terms what kind of services are provided by the company in the long run?

Just my 2 cents.

-Eve Li

On Thursday, April 17, 2014 5:06 PM, Eve Li <eve_li@yahoo.com> wrote:
Selina,

I have received your email and take a look at the email and respond over the weekend. Just give you a head up. I am currently is overwhelmed with work.

-Eve
On Wednesday, April 16, 2014 2:46 PM, Dilip Subramanyam <Dilip_Subramanyam@beaver-visitec.com> wrote:
Thanks Selina. Eve is certainly our expert in these matters but it sounds to me like we need to have a conversation about why town hall has 19 different systems. Perhaps we can decide on a standard system and load everything on everyone's computer so it simplifies the installation process? Then if there are a couple of special software licenses, we could add those individually?
Dilip

From: Selina S. Shaw [mailto:sshaw@boxborough-ma.gov]
Sent: Wednesday, April 16, 2014 2:40 PM
To: Eve Li
Cc: Dilip Subramanyam
Subject: Input from IT consultant

Hi Eve,

I would like your further input on the response I received from the consultant regarding the questions posed on Monday evening.

If the monitors are still working, why not continue to use them and replace as and when needed?

New monitors are recommended for compatibility reasons, and for standards in terms of video cables, drivers, display resolution, size, et cetera. Given the hardware diversity in your current environment, it would be difficult to determine which monitors would work with a new system without testing / trying to connect each one. Acquiring new monitors with the systems would streamline the deployment process, and head off issues down the road. Some of the monitors are likely 5-7 years old (more?) and at end of life. Having an older monitor fail after the deployment would be more costly in the long run (due to loss of user productivity, the cost of the monitor, engineering time to replace it et cetera). We will gladly plan on redeploying the older displays – however our recommended best practice is to replace the monitors with the systems. Hope this detail helps.

The other question raised concerned the cost of labor. We had "budgeted" 5 hours of labor for each new PC which seems excessive for the installation of each system, especially if a number can be done en masse with a lot of works done at the server level.

In terms of the anticipated deployment time, it's not an uncommon question or concern. As I believe we've discussed previously, be advised that Guardian has a 65-70 step process (based on best practices) required for the deployment of a desktop system. Tasks such as migrating settings (icons, favorites, folders) from the previous system, reinstalling specific vertical applications, insuring that WMI is functional, systematically disjoining previous systems from the environment, capturing a final "go live" image to minimize subsequent support issues, etc., are tasks that are frequently overlooked or underestimated. If the task were to simply add a new desktop for a new user, or . . . if EVERY system was an exact mirror image of a master image; agreed the time would be significantly less. As recent examples . . . we spent more than 2 (unplanned) man days getting the existing plotter in Town Hall to work with the new domain server (and eventually worked with HP support (escalating the issue through their support tiers) for several hours – as they were stumped). In the end . . ., undocumented compatibility issues with Server 2008 R2 were identified and had to be worked around. Go figure! Boxborough Town Hall in essence has 19 UNIQUE systems (Police and Fire are additional). Please rest assured that from a time & materials perspective, we will make our best effort to minimize deployment time, which is in our mutual best interest. If a further discussion is warranted in this regard please advise. We will be glad to share our experiences and knowledge in this regard.

Look forward to your thoughts.

Regards,
Selina'

Selina S. Shaw
Town Administrator
29 Middle Road
Boxborough, MA 01719
(978) 264-1700 general
(978) 264-1712 direct
(978) 264-3127 fax
http://www.boxborough-ma.gov

Please note that our numbers have changed.

When writing or responding, please be aware that the Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential.

Whalley Computer Associates, Inc
9 Industrial Road, Suite 3
Milford, Massachusetts 01757
United States
http://www.wca.com

Quotation

Date	Expiration Date
May 6, 2014 2:17 PM EDT	Jun 5, 2014

Doc #
101342 - rev 1 of 1

Description
None

SalesRep
Scolnick, Adam
(P) 508-634-1111
(F) 508-634-7732

Customer Contact
shaw, Selina

Customer
Boxborough Town Hall (BOXTH)
29 Middle Road
Boxborough, Massachusetts 01719

Bill To
Boxborough Town Hall
Shaw , Selina
29 Middle Road
Boxborough, Massachusetts 01719

Ship To
Boxborough Town Hall
Shaw , Selina
29 Middle Road
Boxborough, Massachusetts 01719

Customer PO:	Terms:	Ship Via:
None	Unknown	FedEx Ground
Special Instructions: None		**Carrier Account #:** None

	Item Description	Part #	Qty	Tax	Unit Price	Total
1	Dell E2214H LED monitor - 22" - 1920 x 1080 - TN - 250 cd/m2 - 1000:1 - 5 ms - DVI-D, VGA - black	E2214H	19	No	$144.00	$2,736.00
2	Dell Latitude E6530 Core i5 3230M / 2.6 GHz - Windows 7 Pro 64-bit - 4 GB RAM - 320 GB HDD - DVD-Writer - 15.6" wide 1366 x 768 / HD - Intel HD Graphics 4000 - brushed aluminum	469-4269	3	No	$914.00	$2,742.00
3	Dell DDR3 - 4 GB - SO DIMM 204-pin - 1600 MHz / PC3-12800 - unbuffered - non-ECC - for Alienware M14, M18; Inspiron 660; Precision Mobile Workstation M4600, M6600; Vostro 25XX	SNPFYHV1C/4G	3	No	$44.00	$132.00
4	Dell OptiPlex 7010 MT - 1 x Core i5 3470 / 3.2 GHz - RAM 8 GB - HDD 500 GB - DVD-Writer - HD Graphics 2500 - GigE - Windows 7 Pro 64-bit / 8 Pro 64-bit - pre-installed: Windows 7 - Monitor : none.	462-3518	12	No	$765.00	$9,180.00

Subtotal:	$14,790.00
Tax (0.000%):	$0.00
Shipping:	$0.00
Total:	**$14,790.00**

These prices do NOT include setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

765
144
909 Fire

Finance Committee

Reserve Fund Transfer Request

15,600 MM

Date: March 31, 2014

It is requested by the undersigned that the sum of $ 23,500 be transferred from the Reserve Fund to:

UMAS Acct. # 001-192-5800-5856
(Fund # - Dept. # - Object – Detail)

Description (e.g. Selectmen's expenses) Town Hall Technology Related

The balance in the line item as of 03/27/14 (Date) is $_____. An amount of $ 2,100 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.

The majority of computers (23 Desktops and 8 Laptops) across the town's operations are still running Windows XP, which will no longer be supported by Microsoft as of April 2014. There will be no further security updates or technical support for the Windows XP operating system. The town needs to remain compliant with state and federal security updates. Additionally, computers would be more vulnerable to be exploited by malware and susceptible to malicious attack. We are seeking to replace 15 immediately and are requesting an appropriation from town meeting to replace the remaining 15 in FY 15. (1 Town hall laptop will not be replaced). 2 desktops, 1 laptop, and 2 monitors will be paid out of FY14 department operating expenses (FY 14 Police/Fire/Town Hall); additionally, 7 MS Office licenses will be paid from the Town Hall budget).

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)

15,600

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of $ 23,500 from the Reserve Fund to UMAS Acct. #001-192-5800-5856 to be used for the purposes and in the amounts indicated above.

Board of Selectmen	Date:	Finance Committee	Date:
			4/14/14
	3/31/14		4/14/14
			4/14/14
			4/14/14
			4.14.2014

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		

Revised 070901

AccountNumber	AccountName	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Payments To Date	Receipts This Period	Receipts To Date	Payments to Date-Net	Ending Balance	Percent Expended
Police											
001-210-5100-5112	Police Dept. Salary - Police Chief	102,969.00	0.00	102,969.00	99,803.44	99,803.44	0.00	0.00	99,803.44	3,165.56	96.93%
001-210-5100-5114	Police Dept. Salary - Full Time Officers	556,062.00	0.00	556,062.00	518,451.69	518,451.69	0.00	0.00	518,451.69	37,610.31	93.24%
001-210-5100-5117	Police Dept. Salary - Secretary	50,885.00	0.00	50,885.00	47,960.16	47,960.16	0.00	0.00	47,960.16	2,924.84	94.25%
001-210-5100-5119	Police Dept. Salary - Special Officers	11,541.00	0.00	11,541.00	6,921.51	6,921.51	0.00	0.00	6,921.51	4,619.49	59.97%
001-210-5100-5122	Police Dept. Salary - Lock up Attendents	5,952.00	0.00	5,952.00	4,780.46	4,780.46	0.00	0.00	4,780.46	1,171.54	80.32%
001-210-5100-5123	Police Dept. Salary - Town Details	8,191.00	0.00	8,191.00	2,963.99	2,963.99	0.00	0.00	2,963.99	5,227.01	36.19%
001-210-5100-5130	Police Dept. Salary - FT Officer Overtime	139,655.00	0.00	139,655.00	177,877.36	177,877.36	0.00	0.00	177,877.36	-38,222.36	127.37%
001-210-5100-5148	Police Dept. Salary - Quinn Bill	77,134.00	0.00	77,134.00	70,258.24	70,258.24	0.00	0.00	70,258.24	6,875.76	91.09%
001-210-5200-5210	Police Dept. Electricity	12,600.00	0.00	12,600.00	10,699.10	10,699.10	0.00	0.00	10,699.10	1,900.90	84.91%
001-210-5200-5212	Police Dept. Heating	3,979.00	0.00	3,979.00	2,201.42	2,201.42	0.00	0.00	2,201.42	1,777.58	55.33%
001-210-5200-5240	Police Dept. Equipment Maintenance	4,640.00	0.00	4,640.00	3,805.75	3,805.75	0.00	0.00	3,805.75	834.25	82.02%
001-210-5200-5242	Police Dept. Repair and Maint - Building a	3,500.00	0.00	3,500.00	7,753.25	7,753.25	0.00	0.00	7,753.25	-4,253.25	221.52%
001-210-5200-5246	Police Dept. Repair and Maint - Vehicles	19,000.00	11,471.00	30,471.00	32,099.60	32,099.60	0.00	0.00	32,099.60	-1,628.60	105.34%
001-210-5200-5319	Police Dept. Mobile Units	3,400.00	0.00	3,400.00	2,837.99	2,837.99	0.00	0.00	2,837.99	562.01	83.47%
001-210-5200-5340	Police Dept. Internet Access	1,770.00	0.00	1,770.00	703.06	703.06	0.00	0.00	703.06	1,066.94	39.72%
001-210-5200-5341	Police Dept.Telephone	12,360.00	0.00	12,360.00	14,014.07	14,014.07	0.00	0.00	14,014.07	-1,654.07	113.38%
001-210-5400-5421	Police Dept. Equipment Supplies	7,000.00	0.00	7,000.00	6,791.21	6,791.21	0.00	0.00	6,791.21	208.79	97.02%
001-210-5400-5580	Police Dept. Ammunition	3,100.00	0.00	3,100.00	2,590.42	2,590.42	0.00	0.00	2,590.42	509.58	83.56%
001-210-5400-5585	Police Dept. Law Book Updates	1,900.00	0.00	1,900.00	1,262.88	1,262.88	0.00	0.00	1,262.88	637.12	66.47%
001-210-5400-5590	Police Dept. Uniform Allowance - Full Time	16,950.00	0.00	16,950.00	18,322.55	18,322.55	0.00	0.00	18,322.55	-1,372.55	108.10%
001-210-5700-5715	Police Dept. Professional Development	6,100.00	0.00	6,100.00	6,649.20	6,649.20	0.00	0.00	6,649.20	-549.20	109.00%
001-210-5700-5716	Police Dept. Training	3,500.00	0.00	3,500.00	4,951.66	4,951.66	0.00	0.00	4,951.66	-1,451.66	141.48%
001-210-5700-5723	Police Dept. Community Outreach	2,500.00	0.00	2,500.00	2,251.11	2,251.11	0.00	0.00	2,251.11	248.89	90.04%
001-210-5700-5775	Police Dept IT Repair and Maintenance	4,000.00	0.00	4,000.00	4,792.66	4,792.66	0.00	0.00	4,792.66	-792.66	119.82%
001-210-5800-5858	Police Dept. Cruiser Purchase	34,500.00	0.00	34,500.00	33,613.99	33,613.99	0.00	0.00	33,613.99	886.01	97.43%

BOXBOROUGH POLICE DEPARTMENT
520 Massachusetts Avenue, Boxborough, Massachusetts 01719
Phone: (978) 264-1750 · Fax: (978) 268-5123

To: Finance Committee
Board of Selectman

From: Chief Warren B. Ryder WBR

Date: June 13, 2014

Re: RFT Police Overtime Explanation

The Police Overtime line suffered unexpected and unforeseen expenditures in fiscal year 2014 for the following reasons.

- A full time vacancy precipitated the expense of filling some open shifts during the hiring process of a new officer.
- The Boxborough Detectives have dedicated hundreds of man hours in bringing some serious crimes to successful prosecution.
    - 12 major narcotics (distribution) cases including search and arrest warrants
    - 2 B&E cases including search and arrest warrants
    - Prostitution and rape investigations
- A Police Sergeant has been out since April with an injury that was sustained on duty *(workers comp. insurance proceeds will be directed to the General Fund)*

Every possible effort was made to control overtime expenses while maintaining basic police services to the community. To help reduce overtime expenses this fiscal year the "flex" position was moved into 142 open shifts and 107 shifts were not filled and staffed with one officer.

WBR/cop

Cc: Town Administrator
Town Accountant

Warren B. Ryder
CHIEF OF POLICE

Memorandum

To: Board of Selectmen

CC: Finance Committee

From: Chief Warren B. Ryder

Date: 4/24/2014

Re: Future Reserve Fund Transfer

I currently have an officer out with a work related shoulder injury sustained when he was assaulted during an arrest. His injury is relatively minor in nature but may require surgery. Our workers compensation insurance will cover the officer's weekly salary (up to $1,000), this is 55% of the actual overtime replacement cost.

We have entered the "busy" season for time off. Generally, the busiest time for replacement coverage is May through August. The overtime line is currently ($6,030.66) due to the vacancy of an officer earlier this year. This vacancy resulted in a $23,000 positive balance on regular salaries that does offset the overtime deficit.

I expect that the Police Salaries and Wages budget will need a RFT before the end of this fiscal year. The amount will depend on the total open shifts, pending court cases and investigations that the department may see over the next two months.

I will forward more information as it becomes available. If you have any questions please contact me anytime.

WBR/cop

Selina Shaw

From: Chief Warren B. Ryder <Wryder@Boxborough-MA.Gov>
Sent: Friday, June 27, 2014 9:08 AM
To: 'Chief Warren B. Ryder'; jbarrett@boxborough-ma.gov; sshaw@boxborough-ma.gov; lesfox@comcast.net; 'Chief White'
Cc: 'Dilip Subramanyam'; 'JOHN ROSAMOND'; 'Jeff Scott'; averos@boxborough-ma.gov; 'Jim Ham'
Subject: RE: Police/Dispatch RFTs
Attachments: Memo Bos FinCom Dispatch Staffing 2014.pdf

Good morning,

I am writing to provide you with an update on the previously submitted RFT's for police and dispatch salaries. I had projected a reasonable worst case scenario for both departments ($25K police and $24,500 dispatch).

As we get closer to the final payroll I am pleased to report that our updated projections show that both departments *should* come in under the $20K mark barring any unusual events or occurrences.

Also, I have attached a memo to further explain the difficult year our dispatch center experienced along with some additional data.

Thank you,

Warren B. Ryder
Chief of Police
Boxborough Police Department
520 Massachusetts Avenue
Boxborough, MA 01719

978-264-1751 Admin Line
978-268-5123 Admin Fax
www.BoxboroughPolice.com

Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

From: Chief Warren B. Ryder [mailto:Wryder@Boxborough-MA.Gov]
Sent: Friday, June 13, 2014 1:40 PM
To: 'jbarrett@boxborough-ma.gov'; 'sshaw@boxborough-ma.gov'; 'lesfox@comcast.net'; 'Vincent Amoroso'
Cc: 'Jim Ham'; 'Dilip Subramanyam'; 'JOHN ROSAMOND'; 'Jeff Scott'; 'averos@boxborough-ma.gov'
Subject: Police/Dispatch RFTs

Hello All,

I am presenting these estimates as a "reasonable" worst case scenario for RFT as salaries are variable depending on who works and what events occur in remaining days of June.

If you have any questions please feel free to contact me.

I delivered the original RFT requests to Jennifer.

Thanks,
Warren

Warren B. Ryder
Chief of Police
Boxborough Police Department
520 Massachusetts Avenue
Boxborough, MA 01719

978-264-1751 Admin Line
978-268-5123 Admin Fax
www.*BoxboroughPolice.com*

Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

BOXBOROUGH POLICE DEPARTMENT
520 Massachusetts Avenue, Boxborough, Massachusetts 01719
Phone: (978) 264-1750 · Fax: (978) 268-5123

To: Board of Selectmen, Finance Committee

From: Chief Warren B. Ryder

Date: June 27, 2014

Re: Dispatch Staffing

Fiscal Year 2014 proved to be a difficult period for Dispatch Center staffing. As reported in my June 2013 memo, I immediately informed the boards of my notification by two dispatchers of pending maternity leave for the following fall/winter. Recruiting, training and retaining qualified and competent individuals to perform part time dispatch is a difficult endeavor. This position is not frequently sought after as it requires a highly evolved skill set that can work well under extreme pressures. A new hire with experience will generally require approximately 100 hours of familiarization training. While an inexperienced new hire will need about 200 hours of training and certification.

655 hours have been dedicated to the training of five new part time dispatchers this fiscal year. Of those five we have retained two as the others have resigned to pursue full time employment with other dispatch centers. One of the two remaining dispatchers has been promoted to a full time dispatcher for us.

Despite our difficulties with staffing this fiscal year, we managed to cover 616 hours of open shifts with part time dispatch staff. As I look to the future staffing needs of this department I am exploring the model of an additional full time position to ease burden on the overtime budget and the staff.

If you have any questions or comments please contact me at any time.

WBR/cop

Finance Committee

Reserve Fund Transfer Request

Date: June 13, 2014

It is requested by the undersigned that the sum of $ 5,500 (4,500) be transferred from the Reserve Fund to:

UMAS Acct. # 01-210-5200-5242 – Police – Other – Building and Grounds
(Fund # - Dept. # - Object – Detail)

Description (e.g. Selectmen's expenses) Building and Grounds – Repair and Maintenance

The balance in the line item as of June 13, 2014 (Date) is $ -4,244.05. An amount of $ 3,500 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.

Unforeseen and unexpected expenses related to the repair and maintenance of the police building and grounds as detailed on the attached memo from March of 2014.

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)	Warren B. Ryder – Chief of Police	(Title)
	(Signature)	~~Town~~ Town Administrator	(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 $ 5,500 from the Reserve Fund to UMAS Acct. # _____ to be used for the purposes and in the amounts indicated above.

Board of Selectmen	Date:	Finance Committee	Date:
			6/23/2014
			6/23/14
			6/23/14
			6/23/14
			06/23/14

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		

BOXBOROUGH POLICE DEPARTMENT
520 Massachusetts Avenue, Boxborough, Massachusetts 01719
Phone: (978) 264-1750 · Fax: (978) 268-5123

To: Finance Committee

From: Chief Warren B. Ryder WBR

Date: March 10, 2014

Re: Potential need for FY14 RFT

I wanted to inform you that I am anticipating the possible need for a reserve fund transfer for this fiscal year. The Police Department expense line for Building and Grounds maintenance is currently over by 75% of the appropriated amount. An amount of $3,500 was budgeted for fiscal year 2014 and spending to date is $6,127.57 ($2,627.57 over).

The shortage was caused by several unplanned events. First, was the building sewer pump that failed in July of 2013 for $2,128. Second, was the parking lot line painting coordinated by the DPW. This was previously paid for by the DPW and this year we were presented with an invoice for $411. Next, we experienced an insect infestation and had to call for a commercial exterminator for $400. Last, we had to replace our commercial vacuum used by the DPW to clean our rugs for $530.

This weekend we experienced problems with a garage heater unit and I am waiting on estimates to repair a faulty fan motor. Taking into account these past events and potential expenditures needed for the remainder of the fiscal year, I estimate that a reserve fund request will be needed in the area of $3,000 to $4,000.

It is my intention to hold off on the actual RFT until we get closer to the end of the fiscal year to see if I can absorb these overages in other PD expense line accounts. If you have any questions, comments or concerns please contact me anytime.

WBR/cop

Cc: Board of Selectmen
Town Administrator
Accountant

AccountNumber	AccountName	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Payments To Date	Receipts This Period	Receipts To Date	Payments to Date-Net	Ending Balance	Percent Expended
Police											
001-210-5100-5112	Police Dept. Salary - Police Chief	102,969.00	0.00	102,969.00	99,803.44	99,803.44	0.00	0.00	99,803.44	3,165.56	96.93%
001-210-5100-5114	Police Dept. Salary - Full Time Officers	556,062.00	0.00	556,062.00	518,451.69	518,451.69	0.00	0.00	518,451.69	37,610.31	93.24%
001-210-5100-5117	Police Dept. Salary - Secretary	50,885.00	0.00	50,885.00	47,960.16	47,960.16	0.00	0.00	47,960.16	2,924.84	94.25%
001-210-5100-5119	Police Dept. Salary - Special Officers	11,541.00	0.00	11,541.00	6,921.51	6,921.51	0.00	0.00	6,921.51	4,619.49	59.97%
001-210-5100-5122	Police Dept. Salary - Lock up Attendents	5,952.00	0.00	5,952.00	4,780.46	4,780.46	0.00	0.00	4,780.46	1,171.54	80.32%
001-210-5100-5123	Police Dept. Salary - Town Details	8,191.00	0.00	8,191.00	2,963.99	2,963.99	0.00	0.00	2,963.99	5,227.01	36.19%
001-210-5100-5130	Police Dept. Salary - FT Officer Overtime	139,655.00	0.00	139,655.00	177,877.36	177,877.36	0.00	0.00	177,877.36	-38,222.36	127.37%
001-210-5100-5148	Police Dept. Salary - Quinn Bill	77,134.00	0.00	77,134.00	70,258.24	70,258.24	0.00	0.00	70,258.24	6,875.76	91.09%
001-210-5200-5210	Police Dept. Electricity	12,600.00	0.00	12,600.00	10,699.10	10,699.10	0.00	0.00	10,699.10	1,900.90	84.91%
001-210-5200-5212	Police Dept. Heating	3,979.00	0.00	3,979.00	2,201.42	2,201.42	0.00	0.00	2,201.42	1,777.58	55.33%
001-210-5200-5240	Police Dept. Equipment Maintenance	4,640.00	0.00	4,640.00	3,805.75	3,805.75	0.00	0.00	3,805.75	834.25	82.02%
001-210-5200-5242	Police Dept. Repair and Maint - Building a	3,500.00	0.00	3,500.00	7,753.25	7,753.25	0.00	0.00	7,753.25	-4,253.25	221.52%
001-210-5200-5246	Police Dept. Repair and Maint - Vehicles	19,000.00	11,471.00	30,471.00	32,099.60	32,099.60	0.00	0.00	32,099.60	-1,628.60	105.34%
001-210-5200-5319	Police Dept. Mobile Units	3,400.00	0.00	3,400.00	2,837.99	2,837.99	0.00	0.00	2,837.99	562.01	83.47%
001-210-5200-5340	Police Dept. Internet Access	1,770.00	0.00	1,770.00	703.06	703.06	0.00	0.00	703.06	1,066.94	39.72%
001-210-5200-5341	Police Dept.Telephone	12,360.00	0.00	12,360.00	14,014.07	14,014.07	0.00	0.00	14,014.07	-1,654.07	113.38%
001-210-5400-5421	Police Dept. Equipment Supplies	7,000.00	0.00	7,000.00	6,791.21	6,791.21	0.00	0.00	6,791.21	208.79	97.02%
001-210-5400-5580	Police Dept. Ammunition	3,100.00	0.00	3,100.00	2,590.42	2,590.42	0.00	0.00	2,590.42	509.58	83.56%
001-210-5400-5585	Police Dept. Law Book Updates	1,900.00	0.00	1,900.00	1,262.88	1,262.88	0.00	0.00	1,262.88	637.12	66.47%
001-210-5400-5590	Police Dept. Uniform Allowance - Full Time	16,950.00	0.00	16,950.00	18,322.55	18,322.55	0.00	0.00	18,322.55	-1,372.55	108.10%
001-210-5700-5715	Police Dept. Professional Development	6,100.00	0.00	6,100.00	6,649.20	6,649.20	0.00	0.00	6,649.20	-549.20	109.00%
001-210-5700-5716	Police Dept. Training	3,500.00	0.00	3,500.00	4,951.66	4,951.66	0.00	0.00	4,951.66	-1,451.66	141.48%
001-210-5700-5723	Police Dept. Community Outreach	2,500.00	0.00	2,500.00	2,251.11	2,251.11	0.00	0.00	2,251.11	248.89	90.04%
001-210-5700-5775	Police Dept IT Repair and Maintenance	4,000.00	0.00	4,000.00	4,792.66	4,792.66	0.00	0.00	4,792.66	-792.66	119.82%
001-210-5800-5858	Police Dept. Cruiser Purchase	34,500.00	0.00	34,500.00	33,613.99	33,613.99	0.00	0.00	33,613.99	886.01	97.43%

7 a vi

Finance Committee

Reserve Fund Transfer Request

Date: June 13, 2014

It is requested by the undersigned that the sum of **$24,500** be transferred from the Reserve Fund to:

UMAS Acct. # 01-221-5100-5130 – Dispatch – Salary - Overtime
(Fund # - Dept. # - Object – Detail)

Description (e.g. Selectmen's expenses) Dispatch Overtime

The balance in the line item as of June 13, 2014 (Date) is $ -28,706.25. An amount of $ 40,293 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.

Dispatch Salaries (Overtime) were quickly expended in Fiscal Year 2014 as two of the four full-time dispatchers took maternity leave. Subsequently one of the dispatchers took additional time under the Family Medical Leave Act and ultimately resigned from her full-time position. See attached memo dating back to June of 2013.

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)	Warren B. Ryder – Chief of Police	(Title)
	(Signature)		(Title)
	(Signature)		(Title)
	(Signature)		(Title)

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

Board of Selectmen	Date:	Finance Committee	Date:
			6/25/2014
			6/23/14
			6/23/14
			6/23/14
			6/23/14

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		

AccountNumber	*AccountName*	*Original Budget*	*Budget Adjustments*	*Current Budget*	*Payments This Period*	*Payments To Date*	*Receipts This Period*	*Receipts To Date*	*Payments to Date-Net*	*Ending Balance*	*Percent Expended*
Dispatch											
001-221-5100-5114	Dispatch Salary - Full-Time	179,308.00	0.00	179,308.00	167,172.98	167,172.98	0.00	0.00	167,172.98	12,135.02	93.23%
001-221-5100-5119	Dispatch Salary - Part Time	17,029.00	0.00	17,029.00	10,374.66	10,374.66	0.00	0.00	10,374.66	6,654.34	60.92%
001-221-5100-5130	Dispatch Salary - Full Time Overtime	40,293.00	0.00	40,293.00	74,027.96	74,027.96	0.00	0.00	74,027.96	-33,734.96	183.72%
001-221-5100-5197	Dispatch Salary - In Service Training	12,407.00	0.00	12,407.00	11,103.69	11,103.69	0.00	0.00	11,103.69	1,303.31	89.50%
001-221-5200-5210	Dispatch - Electric	200.00	0.00	200.00	161.82	161.82	0.00	0.00	161.82	38.18	80.91%
001-221-5200-5319	Dispatch - Records Management Contract	18,655.00	0.00	18,655.00	16,795.00	16,795.00	0.00	0.00	16,795.00	1,860.00	90.03%
001-221-5200-5341	Dispatch Telephone	4,130.00	0.00	4,130.00	2,786.40	2,786.40	0.00	0.00	2,786.40	1,343.60	67.47%
001-221-5400-5423	Dispatch Office Supplies and Equipment	2,000.00	0.00	2,000.00	1,081.11	1,081.11	0.00	0.00	1,081.11	918.89	54.06%
001-221-5400-5590	Dispatch Uniforms	1,600.00	0.00	1,600.00	1,308.89	1,308.89	0.00	0.00	1,308.89	291.11	81.81%
001-221-5700-5716	Dispatch Training	1,000.00	0.00	1,000.00	1,801.00	1,801.00	0.00	0.00	1,801.00	-801.00	180.10%
001-221-5700-5865	Dispatch - Software Upgrade	2,950.00	0.00	2,950.00	2,367.50	2,367.50	0.00	0.00	2,367.50	582.50	80.25%
001-221-5800-5850	Dispatch Equipment - Repair and Maint.	6,375.00	0.00	6,375.00	6,374.33	6,374.33	0.00	0.00	6,374.33	0.67	99.99%
Sum	**Dispatch**	**285,947.00**	**0.00**	**285,947.00**	**295,355.34**	**295,355.34**	**0.00**	**0.00**	**295,355.34**	**-9,408.34**	**103.29%**

Warren B. Ryder
CHIEF OF POLICE

Memorandum

To: Karim Raad, James Ham

CC: Finance Committee, Selectmen Les Fox

From: Chief Warren B. Ryder

Date: 6/24/2013

Re: FY14 Dispatch Salaries – Projected Shortage

Dear Sirs,

I am sending this memo to advise you that I am projecting a budget shortfall in FY14 for Dispatch salaries. I am now aware of two Dispatchers that will be taking maternity leave in the next six months. This will likely cause additional overtime and order ins that will negatively impact the allotted wages for this department. I will forward more information when it becomes available.

Sincerely,

Warren B. Ryder
Chief of Police

Selina Shaw

From: Chief Warren B. Ryder <Wryder@Boxborough-MA.Gov>
Sent: Friday, June 27, 2014 9:08 AM
To: 'Chief Warren B. Ryder'; jbarrett@boxborough-ma.gov; sshaw@boxborough-ma.gov; lesfox@comcast.net; 'Chief White'
Cc: 'Dilip Subramanyam'; 'JOHN ROSAMOND'; 'Jeff Scott'; averos@boxborough-ma.gov; 'Jim Ham'
Subject: RE: Police/Dispatch RFTs
Attachments: Memo Bos FinCom Dispatch Staffing 2014.pdf

Good morning,

I am writing to provide you with an update on the previously submitted RFT's for police and dispatch salaries. I had projected a reasonable worst case scenario for both departments ($25K police and $24,500 dispatch).

As we get closer to the final payroll I am pleased to report that our updated projections show that both departments *should* come in under the $20K mark barring any unusual events or occurrences.

Also, I have attached a memo to further explain the difficult year our dispatch center experienced along with some additional data.

Thank you,

Warren B. Ryder
Chief of Police
Boxborough Police Department
520 Massachusetts Avenue
Boxborough, MA 01719

978-264-1751 Admin Line
978-268-5123 Admin Fax
www.BoxboroughPolice.com

Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

From: Chief Warren B. Ryder [mailto:Wryder@Boxborough-MA.Gov]
Sent: Friday, June 13, 2014 1:40 PM
To: 'jbarrett@boxborough-ma.gov'; 'sshaw@boxborough-ma.gov'; 'lesfox@comcast.net'; 'Vincent Amoroso'
Cc: 'Jim Ham'; 'Dilip Subramanyam'; 'JOHN ROSAMOND'; 'Jeff Scott'; 'averos@boxborough-ma.gov'
Subject: Police/Dispatch RFTs

Hello All,

I am presenting these estimates as a "reasonable" worst case scenario for RFT as salaries are variable depending on who works and what events occur in remaining days of June.

If you have any questions please feel free to contact me.

I delivered the original RFT requests to Jennifer.

Thanks,
Warren

Warren B. Ryder
Chief of Police
Boxborough Police Department
520 Massachusetts Avenue
Boxborough, MA 01719

978-264-1751 Admin Line
978-268-5123 Admin Fax
www.*BoxboroughPolice.com*

Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

BOXBOROUGH POLICE DEPARTMENT
520 Massachusetts Avenue, Boxborough, Massachusetts 01719
Phone: (978) 264-1750 · Fax: (978) 268-5123

To: Board of Selectmen, Finance Committee

From: Chief Warren B. Ryder

Date: June 27, 2014

Re: Dispatch Staffing

Fiscal Year 2014 proved to be a difficult period for Dispatch Center staffing. As reported in my June 2013 memo, I immediately informed the boards of my notification by two dispatchers of pending maternity leave for the following fall/winter. Recruiting, training and retaining qualified and competent individuals to perform part time dispatch is a difficult endeavor. This position is not frequently sought after as it requires a highly evolved skill set that can work well under extreme pressures. A new hire with experience will generally require approximately 100 hours of familiarization training. While an inexperienced new hire will need about 200 hours of training and certification.

655 hours have been dedicated to the training of five new part time dispatchers this fiscal year. Of those five we have retained two as the others have resigned to pursue full time employment with other dispatch centers. One of the two remaining dispatchers has been promoted to a full time dispatcher for us.

Despite our difficulties with staffing this fiscal year, we managed to cover 616 hours of open shifts with part time dispatch staff. As I look to the future staffing needs of this department I am exploring the model of an additional full time position to ease burden on the overtime budget and the staff.

If you have any questions or comments please contact me at any time.

WBR/cop

7a vii

Finance Committee

Reserve Fund Transfer Request

Date: June 23, 2014

It is requested by the undersigned that the sum of $ 2,000.00 be transferred from the Reserve Fund to:

UMAS Acct. # 001-693-5200-5306
(Fund # - Dept. # - Object – Detail)

Description (e.g. Selectmen's expenses) Steele Farm - Consulting

The balance in the line item as of 06/19/14 (Date) is $ <0>. An amount of $ 0 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Appropriation required for structural engineering services at Steele Farm to provide plans for initial stabilization. Request is based on one estimate received rounded up to nearest thousand.

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.

6/19/14	(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. #001-693-5200-5306 to be used for the purposes and in the amounts indicated above.

Board of Selectmen	Date:	Finance Committee	Date:
			6/23/2014
			6/23/14
			6/23/14
			6/23/14
			6/23/14

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		

AccountNumber	AccountName	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Payments To Date	Receipts This Period	Receipts To Date	Payments to Date-Net	Ending Balance	Percent Expended
	Steele Farm										
001-693-5200-5210	Steele Farm Electricity	90.00	0.00	90.00	99.56	99.56	0.00	0.00	99.56	-9.56	110.62%
001-693-5200-5242	Steele Farm Maintenance and Repairs	310.00	0.00	310.00	262.88	262.88	0.00	0.00	262.88	47.12	84.80%
001-693-5400-5430	Steele Farm Supplies	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00%
Sum	**Steele Farm**	**500.00**	**0.00**	**500.00**	**362.44**	**362.44**	**0.00**	**0.00**	**362.44**	**137.56**	**72.49%**

BOXBOROUGH BUILDING DEPARTMENT
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 264-1725 · Fax: (978) 264-3127
David Lindberg, Inspector of Buildings

TO: Boxborough Board of Selectmen
Selina Shaw, Town Administrator

DATE: June 16, 2014

Steele Farm

Partial Foundation Collapse- Update

Recap: At the June 2, 2014 Board of Selectmen meeting, the Board authorized me to have a structural engineer look at the present condition of the stone foundation under the Levi Wetherbee house at Steele Farm.

Update: On June 4th I met with Mr. Val Prest, owner of Groton Engineering, to begin the survey. Also present at that meeting were Bruce Hager, Ed Whitcomb, and Alan Rohwer. Mr. Prest spent more than an hour and a half touring the house- from the basement to the attic- carefully observing how the structure was built and how it has aged over two hundred and thirty years.

Mr. Prest confirmed that there is water making its way through the foundation, from Middle Road toward the barn, which is dislodging the foundation stones through freeze/thaw cycles. The foundation wall opposite the one that collapsed is bowing and is in danger of also failing as this cycle continues. Further, he noted, the exterior foundation walls are starting to bow inward- which signifies that a similar condition exists around the perimeter.

Stabilization: The immediate, short term action required to protect the house is to stabilize the chimney to prevent it from collapsing down through the house. This would be done by inserting steel beams under the structure of the chimney. They would be supported by cribbing, wood beams stacked in a square pattern under each end of each beam. Most of the stone that had collapsed would need to be removed, as well as the defunct heating system, in order to stabilize the chimney.

Preservation: Long term, if the goal is to protect and restore the house, a large scale foundation restoration or replacement will need to be undertaken.

GROTON ENGINEERING, LLC

PROFESSIONAL SERVICES AGREEMENT

PARTIES

This Agreement is between: and

Town of Boxborough
Town Hall, 29 Middle Rd.
Boxborough, MA 01719
Represented By: David Lindberg, Inspector of Buildings

hereinafter "CLIENT"

Groton Engineering, LLC
11 Highland Road
Groton, MA 01450-2125

hereinafter "COMPANY"

PROJECT LOCATION AND OBJECTIVE

Location:
1784 Levi Wetherbee Farmhouse
484 Middle Road
Boxborough, MA 01719

Purpose: **Proposal Number: P14-018**
Assess conditions and furnish report for Foundation renovations to farmhouse

SCOPE OF SERVICES

COMPANY agrees to provide Professional Services as outlined on Attachment A.

FEE

CLIENT agrees to compensate COMPANY for the Professional Services specified under the above SCOPE as follows:

Estimated Fee: $1,830.00

NOTE: This proposal is valid for a period of 90 day from the date the COMPANY representative signed it.

Prior to commencement of services, CLIENT shall pay COMPANY a deposit of $366. This deposit will be applied to CLIENT's final invoice for Professional Services rendered. *Final payment shall be made upon delivery of stamped design documents.*

ENDORSEMENT

CLIENT has read, understands and agrees to all of the above, and has read, understands and agrees to the Scope of Services, the Conditions of Professional Services Agreement, and the Fee Schedule, all of which are attached, incorporated herein and made a part of this Agreement.

CLIENT: _____
authorized endorser
By: Town of Boxborough
09-Jun-14
Contact Name: David Lindberg, Inspector of Buildings
Voice: 978-264-1725
Fax: 978-264-3127
Email: dlindberg@boxborough-ma.gov

COMPANY: _____
authorized endorser
By: Lynwood V. Prest, P.E.
09-Jun-14
Project Manager: Lynwood V. Prest, P.E.
Voice: (978) 448-3863
Cell Ph: (978) 302-1794
email: grotoneng@gmail.com

GROTON ENGINEERING, LLC

estimated 15-18K for stabilization cribbing + steel beams

ATTACHMENT "A"

Scope of Services:

Preliminary Design:
The COMPANY had an initial site visit & discussion with the CLIENT to view and photograph conditions, determine the scope of work, provide this proposal/contract, conduct associated administrative work as is needed. The overall scope is to review the collapsed and adjacent fieldstone foundations, the center chimney then provide a report for initially stablizing them and then for permanently repairing them. There will also be some discussion about the floor and roof framing conditions.

Estimated cost for this phase: $700.00

Final Design:
The COMPANY shall provide a report of existing foundation and floor framing conditions, a suggested, temporary stabilization method to protect the chimney, then of a method of permanent repairs to restore the structural integrity of the foundation walls. The COMPANY's end product will be three stamped copies of the report for the CLIENT's use. Any revisions by the CLIENT to the documents requiring additional engineering work by the COMPANY shall be charged as an Extra Service.

Estimated cost for this phase: $1,130.00

Construction:
No inspection work by the COMPANY is included. If any work is performed by the COMPANY during the construction phase, including but not limited to site visits, discussions with the general contractor, reviewing foundations and framing, it shall be provided as an Extra Service at the rates shown below. As per the Commonwealth of Massachusetts State Building Codes, if the farmhouse is defined to be a residential structure then these services are not required. If it is defined to be a commercial structure then those services will be required.

Extra Services:
Extra services including but not limited to drafting, solicitation of construction bids, site inspections, meetings with the CLIENT and/or Town Boards, and modifications to the report are to be charged to the CLIENT at the hourly rates shown on the HOURLY RATE SCHEDULE attached and are not covered under this original proposal.

Total Estimate: $1,830.00

STRUCTURAL ENGINEERING
11 Highland Road, Groton, MA 01450-2125 • Phone (978) 448-3863 • email: grotoneng@gmail.com

GROTON ENGINEERING, LLC

STRUCTURAL ENGINEERING

11 HIGHLAND ROAD, GROTON, MA 01450
(978) 448-3863 grotoneng@gmail.com

HOURLY RATE SCHEDULE for Contracted Structural Engineering Services

LABOR

Category		Rate ($ per hour)
Supervising Structural Engineer with P.E.		$150.00
Company Principal		$150.00
Expert Witness Work		$250.00
Licensed Professional Engineer (P.E.)		$150.00
Project Engineer		$100.00
Computer Drafting		$100.00
Administrative Support		$80.00

Fees for professional services are based on the hourly rates shown above with time kept to the nearest quarter hour. Overtime, as specifically requested by CLIENT, is charged at 1.5 times the hourly rate.

Reimbursable Expenses

Reimbursable expenses such as subcontracted consultants / contractors, researching products, courier services, photographic/reprographic services, and travel expenses are additional to this Agreement and are charged at cost plus 20 percent.

Finance Committee

76

Interdepartmental Transfer Request
Pursuant to MGL ch 44 § 33B

Date: June 20, 2014

It is requested by the undersigned that the sum of $ 1200.00 be transferred from:

UMAS Acct. # 001-135-5100-5112
(Fund # - Dept. # - Object – Detail)

Description (e.g. Selectmen's expenses) Accountant Salary

To:

UMAS Acct. # 001-135-5400-5421
(Fund # - Dept. # - Object – Detail)

Description (e.g. Selectmen's expenses) Accountant Equipment Supplies

The balance in the Salary line item as of 6/20/14 (Date) is $ 7,054.61 . An amount of $ 70,810.00 was originally budgeted/appropriated. Interdepartmental transfer of funds may not exceed 3% of the amount budgeted, or $ 2124.99 .

The balance in the Equipment line item as of 6/20/14 (Date) is $ 367.65 . An amount of $ 600.00 was originally budgeted/appropriated. The transfer of funds is 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.

For health and wellness reasons, due to prior medical issues that may re-occur, purchasing a more ergonomic workstation sooner rather than later is advised.

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 Accountant (Title)

(Signature) Town Administrator (Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of $ _____ from UMAS Acct. # 001-135-5100-5112 to UMAS Acct. # 001-135-5400-5421 to be used for the purposes and in the amounts indicated above.

Board of Selectmen	Date:	Finance Committee	Date:
			06/23/2014
			6/23/2014
			6/23/14
			6/23/14
			6/23/14

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

Revised 070901

Beyond The OfficeDoor.com

Questions? Call Us 866-733-0698

SEARCH

Home | Contact Us | Policies | Track Order

0 Items | Subtotal $0.00

Login | Register

Free Shipping & No Sales Tax!* *excludes WI sales

Huge Summer Savings! Take 5% Off Everything! Use Coupon Code "SAVE5" at checkout *Ends 6-31-14

McAfee SECURE TESTED DAILY 24-JUN

LIVE CHAT

VertDesk™ Electric Sit Stand Desk – 28.5" to 46.5" Adjustment Range – 250 lbs Capacity – Ships in 24 Hours!

Back to Home Page

Desks

- Adjustable Height Desks
- Corner Desks
- Desk Accessories
- Executive Desks
- Modern Office Desks
- L Shaped Desks
- Metal Desks
- U Shaped Desks
- Writing Desks

Hover over image to magnify

Click to enlarge

(112 reviews) Read 112 Reviews | Write a Review

List Price: ~~$1558.00~~

Sale Price: $1048.00

You Save: $510.00

Free Shipping!

This product typically ships within 1 business day more details

Product #: BTOD-VERTDESK **Manufacturer:** BTOD

Color Options *	Cherry Top w/ Black B. (View Colors)
Size (D x W) *	30" x 60" (+$100.00)
Foot Options *	28" to 46.5" - Standard
Pencil Drawer *	No Drawer
Wire Management *	No Wire Management
Keyboard Tray *	No Keyboard Tray
Monitor Arms *	Add Basic Dual Monito
CPU Holder *	No CPU Holder
File Cabinet *	No Box/File Cabinet

Quantity: 1 ADD TO CART

The VertDesk™ Electric Sit Stand Base Only - 200 lbs Capacity - Ships in 24 Hours!

Price : ~~$1,099.00~~ $549.00

Click to view

Manufacturers

Click Here to Learn More ▶

QuickLinks:
Description
Colors
Shipping Information
Customer Reviews
Related Items

Product Description

first name

email address

SUBMIT

We Ship FASTER!

Order Today & Your Desk Ships Out The Next Business Day!

Try VertDesk Risk Free!

100% Satisfaction Guarantee

Quick Links ▶ Features - Videos - Ergonomic Accessories - Storage - Dimensions - Warranty

After three years of research and development, Beyond The Office Door is proud to offer the **VertDesk™**. The VertDesk™ is our light/medium duty **adjustable height desk** designed with your budget in mind. It is the most affordable electric sit stand desk on the market today. Each VertDesk™ is equipped with strong German gear and spindle drive systems, allowing it to make smooth movements up and down. With a standard lifting capacity of 250 lbs, the VertDesk can handle almost any office task with ease. **Try the VertDesk™ risk free with our 30 day money back guarantee!**

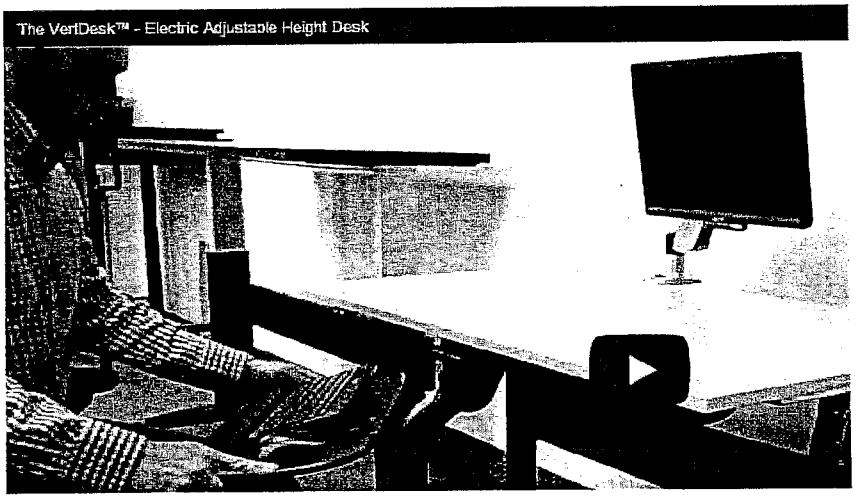
VertDesk™ Product Specifications

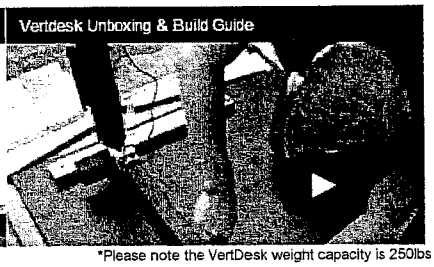
- Push button control for easy height adjustment
- Large height adjustment range of 28" to 46.5"
- Standard lifting capacity of 250 lbs.
- Quick and quiet adjustment speed of 1.1" per second
- Durable 3/4" thermally fused laminate worksurface w/ matching edge banding
- Available without the top - VertDesk Base Only
- Available as treadmill desk - VertDesk Treadmill Desk
- 22.5" leg space - from front edge of desktop to cross bar
- Developed in the USA
- Plugs into standard 110 outlet
- Control box and motor are UL approved
- Ready to Assemble - (Click Here for Instructions)

Standing Desk Resources

- Sitting & Standing Desk Timer
- Standing Desk Height Tool
- Sitting Disease Calculator
- How To Select a Standing Desk

See the VertDesk™ in Action





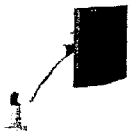
*Please note the VertDesk weight capacity is 250lbs

LIVE CHAT

VertDesk™ Ergonomic Accessories

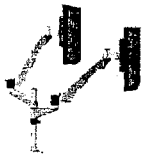
Monitor Arms

Single Basic HS1111 Details
- We recommend this item
- 12 3/4" tall post mount system
- Most vesa compliant monitors up to 32" will fit
- Weight Capacity up to 33lbs
- Built-in internal cable management: cables route neatly



Single Premium HS3101 Details
- Easy to adjust 12" tall spring operated arm mount
- Most vesa compliant monitors up to 24" will fit
- Weight Capacity up to 22lbs
- Built-in internal cable management: cables route neatly

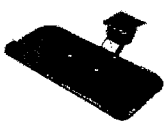
Dual Basic HS1221 Details
- We recommend this item
- 12 3/4" tall post mount system
- Most vesa compliant monitors up to 26" will fit
- Weight Capacity up to 33lbs
- Built-in internal cable management: cables route neatly



Dual Premium HS3221 Details
- Easy to adjust, dual 13 1/2" spring operated
- Most vesa compliant monitors up to 26" will fit
- Weight Capacity up to 22lbs
- Built-in internal cable management: cables route neatly

Keyboard Trays

Basic Keyboard Tray EVS17S Details



Premium Keyboard Tray EC19/S Details

Versa Tables
- American Made - Guaranteed For Life

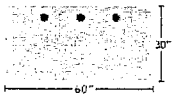
Questions? Send us an Email, Live Chat, or Call (424)244-2127

Items in Your Cart

Edison Electric Table $1,419.00 Quantity: 1 $1,419.00

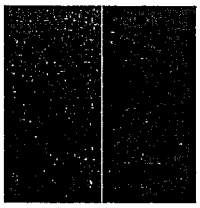
Item Number: ELE-TB In Stock!

Hardware



Surface Size:
Modify the Width and Depth

Width:	Depth:
○ 36"	○ 24"
○ 48" (+$60)	◉ 30" (+$20)
◉ 60" (+$200)	
○ 72" (+$300)	



Select Colors
Select the colors for your frame and surface

Frame:	Surface:
◉ Black River	○ Black Matrix
○ Warm Gray	◉ Cherry Woodgrain
○ White	○ Gray Matrix
	○ Maple Woodgrain
	○ White

Summary

$1,419.00

In Stock!

Product
+ 1x Edison Electric Table

Specifications
+ 60" Width
+ 30" Depth
+ Frame Black River
+ Surface Cherry Woodgrain

Questions? We can help
1-424-244-2127

Keyboard Solutions

Monitor Mounting Solutions

Seating

Other Popular Accessories

Storage

Versa Tables

- American Made - Guaranteed For Life

Questions? Send us an Email, Live Chat, or Call (424)244-2127

Items in Your Cart

Edison Electric Table $1,419.00 Quantity: 1 $1,419.00

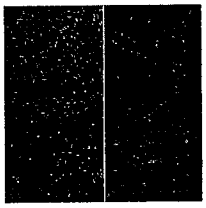
Item Number: ELE-TB In Stock!

Hardware

Surface Size:

Modify the Width and Depth

Width:	Depth:
○ 36"	○ 24"
○ 48" (+$60)	◉ 30" (+$20)
◉ 60" (+$200)	
○ 72" (+$300)	



Frame Surface

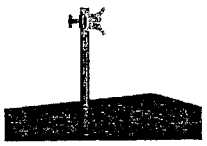
Select Colors

Select the colors for your frame and surface

Frame:	Surface:
◉ Black River	○ Black Matrix
○ Warm Gray	◉ Cherry Woodgrain
○ White	○ Gray Matrix
	○ Maple Woodgrain
	○ White

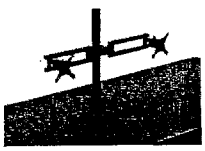
Keyboard Solutions

Monitor Mounting Solutions



Universal Single LCD Monitor Arm

0 Universal Single LCD Monitor Arm **[Add $89]**



Universal Dual LCD Spider Monitor Arm

1 Universal Dual LCD Spider Monitor Arm **[Add $179]**

Summary

$1,598.00

In Stock!

Product

+ 1x Edison Electric Table

Specifications

+ 60" Width
+ 30" Depth
+ Frame Black River
+ Surface Cherry Woodgrain

Accessories

+ Universal Dual LCD Spider Monitor Arm

Questions? We can help

1-424-244-2127

Beyond The OfficeDoor.com

Questions? Call Us 866-733-0698

SEARCH

Home | Contact Us | Policies | Track Order

0 Items | Subtotal $0.00

Login | Register

Free Shipping & No Sales Tax!* *excludes WI sales

Huge Summer Savings! Take 5% Off Everything! Use Coupon Code "SAVE5" at checkout *Ends 6/30/14

BBB ACCREDITED BUSINESS A+

McAfee SECURE TESTED DAILY 24-JUN

LIVE CHAT

NewHeights™ Elegante XT Electric Sit Stand Desk - 24" to 51" Adjustment Range – 325 lbs Capacity **Made in the USA**

Back to Home Page

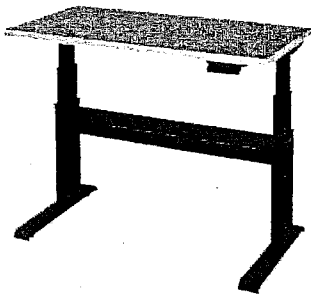
Desks

- Adjustable Height Desks
- Corner Desks
- Desk Accessories
- Executive Desks
- Modern Office Desks
- L Shaped Desks
- Metal Desks
- U Shaped Desks
- Writing Desks

VertDesk™ Electric Sit Stand Desk – 28.5" to 46.5" Adjustment Range – 250 lbs Capacity – Ships in 24 Hours!

Price : ~~$1,199.00~~ $689.00

Click to view



Hover over image to magnify

Click to enlarge

2

Like 0

0

(63 reviews) Read 63 Reviews | Write a Review

List Price: ~~$2679.00~~

Sale Price: $1642.99

You Save: $1,030.01

Free Shipping!

This product typically ships within 10 business days more details

Product #: RA-24XXNHWTF **Manufacturer:** RA Products

Work Top Color *	Cherry	View Colors
Base Color *	Black	View Colors
Size Options (D x W) *	30" x 60" (+$124.00)	
Cross Support **Must Match Width Option Above ***	No Cross Support	
Corner Options *	Square	
Button Options *	Standard Button	
Keyboard Tray *	No Keyboard Tray	
Monitor Arm *	Add Basic Dual Monito	
CPU Holder *	No CPU Holder	
Snake Wire Management *	No Wire Management	
File Cabinet *	No Box/File Cabinet	
Pencil Drawer *	No Drawer	

Quantity: 1 ADD TO CART

Manufacturers

Click Here to Learn More ▶

first name

email address

SUBSCRIBE

QuickLinks:
- Description
- Colors
- Shipping Information
- Customer Reviews
- Related Items

Product Description

30-DAY

newheights

Try it Risk Free!

Click here to learn more

Quick Links ▶ Cert. & Ratings - Features/Specs - Button Options - Ergo Accessories - Dimensions - Warranty

Introducing the updated Elegante XT adjustable height desk by NewHeights™, our most complete sit stand desk to date. Every NewHeights™ desk is commercial grade and perfect for use in the home or professional office setting. The NewHeights™ Elegante line offers 325 lbs lifting capacity per two leg configurations. Each leg comes complete with a separate motor; controlling the strong gear and spindle drive system inside. This dual motor configuration is what allows the NewHeights™ desk to make swift adjustments even when loaded to max capacity. For added leg room the Elegante is available without a cross support bar, for additional stability just add the slim and sleek cross support to the base. When this cross support is added, the Elegante is rock solid at standing height and will

GeekDesk® v3

Starting Price: $749 (small frame) to $799 (large frame)

Quantity: 1 View Quantity Discounts

1) Desk Frame Size:
Large - $799.00

2) Frame Color:
Black

3) Top Size:
Medium (63" W x 31.5" D)

4) Top Finish:
Medium Black Laminate

GeekDesk Shipping & Handling Charges (per desk):
Lower 48 States UPS Ground - Add $125.00

We also sell these additional products

v3 Frame Only

Locking Casters

Standing Mat

ALL GeekDesk v3 desk frames with desktops are currently estimated to ship in 4-5 weeks.

Quantities of 3+ may be freight shipped and require an additional 5-7 business days.

Orders are processed in the sequence they come in. Tracking information is sent at the time of shipment.

924

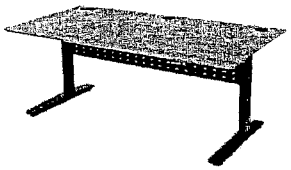
Add To Cart

Click here for international inquiries.

4 monitor arms

Gallery | Description | Specifications | Warranty | Shipping | Share

GeekDesk V3 Desk



Black Frame & Carbonized Bamboo Top 1 / 23

Large Black Frame & Medium Carbonized Bamboo Top

63" / 160cm x 80cm wide x 31.5" deep

GeekDesk is a registered trademark
Copyright 2014 GeekDesk.com - All Rights Reserved - Privacy Policy

... !!! TAG ENDS HERE !!! !!! TAG ENDS HERE !!! .

ABOUT US | 888-508-3725

SEARCH

SEATING DESKS ACCESSORIES LEARN

ALWAYS FREE SHIPPING TO THE LOWER 48 UNITED STATES.

FREE SHIPPING (NO SERIOUSLY)

LOWEST PRICE GUARANTEE

Questions? Contact Us!

Phone Support
Toll Free: 1-888-508-3725

Days: Monday - Friday
Hours: 9:00AM - 5:00PM (PST)

Email: info@ergodepot.com

VISIT OUR SAN FRANCISCO STUDIO

SF Hours: Mon - Fri 9AM - 6PM
Sat 10AM-2PM (PST)

Your Cart

	ITEM DESCRIPTION	EACH	QTY	TOTAL	
	ESI EDGE MONITOR ARM - DUAL MOUNT **[+] View list of options I selected**	$361.20	1	$361.20	X
	JARVIS DESK **[+] View list of options I selected**	$839.00	1	$839.00	X

Click X to remove an item from your cart **Empty My Entire Cart**

Gift card? Enter it here: APPLY UPDATE

Calculate Shipping
(optional)

Country: United States
State: Then, Select State
Zip / Postal Code:
Type Of Address* ○ Residential ○ Business

CALCULATE SHIPPING

Total: $1,200.20

New Customers

PROCEED TO CHECKOUT

Checkout with PayPal

CERTIFIED volusion SSL SECURE SITE

RELATED PRODUCTS & ACCESSORIES...

RHINO MAT SONORA ANTI FATIGUE MAT | HUMANSCALE M8 FLAT PANEL MONITOR ARM | ESI EDGE-COMBO MONITOR ARM | MUVMAN

7C

FY 2015
APPOINTMENTS - EMPLOYEES

First Name	Last Name	Title/Position	Appoint until
Donald	Morse	Animal Control Officer - Other	June 30, 2015
Donald	Morse	Cemetery Superintendent	June 30, 2015
Donald	***Morse***	***Veterans' Agent***	***March 31, 2015***
Vacant		Assistant Veterans' Agent	March 31, 2015
Phyllis	Tower	Animal Control Officer - Dogs & Cats	June 30, 2015
David	Birt	Election Warden	June 30, 2015
Owen	Neville	Election Warden	June 30, 2015
Phyllis	Tower	Field Driver	June 30, 2015
Selina S.	***Shaw***	***Town Administrator, Chief Procurement Officer and ADAAA Compliance Officer***	Sept.30, 2016
Jennifer B.	Barrett	Town Accountant	June 30, 2015
Ruth T.	Anderson	Town Assessor	June 30, 2015
Adam	***Duchesneau***	***Town Planner***	***June 30, 2015***
Patrick	***McIntyre***	***Town Treasurer***	***June 30, 2015***
David G.	Lindberg	Inspector of Buildings/Code Administration Officer	June 30, 2015
Craig	Martin	Call Inspector of Buildings and Code Administration Officer	June 30, 2015
Charles	Weeks	Inspector of Wires	June 30, 2015
William C.	Morehouse	Assistant Inspector of Wires	June 30, 2015
Gary	Corey	Inspector of Gas & Plumbing	June 30, 2015
Norman	Card, Jr.	Assistant Inspector of Gas & Plumbing	June 30, 2015
Randolph T.	White	Fire Chief, Fire Warden, Emergency Management Director, Dispatch Center Co-Director and Roy Custance Scholarship Administrator	June 30, 2017
Thomas	Garmon	Director of Public Works , Tree Warden and Moth Superintendent	June 30, 2017
Kopelman & Paige. PC		Town Counsel	June 30, 2015
Warren B.	Ryder	Police Chief, Keeper of the Lock Up, Dispatch Center Co-Director and Deputy Emergency Management Director	June 30, 2017
Nicholas A.	DiMauro	Sergeant	June 30, 2015
Warren J.	O'Brien	Sergeant	June 30, 2015
Brett A.	Pelley	Sergeant	June 30, 2015
Nathan W.	Bowolick	Patrol Officer	June 30, 2015
Patrick S.	Colburn	Patrol Officer	June 30, 2015
Philip M.	Gath	Patrol Officer	June 30, 2015
Jeffrey C.	Landgren	Patrol Officer	June 30, 2015
Benjamin M.	Lavine	Patrol Officer	June 30, 2015
Robert	***Bielecki***	***Patrol Officer***	***March 10, 2015***
Robert R.	Romilly, Jr.	Patrol Officer	June 30, 2015
Brandon	Bruin	Special Police Officer	June 30, 2015
Gordon N.	Clark	Special Police Officer	June 30, 2015
Robert	DaCosta	Special Police Officer	June 30, 2015
Steven P.	Duffy	Special Police Officer	June 30, 2015
Robert	***Fagundes***	***Special Police Officer***	***June 30, 2015***
Frank	Gordon	Special Police Officer	June 30, 2015
Peter	Kinnas	Special Police Officer	June 30, 2015
Patrick E.	Mortimer	Special Police Officer	June 30, 2015
Katelyn	Pfeifer	Special Police Officer	June 30, 2015
Phyllis	Tower	Lock-up Attendant	June 30, 2015
Richard	Tower	Lock-up Attendant	June 30, 2015
Amy	Waxman	Lock-up Attendant	June 30, 2015

NB: Those highlighted are listed for informational purposes only. Their appointments are still current.
For 6/30/14

7 2

Selina Shaw

From: Helen Berry <hblight@comcast.net>
Sent: Thursday, June 26, 2014 3:05 PM
To: sshaw@boxborough-ma.gov
Subject: Board membership resignation

Hi Selena,
It is with much regret that I submit my resignation to the Council on Aging.
Please accept it as of today, June 26, 2014.

Thank you,
Helen C. Berry
Sent from my iPhone

8a

Internal Communications and Outgoing Communications
June 30, 2014

1. Letter from Jill Reddish, VERIZON's Franchise Service Mgr., dated June 6, 2014, to the Board of Selectmen updating contact information pursuant to Sec. 14.1 of our franchise agreement.

2. Copy of a letter from MMA Executive Dir., Geoffrey Beckwith, dated June 17, 2014, to Senator James Eldridge stating the MMA's opposition to the proposals within Senate Bill 2183 to remove local authority in siting wireless antennas & equipment (and the related Sections 74 & 75 of House Bill 4181 which is now before the Senate).*

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

MASSACHUSETTS MUNICIPAL ASSOCIATION

ONE WINTHROP SQUARE, BOSTON, MA 02110
617-426-7272 • 800-882-1498 • fax 617-695-1314 • www.mma.org

6-18-14

OPPOSE TELECOM INDUSTRY PROPOSALS TO REMOVE LOCAL AUTHORITY IN SITING OF WIRELESS ANTENNAS AND EQUIPMENT

Industry Legislation in S. 2183 and House Economic Development Bill would Strip Cities, Towns and Residents of any Effective Site Review of Wireless Facilities

The FCC Will Issue Nationwide Siting Standards for Wireless Antennas Later this Year, and the Legislature Should Not Act until the FCC Finishes Its Process

June 17, 2014

The Honorable James B. Eldridge
Senator
State House, Room 413A
Boston, MA 02133

Dear Senator Eldridge,

The telecommunications industry is moving quickly to fast-track legislation to preempt virtually all municipal zoning or control over the siting of wireless antennas and equipment in Massachusetts. We respectfully ask you to oppose this far-reaching effort to prevent cities, towns and citizens from having any effective say in how the build-out of wireless networks impacts their neighborhoods.

These powerful companies are determined to pass a state law that would allow them to place wireless antennas and equipment on virtually any building or structure in any location in any community, and override all municipal zoning bylaws, ordinances, and local authority to protect neighborhoods and the public from unsightly and intrusive antennas.

The Telecom Industry is Pursuing Two Routes

• **The Legislature's Economic Development Bill.** Last week, by a voice vote, House members attached this industry-written language to the House's economic development bill (Sections 74 and 75 of H. 4181), which was passed by the House of Representatives and is now before you in the Senate. With your own economic development bill expected to emerge shortly, it is certain that the wireless telecommunications companies will attempt to attach the same language to override local control.

• **S. 2183 – "An Act Upgrading Mobile Broadband Coverage in the Commonwealth."** This stand-alone bill with language identical to Sections 74 and 75 of the House economic development bill has also been sent from the Committee on Telecommunications and Energy, and is now before the Senate Ways and Means Committee.

The Telecom Industry Bill Would Override All Local Decision-Making

S. 2183 and Sections 74 and 75 of the House economic development bill would allow telecommunications companies to "collocate" unlimited new antennas and equipment on any and all existing buildings and structures, regardless of the impact on neighborhoods or interference with public right-of-ways.

The legislation would allow all wireless telecommunications companies to install or upgrade wireless antennas and equipment on any building or structure in Massachusetts. These structures could include commercial or residential buildings, water towers, billboards and even homes – with NO effective local government authority to regulate. The telecom companies could ignore all municipal zoning provisions, ordinances and bylaws – including height limits, set-back requirements, or the ability to require aesthetic modifications to ensure the antennas and equipment blend in.

Municipalities would also have no recourse to ensure that unused or abandoned facilities must be removed in the future. The wireless telecommunications provider would only need to comply with the state building code, which is simply a technical construction standard.

The measure envisions no role for the general public, and fails to recognize that citizens have a right to basic zoning protections that guarantee accountability on the part of developers.

Under this proposal, in order to obtain a "collocation" permit, a mobile broadband provider would merely need to submit an application to the appropriate issuing authority in a municipality, and the city or town would have only 90 calendar days to review and act upon the "collocation" application, and could only reject applications that fail to meet the state building code. Under the language of the bill, telecom companies could start the "90-day shot clock" by submitting incomplete applications, and have up to 45 days to complete their submissions, leaving cities and towns only 45 days to review a completed application. If a municipality does not complete its review 90 days from the start of the "shot clock," applicants could immediately go to court to compel the issuance of a license, short-circuiting the local process. This irresponsible provision would in no way benefit the community.

The cities and towns of the Commonwealth strongly support expanding and upgrading wireless telecommunications services throughout the state for the benefit of consumers, but the expansion simply cannot come at the expense of the quality of life for residents.

Specific provisions of the telecom industry's legislation include:

• No zoning ordinance or bylaw could regulate, restrict or prohibit collocation of wireless facilities on existing structures in any way inconsistent with the industry legislation;

• The issuing authority of a city or town must grant approval of all applications for the "collocation" of wireless antennas and equipment on any existing building or structure (except utility poles), as long as the application complies with the state building code;

• Cities and towns must also approve all applications to expand existing stand-alone cell towers (including monopoles), unless the proposals would increase the height or width of the tower by more than 10 percent or 20 feet (whichever is more) – which means that the industry could take a current monopole with antennas hidden inside and attach a 20-foot wide antenna, and go up 20 feet, and communities would have NO say regarding this complete change of appearance;

• The issuing authority has only 90 days to approve the application – if cities and towns take longer than 90 days, then the telecom companies could immediately go to court, with approval virtually assured because the court's only standard would be compliance with the state building code, and NO local bylaws, ordinances or zoning provisions would be allowed;

• Communities could NOT require companies to remove obsolete, abandoned or unused antennas and equipment;

• Telecom companies could even bypass local Historic Commissions and install antennas inside local historic districts, as long as the targeted building is not listed on the register of historic structures (it

could be right next to a listed building!), and could even get clearance from the state historic preservation officer to put an antenna directly on a building that is listed on the register; and

• Communities could not require a higher fee for reviewing an application than for other types of commercial applications, and fees for technical consulting would be capped at $1,000.

The FCC is Promulgating National Standards on Wireless Antenna Siting – But the Telecomm Industry is Working Feverishly to Win More Favorable Rules in Massachusetts

In 2012, Congress and the President enacted "The Spectrum Act" that will implement a nationwide uniform process for the collocation of wireless antennas and equipment. At this moment, the FCC is promulgating final regulations (FCC 13-122) that will govern the build-out of the wireless telecommunications network, and it is expected that the FCC will give industry its often-stated top goal of a time-limited expedited application process. The FCC has received detailed input from all stakeholders in this process, including industry and municipal organizations. It is expected that the FCC will issue its final rules later this year.

Why is the telecom industry jumping to Massachusetts and other states to win a complete override of local zoning, when the FCC is on the verge of issuing its decision? The answer is clear: the FCC may give deference to local zoning rules, and allow cities and towns to act in the public interest. In particular, the FCC could allow municipalities to have zoning provisions, ordinances and bylaws on height limits, set-back requirements, or the ability to require aesthetic modifications to ensure the antennas and equipment blend in. In effect, the telecom industry wants to preempt all local rules AND preempt any FCC provisions to protect municipal authority and public input.

The Legislature should reject this fast-track attempt by the wireless industry to ignore the FCC process, and instead wait until the federal government issues its final rules on uniform national standards later this year.

Please oppose any attempt to pass S. 2183 or any amendment to the Senate's economic development bill that would strip cities and towns of the ability to regulate wireless antennas. The Legislature should wait until the FCC makes its final ruling on national standards. If you have any questions, please do not hesitate to contact me, Catherine Rollins or John Robertson of the MMA staff at any time.

Thank you very much.

Sincerely,

Geoffrey C. Beckwith
Executive Director

cc: The Chief Municipal Officials in Acton, Ayer, Boxborough, Harvard, Hudson, Littleton, Marlborough, Maynard, Northborough, Shirley, Southborough, Stow, Sudbury, and Westborough

86

Minutes, Notices and Updates
June 30, 2014

Minutes

1. Minutes of the Conservation Commission meetings held February 19, 2014; April 16, 2014; May 7, 2014; May 21, 2014; and June 4, 2014.

2. Minutes of the Finance Committee meetings held May 6, 2014 and May 12, 2014.

3. Minutes of the Minuteman Regional District School Committee meeting held May 20, 2014.

Notices

1. Notice a Public Celebrations Committee meeting held June 17, 2014.

2. Notice of an Airport Study Committee meeting held June 17, 2014. [subsequently cancelled]

3. Notice of a Historical Commission meeting held June 18, 2014

4. Notice of a Joint-Acton Public (APSC) and Acton-Boxborough Regional (ABRSC) and Acton-Boxborough Transitional School (ABTSC) Committees meeting held June 24, 2014

5. Notice of a Well- Being Committee meeting held June 25, 2014

6. Notice of the Boxborough Leadership Forum held June 25, 2014

7. Notice of Recreation Commission to be held June 30, 2014.

8. Notice of MunEnergy Summer Seminar series.