

## BOARD OF SELECTMEN

### Meeting Agenda

July 21, 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, 7:05 PM

b) Members of the Town's web team, Liz Markiewicz and Ruth Anderson (along with Les Fox and Selina Shaw), to review ongoing development priorities for Town's website, 7:15 PM

c) Police Chief Warren Ryder, re: use of 72 Stow Road for Police Department training exercises, 8:00 PM  
*Contingent on approval by the Boxborough Housing Board, move to permit the Police Department, under the authority of the Police Chief or his designee, to use the property located at 72 Stow Road for training purposes*

**VOTE:**

d) Susan Page, candidate for appointment to Council on Aging (CoA) and Frank Powers, CoA Chair, 8:10 PM  
*Further to the recommendation of the CoA, move to appoint Susan Page to the CoA to complete the unexpired term of Helen Berry, for a term effective immediately and ending on June 30, 2016*

**VOTE:**

e) Anne Canfield and members of the Airport Study Committee (ASC) to discuss status of ASC and plans for moving forward, 8:15 PM

f) Citizens concerns

#### 4. MINUTES

a) Regular session, June 18, 2014

**ACCEPT & POF**

b) Regular session, June 30, 2014

**ACCEPT & POF**

#### 5. SELECTMEN REPORTS

#### 6. OLD BUSINESS

a) Board of Selectmen FY 2014 Goals – status review, and set date for FY 2015 Goals Workshop (September 20... other)

b) Volunteer and Employee Appreciation – discuss ideas for increasing attendance and set date (September 20... September 27...October 4... other)

#### 7. NEW BUSINESS

a) Appointment of Neal Hesler to the Boxborough Affordable Housing Trust

*Move to appoint Neal Hesler to the Boxborough Affordable Housing Trust as the Finance Committee's designee for a 2-year term commencing July 1, 2014 and ending on June 30, 2016*

**VOTE:**

- b) Intermunicipal Agreement with the Town of Littleton for the provision of Animal Control Officer Services  
*Move that the Board of Selectmen vote, pursuant to MGL C.40, §4A, to authorize execution of an intermunicipal agreement with the Town of Littleton for the provision by Boxborough of animal control officer services for Littleton at a cost of \$1,000 per month, with a term commencing immediately and running through November 30, 2014, further that such term may be extended through June 30, 2015, contingent on further appropriation by Littleton at its Fall 2014 Special Town Meeting*

**VOTE:**

- c) Request for athletic field permit fee waiver

*Move to waive the athletic field permit fee for AccessSport America for the use of Liberty Field for their adaptive soccer games from ≈ September 13 – November 1, 2014*

**VOTE:**

## **8. CORRESPONDENCE**

**ACCEPT & POF**

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

## **9. PRESS TIME**

## **10. CONCERNS OF THE BOARD**

## **11. ADJOURN**



July 8, 2014

Ms. Selina Shaw  
Town Administrator  
Town of Boxborough  
29 Middle Street  
Boxborough, MA 01719

Dear Selina:

Per our conversation I'd like to make some suggestions for how the Board of Selectmen can consider next steps for the website now that it is up and operational.

Having built so many websites for clients of so many different sizes, demographics, priorities, and budgets we purposely built the platform to work "from the business need (priority) backward" to the way(s) our CMS can address that need (priority). We have dozens of templates each used in wide varieties of ways to address the needs of our 450+ clients.

As such, the best path to the ongoing development of your website is for you and the Board to determine what are Boxborough's strategic priorities and/or what current practices/services do you want to put on the web? Clients communicate those objectives to our Support Team, and depending upon the need, bring in other Teams within the company to report back potential solutions. We have found this is much more efficient and productive for client's planning/evaluations than working from a "what can the CMS do backward".

Our experience has been that the vast majority of our client's answers to the questions above lead to multiple alternatives: often a) a no-cost approach within our CMS which can achieve the objective, or b) for-fee approach(es) available via one of our business partners (or any other vendor our client prefers) who can achieve the objective at a more sophisticated level (but with costs attached) if the client wants that additional level of functionality.

Separately, this process also leads to ideas/suggestions for ongoing enhancements to our CMS. Each client request is captured on a development opportunity list which is routinely reviewed as we plan future updates to our platform.

Based on the success of the above, we've structured our contracted services and pricing around this approach. So although this does not provide for the opportunity to attend client Board meetings it does provide a process to evaluate and respond to Board determined priorities.

Specific to Boxborough, I apologize if my attendance at earlier Board meetings created an expectation

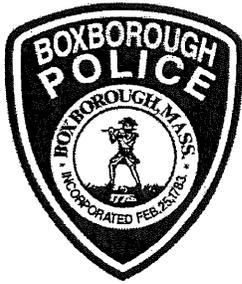
Keeping You Ahead of Rising Expectations

that our attendance was typical. As I relayed in our conversation, in actuality, we have never attended a Board of Selectmen meeting during the design phase of a project and I agreed to do so in your case based on your personal request and my having been a former resident of the Town.

I hope the above is helpful. Please let me know how you would like to proceed once you've discussed next steps with the Board.

Regards, Millard

Millard Rose  
President  
Virtual Towns & Schools  
[mrose@vt-s.net](mailto:mrose@vt-s.net)  
(O) 978-461-5848  
(C) 978-273-8004



3c

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

To: Board of Selectmen  
From: Chief Warren B. Ryder  
Date: July 10, 2014  
Re: Training at 72 Stow Road

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Dear Board,

I am requesting permission to use the Town's vacant buildings located at 72 Stow Road for police training this summer. The exercises would be on the interior and minimally disruptive to the abutters (live firearms are never used in these training scenarios) I have attached a sample letter of notice that will be sent to the abutters. In addition to the notice, signs (attached) will also be posted at the entrance of the property during training.

The specific training will include (but not limited to) building searches, close quarters contact, weapons transition drill and K9 familiarization with State and other local departments. I will coordinate with Chief White on scheduling the use of the property if approved.

WBR/cop

Cc:



# Town of Boxborough Police Department



Warren B. Ryder  
*Chief of Police*

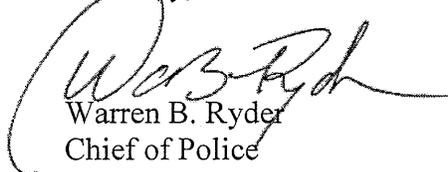
July 15, 2014

Dear 72 Stow Road Abutter,

The purpose of this letter is to inform you about training drills that the Boxborough Police Department will be conducting at 72 Stow Road. The police department has been granted permission to conduct training scenarios in the existing buildings located at 72 Stow Road. The specific training will include (but not limited to) building searches, close quarters contact, weapons transition drills and K9 familiarization with State and other local departments. Live firearms are never used in these training scenarios and a sign will be posted in the driveway during these exercises.

If you have any questions please feel free to contact me personally any time at 978-264-1751 or [wryder@boxborough-ma.gov](mailto:wryder@boxborough-ma.gov).

Sincerely,

  
Warren B. Ryder  
Chief of Police

3d

Laura Arsenault

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From: Susan Page [REDACTED]  
Sent: Monday, June 02, 2014 2:36 PM [REDACTED]  
To: 'Laura Arsenault'  
Subject: COA Board

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Hi Laura,

I would like to be on the COA Board if that slot is still available.

I hope you had a fabulous time in London. Can't wait to hear some details.

[REDACTED]

Susan

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|Susan Page | [REDACTED]  
<http://500px.com/srpage10/sets> |

*Resident Interest Form*

Name: Susan Page Phone: [REDACTED]

Address: [REDACTED]

Occupation: Retired

Special Training/Education: Writer, Editor, Photographer

Experience/General Interest: \_\_\_\_\_

Amount of time available: \_\_\_\_\_

Date submitted: 6-2-14 E-mail Address: [REDACTED]

- Acton-Boxborough Cultural Council
- Agricultural Commission
- Airport Study Committee
- Board of Health\*
- Boxborough Emergency Reserve Corps (BERC)
- Board of Registrars
- Board of Selectmen\*
- Boxborough Housing Board [REDACTED]
- Cemetery Commission
- Conservation Commission
- Council on Aging
- Design Review Board
- 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
- Well-Being Committee
- Zoning Board of Appeals

The filling out of this form does not assure 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

Susan R. Page

[REDACTED]  
Boxborough, MA 01719

July 15, 2014

Selina Shaw  
Town Administrator  
Boxborough Town Hall  
29 Middle Road  
Boxborough, MA 01719

Dear Selina,

I am writing to express my interest in becoming a member of the Council on Aging Board of Trustees.

It has come to my attention that there is an open position on the Board. I would like to participate in creating programs and opportunities for seniors in Boxborough.

In 2000, I began a two-year term on the Design Review Board. And I served on the Arts Council from 2000-2004. I have also worked as an editor for the Boxborough Buzz since its inception 2 years ago, and have enjoyed working with the Buzz team to deliver information and stimulating programs to Boxborough seniors.

I'm attaching a brief resume. At the COA Board's request, I will attend the Board of Selectmen's meeting on Monday, July 21, to introduce myself and describe my background and motivation for seeking to serve on the COA Board of Trustees.

If you have any questions, please call or write me at the above number/e-mail address.

Sincerely yours,

Susan Page

[REDACTED]

[REDACTED]

[REDACTED]



**Susan R. Page** | [REDACTED]

## Summary Statement

My goal is to utilize my extensive administrative and program implementation experience in a volunteer position where I can make a difference.

**Skills:** Professional manner in personal and telephone interactions. Computer literate. Creative hands-on approach to problem-solving. Excellent communication skills, including writing. Compassionate, caring, and enthusiastic.

## Professional Experience

### *Fine Art Photographer*

2010—Present

- Fine art prints of nature, specializing in water abstracts.

### **Sunovion Inc. (formerly Sepracor Inc.)**

2004-2010

### *Project Coordinator*

- Responsible for timely submission of Annual Reports to the FDA for all the company's products under Investigational New Drug applications (INDs). Meeting submission deadlines improved 50% during my tenure.

### **Fox Relocation Management Corp. Boston, MA**

1996-2002

### *Project Manager*

- Managed 35 relocation and facilities planning projects of varying size and scope. Coordinated and managed moves of from 10 to 250 people, supervising move staffs of up to 12 people.

### **News Corporation Online Ventures Cambridge & Lowell, MA** 1994-1996

### *Facilities Manager*

- Established and managed a facilities department while acting as their first facilities manager.

## Education

MA, Lesley University, Cambridge, MA

BA, Wheaton College, Norton, MA

## Community Service

2012—2014 Editorial Staff of the COA newsletter, *The Boxborough Buzz*

2003—2006 Acton Memorial Library Literary Arts Committee

(Planning for the Annual Robert Creeley Poetry Award, with an average attendance of 175.)

2000—2004 Acton/Boxborough Cultural Council

2000—2002 Design Review Board, Town of Boxborough, MA

**Memberships**

2004—Present First Parish Concord Fine Art Photography Club

2010—Present ~~Amherst, MA Fine Art Photographers~~

**Interests**—Nature, Hiking, Art, Fine Art Photography, Writing

**Selina Shaw**

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**From:** Ken and Anne <canfield@rcn.com>  
**Sent:** Monday, June 30, 2014 4:49 PM  
**To:** Selina S. Shaw  
**Subject:** Fwd: Airport Study Committee update

Begin forwarded message:

**From:** Ken and Anne <canfield@rcn.com>  
**Subject:** Re: Airport Study Committee update  
**Date:** June 30, 2014 4:47:10 PM EDT  
**To:** Robert Stemple <bstemple@hotmail.com>

Hi Bob,

Since the BOS agenda for tonight is already set (and the topic of ASC membership is not on it), how about if I ask to be put on the agenda for the next BOS meeting (7/21) instead? That will give me time to connect with Cindy, and also time to see if I can find anyone who might be interested in joining the ASC.

I hope that this plan is agreeable with you—

Thanks,

Anne

On Jun 30, 2014, at 3:51 PM, Robert Stemple wrote:

Hi Anne

I did hear from Jim he is not coming tonight and doesn't want to get reappointed tonight.

My suggestion is you should come give a status of what you know and what you plan on doing to get a quorum for your next meetings

Best regards

Bob

Sent from Bob's 5 phone

On Jun 30, 2014, at 3:37 PM, "Ken and Anne" <canfield@rcn.com> wrote:

Hi Bob,

A quick update on the ASC membership:

- I spoke with Matt K. yesterday, and he is willing to continue on the ASC for his term. Like me, he feels that it is worth keeping the committee in place.

- Cindy and I have been playing telephone-tag and have not yet had the opportunity to speak directly. That being said, I am fairly sure that she will continue for the length of her term; I base my opinion on a phone conversation she and I had about 10 days ago. Once I've spoken with her, I'll send you a further update.

- I have not heard from Jim, other than through his e-mail we all received; nor have I tried to contact him by phone or electronically.

In the meantime, I'll start checking to see if I can find someone who is both interested and willing to join the committee; as I explained to you when we spoke—I think that it is important that Boxborough retain the ASC.

Thank you for your help in this matter—

Anne C.

From: **Jim Baum** jamesbaum@gmail.com  
Subject: My Reappointment and Airport Study Committee  
Date: June 22, 2014 at 10:06 PM  
To: Robert Stemple bstemple@hotmail.com, Ken and Anne canfield@rcn.com, Matt Kosakowski Matt\_Kosakowski@bose.com, Cindy Markowitz cindyjm1@juno.com

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Hi Anne, Matt, Cindy, and Bob,

I'm sorry to was unable to attend the ASC meeting last week. Unfortunately, I was quite sick and only now feeling "human" once again. I had wanted to discuss the issue of my reappointment with all of you during that meeting. Given the unfortunate timing of my illness, email will have to do.

As you are aware, I am up for reappointment to the committee this month. The Board of Selectmen will have to act on my reappointment at their next meeting on June 30, 2014. As I briefly mentioned to Anne at our last committee meeting, I am really struggling with accepting the reappointment.

My primary concern is that I am not feeling like this committee is adding value to the town commensurate with the level of volunteer resources it consumes. It is clear to me that the Airport Study Committee's charter made a great deal of sense when it was initiated. At that time, Minute Man Air Field had been given "airport reliever

status” to Boston’s Logan airport and the airfield was eligible for (and receiving) federal funding, creating a concern about expansion of the airport and the potential for larger, noisier traffic. Although I was not involved at the time, it also appears that there was a great deal of tension between the airfield’s management and the Town of Boxborough.

As I think about this committee in today’s context however, I see that Minute Man Air Field is no longer eligible for federal funding (nor has it been for many years) so there is no planned expansion. Nor is there any chance of this happening in the near or mid-term future. It remains simply a public use, privately owned airport that caters mostly to single engine piston powered aircraft capable of operating on its 2770’ runway or its even shorter 1600’ grass runway. Operating as a part of the US airspace system, and with limited funding, it has received occasional partial support from MassDOT for maintenance-related activities. The recent repair of runway 3/21 is an example of this but that runway had not been repaved in 45 years. Given the “steady state” condition of Minute Man Air Field, there is very little for this committee

to work on.

Reflecting on the meetings and reviewing the minutes of the Airport Study Committee during my tenure, I see that we don't actually accomplish much as a result of this status. Many of the discussions in the committee involve "due process" and all airport related issues that have been discussed revolved around topics that are already addressed by other committees that the town maintains (mostly Conservation Commission). It is also interesting that there has been no public attendance at these meetings for at least two years.

I certainly don't mean to disparage the committee members in any way. Everyone has the best of intentions and is quite capable. There's just nothing to do.

Unlike the Airport Study Committee, the other town functions have the authority to act on behalf of the town. In this context, I note that all the outstanding issues between the Town of Boxborough and Minute Man Air

Field are closed. The big one, of course, is that the Conservation Commission's OOC issue is resolved. The Town of Boxborough has a fully functioning committee for

every type of business that the airfield would need to conduct and for the town to maintain the balance of interests between a neighboring public-use airport facility and a residential community. Between the Conservation Commission, Tax Collector, zoning regulations and enforcement, there is no business that uniquely requires a "Study Committee". If anything, the implications of having a "Study Committee" could reinvigorate the previously contentious relations between the town and the airport.

I say "previously contentious" because I believe that the relationship and communications between Minute Man Air Field and the Town of Boxborough have been greatly improved over the past few years. I cite the resolution of the Cons Comm OOC issue, resolution of the farming issue with Bob Stanley on leased Minute Man Air Field property, and the implementation of regular updates made publicly by Don McPherson and his Boxborough resident commissioners (of which I am one) to the Board of Selectmen as evidence of substantial progress on this front.

So, as I think through all this, I find that I do not wish to be reappointed to the committee. In fact, I would respectfully

suggest that the need for this committee no longer exists. It seems to me that the Airport Study Committee has fulfilled its mission and that the town would now be best served putting these valuable volunteer resources on more pressing issues. Let the other committees and town functions play their roles with respect to the airport as they are already successfully doing.

I would be very interested to hear other's perspectives on this issue and would welcome a discussion amongst all of us. Also, if the Board of Selectmen and Anne (ASC committee Chair) feel it would be helpful, I would be willing to discuss being reappointed for a period not to exceed one year to help with any transitional issues.

With best wishes to all,

Jim Baum

(781) 254-5599



4. a



**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**June 18, 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; Finance Comm. Chair, Dilip Subramanyam; FinCom member, Neal Hesler; Acton-Boxborough Transitional School Comm. member, Maria Neyland; Minuteman School Comm. member, Cheryl Mahoney; Dept. of Elementary & Secondary Education (DESE) Deputy Commissioner, Jeff Wulfson; Minuteman School District Supt., Dr. Edward Bouquillon; Minuteman School District Asst. Supt. of Finance, Kevin Mahoney and Minuteman Regional Agreement Amendment Subcommittee (RAAS) member & Needham Selectman Dan Matthews

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.

Chair Amoroso opened noting that the purpose of this meeting is to discuss the Minuteman Regional Vocational School District and Boxborough's participation in the District. He spoke to the town meeting results as to the proposed amendments to the Minuteman District Agreement within the 16 member towns, and specifically Boxborough's action; the upcoming dissolution of

the Boxborough School District and Boxborough's position within the Minuteman School District.

Chair Amoroso referred to the questions prepared as a basis for this evening's discussions (incorporated by reference).

The first items discussed were various sections in the current agreement:

There was discussion as responsibilities and process if a member town voted to withdraw pursuant to the current Section IX Withdrawal.

Initiation of Withdrawal (IX (A)) - It was noted that the referenced Town Meeting vote to withdraw would be a simple majority, by statute unless specified with an agreement. It is not specified in the existing District Agreement.

Supt. Bouquillon and Mr. Matthews addressed the concerns regarding Withdrawal Procedures (IX(B)). Once withdrawal action is approved at town meeting, the clerk of the town seeking to withdraw would send written notice of the town meeting action and the accompanying certification of vote to the Minuteman School Committee. The School Committee would then develop the amendment, which, in turn, would then need to be ratified, at a town meeting, by all of the member towns. There has never been a withdrawal in the history of the Minuteman District but it is assumed that that community's name would simply be removed from the agreement. However, as it has never been done no standard format has been developed by the School Committee for this purpose. There was discussion as to the differences between the existing withdrawal procedures and those under the proposed amendments. Matthews expanded on these differences and specifics concerning process such as under the existing a majority of the school committee would need to approve an amendment where the proposed language would require 2/3<sup>rd</sup> approval. He suggested that it would be easier and cleaner if Boxborough ratified the proposed amended agreement and then sought withdrawal under the new terms.

There was discussion as to approval by Department of Elementary & Secondary Education (DESE). Chair Amoroso spoke to statements made by Minuteman's District Counsel, Edward Lenox in his letter of March 6, 2014 - *"Under Section IX of the current Agreement, no town can withdraw from the District without the approval of all of the other member towns, as well as the*

*Commissioner of Education.*" Deputy Comm. Wulfson noted that DESE regulations require that amendments to any School District's agreement must be approved the Commissioner of Education. It was clarified that terms within an agreement may not run contrary to state statutes or regulations and if silent as to a specific term, as under Section IX, statute/regulation governs that term. It was further noted that M.G.L. Ch. 71, Sect. 14B governs many of these processes. There was discussion as to DESE's timeframe and its mechanism to complete the withdrawal process and provisions for student enrolled during this process. Though DESE has final approval however, they find that it is most productive if DESE is informed of the intention to amend (i.e. withdrawal) early in the process so they can provide constructive feedback as language is being drafted. This communication would take place between the District and DESE.

Deputy Comm. Wulfson clarified that a community is not required to be part of a Ch. 74 vocational school district nor are there are statutory/regulatory impediments that would prohibit Boxborough from sending students to a vocational school if Boxborough withdraws from Minuteman. Boxborough is however obligated to pay for and provide access to Chapter 74 vocational education. As Boxborough will no longer have its own school district after July 1<sup>st</sup>, the Selectmen would need to develop a means to administrate Ch. 74 services. This could be municipality based or through the A-B School District, however there is not a statutory or regulatory obligation for the A-B School District to provide this support. He outlined some of a community's obligations if a town chooses not to be a member of a vocational school district. There are no statutory or regulatory obligations on which vocational school an out-of-district student can apply to attend. The sending community must pay tuition and for transportation. Wulfson noted that there could be Ch. 70 aid available to defray some of the transportation costs. In the case of Minuteman and other vocational school with renovation projects, DESE is considering adding a facilities fee in addition to the out-of-district tuition amount. The negatives are that an out-of-district community has no seat on the School Committee and therefore no say in the budget or the governance of the district. Also as out-of-district students there are no guarantees that seats would be available to them at a vocational school. He explained that Ch. 74 out-of-district tuition is similar to the Ch. 70 "School Choice" option, taking in out-of-district students to fill available spaces. Bouquillon advised that last night the School Committee voted to set the enrollment number at 628 for the building project, down from the 780 +/- current enrollment. Though Minuteman currently has available spots they are revising their enrollment

criteria so that member town students would have priority, followed by communities that have entered into an Intermunicipal Agreement (IMA) and any remaining spots could go to out-of-district students. Noting that Weston is considering entering into an IMA with the District. He further clarified that if a program is filled by in-district and IMA students they would be unavailable for out-of-district students. There was also discussion as to whether other vocational schools “waitlist” out-of-district students. It was noted that other vocational school districts do have waitlists however the schools are not always forthcoming with this information and hard data can be difficult to obtain.

As DESE has final approval as to School District agreements, there was concern as to why the terms of the existing agreement were allowed. It was clarified that the existing agreement was conceived almost 40 years ago looking back it would be very difficult to determine how some terms were arrived at. Also statutes, regulations and process/procedures have evolved significantly in the last 40 years and what was allowable and/or practice then may no longer apply. Wulfson could not advise whether any other school district agreements in the state also have similar deficiencies.

Discussion turned to incurring debt. The current agreement is silent as to the actual mechanism however, it was reiterated that if a term is silent statute/regulation (in this case MGL Ch.71§s 16d or 16n) governs. Bouquillon added that it has been the practice of the District to seek unanimous approval. Such was the case when the feasibility study funding was approved in 2010. The proposed amendment codifies the process to incur debt.

Capital costs and Boxborough’s obligations, going forward, if we withdraw - Sect. IX (D) were discussed. Minuteman’s Asst. Supt. of Finance, Kevin Mahoney spoke to a breakout he had prepared. Boxborough’s existing obligation is 1.2 % of the current total approximately \$70,000 (\$6,000 -\$7,000 annually). The majority of the current capital obligation is due to the HVAC plant that was replaced about 7 years ago. There was a brief discussion regarding value of District assets the possibility of reimbursements to a withdrawing town. The District’s position is that withdrawing towns would not receive reimbursement for District assets conversely the District would not assess them for future debt or unfunded obligations such as OPEB and related liabilities. This matter has been investigated by the District (through the RAAS working group) however

they were unable to develop methodology for calculating the value of assets and future liabilities breakout by member towns.

Discussion continued as to Boxborough's position if withdrawal occurs. There should not be an impact if Acton chooses to remain part of the MMRVSD, while Boxborough withdraws. The only modification that would be needed is regarding Boxborough students' participation in the R.J. Grey vocational education curriculum. The consensus was that the curriculum would continue to be offered to all junior high students, even if Boxborough withdraws from Minuteman. Wulfson noted that DESE should not need to be part of this arrangement. Bouquillon and Mahoney advised that it could be worked out that the Boxborough portion of this assessment could be billed directly to the Town of Boxborough. The A-B District should not need to be involved.

Wulfson advised that DESE is willing to work with communities as they explore their options, including withdrawal. However, DESE does need work within the governing statutes and regulations. The timeline for withdrawal under both the existing and proposed terms was discussed further. It was noted that given the various requirements and related timeframes there realistically is only a few months difference between the two to finalize withdrawal.

Chair Amoroso opened discussion as to Boxborough's position under the proposed amended Agreement. There was review of the spring town meeting actions taken by the member towns on this. Chair Amoroso opened discussion as to Wayland Selectmen Boschetto's letter discussing Wayland's recent Town Meeting actions concerning Minuteman. It was noted that at least one of Boschetto's bullet points – removing DESE's approval from process - is contrary to statute. Bouquillon, Mahoney and Matthews provided updates on the efforts currently underway in those communities that either voted against the amendments or passed over action. Matthews spoke to some of the challenges facing the District – 16 communities with diverse interests & concerns; a degrading building and possible removal of Minuteman from the MSBA project list due to delays. Chair Amoroso advised that a member town stakeholders' meeting is taking place in Weston next week to address the concerns raised by Boxborough and other member towns. There was additional discussion as to the withdrawal terms within the existing and the proposed amended agreement. There was discussion on the non-binding resolution that a town would not "block" another community if withdrawal is sought. This was presented at another stakeholders'

meeting held back in May (which was subsequently adopted by Boxborough & nine other communities). Matthews reiterated his earlier suggestion that Boxborough approve the proposed amended agreement and then seek withdrawal. Wulfson referred to an email statement he sent out this spring, to the effect that as long as all proper processes and procedures were followed DESE would not force a community to remain the Minuteman District; allowing them to withdraw.

Discussion turned to DESE's position on out-of-district tuition rates; the proposed addition of facility fees and Chapter 74 matters, in general. Wulfson advised that DESE considers vocational education a viable alternative. DESE is working on the developing facility fee component and is exploring other updates/revisions to DESE's Chapter 74 requirements. The Selectmen noted there is an inequity with the DESE out-of-district tuition amount being significantly less than Boxborough's per student assessment. Current enrollment numbers indicate 45% of the student body comes from outside of the District; however there are indicators that this is trending down.

Chair Amoroso thanked Deputy Comm. Wulfson and those representing Minuteman for coming to address Boxborough's concerns. There is a certain amount of frustration due to all of moving parts currently in-play within the District. He invited the participants to provide any final input: Matthews suggested Boxborough look to its enrollment and the needs of its residents and approve the amended agreement; an easier path to withdrawal. Both Bouquillon and Mahoney voiced willingness to provide additional information or to answer any follow up questions. Deputy Comm. Wulfson clarified that DESE's job is not to advocate for a position rather it represents and supports the laws and regulations of the Commonwealth. Chair Amoroso closed noting that Weston is currently discussing possibly entering into an IMA. This is an option for Boxborough. Boxborough's current capital/debt obligation is manageable. DESE has communicated that it is a partner in these efforts and does not intend to stand in the way as long as the proper procedures are followed. Nine other communities have formally resolved not to block another town's withdrawal from the District. The difference between the time frame required to withdrawal under the existing and the amended agreement is negligible. The meeting concluded.

FY 2014 BoS Goals and Projects

Status at July 21, 2014

**Goals**

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

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

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

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

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

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

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status at July 21, 2014	Date Completed	Notes
Annual Goals Workshop	BoS Chair	BoS/TA			Annually in September; status of goals to be reviewed quarterly		First review 4/14/14; 2nd review 7/21/14		
Appreciation Event	Vince Amoroso	BoS			Annually in September	Fun time for volunteers and staff	On 7/21/14 agenda for discussion		Would like to determine why attendance has dropped and work to increase. After May 2014 ATM, brainstorm ideas to increase attendance.

6a



FY 2014 BoS Goals and Projects

Status at July 21, 2014

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status at July 21, 2014	Date Completed	Notes
Information Technology (IT (incl WAN), VoIP, Cable)	Les Fox	Les Fox/Dept. heads	ongoing			Immediate needs and long-term strategy for networks (including servers) email, desktops, security, licensing and cable	Contracted service with Guardian Info Systems. Migration of TH & DPW users onto new server complete. Public safety complete, or near completion. First phase of XP desktops and laptops replacement almost complete; 2nd phase to be ordered and deployed by September. New email domain.		For at least the short term, have hired consultant on time and materials basis. Long-term plan may be a hybrid approach utilizing services of consultant as well as in-house support.
Information Technology (IT (incl WAN), VoIP, Cable)						VoIP maintenance and support	Reviewing with Guardian.		May be considered as part of complete IT support
		Les Fox/TA				Upgrading of cable system	Working with Littleton Cable on possible contract-for-services		In-house or consultant?
		Les Fox, Town Clerk, Town Assessor and TA			04/01/14	Design and implementation of new improved website	New site rolled out on March 31. Work-in-progress.	3/31/14	VTS hired in October 2013. BoS want commitment on April 1 go-live date
Capital Plan	FinCom	Dilip Subramanyam, Gary Kushner, Treasurer, Accountant, TA	ongoing			Excel linked spreadsheet by years and departments in detail, including annual debt service	Ongoing		Plan is a living document, continually updated.
Capital Asset Management Plan		Inspector of Buildings	now			Narrative describing each of the assets, the life cycle and current overall status of the town's infrastructure as well as plans for managing the replacement/repair of those assets.	Ongoing. Building Inspector provided draft to BoS on 6/30. Will talk to FinCom about including in Cap Plan		Should feed into Capital Plan. To be updated by BI and reviewed semi-annually with BoS
5-Year Personnel Plan	BoS liaisons to dept. heads	Primary dept heads				Comprehensive town-wide integrated plan of personnel resource utilization	Ongoing as part of budgeting process		This should be a fluid document to be reviewed annually.
Fire Cistern replacement	Jim Gorman	Fire Chief				Master cistern plan to be included in capital asset management plan			Cisterns are noted in capital plan, but have not been "scheduled" for any particular years. J. Gorman will follow up with Chief on status of inspections.



FY 2014 BoS Goals and Projects

Status at July 21, 2014

Goal / Project	BoS Team Leader/ Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status at July 21, 2014	Date Completed	Notes
Town Hall Improvements	Susan Bak (formerly Raid Suleiman)	BI/DPW Director/TA				Replace Grange Meeting Room floor	To be completed with rest of GMR improvement.		
						Drop ceiling - replace	If CPA is approved at ballot, will present to CPC for recommendation & funding request to Town Mgt.		Examine and recommend repal/replacement
						Grange meeting room stage			Determine feasibility of making ADA compliant
LEPC/Emergency Mgt	Jim Gorman					Foundation and paving improvements	Appr at ATM. BI, DPW Dir and Town Engineer meeting to review specs to put out to bid		BI and DPW Director are working on plan. Funding will be sought in FY 15 for paving and re-grading
				Ongoing		Updated CEMP, meetings on standard basis	Chief has verbal agreement on cooling center.		July 2009 - received preliminary LEPC certification. Still awaiting final approval. J. Gorman will follow up with Chief White. Chief should confirm use of HI as cooling center.
						Blanchard to serve as emergency shelter	Generator installation complete. Project close-out meeting with FEMA & MEMA on 5/7. TA has submitted reimbursement request.		
Master Plan Update	BoS					Emergency preparedness guide for residents			Seek input from Elect. Inspector and LELWD on responsibilities of residents vs. utility co.... Work with LEPC to put info brochure together for distro, and posting on website.
				Spring 2014 (OSRP & build-out)		Revised Master Plan, including Open Space and Rec Plan and updated build-out analysis	Consultant hired to complete open space & rec plan. Final draft almost ready for review. ATM supported funding for MP. Planner working with IMAPC on updated scope of work.		Public workshops held in Oct 2013 on Open Space & Rec Plan and updated build-out analysis.



FY 2014 BoS Goals and Projects

Status at July 21, 2014

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status at July 21, 2014	Date Completed	Notes
Economic Development	Les Fox	Les Fox/TA/Planner					Three meetings have been held with Littleton and Westford to discuss local initiatives. Next mtg likely in late summer/early fall		Need to determine town's appetite for development...
Collective Bargaining Agreements Dispatch, Fire and Police CBU's	Vince Amoroso/Les Fox					Executed CBAs	Dispatch, Fire and Police complete.	ATM 2013 (Dispatch & Fire); 2014(Police)	
Department Head Negotiations	Amoroso & Fox (PC) Amoroso & Gorman (FC) Fox & Stemple (DPW)			January 2014	Various	Negotiated contract and salary	Negotiations completed; contracts executed.		TA contract negotiated through Sept. 2016. TA will notify Police & Fire Chiefs & DPW Director of Board's intent to negotiate successor agreements.
Department Head Reviews	BoS				January 15, 2014				
Water Exploration	Susan Bak (formerly Raid Suleiman)/Vince Amoroso					Protection of potential water sources			BoH disbanded WRC in 2013. Vince to reach out to Frank Hubbley to determine interest in spearheading effort.
OPEB - GASB 45	BoS	BoS, FinCom, Treasurer		ongoing		Plan to fund future benefits	2014 ATM appr funding for updated study (required ev 3 yrs), as well as transfer of 100k to OPEB Trust		Actuarial Study was updated in FY 2012. Token amounts appropriated in May 2012 (\$75k) and May 2013 (\$100k) to start funding the liability.
Regional Transfer Station	Vince Amerese	TA, DPW, Director				Access to some number of residents from Stow if feasible			V. Amerese will meet with DPW Dir. to examine feasibility and costs/benefits. Although originally proposed by Stow, selectma, no further discussion held after initial.
Disposition of Tax Title Properties	Susan Bak (formerly Raid Suleiman)	TA, Town Treasurer		Fall 2011		Possible revenue to town			Continue to review properties and determine next steps (auction... transfer to another town entity)
Stow Road Task Force	Les Fox			Fall 2011	2014	Develop a plan for moving forward with aff housing project	Draft RFP has been prepared. Still in revision phase.		SRDC looking at design options for property



FY 2014 BoS Goals and Projects

Status at July 21, 2014

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status at July 21, 2014	Date Completed	Notes
Outreach to Public on Town Services	Bob Stemple & Susan Berk					Comprehensive plan for communication to residents on town matters, including how to sign up for Code Red and Nixle and expansion of website.			
Establishment of code of conduct/ values and statement of ethics	Bob Stemple & Susan Berk (formerly Raid Suleiman)				January 2014	Code of conduct, ethics for BoS and town boards (and employees)			



7b

**Selina Shaw**

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**From:** Keith Bergman <KBergman@littletonma.org>  
**Sent:** Monday, July 14, 2014 9:53 PM  
**To:** sshaw@boxborough-ma.gov  
**Cc:** Matthew King; Bonnie Holston; WRyder@Boxborough-MA.Gov; Jennifer Gibbons  
**Subject:** RE: Animal Control Services

Hello, Selina-

Confirming that, at its meeting on July 14, 2014, the Littleton Board of Selectmen unanimously voted, pursuant to MGL C.40,§4A, to authorize execution of an intermunicipal agreement with the Town of Boxborough for the provision by Boxborough of animal control officer services for Littleton at a cost of \$1,000 per month, with a term through November 30, 2014, which may be extended through June 30, 2015, and further to state its intent to insert an article onto the Fall 2014 Special Town Meeting warrant to increase the Dog By-law Enforcement revolving fund amount from \$5,000 to \$12,000.

We'll send you the signed IMA document.

Thanks  
Keith

Keith A. Bergman  
Town Administrator  
Town of Littleton, MA  
[kbergman@littletonma.org](mailto:kbergman@littletonma.org)  
<http://twitter.com/littletonTABlog>  
978-540-2461

 Please consider the environment before printing this email.

---

**From:** Keith Bergman  
**Sent:** Wednesday, July 09, 2014 10:11 AM  
**To:** 'sshaw@boxborough-ma.gov'  
**Cc:** Matthew King; Bonnie Holston; WRyder@Boxborough-MA.Gov  
**Subject:** RE: Animal Control Services

Thank you.  
Here's the draft motion I've prepared for the Littleton BOS:

MOVE that the Board of Selectmen vote, pursuant to MGL C.40,§4A, to authorize execution of an intermunicipal agreement with the Town of Boxborough for the provision by Boxborough of animal control officer services for Littleton at a cost of \$1,000 per month, with a term through November 30, 2014, which may be extended through June 30, 2015, and further to state its intent to insert an article onto the Fall 2014 Special Town Meeting warrant to increase the Dog By-law Enforcement revolving fund amount from \$5,000 to \$12,000.

Thanks, all.  
Keith

Keith A. Bergman



**INTERMUNICIPAL AGREEMENT**  
**ANIMAL CONTROL SERVICES**

This Inter-Municipal Agreement (the "Agreement") is entered into pursuant to M.G.L. c.40, § 4A, on the last day of execution below (the Effective Date), by and between the Town of Boxborough, a municipal corporation with a principal office at Town Hall, 29 Middle Road, Boxborough, MA 01719 ("Boxborough") and the Town of Littleton, a municipal corporation with a principal office at Town Hall, 37 Shattuck Street, Littleton, MA 01460 ("Littleton").

Whereas, Littleton is seeking the services of an Animal Control Officer ("ACO") on an as-needed basis from 8:00 AM to 6:00 PM, Sunday – Saturday; and

Whereas, Littleton seeks services of an ACO on an emergency basis to handle aggressive and injured animals from 6:00 PM to 8:00 AM, Sunday – Saturday; and

Whereas, subject to the terms of this Inter-Municipal Agreement, Boxborough is willing to provide its ACO to perform certain ACO Services for Littleton.

NOW THEREFORE the Towns agree as follows:

**Term**

1. The Initial Term of this Agreement shall be from the Effective Date through November 30, 2014, with an extension through June 30, 2015, subject to appropriation of funding by Littleton.
2. The Agreement may be further extended or modified upon written Agreement of the Boxborough Town Administrator and the Littleton Town Administrator and as approved by the respective Boards of Selectmen.
3. The Initial Term and all Extension Terms shall be collectively referred to as the Term.
4. The Agreement may be terminated for convenience by either party as provided below.

**Boxborough's Commitment to Provide ACO Services to Littleton**

5. Basic Services: Boxborough shall provide routine ACO services to Littleton as defined under Scope of Services below on an as-needed basis seven days a week from 8:00 AM to 6:00 PM.
6. Emergency Services: During the Term, Boxborough shall provide ACO services on an emergency basis to Littleton to handle aggressive and injured animals seven days a week from 6:00 PM to 8:00 AM.

**Littleton's Financial Commitment to Pay Boxborough for Animal Control Services**

7. In consideration for the services provided under this Agreement, Littleton shall pay Boxborough the sum of Five Thousand Dollars (\$5,000) for the period July 1 – November 30, 2014, and the sum of Seven Thousand Dollars (\$7,000) for the period December 1, 2014 – June 30, 2015, to be paid in monthly installments of One Thousand Dollars (\$1,000).
8. Unless otherwise agreed in writing by the Boxborough Town Administrator and the Littleton

Town Administrator, Boxborough's Treasurer will invoice Littleton on a monthly basis, and Littleton's Treasurer shall pay each such invoice within thirty (30) days of the invoice date.

9. For the Initial Term, Littleton warrants and represents that it has appropriated funds for and sufficient to cover Littleton's financial commitment to pay Boxborough for the shared services and any related costs and expenses under this Agreement.
10. For each Extended Term, Littleton warrants and represents that it shall either (a) appropriate funds for and sufficient to cover Littleton's financial commitment to pay Boxborough for the shared services and any related costs and expenses under this Agreement, or (b) notify Boxborough in writing at least thirty days prior to the commencement of the Extended Term that Littleton has not made such an appropriation in which case this Agreement shall be null and void and of no further force or effect.

### **Fees, Licensing and Fines**

11. Dog owner shall be responsible for paying the following fees directly to Boxborough:
  - a) \$10 Dog Pick-up fee
  - b) \$50 Dog picked up not displaying a valid license
  - c) \$40 Dog kenneling per day
12. Dog owner shall be responsible for paying licensing and fines directly to Littleton.
13. In the event of non-payment, abandoned animal or unknown animal, the Littleton will be responsible for unpaid fees and will be added to the monthly invoice.

### **Record Keeping**

14. ACO shall keep accurate and comprehensive records of services performed under this Agreement.

### **Personnel**

15. During the Term, Boxborough shall employ and pay all benefits for the ACO.
16. The ACO while engaged in performing ACO Services in Littleton under this Agreement shall be deemed to be engaged in the service and employment of Boxborough, notwithstanding such service, activity or undertaking is being performed in or for Littleton.
17. Littleton shall, at its sole cost, add the ACO performing Services in Littleton under this Agreement as an additional insured under all of Littleton's liability insurance policies covering Littleton's employees including without limitation the automobile liability insurance policies.

### **Rights and Indemnities**

18. By entering into this Agreement, Boxborough and Littleton have not waived any governmental immunity or limitation of damages that may be extended to them by operation of law. Boxborough and Littleton are the sole and exclusive beneficiaries of the Agreement. No third party rights, express or implied, are created by this Agreement. The provisions of this paragraph shall survive termination of the Agreement.

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17. Littleton shall, at its sole cost, add the ACO performing Services in Littleton under this Agreement as an additional insured under all of Littleton's liability insurance policies covering Littleton's employees including without limitation the automobile liability insurance policies.

### **Rights and Indemnities**

18. By entering into this Agreement, Boxborough and Littleton have not waived any governmental immunity or limitation of damages that may be extended to them by operation of law. Boxborough and Littleton are the sole and exclusive beneficiaries of the Agreement. No third party rights, express or implied, are created by this Agreement. The provisions of this paragraph shall survive termination of the Agreement.

19. Notwithstanding the preceding paragraph, to the maximum extent permitted by law, both Boxborough and Littleton agree to defend, indemnify, and hold each other harmless from and against any and all claims or causes of action for injury, loss, damage, liability, costs or expenses (including reasonable attorneys' fees and court costs) arising directly or indirectly from the ACO Services provided under this Agreement. The provisions of this paragraph shall survive termination of the Agreement.

#### **Procedure to Request Services**

20. Littleton Police shall provide initial response to all animal complaints in Littleton and determine if ACO services are required.
21. If Littleton Police have determined that ACO services are required, they shall request such services by calling Boxborough's Public Safety Dispatch at 978-264-1740.
22. Although rabid animals fall under the jurisdiction of the Littleton Animal Inspector, and are not subject to the terms of this Agreement, Boxborough's Public Safety Dispatch will provide communications coordination for both the ACO and the Animal Inspector. For tracking and operational purposes, Littleton Police shall request Animal Inspector services for rabid animals by calling Boxborough's Public Safety Dispatch at 978-264-1740.

#### **Scope of ACO Services**

23. ACO Services under this Agreement shall include the following:
  - a) Catching stray and/or injured dogs.
  - b) Seeking treatment for ill/injured impounded dogs as necessary.
  - c) Responding to complaints regarding stray or injured animals.
  - d) Working with shelters and networking agencies to assist in the safe, legal and healthy transfer of impounded animals.
  - e) Working with the Littleton Police department to further investigate charges of animal cruelty as stipulated and explained in Massachusetts General Law.
  - f) Verifying rabies and licensing status of impounded dogs.
  - g) Prosecuting violators of Littleton's animal control bylaws.
  - h) Checking dead animals for microchip. Littleton shall be responsible for final disposition.
  - i) Transporting injured dogs to veterinarian. Dog owner shall be responsible for cost. If no known owner, Littleton shall be responsible for cost.
  - j) Providing advice and information to residents regarding pest control options.
  - k) ACO shall pick up destroyed animals and arrange with Littleton's Animal Inspector for testing if necessary. Littleton shall be responsible for paying the testing fees and for final disposition of destroyed animals.

24. The ACO shall have enforcement jurisdiction in Littleton under and concerning all applicable laws, bylaws, rules and regulations as may from time to time be in effect during the Term hereof.
25. ACO shall attend dog hearings as requested.
26. Littleton Police should destroy severely injured dogs if possible and safe to do so.
27. Littleton Police should destroy rabid animals if possible and safe to do so.
28. This Scope of Services may be amended from time to time with the mutual written agreement of both Towns.

### **Administration**

29. The Boxborough Town Administrator and the Littleton Town Administrator shall administer this Agreement. They, and/or the respective Chiefs of Police shall meet and/or confer periodically to address matters of policy, operations and logistics as from time to time may arise under this Agreement.
30. The Boxborough Police Chief shall provide primary supervision of the ACO.
31. Littleton shall be responsible for providing the ACO with the most recently updated list of all active dog licenses and rabies vaccination information.

### **Termination**

32. Either Boxborough or Littleton, by votes of their Boards of Selectmen, may terminate this Agreement at any time on sixty (60) days advance written notice to the other, after which time this Agreement shall be null and void and of no further force or effect except (a) as to payments owed for services provided prior to termination, and (b) as otherwise expressly set forth with respect to survival of paragraphs 18 and 19 above.

### **Notices**

33. All notices required under this Agreement shall be deemed made when provided by hand, sent by certified mail, or sent by overnight mail or courier service to, as applicable, (a) the Boxborough Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719, with a copy to the Boxborough Board of Selectmen at the same address, and (b) the Littleton Town Administrator, Town Hall, 37 Shattuck Street, Littleton, MA 01460, with a copy to the Boxborough Board of Selectmen at the same address.

### **Assignment**

34. This Agreement shall not be assigned or transferred by either party, without the express written consent of the other party given with the same formalities as are required for the execution of this Agreement.

**Entire Agreement**

35. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings relating to the subject matter.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Selina S. Shaw, Boxborough Town Administrator

\_\_\_\_\_  
Keith A. Bergman, Littleton Town Administrator

APPROVED BY: Board of Selectmen of  
the Town of Boxborough

APPROVED BY: Board of Selectmen of the Town of  
Littleton

\_\_\_\_\_  
Vincent M. Amoroso, Chair

\_\_\_\_\_  
Joseph Knox, Chair

\_\_\_\_\_  
Robert T. Stemple, Clerk

\_\_\_\_\_  
James Karr, Vice Chair

\_\_\_\_\_  
Susan M. Bak

\_\_\_\_\_  
Melissa Hebert, Clerk

\_\_\_\_\_  
Leslie R. Fox

\_\_\_\_\_  
Alexander McCurdy

\_\_\_\_\_  
James J. Gorman

\_\_\_\_\_  
Paul J. Avella



7c

July 1, 2014

Boxborough Board of Selectmen  
29 Middle Rd  
Boxborough, MA 01719

Dear Selina and Selectmen,

I am hoping to continue with our adaptive soccer game on Saturdays starting on September 13, 2014. Depending on what ABYS suggests we'd like to use a field at Liberty St., from 10:30-11:30 on:  
Sept. 13,20,27  
Oct. 4,11,18,25 and  
Nov. 1

The game will, as in the past, include children, youth and young adults living with challenges/disabilities. We teach skills and finish with games in our time.

Thank you,

Ross Lilley  
Executive Director  
AccesSportAmerica

## Selina Shaw

---

**From:** Kevin Lehner <kevinlehner@verizon.net>  
**Sent:** Tuesday, July 15, 2014 9:13 PM  
**To:** sshaw@boxborough-ma.gov  
**Subject:** Re: RE: Field use

I will keep the response short and sweet. Rec Comm voted in favor of this in the spring and I see no reason to change at this point. Based on all the information we have this is a good cause.

On 07/15/14, Selina Shaw<[sshaw@boxborough-ma.gov](mailto:sshaw@boxborough-ma.gov)> wrote:

Hi Kevin,

I am putting BoS packet together tomorrow since I am out at a meeting on Thursday. Please could you provide me with something by first thing on Wednesday morning. Thanks.

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 new email address: [sshaw@boxborough-ma.gov](mailto:sshaw@boxborough-ma.gov)\*\***

*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.*

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**Internal Communications and Outgoing Communications**  
**July 21, 2014**

Letter from the Massachusetts Municipal Association (MMA) dated July 2, 2014, to Selina Shaw regarding MMA activities and the benefits of MMA membership.

Letter from John Kelly, MIIA Operations Manager, and Lin Chabra, MIIA Rewards Coordinator, dated July 8, 2014, to Selina Shaw regarding the MIIA Rewards program for enhancing in-house risk management.\*

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



2.

BOS-IC\*  
Ins file

One Winthrop Square, Boston, MA 02110  
617-426-7272 or 800-882-1498  
Facsimile 617-426-9546 • www.emiia.org

July 8, 2014

Ms. Selina Shaw  
Town Administrator  
29 Middle Road  
Boxborough, MA 01719

Received  
7-11-14

Dear Selina,

Thank you for your exceptional efforts that led to Boxborough receiving \$3,212 in FY14 MIIA Rewards credits. We appreciate your cooperation in working with MIIA staff and your coordination of your municipal interdepartmental Rewards submission. Your feedback helps us to streamline the Rewards program each year.

As you know, MIIA Rewards is not only an incentive program that provides premium credit for each line of insurance coverage but, it is also a tool that allows your municipality to enhance its in-house risk management knowledge and practices. Ultimately, this program helps to decrease your municipal insurance premiums by reducing claims and indirect costs as well.

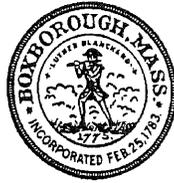
Your support of risk management efforts that benefit your municipal constituencies is laudable.

We look forward to working with you in the coming year.

Thank you,

John Kelly, MIIA Operations Manager  
Lin Chabra, MIIA Rewards Coordinator

Cc: Selectmen



**Minutes, Notices and Updates**  
**July 21, 2014**

**Minutes**

1. Minutes of the Minuteman School Committee meeting held June 17, 2014.
2. Minutes of the Boxborough Conservation Commission meeting held June 18, 2014.

**Notices**

1. Notice of a Minuteman School Committee meeting held July 8, 2014.
2. Notice of an Energy Committee meeting held July 9, 2014.
3. Notice of receipt of a copy of an electronic submittal from Kleinfelder on behalf of ExxonMobil Environmental Services Company (EMES), containing a Release Abatement Measure (RAM) Plan and associated Massachusetts Department of Environmental Protection (MassDEP) Bureau of Waste Site Cleanup (BWSC) transmittal form BWSC-106 for the former Exxon Facility #3-5805 at 1425 Massachusetts Ave., Boxborough, MA DEP RTN 2-000026. The report, dated July 9, 2014, is in for review slot.
4. Notice of a Boxborough Housing Board meeting held July 10, 2014.
5. Notice of an Agricultural Commission meeting held July 15, 2014.
6. Notice of a Steele Farm Advisory Committee meeting held July 17, 2014.
7. Notice that Request for Proposals for the Coordination of Social Services became available on July 17, 2014.
8. Notice of an Airport Study Committee meeting to be held July 21, 2014.



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**General Correspondence**  
**July 21, 2014**

1. Comcast Connections newsletter, Massachusetts Edition, Spring 2014.

