



BOARD OF SELECTMEN
Meeting Agenda
August 11, 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 Birt, candidate for appointment to the Steele Farm Advisory Committee (SFAC) and Bruce Hager, SFAC Chair, 7:05 PM
Further to the recommendation of the SFAC, move to appoint David Birt to the SFAC for a three-year term effective immediately and ending on June 30, 2017

VOTE:

- b) Adam Duchesneau, Town Planner, regarding MassWorks Infrastructure Program Application for Route 111 Pedestrian Improvements, 7:10 PM
Move to authorize Vincent M. Amoroso, Chair of the Boxborough Board of Selectmen to: 1) submit the MassWorks Infrastructure Program Application for "Route 111 Pedestrian Improvement Project", and 2) submit a letter of support on behalf of the BoS; for the Board of Selectmen to accept state funding for the project, should an award for the project be made, and further, to authorize Adam Duchesneau, Town Planner to electronically submit the application on behalf of the Town

VOTE:

- c) Police Chief Warren Ryder, 7:25 PM

- i. Retirement of Benjamin Lavine and appointment as a Special Police Officer
Move to accept the retirement of Benjamin Lavine effective August 15, 2014 and to extend appreciation to him for twenty-four years of valued service to the Town

ACCEPT & POF

Move to appoint Benjamin Lavine as Special Police Officer for a term commencing August 16, 2014 and ending on June 30, 2015

VOTE:

- ii. Robert Fagundes, candidate for appointment as Probationary Full-time Police Officer (Robert is currently a part-time Police Officer and Dispatcher)
Further to the recommendation of Police Chief Ryder, move to appoint Robert J. Fagundes to the position of Probationary Full-time Police Patrol Officer for a term commencing August 21, 2014 and ending on August 20, 2015

VOTE:

- iii. Update on phone issues

- d) Fire Chief Randolph T. White, regarding newly proposed Student Awareness of Fire Education (S.A.F.E.) program for Seniors and Emergency Management Performance Grants (EMPG), 7:45 PM
Move to authorize the Fire Chief to implement the Senior SAFE program as described (... or with revisions) and further to accept funding from the state in the amounts of \$3,186 for the FY 2014 S.A.F.E. program and \$2,518 for the FY 2014 Senior S.A.F.E. program

VOTE:

Move to accept from Massachusetts Emergency Management Agency (MEMA) \$1,975 for the FFY 2013 EMPG Grant and \$2,460 for the FFY 2014 EMPG Grant, to be used for upgrades to the Emergency Operations Center at the fire station

VOTE:

- e) Citizens concerns

4. MINUTES

- a) Regular session, June 30, 2014
- b) Regular session, July 21, 2014
- c) Regular session, August 1, 2014

ACCEPT & POF
ACCEPT & POF
ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

- a) Blanchard School water pump failure

Move that the Town pays for the costs incurred with respect to the June 30/July 1 Blanchard School water pump failure; and further that the Town seek to recover the costs as appropriate

VOTE:

- b) September 20 Volunteer/Staff Appreciation – discuss “assignments”

7. NEW BUSINESS

- a) Retirement of Benjamin Lavine

[N.B. Please take out of order prior to consideration of item 3 c]

Move to accept the retirement of Benjamin Lavine effective August 15, 2014 and to extend appreciation to him for twenty-four years of service to the Town

ACCEPT & POF

- b) Warrant for 2014 State Primary Election

Move to notify and warn the inhabitants of the Town of Boxborough who are qualified to vote in Primaries to vote at Boxborough Town Hall, 29 Middle Road, Boxborough on Tuesday, the ninth day of September, 2014 from 7:00 AM to 8:00 PM for the candidates of political parties for the following offices: [Read list from warrant]

VOTE:

- c) Disclosure of Appearance of Conflict of Interest – Norman Hanover

Move to accept and place on file the “Disclosure of Appearance of Conflict of Interest” submitted by Conservation Commission member Norman Hanover

VOTE:

8. CORRESPONDENCE

ACCEPT & POF

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

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. EXECUTIVE SESSION

Move to convene in executive session in the Town Administrator’s office to discuss strategy with respect to collective bargaining (all CBU’s) and to adjourn immediately thereafter without reconvening in open session

ROLL CALL
VOTE:

12. ADJOURN

Resident Interest Form

Received
2-1-26 11

Name: DAVID A BIRT ^{Bell} Phone: [REDACTED]

Address: [REDACTED]

Occupation: Retired

Special Training/Education: _____

Experience/General Interest: _____

Amount of time available: _____

Date submitted: 7/1/14 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
- 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 doe 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**

Selina Shaw

From: Bruce Hager <bruce4570@verizon.net>
Sent: Monday, July 21, 2014 4:15 PM
To: Selina Shaw
Subject: Dave Birt

Hi Selina,

I forgot to pass along the information that the SFAC, at a meeting last Thursday, voted unanimously (with two of the three current members present) to endorse the appointment of Dave Birt to the Steele Farm Advisory Committee. I'm assuming the delay doesn't matter, as I understood that the appointment would happen at the August 11 BoS meeting. I will most likely see you this evening for Dave Lindberg's report.

Bruce H.

3 b

2014 MassWorks Grant Application Route 111 Sidewalk – Library to Liberty Square Road

SECTION 1 - APPLICANT INFORMATION

Name of Municipality or Public Entity

Tow n of Boxborough *

Executive Officer or Designee for Project

Vincent Amoroso, Chair, Board of Selectn *

Application Contact (if different from above)

Adam Duchesneau

Title:

Tow n Planner *

Address:

29 Middle Road *

City:

Boxborough *

State:

MA

Zip:

01719 *

Phone:

(978) 264-1723

Fax:

(978) 264-3127

E-mail Address:

ADuchesneau@Boxborough-MA.gov

SECTION 2 - PROJECT TYPE AND DESCRIPTION

2.1. Please select one of the following project types that best describe your project. *

- Mixed-use development with density of at least 4 units to the acre
- Housing development at a density of at least 4 units to the acre
- Economic development and job creation and retention
- Transportation improvements to enhance safety in small, rural communities

2.2 Is the population of the host community 7,000 or below? *

- Yes No

2.2.b. If yes, has the host community received a Small Town Rural Assistance Program (STRAP) grant in the last 5 years?

- Yes No

2.3. Project Description

Please provide a detailed description of the public infrastructure project for which you are requesting grant assistance that includes a full explanation of the uses for which this grant is being requested. Please provide a concise explanation of how the infrastructure project will advance the host community's housing, economic development and/or community revitalization objectives, or if your community has a population of 7,000 or less, how the project will enhance public safety and transportation.

In accordance with Patrick Administration's goal of creating 10,000 new multi-family housing units per year, if the public infrastructure project included in this application does not support the development of new housing in your community, please provide an explanation of why housing is not included as part of this request. If housing is not supported by this application request, the community should identify mixed-use or housing development efforts (such as overlay districts, new zoning bylaws) which support housing development of at least 4 acres per unit for single family development and 8 acres per acre for multifamily development that have been adopted in other locations (e.g. accepted at town meeting) by your community.

If the MassWorks Infrastructure Program funding is intended for a specific element of a larger public infrastructure project, please describe that element and its relationship to the overall project.

Please be advised that no more than 10% of the total grant request may be used for design/engineering, except in communities with a population of 7,000 or less, where the communities are eligible to apply for full design/engineering costs along with a construction grant (4,000 character limit):

Boxborough is a rural community of roughly 5,000 residents between Route 2 and Interstate 495, striving to improve town-wide pedestrian access. In the mid-2000s, the Town worked to complete 3,000 feet of sidewalks in the heart of the community, connecting the Elementary School, the Public Library, Town Hall, the Police and Fire Department headquarters, the Boxborough Community Center, a large 48 unit housing development, and area small businesses. Much of this sidewalk network was built by a local developer as part of a housing project, while the Town obtained permits from MassDOT for new crosswalks on Route 111 (Massachusetts Avenue) working closely with landowners to acquire a permanent easement for the sidewalks through Town Meeting.

Since that time, there has been a substantial increase in pedestrian traffic along Route 111 including a significant number of children who cross Route 111 to get to the school, library, Flerra Field, or the shopping plaza. The Planning Board has been working since 2002 on the development of a dedicated pedestrian trail along Route 111 from Harvard to Acton. Through Executive Order 418 and a grant of \$30,000, the Town worked with the Metropolitan Area Planning Council and a private consultant on the creation of a Route 111 Bicycle/Pedestrian Conceptual

Corridor Trail Plan. From this plan, the first 3,000 foot section of sidewalk from Town Hall to the Elementary School was constructed.

With the increased use, a significant safety issue has developed for people traveling along Route 111 to get to the various Town facilities and businesses as this heavily traveled roadway is the only east-west transportation corridor across Boxborough connecting I-495 to Route 2. This particular section of Route 111 lacks an improved shoulder due to the width of the road (approximately 22 feet), the presence of a guardrail, and adjacent stream and wetlands. Pedestrians and cyclists are forced to enter into the travel lane and into the path of on-coming traffic en route to their destinations. This important public safety and transportation project will enhance residents' access and travel safety to the numerous community facilities along Route 111 by providing a designated pedestrian sidewalk. The project is also consistent with the Town's Master Plan which calls for a sidewalk along the entire length of Route 111 and speaks to a safe and convenient transportation circulation system in its Goals and Objectives.

This next section of sidewalk, approximately 2,500 feet in length, would be constructed on the north side of Route 111 providing designated pedestrian access along a stretch of roadway where there is virtually no shoulder. This portion of the project already involved a commitment of Town Meeting to fund \$15,000 for design and engineering plans, coupled with negotiations with MassDOT staff regarding work within the State right-of-way. This next section of the sidewalk has proved to be more difficult and needs significantly more funding for planning due to a complicated crossing of Guggins Brook. To construct a walkway over the brook, the Town has determined that either a new, separate culvert or a double span bridge should be used to address the crossing. The entire length of this 2,500 foot sidewalk extension has been completely designed with the exception of this Guggins Brook crossing.

These design questions need to be further evaluated by the Town including examination by a geotechnical engineer. This requested MassWorks Grant funding would be used for the construction of the eastward extension of the sidewalk beginning at the Public Library, which would include the design and construction of the Guggins Brook crossing (via an open bottom culvert, double span bridge, or other option). The Town will be moving forward with the State permitting process and Notice of Intent with the Conservation Commission in the next few months assuming this MassWorks Grant funding for the project is approved.

SECTION 3 - PUBLIC INFRASTRUCTURE PROJECT

3.1. Amount of funds requested

\$1,000,000.00 *

3.2. Name of proposed project

Route 111 Pedestrian Improvement Project

3.3. Project site address

Route 111 from 427 Massachusetts Avenue (Sargent Memorial Library) to the Intersection with Liberty Square Road

3.4. Is the project site publicly owned?*

Yes No

3.5. Describe type of ownership (select all that apply).*

- Public land
- Right of Way
- Leasehold
- Easement
- Other

3.5.b. If other, please explain.

(N/A)

3.6. If not currently public, will the site be publicly owned by the project start date?*

Yes No

3.6.b. If not, please explain and include details about the nature, timing, and mechanism of the public acquisition.

(N/A)

3.7. Is the project seeking other sources of public funds?*

Yes No

3.8. Has the project been subject of a local public hearing or meeting?*

Yes No

3.9. Will the project be ready to proceed with construction in the upcoming construction season?*

Yes No

SECTION 4 - PLANNING AHEAD FOR GROWTH

4.1. Does the project support transit-oriented developments (that is, developments located within one-half mile of a transit station; further, transit station is defined as a subway or rail station, or a bus stop serving as the convergence of two or more bus fixed routes that serve commuters)?*

Yes No

4.1.b. If yes, please identify the type of transit services and name of location/station:

(N/A)

4.2. Does the project support the redevelopment of a previously developed site?*

Yes No

4.3. Does the project support a development containing a mix of residential and commercial uses, with a residential density of at least four units to the acre?*

Yes No

4.4. Does the project support the development of new housing (or a mix of uses including housing) with a residential density of at least four units to the acre?*

Yes No

4.5. Is the project supported by two or more communities?*

Yes No

4.5.b. If yes, please attach letters of support from each community. At least one letter, from a community other than yours, is required.

(N/A)

4.6. Is the project located in a Gateway City? *

Yes No

4.7. Is the project consistent with MassDOT's Complete Streets design guidelines? Please note, If the project impacts a state owned roadway the project proponent will be required to adhere to the Complete Street design guidelines. *

Yes No

4.7.b. If no, please explain.

N/A

4.8. Is the project consistent with the City or Town's Master Plan?*

Yes No

4.9. Is the project consistent with a Regional Planning Agency regional growth plan?*

Yes No

4.9.b. If yes, please identify the plan.

The 495 MetroWest Development Compact Plan

4.10. Is the proposed project expected to support future growth, within the next five years, in and around the project area?*

Yes No

4.11. Does the municipal zoning allow, by-right, each of the housing or economic development project(s) identified in this application? If not, please describe the existing zoning and any steps that have been taken to amend the zoning to allow the project(s) to proceed by-right or by expedited permit process.*

Yes No

4.11.b. If no, please explain (2,000 character limit):

This project does not involve a housing or economic development initiative. This proposed Route 111 Pedestrian Improvement project will provide for transportation infrastructure improvements to enhance roadway safety in small, rural communities with populations of less than 7,000 people. The project calls for the construction of an approximately 2,500 foot sidewalk on the north side of Route 111 to enhance access to the Elementary School, Public Library, Town Hall, the Police and Fire Department headquarters, the Boxborough Community Center, and area small businesses.

4.12. Does this project fall within an Expedited Local Permitting District/Chapter 43D District?*

Yes No

4.12.b If yes, what is the name of the Chapter 43D District?

N/A

4.13. Does this project fall within a Growth District?*

Yes No

4.14. Does your municipality have a Chapter 40R District or Compact Neighborhood Designation?*

Yes No

4.15. Is the proposed project located within a Chapter 40R District or Compact Neighborhood?*

Yes No

4.16. Is the project located within any of the regions that have a Land Use Priority Plan which identifies priority development and preservation areas (e.g., South Coast Rail Corridor, 495/Metrowest Compact, Merrimack Valley, Central MA or Metro North region).*

Yes No

4.16.b. If yes, does this project fall within a state identified Priority Development Area or a Priority Preservation Area?

Priority Development Area

Priority Preservation Area

4.16.c. If yes, what is the name of the Priority Area?

N/A - Project does not fall into any specific Priority Development or Preservation Area.

4.17. Please explain how the proposed project is consistent with the Land Use Priority Plan for your region. If not identified as a state of regional priority area, how is the location and/or development consistent with the plan? (4,000 character limit):

The project is consistent with the 495/MetroWest Development Compact Plan in that it will provide the needed infrastructure to advance Boxborough's community housing initiatives, economic development, and enhance public safety and transportation within the Town. The project is consistent with Regionally Significant Transportation Investments (RSTIs), as defined in the Compact Plan, which are critical in supporting the increased development of identified Priority Development Areas while respecting the need to protect Priority Preservation Areas. RSTIs are transportation projects that increase efficiency and enhance interconnectivity for facilities which address transportation needs across multiple cities or towns or larger geographic regions. In most cases, these potential projects address major roadways, however, they also address transit, bicycle, and pedestrian facilities that meet regional travel needs, either individually or collectively. Additionally, this project is also consistent with one of the Compact Plan's identified next steps for municipalities which encourages communities to partner with their neighbors to advance regionally significant projects which require collaboration among multiple communities to recognize the greatest benefit, the ultimate goal of the Route 111 Bicycle/Pedestrian Conceptual Corridor Trail Plan. This project will also increase regional transportation choices and support reductions in greenhouse gas emissions as emphasized by the Global Warming Solutions Act and the GreenDOT initiative noted in the Compact Plan by providing a safer and alternative way to reach the Town facilities and businesses along Route 111.

Although the Town of Boxborough has not formally adopted Chapter 43D, it has pursued its own form of expedited permitting, holding joint hearings between the Zoning Board of Appeals and the Planning Board and shortening the average permitting process to three months.

The Town is served by a municipal electric and light plant and is not currently eligible for a Green Community designation.

4.18. Has your community received a Green Community Designation from the Executive Office of Energy and Environmental Affairs?*

Yes No

4.19. Will the proposed project impact or involve (directly or indirectly) a state owned highway or roadway?*

Yes No

4.19.b. If yes, what is the name of the state owned highway or roadway that will be impacted. If multiple highways or roadways will be impacted please list them.

Route 111 (Massachusetts Avenue).

4.19.c. If yes, have you reviewed the project with your local MassDOT District Office?

Yes No

SECTION 5 - PROJECT MAP

Please provide maps, photographs or any other graphics which delineate the project site and its context. Please see the attached maps, plans, photographs, and letters of support. (Note: Letters of support are being gathered from State Senator Eldridge, State Representative Benson, the Board of Selectmen, the Planning Board, the Conservation Commission, the Sargent Memorial Library, the Library Board of Trustees, and the MetroWest/495 Partnership.)

SECTION 6 - BUDGET AND SOURCES

6.1: Please provide a breakdown of the project budget in the following table.

This should include the cost of each project element (surveying, permitting, design, bid, construction oversight, construction, etc.) and should not be limited to the work which will be covered by the MassWorks Grant.

Please also indicate if the cost listed is an estimate or if the work has been bid and if MassWorks funds will be used for each element of work listed.

Please be advised that no more than 10 % of the total grant request may be used for design/engineering, except in communities with a population of 7,000 or less, where the communities are eligible to apply for full design/engineering costs along with a construction grant.

Action	Cost	Cost Estimate OR Previously Bid	Requesting MassWorks Infrastructure Program grant support for this use (check box)
Survey *	\$30,000.00	<input checked="" type="radio"/> Cost Estimate <input type="radio"/> Previously Bid	<input checked="" type="checkbox"/>
Permitting *	\$20,000.00	<input checked="" type="radio"/> Cost Estimate <input type="radio"/> Previously Bid	<input checked="" type="checkbox"/>
Design/Engineering *	\$500,000.00	<input checked="" type="radio"/> Cost Estimate <input type="radio"/> Previously Bid	<input checked="" type="checkbox"/>
Construction *	\$250,000.00	<input checked="" type="radio"/> Cost Estimate <input type="radio"/> Previously Bid	<input checked="" type="checkbox"/>
Other: Bid & Constructio	\$40,000.00	<input checked="" type="radio"/> Cost Estimate <input type="radio"/> Previously Bid	<input checked="" type="checkbox"/>
Other: Police Detail	\$75,000.00	<input checked="" type="radio"/> Cost Estimate <input type="radio"/> Previously Bid	<input checked="" type="checkbox"/>
Other: Contingency	\$93,000.00	<input type="radio"/> Cost Estimate <input type="radio"/> Previously Bid	<input checked="" type="checkbox"/>
Other:		<input type="radio"/> Cost Estimate <input type="radio"/> Previously Bid	<input type="checkbox"/>
Other:		<input type="radio"/> Cost Estimate <input type="radio"/> Previously Bid	<input type="checkbox"/>
Total:	\$1,008,000.00		

Please complete the following table with budget sourcing information.

Please identify all sources of funding that will support the proposed public infrastructure project, including the total requested MassWorks Infrastructure Program grant.

Please specify whether each funding source is secured or currently pending approval.

Source	Amount	Secured OR Pending	Additional Details
MassWorks *	\$1,000,000.00	<input type="radio"/> Secured <input type="radio"/> Pending	This State funding will support the bulk of the project cost as the Town currently has very little of its own funding to support the project.
Municipality *	\$8,000.00	<input type="radio"/> Secured <input type="radio"/> Pending	The Town has approximately \$7,000 remaining from a Town Meeting Warrant Article in 2008 to use towards engineered construction drawings and \$1,000 in a Sidewalk Fund that can be used for this project.
Federal *	\$0	<input type="radio"/> Secured <input type="radio"/> Pending	N/A
Other: <input type="text"/>	<input type="text"/>	<input type="radio"/> Secured <input type="radio"/> Pending	
Other: <input type="text"/>	<input type="text"/>	<input type="radio"/> Secured <input type="radio"/> Pending	
Other: <input type="text"/>	<input type="text"/>	<input type="radio"/> Secured <input type="radio"/> Pending	
Other: <input type="text"/>	<input type="text"/>	<input type="radio"/> Secured <input type="radio"/> Pending	
Total:	\$1,008,000.00		

SECTION 7 - PROJECT SCHEDULE AND MILESTONES

Please provide a project schedule and anticipated project milestones for the public infrastructure project for which the community is seeking grant assistance.

Milestone	Start Date	End Date
Survey	11/1/2014 *	12/1/2014 *
Permitting	12/1/2014 *	4/1/2015 *
Design/Engineering	1/1/2015 *	4/1/2015 *
Bid/Contract	3/1/2015 *	5/1/2015 *
Start Construction	5/1/2015 *	
25% Construction	5/15/2015 *	
50% Construction	6/1/2015 *	
75% Construction	6/15/2015 *	

100% Construction	7/1/2015	*	
Punch List	7/1/2015	*	8/1/2015 *

SECTION 8 - READINESS CHECKLIST

Please provide a list of all permits and other actions required for this project, the current status of those permits, and the timeframe in which the permits will be obtained. Please specify all required local permits and the status of each.

	Required Permit	Filing/Request Date	Anticipated Date of Issuance	Additional Details
<input checked="" type="checkbox"/>	MEPA: ENF	01/01/2015	04/01/2015	
<input type="checkbox"/>	MEPA: EIR/FEIR			
<input checked="" type="checkbox"/>	Order of Conditions	01/01/2015	03/01/2015	
<input type="checkbox"/>	Superseding Order of Conditions			
<input type="checkbox"/>	401 Water Quality Certification			
<input type="checkbox"/>	Water Management Act Permit			
<input checked="" type="checkbox"/>	MassDOT Access Permit	12/01/2014	03/01/2015	
<input type="checkbox"/>	Sewer Extension Permit			
<input type="checkbox"/>	Mass Historic Commission Review			
<input checked="" type="checkbox"/>	Utility relocation	01/01/2015	04/01/2015	
<input type="checkbox"/>	Article 97 Land Disposition			
<input checked="" type="checkbox"/>	Other Permit: Natural Heritage & Endang	01/01/2015	04/01/2015	
<input type="checkbox"/>	Other Permit:			
<input type="checkbox"/>	Other Permit:			
<input checked="" type="checkbox"/>	Local Permit: Public Shade Tree Remove	01/01/2015	03/01/2015	
<input checked="" type="checkbox"/>	Local Permit: Stone Wall Removal/Alter	01/01/2015	03/01/2015	
<input type="checkbox"/>	Local Permit:			

SECTION 9 - DEVELOPMENT PROJECT

The following questions relate to the private development project that will be supported by the public infrastructure grant request. Please include only information related to the private development project in your answers below.

Note: Applications for transportation projects to enhance safety in small, rural communities with a population of 7,000 or below are required to complete the first question only.

9.1. Is the applicant seeking grant funds to support a transportation project to enhance safety in a small, rural community with a population of 7,000 or less?

If yes, the applicant is not required to complete the remaining questions in the Development Project form.

Yes No

SECTION 10 - CERTIFICATION OF PUBLIC ENTITY AUTHORIZATION

If a vote has been taken, please submit a certified copy of the vote taken by the executive body authorizing acceptance of state funding for this project.

N/A

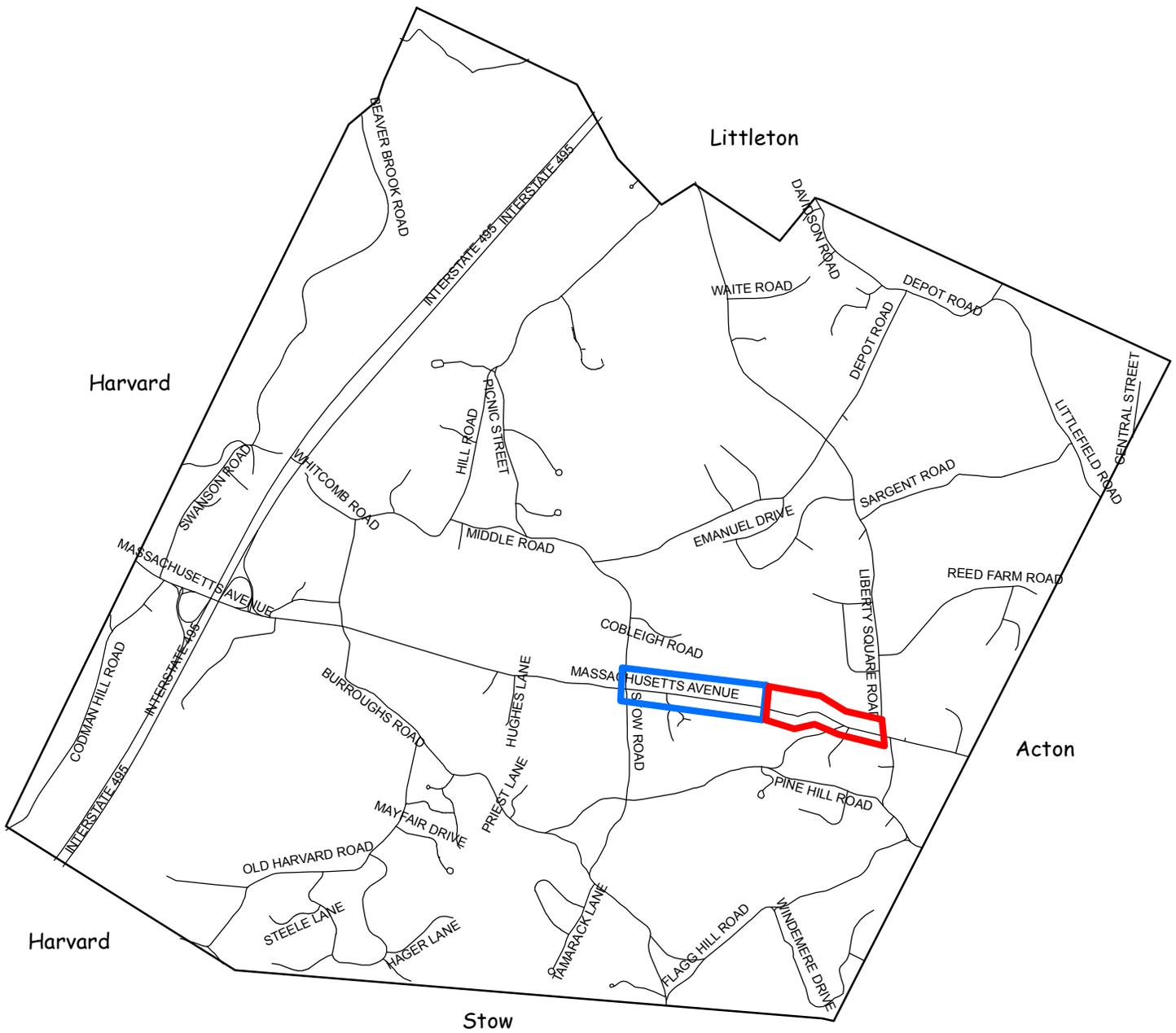
If your community requires a vote to authorize acceptance of state funding for this project but the vote has not been taken, please explain the timeframe in which this will be *completed*. If a vote is not needed, please explain.

A vote by the Board of Selectmen is required to authorize acceptance of state funding. Once state funding for the project has been awarded, the Board of Selectmen will meet on the topic within 90 days of formal notice of the award to discuss acceptance of the funding.

2014 MassWorks Infrastructure Program Application

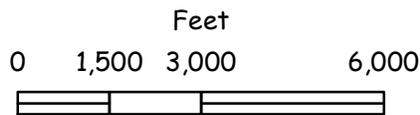
Boxborough, MA - Route 111 Pedestrian Improvement Project

Locus Map



LEGEND

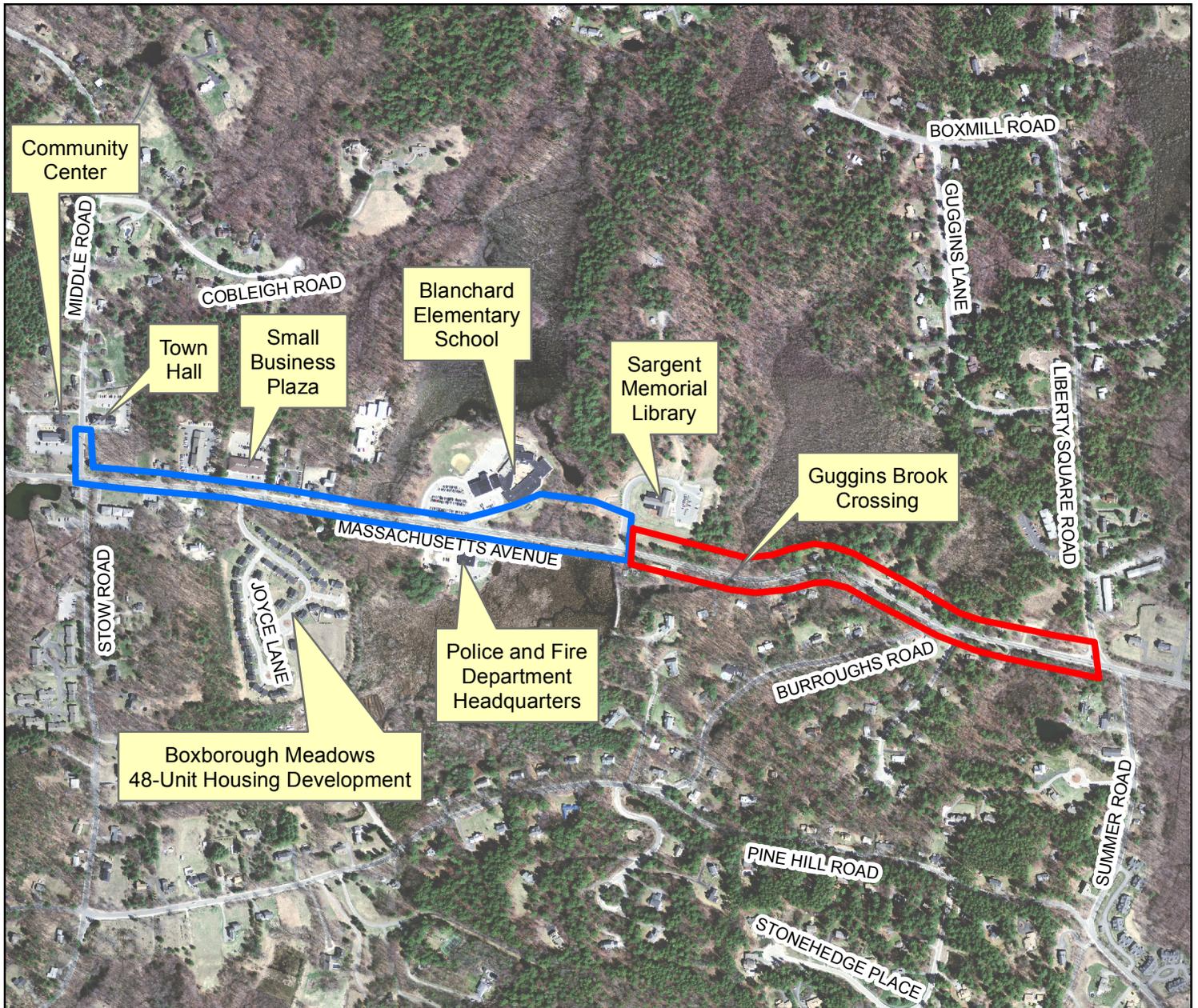
- Area with Existing Sidewalk
- Area of Proposed Sidewalk



2014 MassWorks Infrastructure Program Application

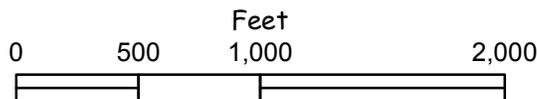
Boxborough, MA - Route 111 Pedestrian Improvement Project

Locus Map # 2



LEGEND

- Area with Existing Sidewalk
- Area of Proposed Sidewalk



2014 MassWorks Infrastructure Program Application Boxborough, MA - Route 111 Pedestrian Improvement Project Project Area



Sargent Memorial Library

Guggins Brook Crossing

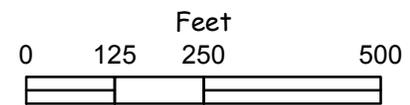
LIBERTY SQUARE ROAD

BURROUGHS ROAD

KENDALL ROAD

MASSACHUSETTS AVENUE

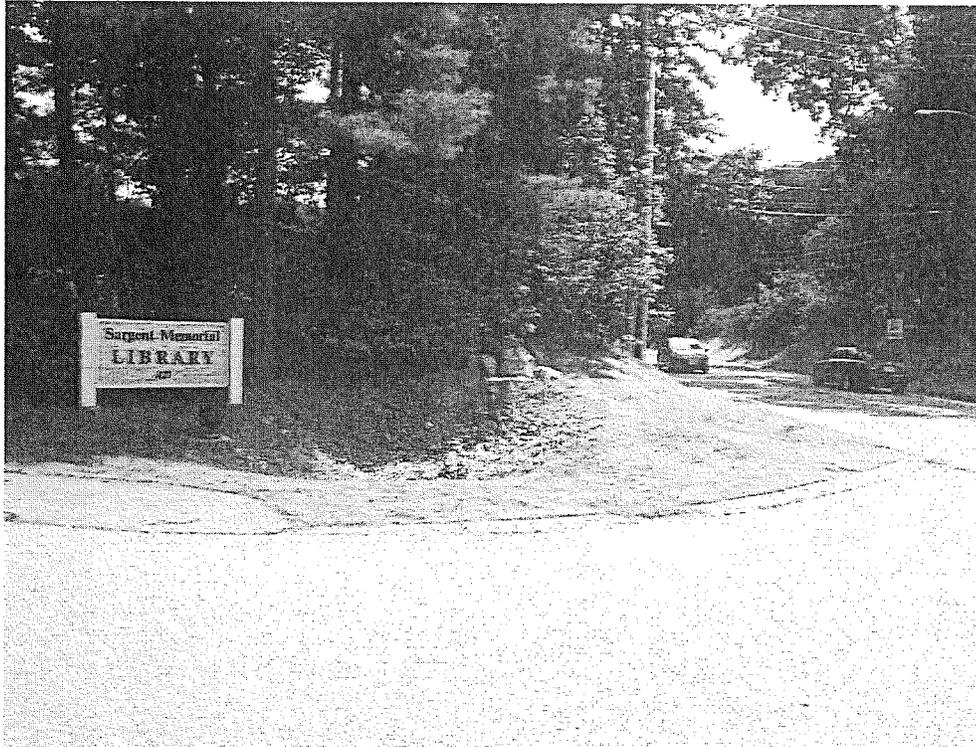
SUMMER ROAD



— Proposed Path of New Sidewalk



Route 111 Pedestrian Improvement Project Photographs



End of Existing Sidewalk at Sargent Memorial Library (Route 111 at Right)



North Side of Route 111, Looking East near the Sargent Memorial Library



Looking East on Route 111 near the Sargent Memorial Library



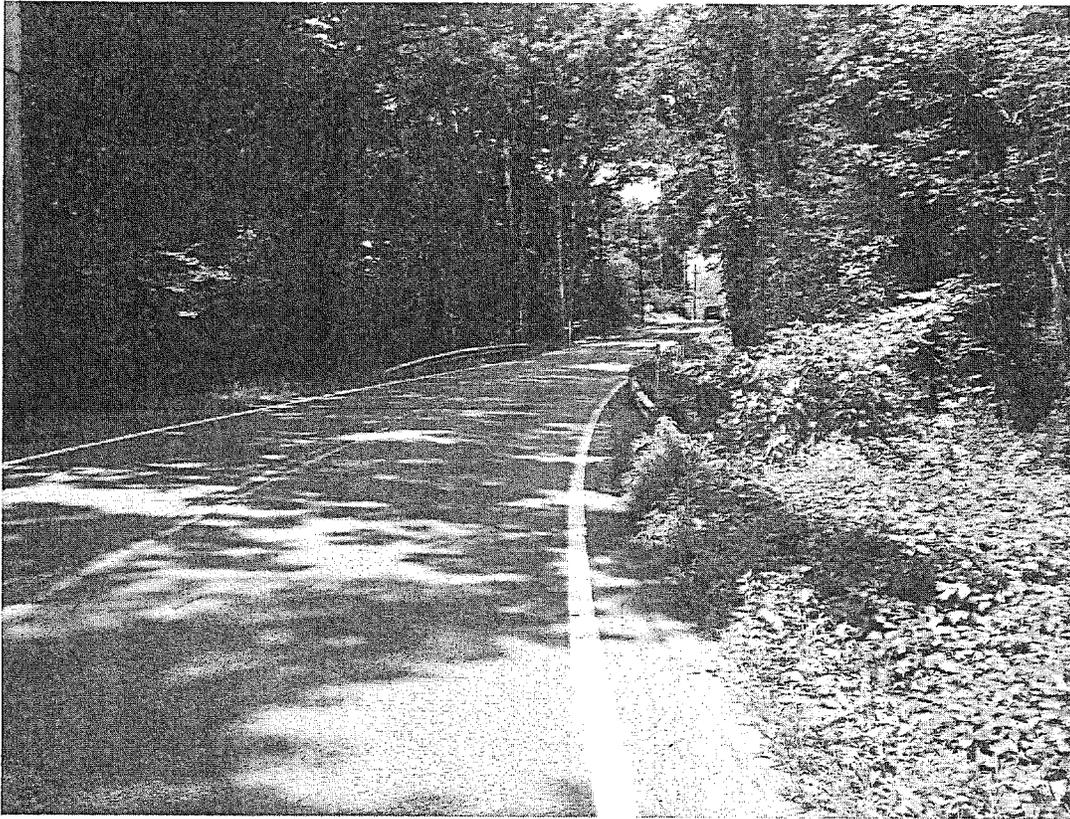
Looking East on Route 111 at the Guggins Brook Crossing



North Side of Route 111 at the Guggins Brook Crossing



North Side of Route 111 at the Guggins Brook Crossing



North Side of Route 111, Looking West at the Guggins Brook Crossing



North Side of Route 111, East of the Guggins Brook Crossing



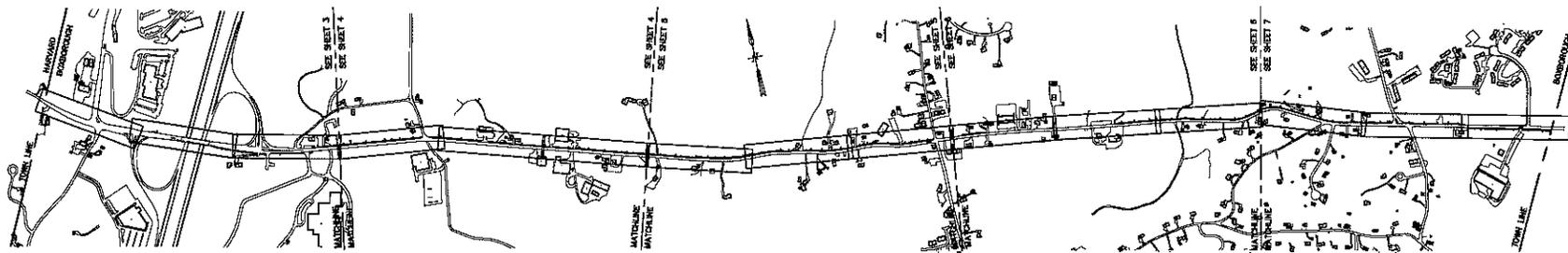
North Side of Route 111 Looking East near Burroughs Road



North Side of Route 111 Looking West near Liberty Square Road

ECONOMIC DEVELOPMENT TRAIL MASTER PLAN ALONG ROUTE 111/MASSACHUSETTS AVENUE IN BOXBOROUGH, MASSACHUSETTS

December 2003



KEY PLAN

Not to Scale

List of Drawings

- 1 Cover Sheet
- 2 Typical Trail Sections
- 3-7 Conceptual Layout Plans

PREPARED FOR:
TOWN OF BOXBOROUGH
29 MIDDLE STREET
BOXBOROUGH, MA

CONCEPTUAL DRAWINGS NOT FOR CONSTRUCTION

PREPARED BY:

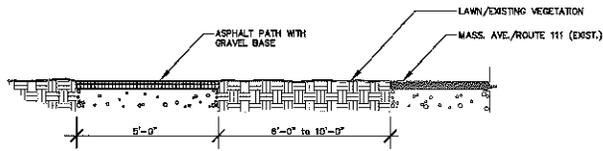


Daylor
Consulting
Group
Inc.

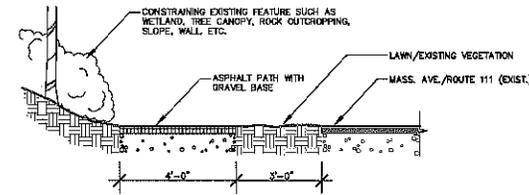
Ten Forbes Road
Braithwaite, MA 02184
781-849-7070
FAX 781-849-0996

1

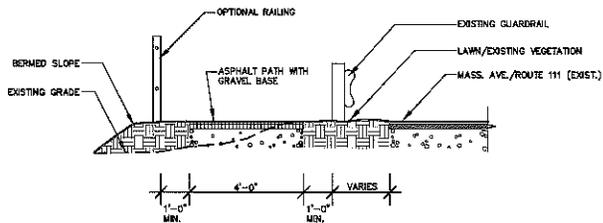
OF 7
2283-COVER.DWG



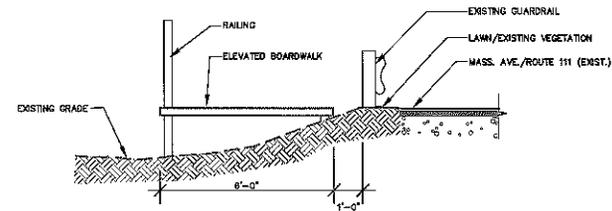
① TYPICAL TRAIL CONDITION



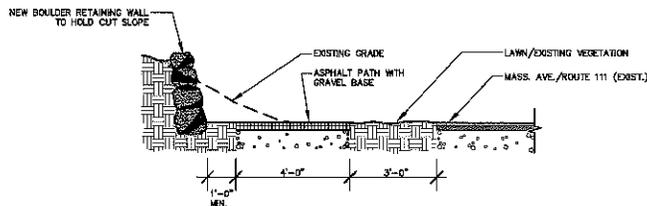
② CONSTRAINED TRAIL CONDITION



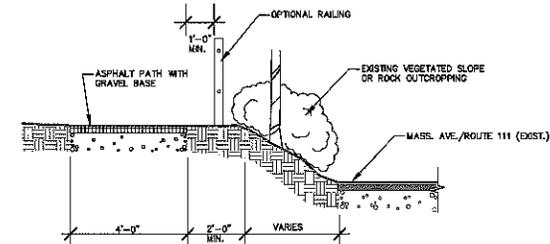
③ BERMED TRAIL CONDITION



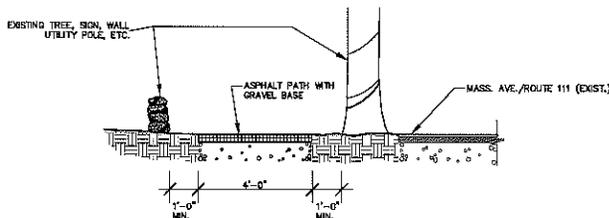
④ ELEVATED BOARDWALK TRAIL CONDITION



⑤ SLOPE CUT TRAIL CONDITION



⑥ TOP OF SLOPE TRAIL CONDITION



⑦ MINIMUM CLEARANCE TRAIL CONDITION

GUIDELINES FOR TRAIL IMPLEMENTATION:

1. DISTURBANCE TO THE EXISTING WETLANDS, ROCK OUTCROPPINGS AND TREE CANOPY SHALL BE MINIMIZED.
2. THE TRAIL SHALL BE LOCATED WITHIN THE RIGHT-OF-WAY OF MASSACHUSETTS AVENUE/ROUTE 111.
3. GENTLE CURVES SHALL BE UTILIZED IN THE FINAL TRAIL LAYOUT PLANS AS EXISTING CONDITIONS ALLOW.
4. FINAL DESIGN SHALL CONSIDER OPPORTUNITIES TO INCLUDE SIGNAGE AND/OR INTERPRETIVE ELEMENTS ALONG THE TRAIL TO HIGHLIGHT HISTORICAL, CULTURAL AND OTHER PLACES OF INTEREST.
5. ALL AREAS DISTURBED BY CONSTRUCTION OF TRAIL SHALL BE RESTORED WITH TOPSOIL AND SEED, UNLESS OTHERWISE NOTED.
6. THE TRAIL IS PRIMARILY INTENDED FOR SHARED USE BY PEDESTRIAN AND BICYCLE TRAFFIC.
7. FINAL TRAIL LAYOUT SHALL PROVIDE FOR GRADUAL AND SMOOTH TRANSITIONS BETWEEN DIFFERING TRAIL WIDTHS AND SURFACES.
8. MAXIMUM SLOPE ON TRAIL SHALL BE 6% WHENEVER POSSIBLE. TRAIL CROSS SLOPE SHALL NOT EXCEED 2% WHENEVER POSSIBLE. SLOPE ON TRAIL TRANSITIONING TO/FROM CONDITION #6 SHALL BE MINIMIZED AS MUCH AS POSSIBLE.
9. SIGNAGE AND CURB RAMPS SHALL BE UTILIZED AT PROPOSED CROSSWALKS AND DRIVEWAY CROSSINGS.
10. ALTERNATE PERMEABLE TRAIL SURFACES SHOULD BE CONSIDERED IN SENSITIVE AND WETLAND AREAS.
11. THESE PLANS, DETAILS AND GUIDELINES ARE TO BE USED FOR CONCEPTUAL PLANNING PURPOSES ONLY. FINAL SECTION DESIGNERS ARE RESPONSIBLE FOR VERIFICATION OF EXISTING CONDITIONS AND CONSTRUCTION DOCUMENTS TO MEET ALL APPLICABLE REGULATIONS AND APPROVALS.

NOTE

PROJECT BASELINE ESTABLISHED WITH TOWN OF BOXBOROUGH O.S. INFORMATION ALONG ROUTE 111/MASSACHUSETTS AVENUE TO THE TOWN OF BOXBOROUGH LIMITS STARTING AT THE HAYWARD TOWN-LINE-LINE-AND-ENDING AT-THE-ACON TOWN-LIMIT LINE.

Revisions

NOT FOR CONSTRUCTION

Project Title
CONCEPTUAL TRAIL PLANS AT Massachusetts Avenue IN Boxborough Massachusetts

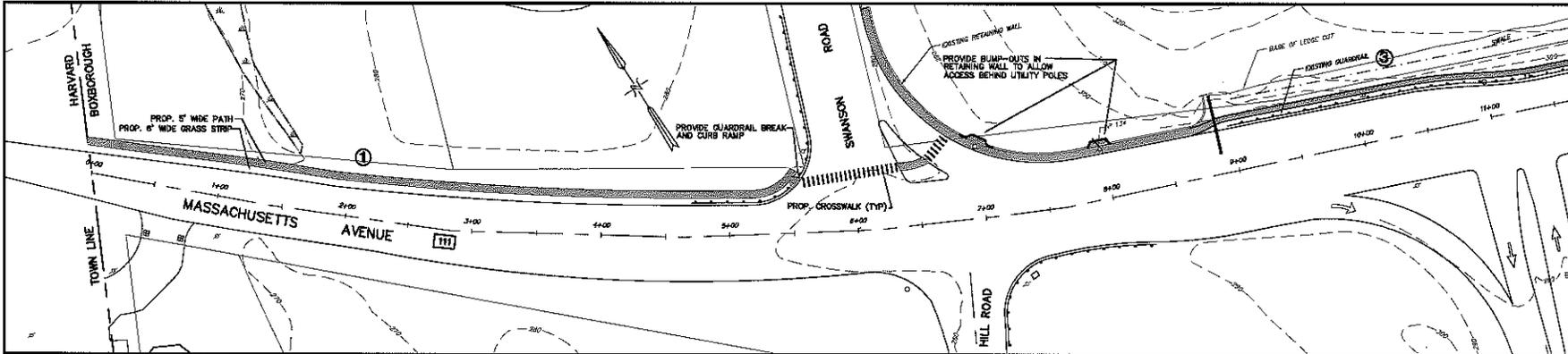
Prepared For
 TOWN OF BOXBOROUGH
 29 MIDDLE STREET
 BOXBOROUGH, MA

Daylor Consulting Group Inc.
 Ten Forbes Road
 Roxbury, MA 02106
 Tel: 617-552-1070
 Fax: 781-449-0206

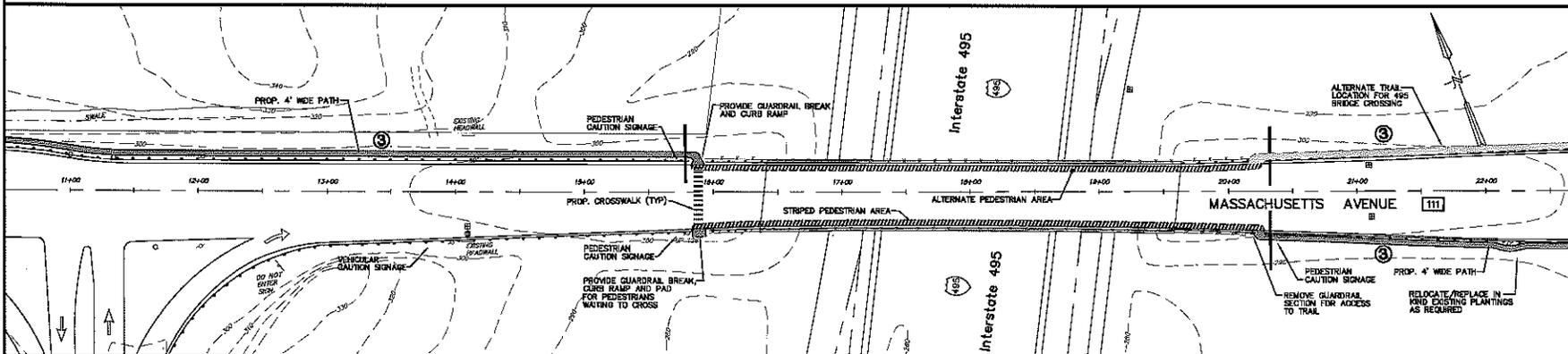
Drawing Title
TYPICAL TRAIL SECTIONS
 Scale: 1/2" = 1'-0"

Date	DECEMBER 2003	Drawing No.	2
Proj. Mgr.	M.W.		
Design	M.W./A.P.		
Check			
Drawn	M.W./A.P.		

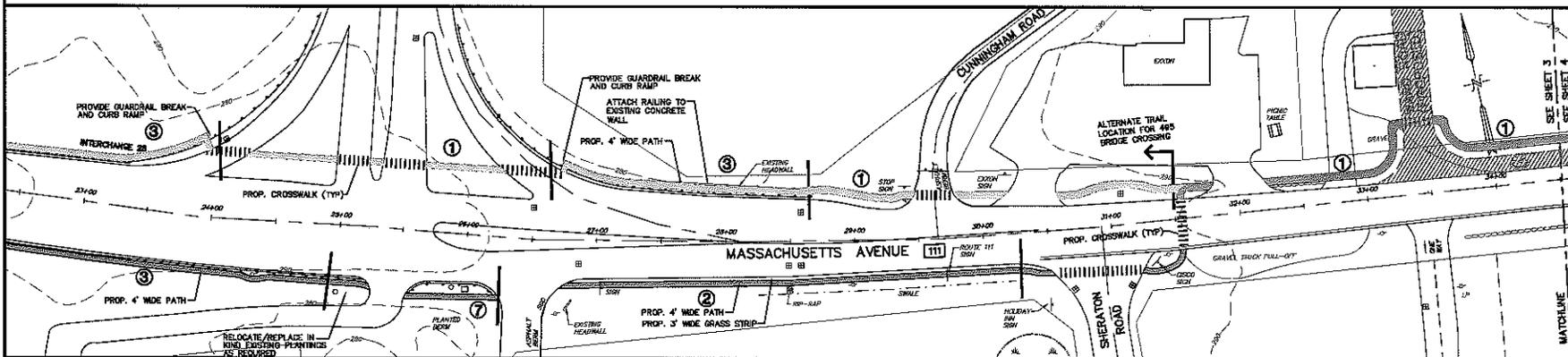
Job No. 1-2295.00
 Sheet No. 1 of 7
 Date Rev. 08/02/04



Massachusetts Avenue - Station 0+00 to 11+00



Massachusetts Avenue - Station 11+00 to 22+00



Massachusetts Avenue - Station 22+00 to 34+00

Revisions

NOT FOR CONSTRUCTION

Project Title
CONCEPTUAL TRAIL PLANS AT Massachusetts Avenue IN Boxborough Massachusetts

Prepared For
 TOWN OF BOXBOROUGH
 28 MIDDLE STREET
 BOXBOROUGH, MA

Daylor Consulting Group Inc.

Two Forbes Road
 Boxborough, MA 02304
 781-949-7070
 FAX 781-649-9096

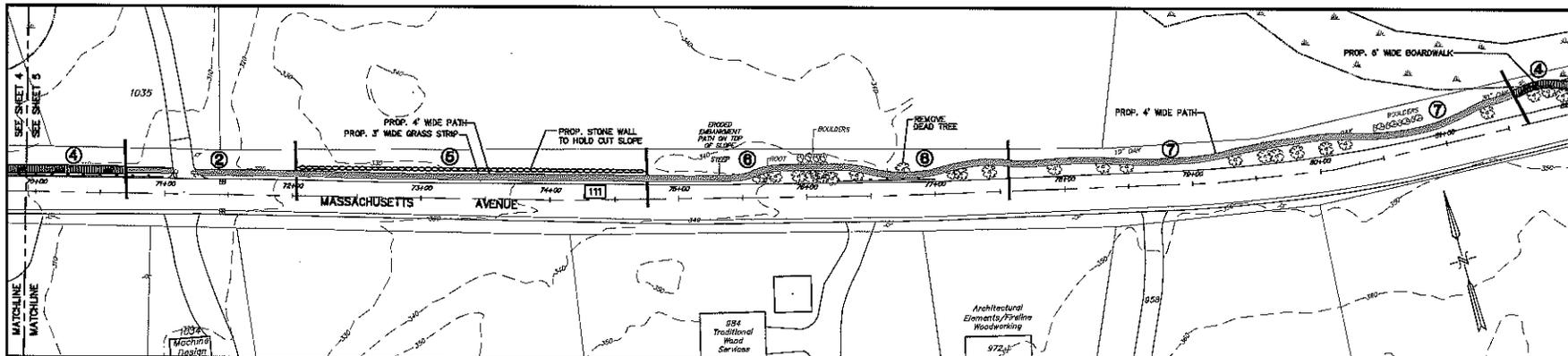
Drawing Title

LAYOUT PLAN

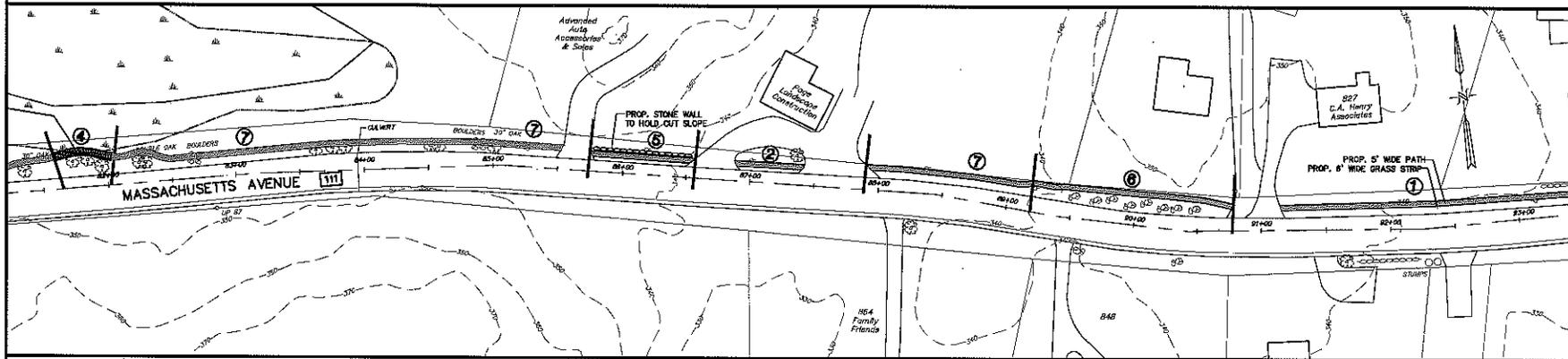
Scale: 1"=40'
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Date	DECEMBER 2003	Drawing No.	3
Proj. Mgr.	M.W.		
Design	J.P./M.W.		
Drawn	D.L.		
Job. No.	1-2293.00	of 7	
Least Rev.			

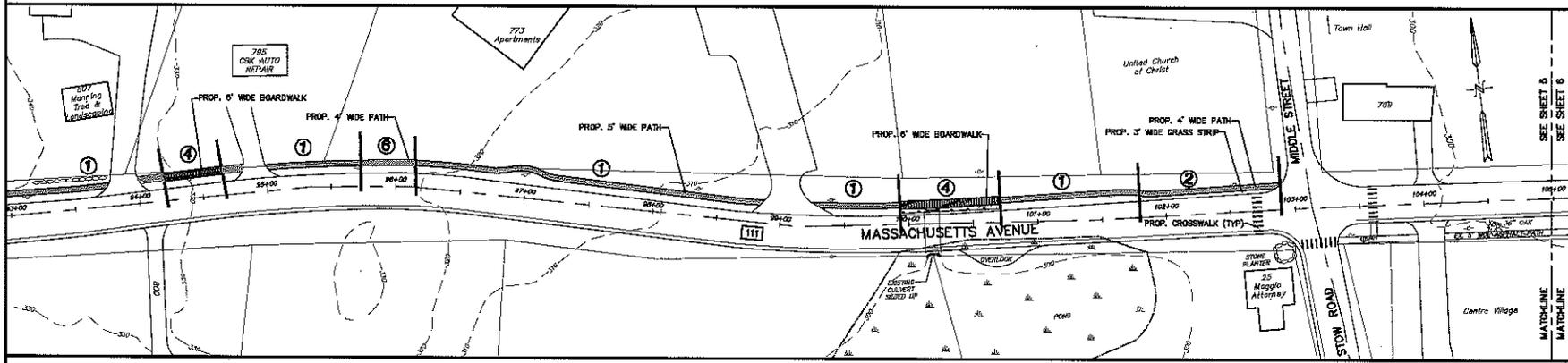
3302-002/000



Massachusetts Avenue - Station 71+00 to 82+00



Massachusetts Avenue - Station 82+00 to 93+00



Massachusetts Avenue - Station 94+00 to 105+00

Revisions

NOT FOR CONSTRUCTION

Project Title
CONCEPTUAL TRAIL PLANS AT Massachusetts Avenue IN Boxborough Massachusetts

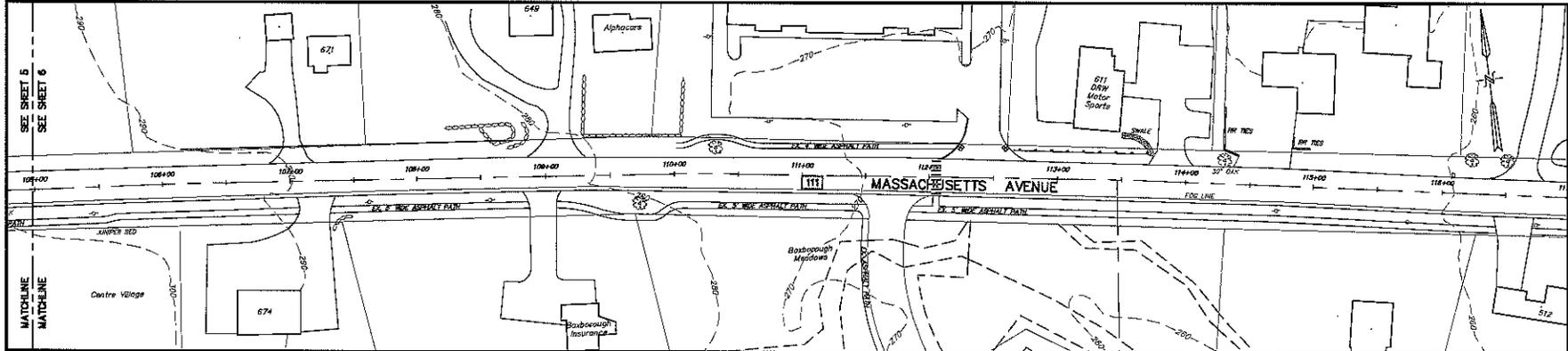
Prepared For
 TOWN OF BOXBOROUGH
 29 MIDDLE STREET
 BOXBOROUGH, MA

Daylor Consulting Group Inc.
 100 Fabus Road
 Boxborough, MA 01524
 781-848-7025
 FAX 781-848-1098

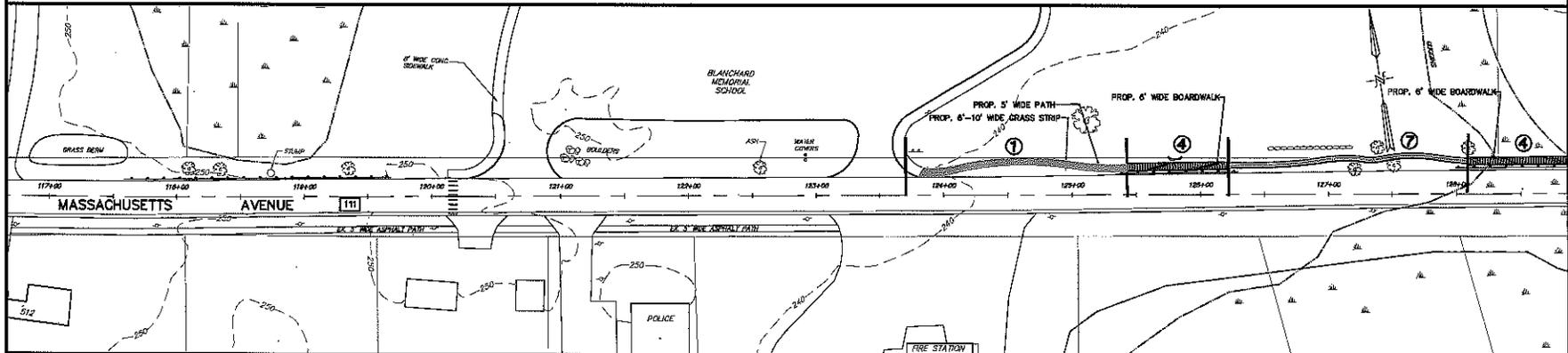
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LAYOUT PLAN

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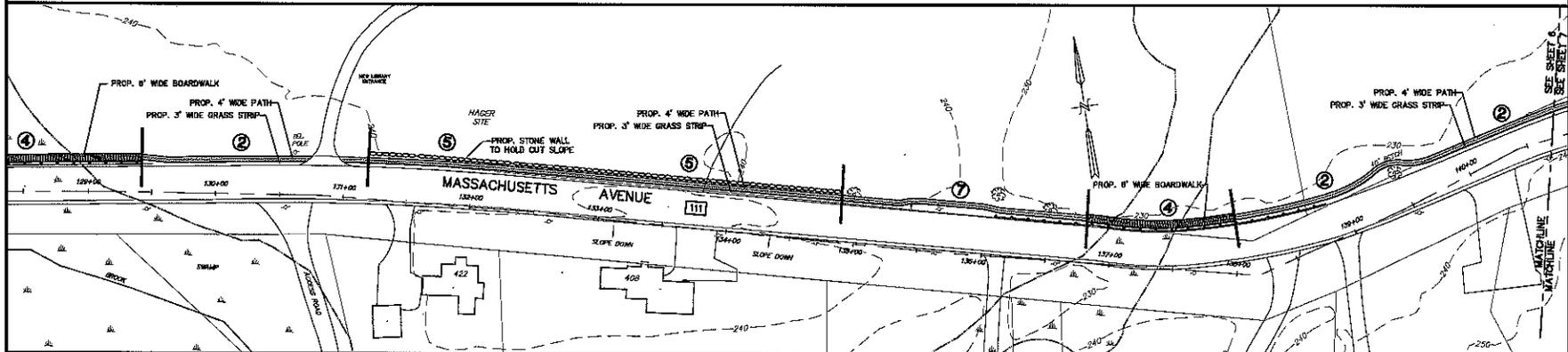
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Proj. Mgr.	M.W.	
Design	J.P./M.W.	5
Check		
Drawn	D.L.	
Job No.	1-2293.00	
Last Rev.		of 7



Massachusetts Avenue - Station 105+00 to 116+00



Massachusetts Avenue - Station 117+00 to 128+00



Massachusetts Avenue - Station 129+00 to 140+00

Revisions

NOT FOR CONSTRUCTION

Project Title
CONCEPTUAL TRAIL PLANS AT Massachusetts Avenue IN Boxborough Massachusetts

Prepared For
 TOWN OF BOXBOROUGH
 29 MIDDLE STREET
 BOXBOROUGH, MA

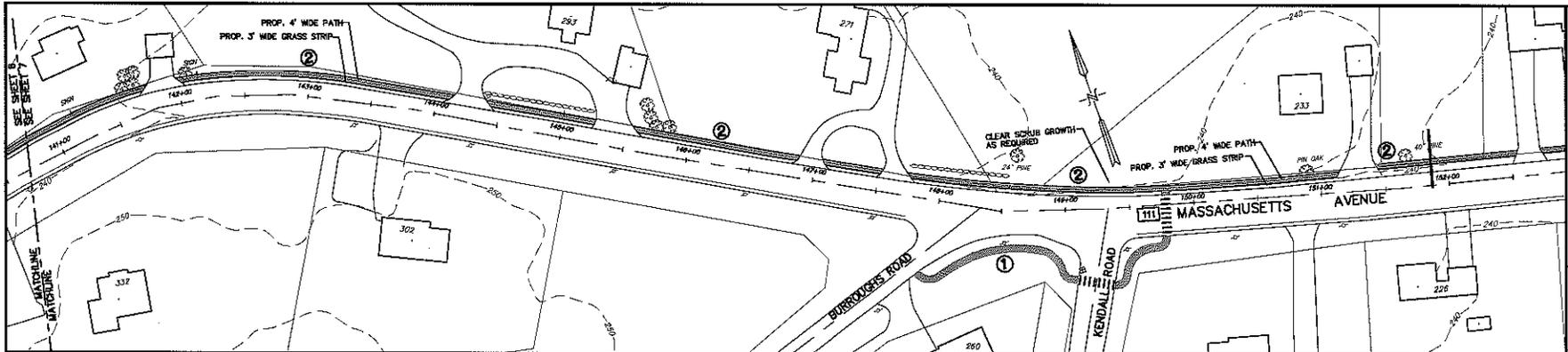
Daylor Consulting Group Inc.
 10 Forbes Road
 Shelburne, MA 02788
 781-949-7070
 FAX 781-849-9090

Drawing Title
LAYOUT PLAN

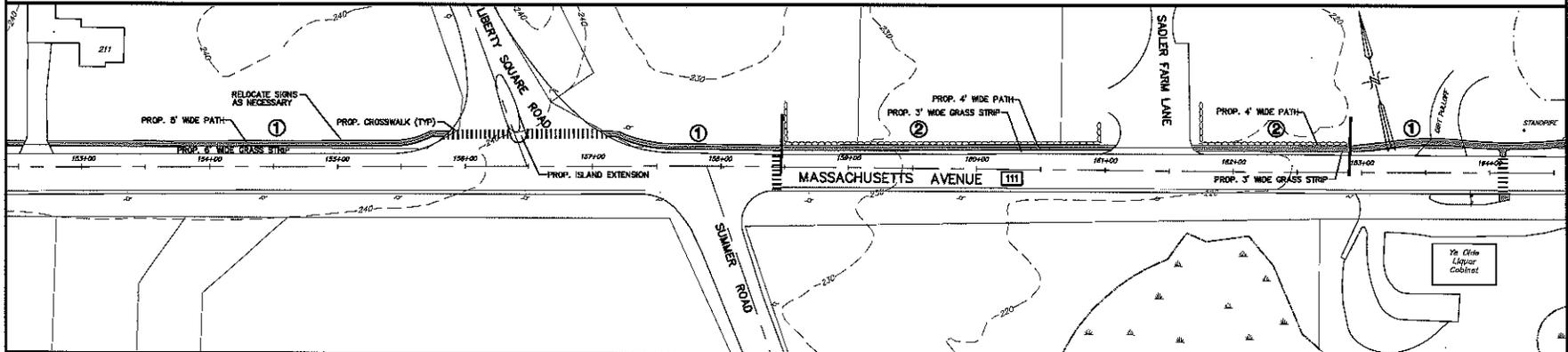
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Date	DECEMBER 2003	Drawing No.
Proj. Mgr.	M.W.	6
Design	J.P./M.W.	
Check		
Drawn	D.L.	

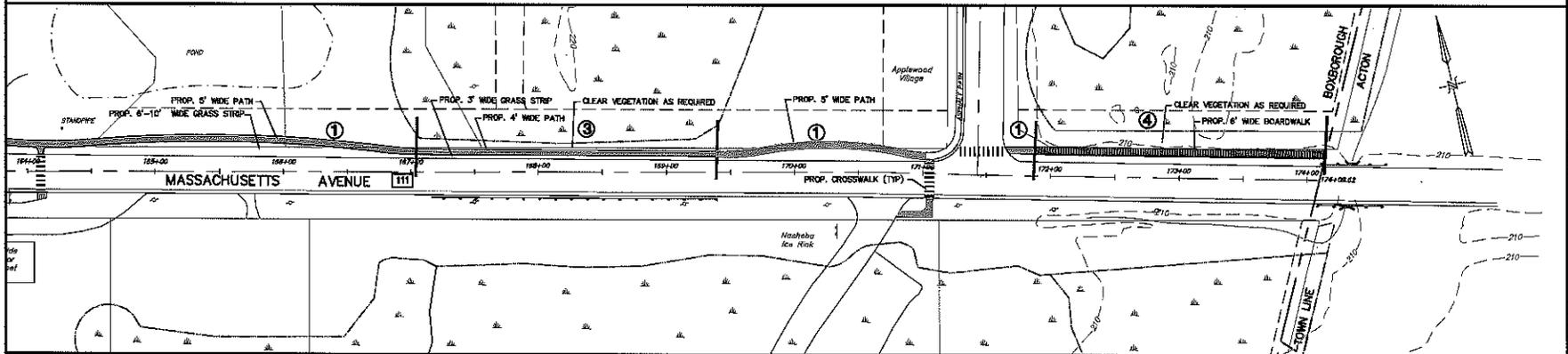
Job No. 1-2293.00 of 7
 Last Rev.



Massachusetts Avenue - Station 141+00 to 152+00



Massachusetts Avenue - Station 153+00 to 164+00



Massachusetts Avenue - Station 164+00 to 174+09.62

Revisions

NOT FOR CONSTRUCTION

Project Title
CONCEPTUAL TRAIL PLANS AT Massachusetts Avenue IN Boxborough Massachusetts

Prepared For
 TOWN OF BOXBOROUGH
 28 MIDDLE STREET
 BOXBOROUGH, MA

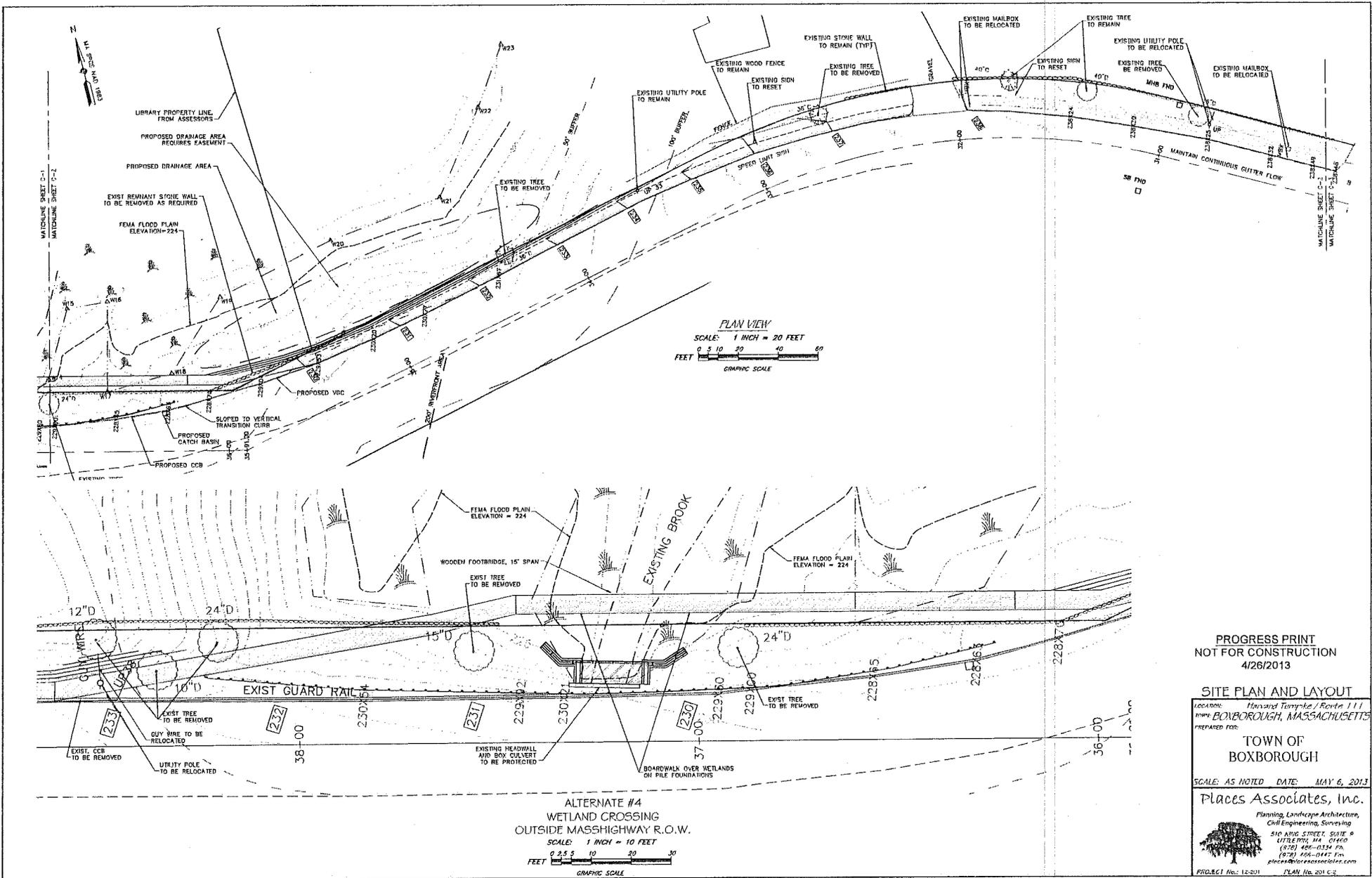
Daylor Consulting Group Inc.
 100 Felix Road
 Shelburne, MA 02184
 781-848-7000
 FAX 781-848-0266

Drawing Title
LAYOUT PLAN

Scale: 1"=40'
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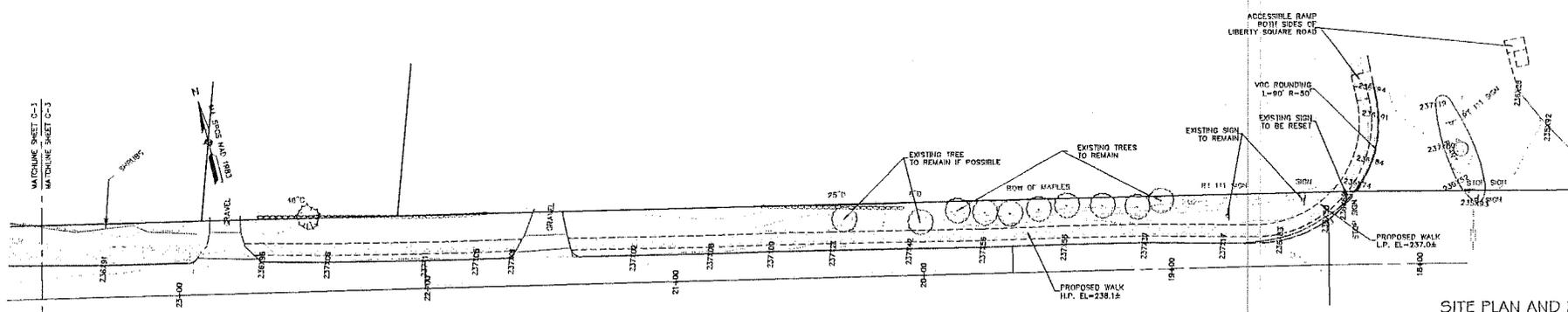
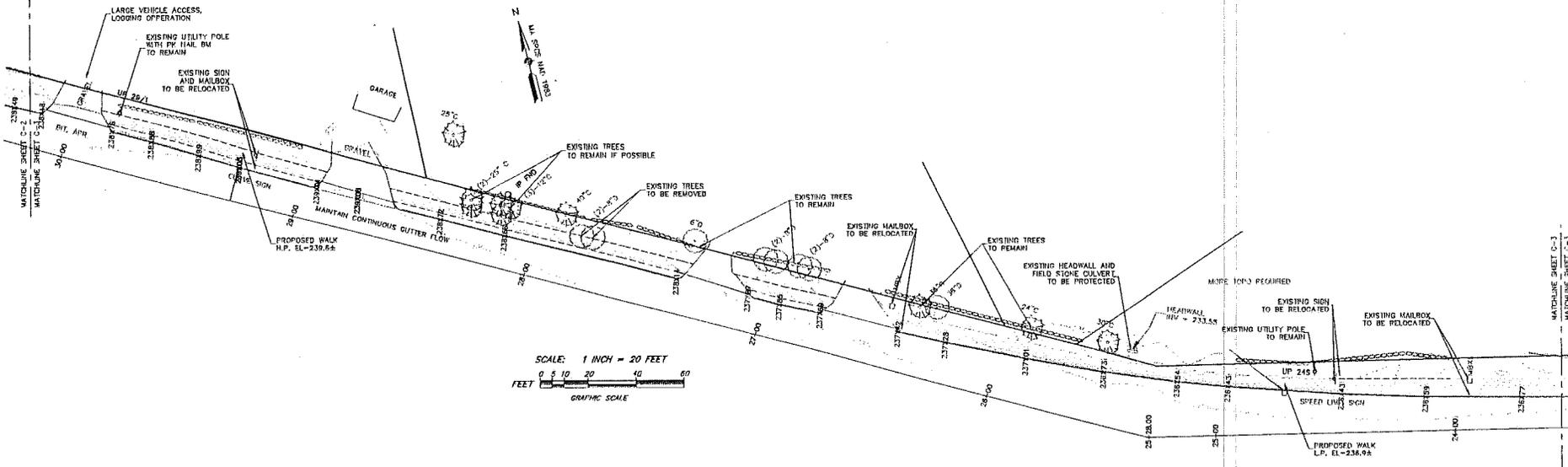
Date: DECEMBER 2003	Drawing No.
Proj. Mgr. M.W.	7
Design J.P./M.W.	
Check D.L.	
Drawn D.L.	
Job No. 1-2293.00	
Last Rev.	of 7

280-548.00



PROGRESS PRINT
NOT FOR CONSTRUCTION
4/26/2013

SITE PLAN AND LAYOUT
 LOCATION: Harvard Turnpike / Route 111
 TOWN: BOXBOROUGH, MASSACHUSETTS
 PREPARED FOR: TOWN OF BOXBOROUGH
 SCALE: AS NOTED DATE: MAY 6, 2013
Places Associates, Inc.
 Planning, Landscape Architecture,
 Civil Engineering, Surveying
 510 AVING STREET, SUITE 9
 LITTLETON, MA 01460
 (978) 489-0334 Fax
 (978) 489-0447 Fm
 places@placesassociates.com
 PROJECT No. 12-201 PLAN No. 201-C-2



SITE PLAN AND LAYOUT

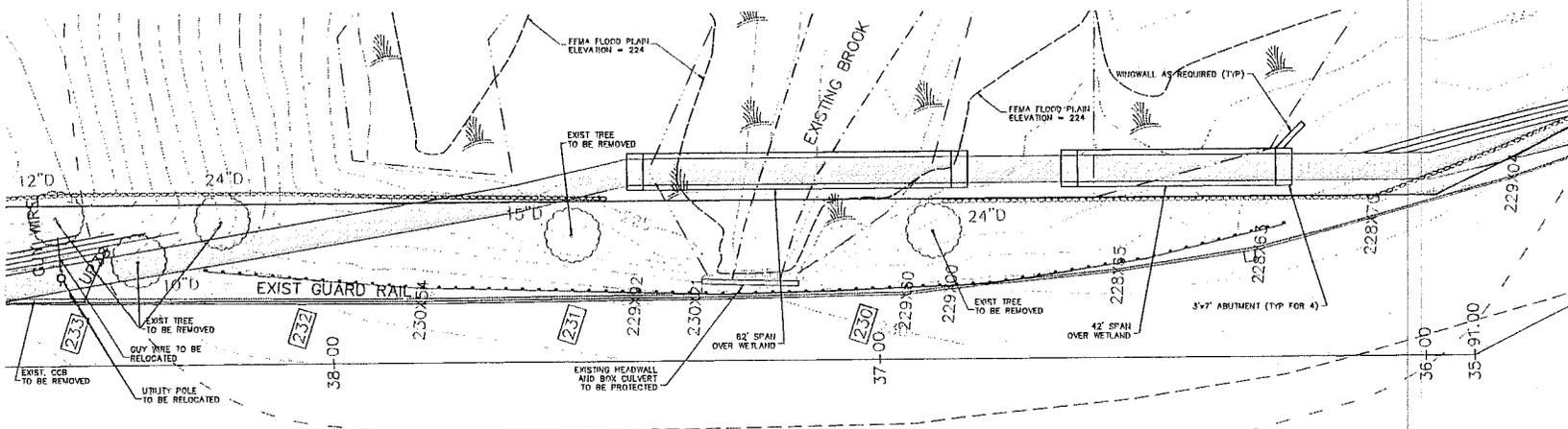
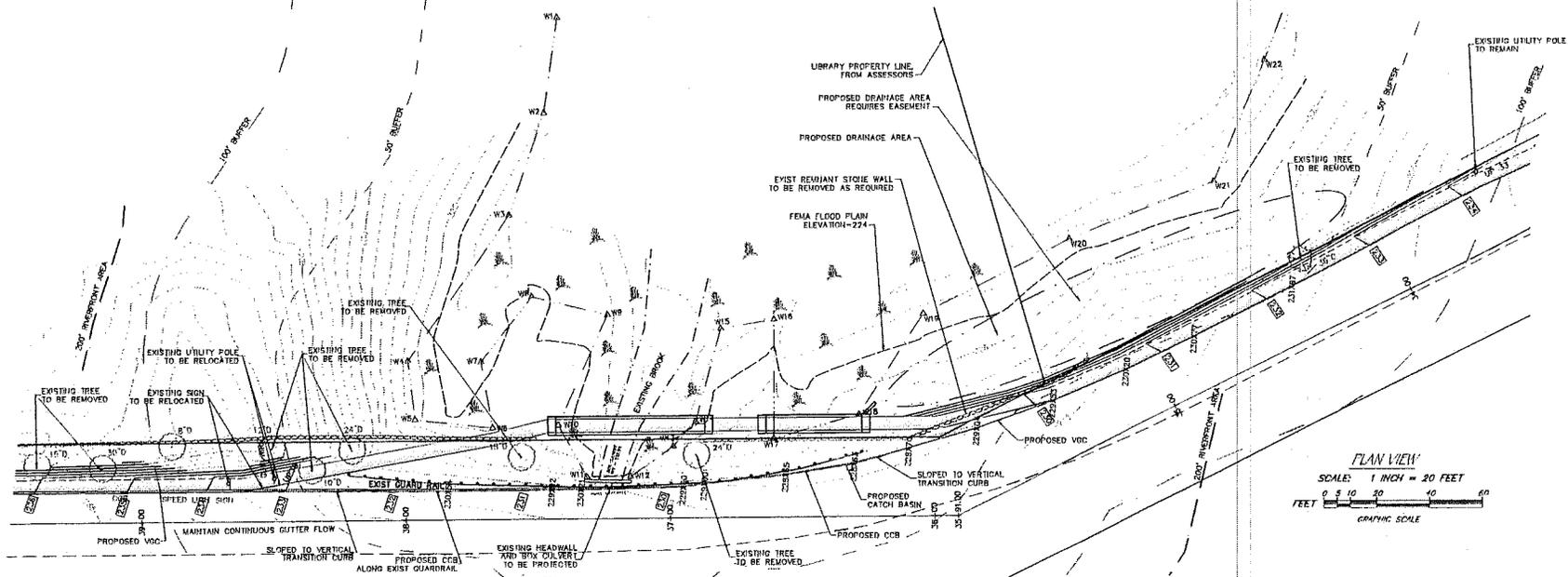
LOCATION: *Harvard Turnpike / Route 111*
 TOWN: **BOXBOROUGH, MASSACHUSETTS**
 PREPARED FOR: **TOWN OF BOXBOROUGH**
 SCALE: AS NOTED DATE: *MAY 6, 2013*

Places Associates, Inc.
 Planning, Landscape Architecture,
 Civil Engineering, Surveying

510 KING STREET, SUITE 8
 LITTLETON, CO, 80120
 878.465.1314 FAX
 878.465.0447 TEL
 places@placesassociates.com

PROJECT No.: 12-201 PLAN No.: 001E-3

PROGRESS PRINT
 NOT FOR CONSTRUCTION
 3/5/13



ALTERNATE #4
ELEVATED WETLAND CROSSING
OUTSIDE MASSHIGHWAY R.O.W.

- NOTES
1. ABUTMENTS AND GRADING TO BE OUTSIDE FLAGGED WETLANDS
 2. AS SHOWN REQUIRES COMPENSATORY STORAGE (FOR REDUCED SPAN)
 3. ALT 4 REQUIRES 104' OF WOODEN FOOTBRIDGE AND 4 ABUTMENTS.

PROGRESS PRINT
NOT FOR CONSTRUCTION
5/24/2013

SITE PLAN AND LAYOUT
ALTERNATE #4

LOCATION: Hansford Triangle / Route 111
TOWN: BOXBOROUGH, MASSACHUSETTS
PREPARED FOR:

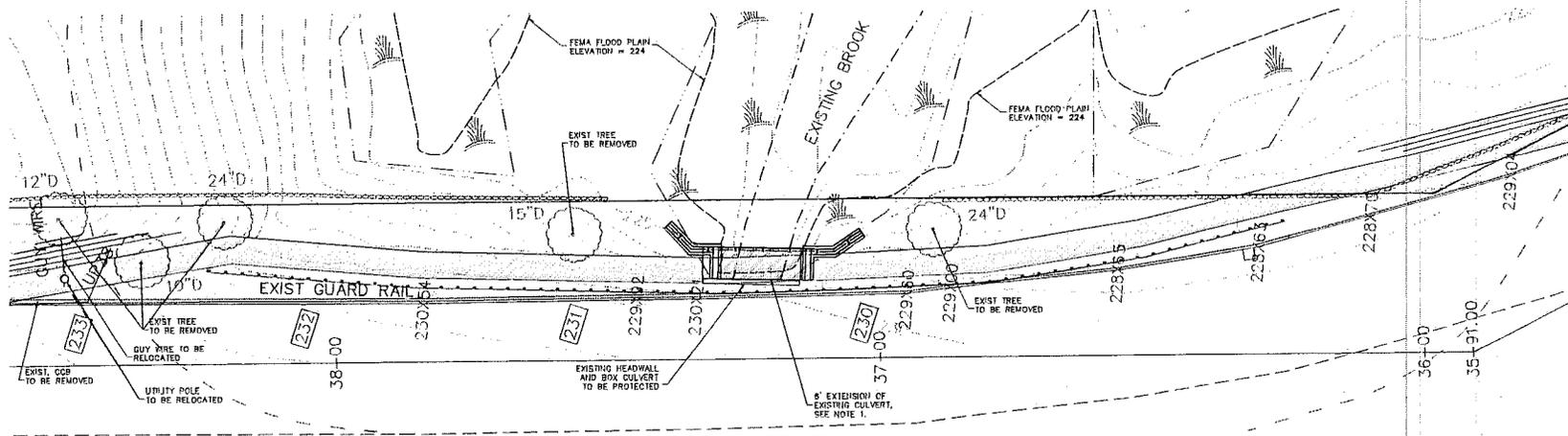
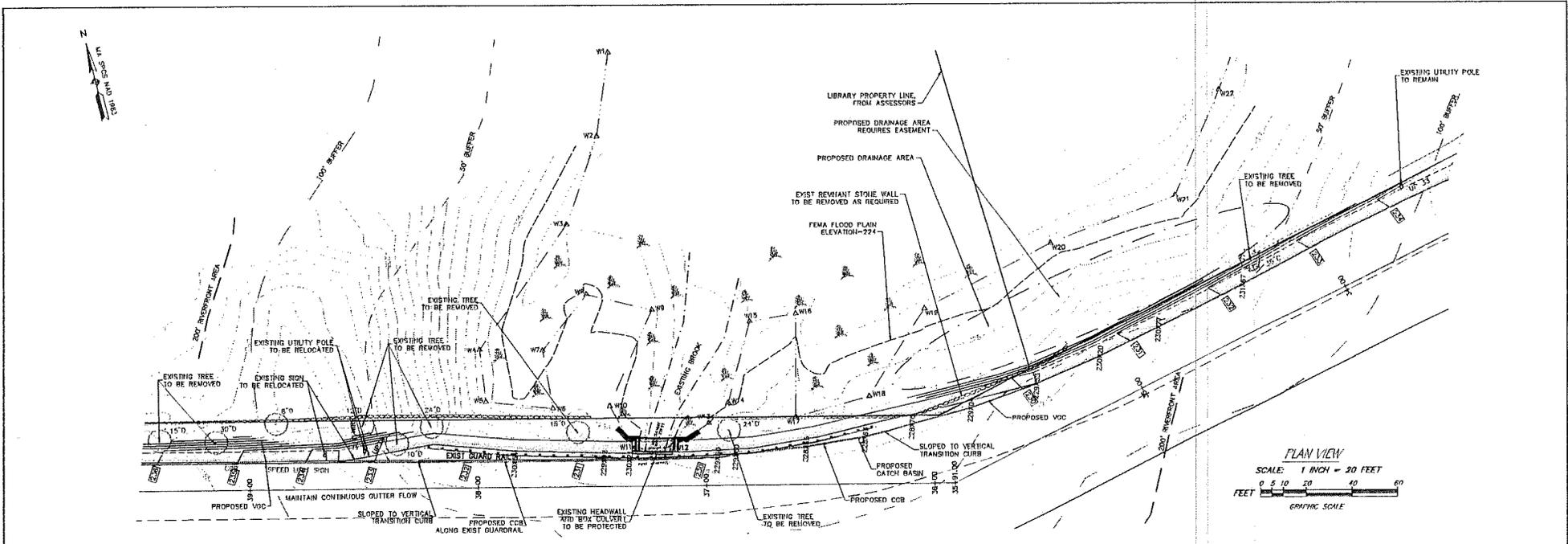
TOWN OF
BOXBOROUGH

SCALE: AS NOTED DATE: JUNE 2013

Places Associates, Inc.

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Civil Engineering, Surveying
510 KING STREET, SUITE 9
LITTLETON, MA 01460
(978) 466-0344 FAX
(978) 466-0167 FAX
places@placesassociates.com

PROJECT No. 12-201 PLAN No. 001-ALT-4



- NOTES
- POTENTIAL CULVERT TYPES INCLUDE:
 - ROUND CORRUGATED STEEL PIPE (CSP)
 - DOUBLE CSP
 - PRECAST ARCH, BOX OR HORIZONTAL ELLIPSE
 - REQUIRES APPROVAL FROM MASSDOT

PROGRESS PRINT
NOT FOR CONSTRUCTION
5/24/2013

SITE PLAN AND LAYOUT
ALTERNATE #6

LOCATION: Harvard Turnpike / Route 111
TOWN: BOXBOROUGH, MASSACHUSETTS
PREPARED FOR:

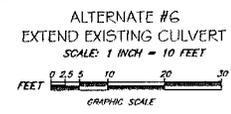
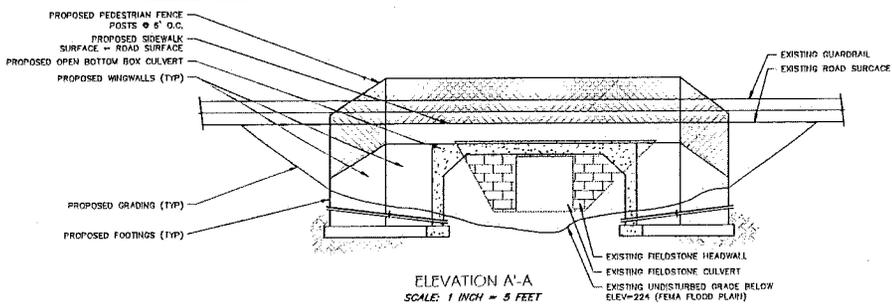
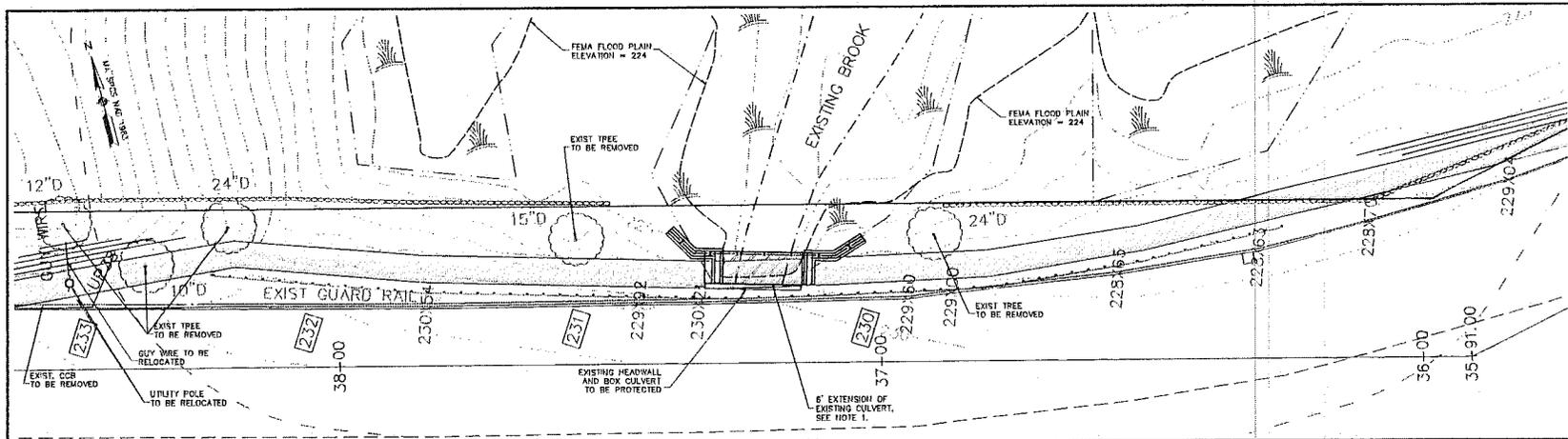
TOWN OF
BOXBOROUGH

SCALE: AS NOTED DATE: JUNE 2013

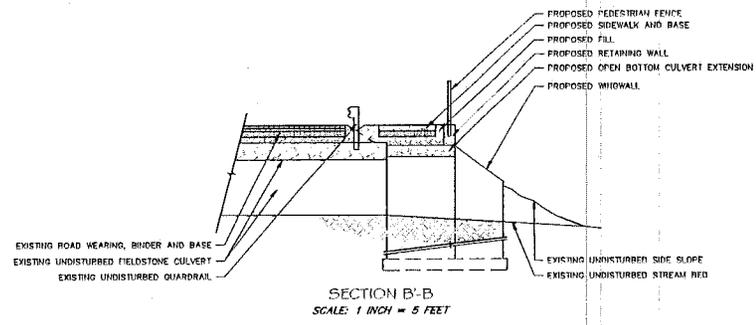
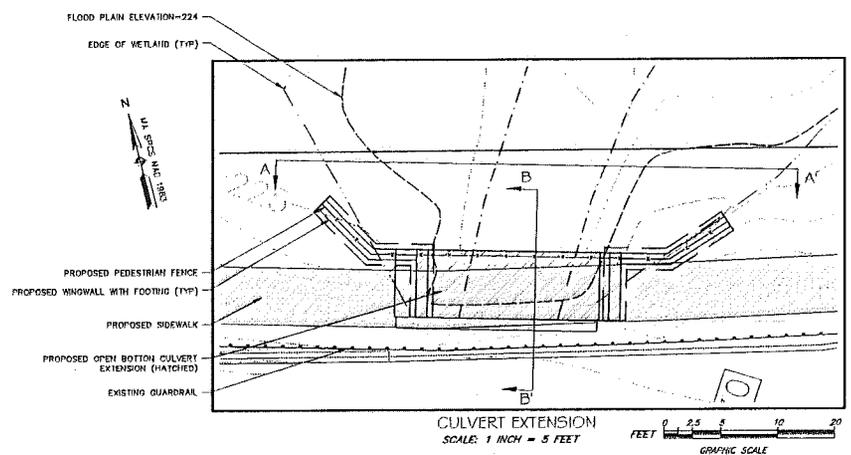
Places Associates, Inc.

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Civil Engineering, Surveying
510 NING STREET, SUITE 9
LITTLETON, MA 01460
(978) 486-0114 FX
(978) 486-0147 FX
places@placesassociates.com

PROJECT No.: 12-201 PLAN No.: 001-AL-6



NOTES:
 1.) DESIGN INPUT FROM A STRUCTURAL ENGINEER WILL LIKELY BE REQUIRED FOR REVIEW AND INPUT FOR FINAL DESIGN.
 2.) CONNECTION OF PROPOSED EXTENSION TO EXISTING CULVERT MAY BE ACHIEVED BY DRILLING AND EPOXY FOR REPAIR, OR NOT AT ALL.
 3.) SHEET FILE COULD BE PLACED TO REINFORCE EXISTING STONE CULVERT



PROGRESS PRINT
NOT FOR CONSTRUCTION
8/1/2013

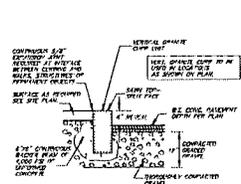
CONCEPTUAL SITE PLAN AND LAYOUT CULVERT EXTENSION

LOCATION: Manchester Avenue / Route 111
 TOWN: BOXBOROUGH, MASSACHUSETTS
 PREPARED FOR: **TOWN OF BOXBOROUGH**

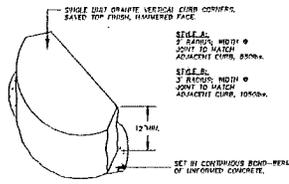
SCALE: AS NOTED DATE: JULY 2013

Places Associates, Inc.
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 256 GREAT ROAD, SUITE 4
 LITTLETON, MA 01460
 (978) 466-0144 FAX
 (978) 466-0442 Fax
 places@placesassociates.com

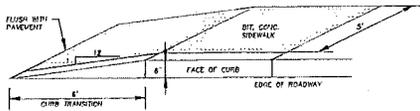
PROJECT No.: 12-221 PLAN No.: 201 AU-6A



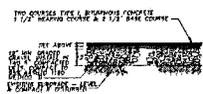
VERTICAL GRANITE CURB
NOT TO SCALE



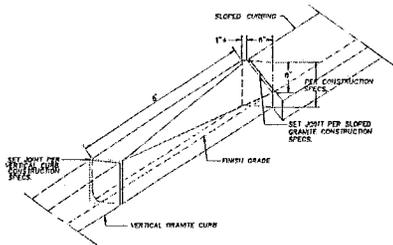
VERTICAL CURB CORNERS
NOT TO SCALE



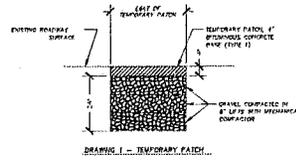
CURB TRANSITION DETAIL
NOT TO SCALE



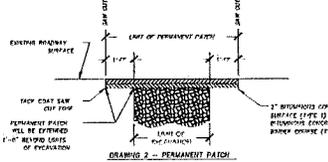
BITUMINOUS CONC WALKWAY AND DRIVE APRON
NOT TO SCALE



SLOPED TO VERTICAL TRANSITION CURBING
NOT TO SCALE



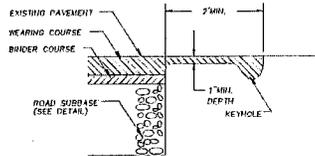
DRAWING 1 - TEMPORARY PATCH



DRAWING 2 - PERMANENT PATCH

NOTE: PERMANENT PATCH FOR ROADWAYS HELD BY PATCH BLOCK OR CONCRETE BASE SHALL BE 1/2" DEEPER AT THE EDGES OF THE EXISTING CURB OR PAVEMENT. IN HIGHWAYS THE EDGES OF PATCH BLOCK SHALL NOT BE LESS THAN 12" WIDE.

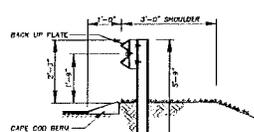
TEMPORARY/PERMANENT PATCH FOR ROADWAY
NOT TO SCALE



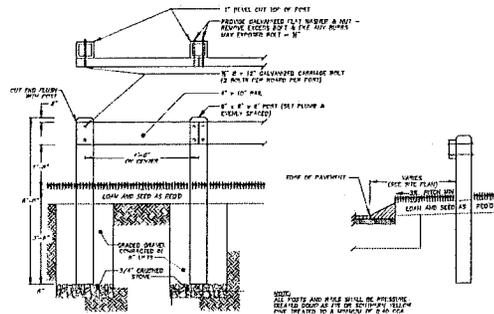
TRANSITION TO EXISTING PAVEMENT
NOT TO SCALE

GRASS PLANTING NOTE

GUARDRAIL TO BE INSTALLED AND CONSTRUCTED WITH MATERIALS AS SPECIFIED BY CONSTRUCTION OF HIGHWAYS, DEPT. OF PUBLIC WORKS CONSTRUCTION STANDARDS 1877 AND SECTION 601 OF THE STANDARD SPECIFICATIONS FOR HIGHWAY BRIDGES, 1873.



STEEL BEAM GUARDRAIL
NOT TO SCALE

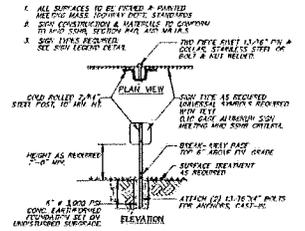


WOOD GUIDE RAIL
NOT TO SCALE

GRANITE CURB ROUNDING
NOT TO SCALE

MAILBOX RELOCATION
NOT TO SCALE

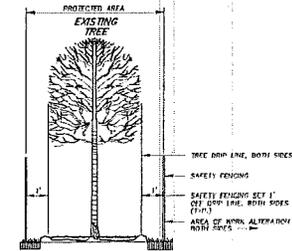
UTILITY POLE RELOCATION
NOT TO SCALE



TYPICAL SITE SIGN
NOT TO SCALE

SIGN	LEGEND	DIMENSIONS	SPECIFICATIONS
	P1-1	24" DIAGONAL	WJCD

SIGN LEGEND
NOT TO SCALE



TREE PROTECTION DETAIL
NOT TO SCALE

PROGRESS PRINT
NOT FOR CONSTRUCTION
3/5/13

CONSTRUCTION DETAILS

LOCATION: *Hansard Turnpike / Route 111*
TOWN: **BOXBOROUGH, MASSACHUSETTS**
PREPARED FOR:

TOWN OF BOXBOROUGH

SCALE: AS NOTED DATE: **MAY 6, 2013**

Places Associates, Inc.

Planning, Landscape Architecture,
Civil Engineering, Surveying
510 KING STREET, SUITE 9
LITTLETON, CO 80120
303.463.6314 FAX
303.463.6347 FCB
places@placesassociates.com

PROJECT No. 12-201 PLAN No. 001-061-1

August XX, 2014

MassWorks Infrastructure Program
Executive Office of Housing and Economic Development
1 Ashburton Place, Room 2101
Boston, MA 02108

DRAFT

Re: Boxborough 2014 MassWorks Infrastructure Program Grant Application

To Whom It May Concern:

The Boxborough Board of Selectmen enthusiastically supports and respectfully requests that you consider the Town of Boxborough's project under the MassWorks Infrastructure Program. This project will be the most significant extension of our Massachusetts Avenue corridor trail concept to improve public safety and public access in an area of the town that is intensively used for a variety of purposes. The proposed improvement area is situated along a section of Route 111 (Massachusetts Avenue) which connects to the Blanchard Elementary School, the Sargent Memorial Library, the Police and Fire Departments, the Department of Public Works, and several nearby densely populated residential developments and businesses.

Our corridor trail concept along the entire length of Route 111 in Boxborough has been under development since 2002 when the Town received \$30,000 through the State and the Metropolitan Area Planning Council under Executive Order 418, which included the development of a Conceptual Trail Plan. This proposed project will extend an existing roadside trail passage for pedestrian and bicycle traffic along Massachusetts Avenue eastward from the school and library to Liberty Square Road. It will provide a much-needed safe path through the busiest section of the town serving school children, local residents, and the general public. Over the past few years we have observed a noticeable increase in pedestrian traffic along the length of Route 111 from our borders with the neighboring towns of Harvard and Acton. We would like to enhance public safety along a section of the highway that is notoriously difficult and dangerous for passage on foot or bicycle.

In addition to enhancing general public safety, the Massachusetts Avenue roadway trail project will facilitate access to our existing trail network on nearby public and conservation lands, promoting greater enjoyment of the town's conservation and passive recreational facilities.

We look forward to the opportunity to construct the next segment of the proposed roadway trail system. Based upon public input to the Board of Selectmen, we believe it will enjoy significant use and increase the safety of the public walking or bicycling along a section of Massachusetts Avenue which today is quite dangerous due to the narrow right-of-way and presence of culverts and guard rails.

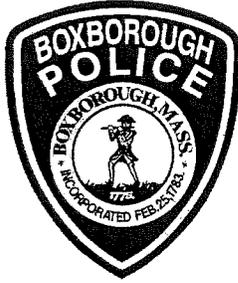
If the Board of Selectmen can assist in this process in any way, please do not hesitate to contact us via Town Administrator Selina Shaw at 978-264-1712 or SShaw@Boxborough-MA.gov.

Thank you for your time and consideration.

Sincerely,

Vincent Amoroso, Chair
Boxborough Board of Selectmen

3 c i



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

To: Board of Selectman
From: Chief Warren B. Ryder
Date: August 7, 2014
Re: Resignation of Detective Lavine

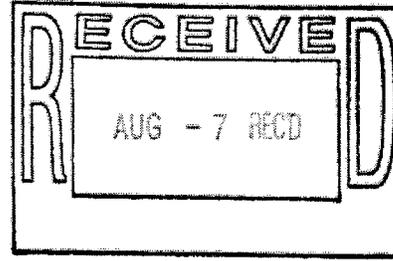
I respectfully request acceptance of the attached resignation and intention of retirement received from Detective Benjamin Lavine, effective August 15, 2014. Detective Lavine who has served this community since 1990 has taken a Special Agent position with CSX Railroad.

To facilitate a smooth transition, investigative continuity and transfer of institutional knowledge, I request that Benjamin be appointed as a "Special Police Officer". He has also agreed to continue to his in-house teaching assignments until we have new trainers in place.

WBR/cop

August 1, 2014

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



Dear Chief Ryder;

I have made the decision to retire from the Boxborough Police Department. My last day of work will be August 15, 2014.

After careful consideration I have decided that it is time to take advantage of new opportunities and challenges. I have accepted a position as Special Agent for the CSX Railroad Police Department. I begin work at CSX on August 18, 2014.

I have long appreciated the many diverse opportunities made available to me by virtue of my time with the Boxborough P.D. – in fact my qualifications to work for CSX Railroad have largely been the result of my experiences in Boxborough.

In the interest of a smooth transition and investigative continuity I would like to remain as a reserve officer for the foreseeable future.

I thank you and the officers of the Boxborough Police Department for a worthwhile and productive career. The next chapter awaits.

Very Truly Yours,

Benjamin M. Lavine
Detective – Boxborough Police Department

BML/



3c ii

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: August 4, 2014
Re: Full Time Officer Appointment

Dear Board,

I am presenting Robert Fagundes for your consideration for full time appointment. I respectfully request that Robert be appointed to the position of Probationary - Full Time Police Officer for the Town of Boxborough effective August 21, 2014. This position will be vacated upon the resignation/retirement of Detective Benjamin Lavine on August 15, 2014.

Robert Fagundes is currently a full time Templeton Police Officer as well as part time Boxborough Police Officer and Dispatcher. He was also the runner up and semi-finalist for the last full time Boxborough Police Officer position.

If appointed Robert will begin his full time employment with the Town of Boxborough on August 21, 2014 and will enter into our field training program. The field training course is based on a twelve week curriculum. With Robert's experience and training I envision he will be on the "fast track" and will be ready for patrol in no more than six weeks.

WBR/cop



Town of Boxborough Police Department



Warren B. Ryder
Chief of Police

August 4, 2014

Robert J. Fagundes



Robert,

I am pleased to present you a conditional offer of employment as a Full-Time Boxborough Police Officer. The starting salary for this position is \$22.36 per hour "step A2". This offer is contingent upon successful completion a few requirements, which may include but not limited to:

- Background investigation
- Appointment by the Board of Selectmen (August 11, 2014)

This position is probationary for the first twelve (12) months from the date of your appointment. If during that time your service were considered unsatisfactory, for any reason, you would be separated from employment with the Town of Boxborough.

I have scheduled you a tentative start date of August 21, 2014. We look forward to working with you as a Police Officer and we hope your career here will be an enjoyable and rewarding experience.

Sincerely,

Warren B. Ryder
Chief of Police

Accepted by,

Date: 4 August 2014

Robert J. Fagundes



Boxborough Fire Department

502 Massachusetts Avenue

Boxborough, MA 01719

Business 978-264-1770 Fax 978-263-0038

www.boxboroughfire.com

Randolph T. White
Fire Chief

I am pleased to inform you that FY-2014 Student Awareness of Fire Education (S.A.F.E.) and the new Senior SAFE grant applications have been approved for funding. The Boxborough Fire Department has been awarded \$3186.00 for the SAFE and \$2518.00 for the Senior SAFE.

<http://www.mass.gov/eopss/agencies/dfs/dfs2/osfm/pubed/s-a-f-e/safe-program.html>. I am scheduled to present this program to the Board of Selectmen at their August 11th meeting and would like your feedback on the implementation of the following program.

I am proposing that we implement the following program, with the Town's permission. All funding for this program would come directly from the Senior SAFE grant that we were awarded last fall.

In conjunction with the Council on Aging, the Boxborough Fire Department would reach out to members of the senior community in Boxborough to perform house checks primarily meant to identify the following:

- * Any hazards that could potentially cause injury to an occupant of the house
- * Testing of existing smoke detectors in house to ensure they are working on that date
- * Review of manufacture date of detectors and even if in working order, recommend replacement if the smoke detector is beyond its useful life, as recommended by the manufacturer
- * Replacement (or installation) of battery operated smoke or CO detectors in the instance that one is malfunctioning or missing. Proper follow-up will occur within 7 days if a detector is left in a place where code requires it to be hard wired. (Replacement detectors would also be placed on E63 and A-1 so that they could provide the homeowner a temporary replacement for a defective detector until an electrician could wire a replacement permanently).

While this program will specifically be advertised initially to the senior community, no resident who asks for this service will be refused. Funding for all other residents that don't fall within the definitions of the Senior SAFE Grant will come out of the Fire Public Education fund.

I have attached a copy of the purposed waiver we would use when installing a smoke detector.



Public Safety

Home > Public Safety Agencies > Department of Fire Services > S.A.F.E. Program

S.A.F.E. Program

FY 14 S.A.F.E. and Senior SAFE Grant Application

FY '14 S.A.F.E. and Senior SAFE Grant

Congratulations! Award letters were sent to fire departments in late December 2013 for the FY '14 Student Awareness of Fire Education and the new Senior SAFE Program. This is the 19th year of the school-based S.A.F.E. Program but the first year for the new Senior SAFE Program. This gives the fire service an opportunity to continue the success of the S.A.F.E. Program by further reducing fires deaths in Massachusetts and increasing the fire safety of older adults because people over 65 are most at risk of dying in fires in our state.

In FY '14, 225 fire departments shared \$1,200,000 in funding for school-based S.A.F.E. and 205 fire departments shared \$600,000 in funding for the new Senior SAFE.

- [List of FY 2014 S.A.F.E. and Senior SAFE Awards](#)

What is S.A.F.E.?

The Student Awareness of Fire Education (S.A.F.E.) Program is a state initiative to provide resources to local fire departments to conduct fire and life safety education programs in grades K-12. The mission is to enable students to recognize the dangers of fire and more specifically the fire hazards tobacco products pose.

- [An Explanation of the S.A.F.E. Program for Parents and Providers](#)

Key Fire Safety Behaviors

There are 23 Key Fire Safety Behaviors that should be taught in age and developmentally appropriate ways, such as:

- Stop, Drop, and Roll
- Making and Practicing Home Escape Plans
- Reporting Fires and Emergencies
- Crawl Low Under Smoke
- Smoke Detector Maintenance
- Kitchen Safety
- Holiday Safety and more

Fire and life safety is easily combined with math, science, language arts, health, and physical education lessons. Integration into the existing curriculum topics is essential.

Benefits

- Training children reduces anxiety levels so they are able to react to stressful situations
- Fire, School, Health and Police Departments working together to help children survive
- Family medical and health care cost reductions
- Firefighter as a role model
- Fires, burns and deaths reduced.

Proven Success

Since the S.A.F.E. Program was initially funded, there have been 259 documented YOUNG HEROES - children who put into practice the fire and life safety lessons they learned in the classroom during a real life emergency to save themselves or others. Many families claim they are alive today because their youngsters "made" them install smoke alarms and practice a home escape plan, or reported an emergency, or persuaded a grandmother to 'stop, drop, and roll'. Some success stories are:

- A 3-year old notices a neighbor's house in flames and tells mother to call 9-1-1.
- A 9-year old leads 4-year old brother to the family meeting place.
- An 8-year old makes family develop and practice escape plan as part of S.A.F.E. Program homework. Family of five uses the escape plan to get out alive a few weeks later.

S.A.F.E. Quick Links

- S.A.F.E. Program
- Senior SAFE Program
- S.A.F.E. News
- S.A.F.E. Grant Application and Year End Forms
- Public Education Evaluation
- Resources for Fire Educators
- Working with Schools
- See All

Contact Us

Public Education Unit:
(978) 567-3380

S.A.F.E. Program:
(978) 567-3388

Public Education

- Department of Fire Services
- Division of Fire Safety
- Public Education
- Public Education Conference 2014
- Fire Prevention Week
- Fire Safety Topics & Flyers
- Fire Safety Links
- Golden Hero Awards
- Juvenile Firesetting Intervention
- Resources for Fire Educators
- S.A.F.E. Program
- Senior SAFE Program
- Training (Pub Ed)
- Young Hero Awards
- 2013-14 YouTube™ High School Burn Awareness Video C...

FDID	Department	FY14 Tier	District Town Tier	Partnering Departments	FY 2014 Actual SAFE Awards	Senior SAFE Actual Amounts
23001	Abington Fire Department	3			\$ 4,686	\$ 3,018
17002	Acton Fire Department	3			\$ 4,686	\$ 3,018
05003	Acushnet Fire/Rescue Department	2			\$ 4,086	\$ 2,818
13005	Agawam Fire Department	3			\$ 4,686	\$ 3,018
09007	Amesbury Fire Department	3			\$ 4,686	\$ 3,018
15008	Amherst Fire Department	4		Leverett, Pelham, Shutesbury	\$ 5,786	\$ 3,218
09009	Andover Fire Department	4			\$ 5,786	\$ 3,218
17010	Arlington Fire Department	4			\$ 5,786	\$ 3,218
11013	Ashfield Fire Department	1			\$ 3,186	\$ 2,518
27015	Athol Fire Department	2			\$ 4,086	
05016	Attleboro Fire Department	4			\$ 5,786	\$ 3,218
27017	Auburn Fire Department	3			\$ 4,686	\$ 3,018
17019	Ayer Fire Department	2			\$ 4,086	\$ 2,818
01919	Barnstable Fire Department		4		\$ 950	
17023	Bedford Fire Department	2			\$ 4,086	\$ 2,818
15024	Belchertown Fire Department	2			\$ 4,086	\$ 2,818
21025	Bellingham Fire Department	3			\$ 4,686	\$ 3,018
17026	Belmont Fire Department	3			\$ 4,686	\$ 3,018
05027	Berkley Fire Department	2			\$ 4,086	\$ 2,818
09030	Beverly Fire Department	4			\$ 5,786	\$ 3,218
17031	Billerica Fire Department	4			\$ 5,786	\$ 3,218
27032	Blackstone Fire Department	2			\$ 4,086	
01036	Bourne Fire Department	3			\$ 4,686	\$ 3,018
17037	Boxborough Fire Department	1			\$ 3,186	\$ 2,518
09038	Boxford Fire Department	2			\$ 4,086	
27039	Boylston Fire Department	1			\$ 3,186	\$ 2,518
01041	Brewster Fire Department	2			\$ 4,086	
23042	Bridgewater Fire Department	3			\$ 4,686	\$ 3,018
13043	Brimfield Fire Department	1			\$ 3,186	\$ 2,518
23044	Brockton Fire Department	6			\$ 10,786	\$ 3,618
27045	Brookfield Fire Department	1			\$ 3,186	\$ 2,518
21046	Brookline Fire Department	5			\$ 7,086	
17048	Burlington Fire Department	3			\$ 4,686	\$ 3,018
17049	Cambridge Fire Department	6			\$ 10,786	\$ 3,618
21050	Canton Fire Department	3			\$ 4,686	\$ 3,018
23052	Carver Fire Department	2			\$ 4,086	\$ 2,818
01920	Centerville-Osterville-Marstons Mills		4		\$ 1,808	\$ 2,242
27054	Charlton Fire Department	2			\$ 4,086	\$ 2,818
01055	Chatham Fire Rescue Department	2			\$ 4,086	\$ 2,818
17056	Chelmsford Fire Department	4			\$ 5,786	\$ 3,218
25057	Chelsea Fire Department	4			\$ 5,786	\$ 3,218

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/osc under Guidance For Vendors - Forms or www.mass.gov/osd under OSD Forms.

CONTRACTOR LEGAL NAME: TOWN OF BOXBOROUGH (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: MA Emergency Management Agency MMARS Department Code: CDA, EMERGENCY MANAGEMENT AGENCY	
Legal Address: (W-9, W-4,T&C): 29 MIDDLE RD		Business Mailing Address: 400 Worcester Road, Framingham, MA 01702	
Contract Manager: Chief Randolph White		Billing Address (if different):	
E-Mail: rwhite@boxboroughfire.com		Contract Manager: Kathleen Estridge	
Phone:	Fax:	E-Mail: Kathleen.Estridge@state.ma.us	
Contractor Vendor Code: VC6000191729		Phone: (508) 820-1447	Fax: (508) 820-2030
Vendor Code Address ID (e.g. "AD001"): AD____ (Note: The Address Id Must be set up for <u>EFT</u> payments.)		MMARS Doc ID(s): FY15EMPG1314000BOXBO	
		RFR/Procurement or Other ID Number: FFY 2013-2014 EMPG	
<input checked="" type="checkbox"/> NEW CONTRACT		<input type="checkbox"/> CONTRACT AMENDMENT	
PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)		Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____, (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)	
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or <u>new Total</u> if Contract is being amended). \$4,435.00			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through <u>EFT</u> 45 days from invoice receipt. Contractors requesting <u>accelerated</u> payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: ___agree to standard 45 day cycle ___ statutory/legal or Ready Payments (<u>G.L. c. 29, § 23A</u>); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Funding for this grant is provided through the FFY2013 and FFY2014 Emergency Management Performance Grant (EMPG). The Catalog of Federal Domestic Assistance (CFDA) number is 97.042. SFY15 spending from start of contract to June 30, 2015 will be FFY2013 EMPG \$1,975 and FFY2014 EMPG \$2,460. The community intends to purchase AV equipment . FEMA EHP approval is required prior to start of project.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of _____ a date LATER than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 3. were incurred as of _____, 20____, a date PRIOR to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>June, 30, 2015</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <u>801 CMR 21.07</u> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR:		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:	
X: <u>Selina S. Shaw</u> Date: <u>8/1/14</u> (Signature and Date Must Be Handwritten At Time of Signature)		X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)	
Print Name: <u>Selina S. Shaw</u>		Print Name: <u>David Mahr</u>	
Print Title: <u>Town Administrator</u>		Print Title: <u>Chief Administrative Officer</u>	



BOARD OF SELECTMEN
Meeting Minutes
June 30, 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 7:02 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

- Chair Amoroso read the announcements.

APPOINTMENTS

- Inspector of Buildings, David Lindberg was present to report on the status of Steele Farm repairs and updates to the Town's capital asset management plan. SFAC Chair Bruce Hager was also present. Lindberg advised that TA Shaw has signed the contract with the engineer regarding Steele Farm. As previously discussed, the engineer will be analyzing short term and long term alternatives to stabilize the house's structural integrity. The intention is to have the engineer's initial findings before the next Selectmen's meeting. Lindberg then discussed the draft revisions to the Town's Capital Asset Plan provided. Most of the changes would be to the formatting of the reports – making them more user-friendly. He also scaled back the forward perspective reducing it to 10 years and breaking it down to 3-year increments. There was discussion on the components of the report(s) and input was provided as to what other information could be included. It was suggested that information on CPA eligible projects could be captured in this report. BICAO Lindberg noted that this draft is being presented so he can outline the proposed re-structuring and the data will be updated and augmented in the final rev. This report is different from FinCom's capital plan. The primary focus of asset management plan is on the condition of the Town's fixed assets. There was discussion as to who would be responsible for maintaining/updating the capital asset management plan going forward. The Selectmen supported proposed structure; noting that these revisions make it much easier to understand. There was discussion as to when the revised document would be available.
- Leo David Agnew, State Commander & Chapter 205 Central Commander, Department of Massachusetts Military Order of the Purple Heart and other members of the Order appeared before the Selectmen to recognize Boxborough as a "Purple Heart Town" and to present a plaque to the Board. Massachusetts Military Order of the Purple Heart had their annual conference at the Holiday Inn on June 28th; over 90 veterans were in attendance.
- The Selectmen took up the appointment/re-appointment of various board members' terms effective July 1, 2014, through June 30, 2017, unless otherwise noted. Chair Amoroso moved to vote to appoint or re-appoint the named individuals to their respective board. Seconded by Member Stemple.
 - ◇ Acton-Boxborough Cultural Council Chair Kristie Rampton and Boxborough members of the ABCC were present to recommend that the Selectmen appoint Ramika Shah as an ABCC member. Shah spoke to her desire to return to volunteer activities and is looking forward to working with the ABCC members. **Approved 5-0.**
 - ◇ Nancy Brown was present to be considered for re-appointment to the Board of Registrars. She spoke to a Registrar's responsibilities and noted that she enjoys working with the Town Clerk. **Approved 5-0.**
 - ◇ R. Allen "Al" Murphy was present to be considered for re-appointment to both the Boxborough Affordable Housing Trust (until 2016) and Boxborough Housing Board (until 2017). He spoke to the effort to develop the Stow Road property and other housing-related activities in town. **Approved 5-0.**
 - ◇ Charlene Golden and David Follett were present to be considered for re-appointment to the Conservation Commission along with David Koonce, who is seeking re-appointment to the Conservation Commission and as an ex-officio member of the Boxborough Housing Board. It was noted that the ConsCom supports the adoption of the CPA and is looking forward to finding

ways to use the CPA in their conservation efforts. It was also noted that there is still one more seat vacant on ConsCom, and the public was asked to consider serving. **Approved 5-0.**

- ◊ Frank Powers was present to be considered for re-appointment to both the Council on Aging and as Boxborough's MART representative, the latter being for a one-year term (2015). He spoke to CoA activities and the feedback received from a recent senior survey/questionnaire. He also re-affirmed his commitment as MART representative, noting that there are items coming up involving MART that it would be prudent for the town to stay on top of.
 - ◊ Sheila Bauer was present to be considered for re-appointment to the Personnel Board. She noted that they had a very productive year. **Approved 5-0.**
 - ◊ Matt Kosakowski was not present but had previously communicated his willingness to continue to serve on the Public Celebrations and Ceremonies Committee. **Approved 5-0.**
 - ◊ Kevin Mahoney was present to be considered for re-appointment to the Historical Commission. **Approved 5-0.**
Town Clerk Markiewicz was present to swear in those that were present.
- Boxborough Historical Commission member Kevin Mahoney & Chair Alan Rohwer remained to discuss the Historical Commission's John H Fletcher street (sign) memorial and to inform the Selectmen about the status of the project. Mahoney provided materials regarding sign layout and placement (Flagg Hill Rd. & Central St.). The sign will be in keeping with the existing historical house markers around town – wood with black lettering. This would be the first sign of this type placed in Town. Fletcher was the town's only Civil War battle casualty, dying in the 3rd battle of Winchester, Virginia, a major conflict. Selectmen suggested that the battle information and his date of birth could possibly be added to the sign. Mahoney noted that in other communities these memorial markers are kept as simple as possible, and adding this information would increase the size of the sign. Also, the intention is to post it on top of the existing crossroads street post and a larger sign would make this difficult.
 - No one asked to speak under the Citizens concerns.

MINUTES

- The Selectmen passed over approval of the regular session minutes of June 18, 2014.
- Member Gorman moved to accept the minutes for the regular session, June 16, 2014, as revised. Seconded by Member Fox. **Approved 5-0.**

SELECTMEN REPORTS

- Member Fox reported that he and TA Shaw, the Fire and Police Chiefs, and Library Dir. Strapko met with Guardian on the server project and the desktop upgrade project. The server project is nearing completion. Some software still needs to be migrated and there have been snags in regards to Public Safety tech. requirements. The Library is also seeking an upgrade. These upgrades will allow our systems access to an automated maintenance system offered by Guardian; reducing costs.
- Member Stemple reported that Judi Resnick is moving away and has resigned from the Steele Farm Advisory Committee, so the SFAC is looking for new members.
- He also reported that at the last FinCom meeting there were a lot of questions/concerns regarding some of the numerous RFT that had been presented for approval. FY 14 Public Safety personnel expenses were the most significant items.
- As a follow up on this item, Member Gorman reported that Chief Ryder has advised that there should be Worker's Compensation reimbursement for a patrol officer injured on duty, forthcoming which should off-set some of these expenses.
- Member Gorman also noted he wants to get going on the Capital Plan.
- He also reported that the Well-Being Committee didn't quite wrap up the job profile for social services coordinator at their last meeting.

Member Gorman also reported that during discussions with Vicki Franz, DPW Support, it was determined that there may be a gap in the water test reporting procedures regarding the Hager well system. There was an occurrence where the contractor reported an atypical testing result to DPW by phone. However, this notification was then not properly distributed to the relevant parties. The notification process may need to be re-evaluated and, possibly, responsibilities reassigned to other individual and/or department. It was suggested that there be a conversation with the Board of Health, Member Gorman, and BICAO Lindberg on this matter, and if necessary these stakeholder could come in discuss it at a Selectmen's meeting. Member Gorman noted that subsequent testing indicated acceptable levels, and there have been no further issues.

- Chair Amoroso reported that he and TA Shaw recently attended a Minuteman District stakeholders meeting in Weston. Members of the Minuteman Administrator and representatives from some of the other District communities, including Wayland were present. It was a positive discussion. Ten towns have approved the revised agreement, while 5 other towns, including Boxborough, deferred action. At this meeting Wayland indicated they would consider re-considering the no vote they took at Town Meeting. It has been indicated that the proposed MSBA project will not be able to advance under the terms of the current agreement. Boxborough has to decide whether or not to approve the revision and then whether or not to withdraw from the District. The idea of an Intermunicipal Agreement (IMA) was introduced at this meeting, that a working group be formed to create an IMA template. Chair Amoroso indicates to communicate is willingness to participate for this. Discussion indicated that as many as five of the sixteen member town would consider entering into an IMA with the District. He discussed the potential timetable for these items. He suggested that Boxborough may consider investigating other vocational school districts and possible IMAs with them.

NEW BUSINESS

- The Selectmen took up several Reserve Fund Transfer requests and other fiscal “housekeeping” items. It was noted that due to scheduling issues, the Finance Committee met in advance of tonight’s Selectmen’s meeting and voted to approve these items on 6/23/14:
 - ◊ Member Gorman moved 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). Seconded by Member Fox. **Approved 5-0.**
 - ◊ Member Fox moved to approve the request to transfer \$955 from the Reserve Fund to account #001-122-5200-5306, Board of Selectmen – Consulting. Seconded by Chair Amoroso. **Approved 5-0.**
 - ◊ TA Shaw noted that several weeks ago the Selectmen had approved both the hardware & labor components of a Town Hall - Technology Related RFT; however, the Finance Committee withheld approval of the labor component pending additional information from the vendor, which was subsequently provided. Member Fox moved to approve the request to transfer \$6,678 from the Reserve Fund to account #001-192-5800-5856, Town Hall - Technology Related. Seconded by Member Bak. **Approved 5-0.**
 - ◊ Member Gorman moved to approve the request to transfer \$25,000 from the Reserve Fund to account #001-210-5100-5130, Police Dept. Salary – FT Officer Overtime. Seconded by Member Fox. **Approved 5-0.**
 - ◊ Member Fox moved to approve the request to transfer \$5,500 from the Reserve Fund to account #001-210-5200-5242, Police Dept. Repair and Maintenance – Buildings and Grounds. Seconded by Chair Amoroso. **Approved 5-0.**
 - ◊ Member Fox moved to approve the request to transfer \$24,500 from the Reserve Fund to account #001-221-5100-5130, Dispatch Salary – Full Time Overtime. Seconded by Member Gorman. **Approved 5-0.**
 - ◊ Member Fox moved to approve the request to transfer \$2,000 from the Reserve Fund to account #001-693-5200-5306, Steele Farm – Consulting. Seconded by Member Gorman. It was noted that this is to address the necessary work discussed earlier in the evening. **Approved 5-0.**
 - ◊ Pursuant to MGL Chapter 44 §33B, Chair Amoroso moved to transfer \$1,200 from account #001-135-5100-5112, Accountant Salary to account #001-135-5400-5421, Accountant Equipment Supplies. Seconded by Member Gorman. **Approved 5-0.**
- Member Gorman moved to appoint for a term commencing July 1, 2014, and ending on date specified for each employee on the attached, and as revised this evening. Seconded by Member Gorman. **Approved 5-0.**
- Chair Amoroso moved to accept with regrets and place on file the resignation of Helen Berry from the Council on Aging effective June 26, 2014. Seconded by Member Fox. **Approved 5-0.**

CORRESPONDENCE

- Chair Amoroso opened discussion on an email from Christian Habersaat on behalf of Acton-Boxborough Youth Soccer (ABYS) asking for a reduction of field use fees, similar to what was allowed in 2013 for the ABYS sponsored Boston Breakers Soccer clinic. There was discussion as to whether these clinics fit the intent of the waiver language in in the Field Use Policy. There is a concern that the percentage these types of group requesting waivers or reductions is notable. This runs contrary to the Policy’s intent. No financial information has been provided so it is unclear as to whether this clinic is an out-of-town “for profit” enterprise. Based on the policy’s language we have the ability to allow or disallow a waiver request. The Selectmen also discussed a letter from RecCom Co-chair Kevin Lehner concerning field usage and fees. It was suggested it might be worthwhile having the Rec. Comm. in to discuss purpose of the fee structure and the policy, in general, how to best serve the interest of the Town going forward. The principal objective of this policy should be to make recreational opportunities available

to Boxborough residents and the rationale is that, fee waiver/reduction provide Boxborough kids access to these program by keeping fees down. There is concern that though this program has been advertised on the ABYS website for some time however the Selectmen have only just received this field use application and waiver request. It was further noted that the advertisement indicates the clinic will be conducted at the A-B Lower Fields. Many of these concerns were previously raised when Habersaat sought a similar waiver for the Boston Breakers clinic back in 2013. Recreation Commission Co-chair Kevin Lehner came in and was invited to provide his input. Lehner advised that the RecCom has not voted on this fee reduction request. He noted that if you go by the letter of the policy, this situation is exactly why this policy was created. The objective is for kids to use the fields as much as possible. Lehner outlined his understanding of the financial aspects of these ABYS sponsored clinics, but ABYS would have to explain exactly what the breakout was the Boston Breakers clinic. Lehner also advised there the RecCom has been trying to "sit-down" with ABYS to create a memorandum of understanding with ABYS for their usage of the recreational facilities in Town. The Selectmen can vote tonight to approve the waiver, but insist that the concerns being raised be answered before ABYS comes back in 2015. The policy has a certain amount of latitude built in to benefit our kids; however we need to have this quantified. Lehner noted that this request is not preempting any other scheduled uses. The Selectmen would like to have on an agenda in September 2014 a fee of \$160.00 per player. Member Fox moved to approve the 2014 Boston Breaker clinic fee reduction requested by ABYS subject to those concerns expressed and predicated that information [after action report] be presented within 30 days of the wrap of the program. Seconded by Member Stemple. **Approved 5-0.**

- There was discussion on an email from Jim Baum about the Airport Study Committee - his reluctance to be re-appointed and his concerns as to whether ASC is still necessary going forward. These concerns will be placed on an upcoming agenda.

CONCERNS OF THE BOARD

- Chair Amoroso expressed concern about recent news that a lawsuit had been brought against a law enforcement council and its law enforcement response teams in response to their refusal to provide materials requested under public records law. The ACLU has been attempting to gain information in requests for data/statistics. Many of these law enforcement councils are 504 (3) c corporations. The position this group took is that as a private corporation they did not need to comply with public records law. Amoroso has asked Chief Ryder to investigate this issue and to get some kind of assurances from the group we belong to would not feel compelled to take a similar position.

Member Gorman raised a concern cited a recent Letter to the Editor in the Beacon regarding the Boxborough Police Department's outreach to the Asian community. The writer commented that newer SUV vehicles have a more aggressive, militaristic appearance. The Selectmen discussed the pros and cons of cruisers vs. SUVs. Among these is a concern that larger SUVs are more prone to tipping over, while cruisers have less room for equipment storage.

ADJOURN

- At 9:00 PM, Member Gorman moved to adjourn. Seconded by Member Stemple. **Approved 5-0.**



BOARD OF SELECTMEN
Meeting Minutes
July 21, 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 7:03 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 provide an update on the repairs to the Steele Farm farmhouse. Members of the Steele Farm Advisory Comm. and the public were also present. BICAO Lindberg distributed the July 16, 2014 structural engineer's report. Based on the engineer's findings the situation is worse than anticipated. The next step, in this process, is to get quotes and then put together a bid packet. There was a discussion on the potential timeline. It is feasible that we could get this work done before the weather turns [winter]. The Selectmen and the SFAC members commented on the engineer's recommendations. It was noted this report was not available when the SFAC met last week, so they have not had a chance to discuss it. It was further noted that the Trustees of Reservation (tTOR) will need to be informed, pursuant to the management agreement. There was discussion on the public safety concerns; how to preserve the historic appearance of the exterior foundation; and the funding for these repairs. As the house will have to be raised up to make these repairs, Mr. Prest has provided the names of several structural movers. SFAC member Ed Whitcomb spoke about several maintenance tasks that have either been addressed by the SFAC or are pending. It was suggested that quotes be sought for both the immediate repairs and the work necessary to address the more extensive, long-term issues, so that informed decisions can be made going forward. It was also suggested that the engineer be asked to provide a break out of the order of magnitude for these repairs as the Town will need to comply with specific procurement laws and procedures that are task specific in the structuring of this proposed bid packet.
- Discussion opened on the Town's new website. Members of the Town's web team, Liz Markiewicz and Ruth Anderson (along with Les Fox and Selina Shaw) were present to review ongoing development priorities and to receive feedback on the website. TA Shaw provided the background on this project, status of issues/concerns that have been raised and some of the feedback received to date. The vendor created the appearance of the "real estate/landscape" of the website and they control "live buttons" and other appearance related functions. The web team recommends that content control stays with the designated town personnel, allowing said personnel to update content as soon as information is available. Also by designating access to specific site locations it allows that department to update the event calendar; post announcements & news; agendas & minutes; informational links and documents. All of these are simple posting functions that previously had to be managed by the members of the web team. If content was managed by the vendor - a request would have to be submitted; then wait for the vendor to implement and then pay for these tasks to be performed. There was a discussion of Virtual Town Hall's letter provided in the packet regarding the next steps for the Town's website. There was a discussion about functions that the Selectmen found attractive on other communities websites. It was noted that the Town hired this vendor to create a pre-formatted framework not a custom website. Overall the Selectmen were pleased with the website, this is good start and we will continue to improve going forward.
- Police Chief Warren Ryder was present to request that his department be allowed to use of 72 Stow Road for Police Department training exercises. Fire Chief White suggested the Police consider using this property for training after the success of the Fire Dept.'s own training events. The intention is to use the buildings for trainings/drills and to implement similar usage perimeters set by the Fire Dept. Chief Ryder outlined the types of drills/trainings that he would like to conduct. This would also provide an

opportunity to conduct trainings with other law enforcement agencies. He would like permission to conduct trainings through the fall, and re-visit the discussion regarding this type of usage later in the year. Contingent upon approval by the Boxborough Housing Board, Member Fox moved 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, for a period to be concluded before November 1st. Seconded by Member Stemple. **Approved 5-0.**

- Though not on agenda, there was discussion of a concern previously presented by Chair Amoroso – the denial of the ACLU’s public records request by a law enforcement task force consortium, based on their (501(c) 3) corporate designation. Chief Ryder advised that the consortium we belong to is also a (501(c) 3), however, at their next administrative meeting he intends to put forth a motion that our consortium allow public records requests. Chief Ryder further advised that the group that initially denied the ACLU’s request is reconsidering their response.

NEW BUSINESS

- Member Fox opened the discussion on the Intermunicipal Agreement (IMA) with the Town of Littleton for the provision of Animal Control Officer Services. Chief Ryder remained for discussion. Member Fox provided background on this effort, specifically, prior Town Meeting approvals for the various aspects of this and current efforts made in negotiating this IMA with Littleton and this department’s re-assignment to Boxborough Public Safety, the purview of Police Chief Ryder. The terms of the IMA were reviewed. It was noted that the Littleton Selectmen has already approved and executed this Agreement. Member Bak suggested revisions to Sections #17 & #19 in regards to insurance coverage. It was determined that the Boxborough Selectmen would approve the IMA contingent upon these modification and that counsel, subsequently, would be consulted as to this revised language. Member Fox moved that the Board of Selectmen vote, pursuant to MGL C.40, §4A, to authorize execution of an intermunicipal agreement contingent of subject to modified language in P. # 17 and 19, 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, Seconded by Member Stemple. **Approved 5-0.**

APPOINTMENTS (Continued)

- Susan Page was present as a candidate for appointment to Council on Aging (CoA). Page spoke to her previous and current volunteer activities. Further to the recommendation of the CoA, Member Fox moved 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. Seconded by Member Stemple. **Approved 5-0.**
- Airport Study Committee (ASC) Chair, Anne Canfield and ASC members were present to discuss status of Airport Study Committee and plans for moving forward. Members of the public and Minute Man Air Field (MMAF) owner, Don McPherson were also present. ASC Chair Canfield was invited to open the discussion referring to the email from former ASC member Jim Baum that was provided in the packet which in summary questions if there is a need to continue with the Airport Study Comm. Personally, Canfield advised, that yes, it is in the best interest of Boxborough to continue to maintain the ASC. She spoke to ASC’s background, current function and purpose. The ASC was formed back in 1993 to review and facilitate the dissemination of information concerning the air field and the agricultural property it owns within Boxborough. The ASC charter states they are to alert and advise on items of interest. The ASC is a value resource to the land-use boards. She further noted that there is an unresolved court case that has lingered for years in Mass. Land Court regarding the FAA’s allowance of the placement of lighting structures in Boxborough without the Town’s approval/consent. She also noted that 70% of MMAF flights take off over Boxborough. The ASC has taken steps to address the concerns regarding their on-going quorum issues and the infrequency of meetings over the last year. These include the recruiting of an interested volunteer (present tonight), and modifying their meeting schedule to accommodate members’ busy lifestyles. Canfield spoke to the phases and components of the MMAF runway repaving project. She advised that Boxborough stakeholders should be aware that there are meetings being held during the month of August in Stow regarding these renovations. MMAF owner, Don McPherson, commended the ASC for its work; crediting them for the improved relations between Town and MMAF. He confirmed that the MMAF only maintains light structures in Boxborough and that they have no intention of allowing jet traffic. The Selectmen provided their input. If a board cannot regularly achieve a quorum so they can meet to conduct business then it makes no sense to maintain them as a public board. This group’s practice has been to operate in an advisory capacity. In 1993 it was determined that the ASC was needed; however, what is its purpose today? “Study” groups typically are ad hoc; having a limited or narrow scope; and/or a specific end date otherwise they are in peril of becoming captive to one subject. We don’t have study groups for any of the commercial operations in Boxborough and this airfield’s operation exist in another town. How we can act to anticipate non-specific issues that may or may not occur or monitor activities that occur in another town. Many of MMAF operations are dictated by Federal or State regulations; outside of our purview. We have several boards and departments designed to deal, specifically, with land use issues and to enforce the town’s bylaw. It was noted, however, that there doesn’t seem to be a downside to allowing the ASC to continue. The members of the ASC provided further input – the existing land use boards and departments are overwhelmed

by information and ASC allows them to be informed and proactive. Also, it took over seven years, involving significant litigation, to come to a resolution on the MMAF vegetation management plan. The Selectmen were sympathetic with the ASC's concerns however they are not unique. Any community that adjoins an aviation facility has similar concerns. There does not seem to be a clear compelling reason for the continuation of the Airport Study Committee as a town board. With respect for a job well done, Member Gorman moved to the disband Airport Study Committee. Seconded by Member Fox. **Approved 4-1**

- No one asked to speak under the Citizens concerns.

MINUTES

- The Selectmen passed over approval of the regular session minutes of June 30, 2014.
- Member Fox moved to accept the minutes for the regular session, June 18, 2014, as revised. Seconded by Member Gorman. **Approved 5-0.**

SELECTMEN REPORTS

- Member Bak noted that she had nothing to report. She did, however, note that she has reviewed waiver language in the field usage policy regarding A-B Youth Sports and she cannot see anything that allows for the waiving of fees for their clinics. It was suggested that a discussion of the field usage policy be placed on a meeting agenda this fall.
- Member Fox reported that several discussions have taken place since the Hager water system issues of July 1st. Either he or Member Gorman have participated in these discussions as to well management, faults and other exceptions, along with TA Shaw, Library Dir. Strapko, DPW staff and representatives from the A-B School District. These discussions have been very productive. The process has begun to identify what is needed as we go forward with the Town's and the A-B District's use of this system and those items that need follow up. There was a brief discussion as to the cause of the July 1st incident and what is being done regarding the related repair costs.

He also reported on various IT related matters. At a high-level, the Town's IT infrastructure is in good order. The 1st phase of desktop upgrades has been completed. However, there have been significant issues with the Town's Verizon service/lines, since the July 4th electrical storms. Service has been spotty and at times down completely. Verizon has advised that this is due to the condition of their outmoded copper-line infrastructure. This was a significant problem as it disabled our 911 lines for quite some time. State 911 services and MEMA were advised of Verizon's lack of appropriate response. Thanks to their intervention the issues were resolved and Verizon has now properly identified our 911 lines as "emergency response." However, this is only a temporary resolution and we need to take a look at long term solutions to avoid situation in future. One solution would be to replace the copper lines, which Verizon no longer supports, with fiber. Member Stemple advised that these emergency lines failed once again last night and these issues also affect the radio relay lines. Discussions continue in an effort to resolve this matter.

- Member Stemple reported that he and Member Fox attended the Minute Man Air Field's 45th anniversary and re-launch last Thursday. The event was well attended and many local and state stakeholders were present.
- Member Gorman reported, as noted by Member Fox, that he participated in the Hager water system discussions.

He also reported that the RFP for the Social Services Coordinator was approved at the last Well Being Comm. meeting and this RFP has been published.

OLD BUSINESS

- The Selectmen opened discussion on the Selectmen's Goals. There was a review of the FY 2014 Goals and updates, on some of the action items, were provided. Selectmen were asked to provide TA Shaw with any updates or suggestions in preparation for the upcoming FY 15 Goals meeting. This meeting will be held on Saturday, September 27th. The first choice would be to see if it could be held at the Holiday Inn, if not, then here at Town Hall.
- The Selectmen opened discussion on the 2014 Volunteer/Employee Appreciation event. It was determined that this event would be once again be a barbeque and will be held Saturday, September 20th at Town Hall. The prior year attendance numbers were reviewed and ideas for increasing attendance were discussed.

NEW BUSINESS (Continued)

- Chair Amoroso moved 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. Seconded by Member Fox. **Approved 5-0.**
- The Selectmen took up AccesSport America's request for athletic field permit fee waiver. The Selectmen have previously approved their waiver requests and Recreation Comm. has approved this one. It was stated that this is a good reason to waive these fees. This is an adaptive sports program; that does not charge participants and is funded almost entirely through donations. Member Gorman moved to waive the athletic field permit fee for AccesSport America for the use of Liberty Field for their adaptive soccer games from ≈ September 13 – November 1, 2014. Seconded by Member Fox. **Approved 5-0.**

CONCERNS OF THE BOARD

- There was discussion regarding upcoming meeting dates - the August 25th meeting was cancelled due to quorum concerns.
- It was also suggested the conduct materials, previously provided, could be a discussion item at the Goals meeting.

ADJOURN

- At 9:35 PM, It was moved and seconded to adjourn. **Approved 5-0.**



BOARD OF SELECTMEN
Meeting Minutes
August 1, 2014

Approved: _____

PRESENT: Vincent Amoroso, Chair; Les Fox, Member and Jim Gorman, Member

ABSENT: Robert Stemple, Clerk; Susan Bak, Member

ALSO PRESENT: Selina Shaw, Town Administrator

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.

CALL TO ORDER

At 8:50 AM Chair Amoroso called the meeting to order in the Town Administrator's office.

NEW BUSINESS

Chapter 90 Project Request – Reclamation and Paving of Reed Farm Road

The Selectmen reviewed the project request form that had provided by DPW Director Tom Garmon for the reclamation and paving of Reed Farm Road, with an initial cost estimate of \$410,375. The project will be going out to bid in mid-August. Satisfied that all was in order, Chair Amoroso moved that the Board of Selectmen authorize the Public Works Director to submit to Mass Department of Transportation a project request form for the reclamation and repaving of Reed Farm Road as well as an environmental punch list for the project; further that the Board certifies under penalty of perjury the following: that the project is on a public way, and any necessary takings have been made; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by MassDOT Highway or the advertised low bid; that all documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability. **Approved 3 – 0**

ADJOURN

At 9:00 AM, it was moved and seconded to adjourn.

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

WARRANT FOR 2014 STATE PRIMARY

SS.

To the Constables of the City/Town of BOXBOROUGH

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at:

Boxborough Town Hall, 29 Middle Road, Boxborough

on **TUESDAY, THE NINTH DAY OF SEPTEMBER, 2014**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

- SENATOR IN CONGRESS. FOR THIS COMMONWEALTH
- GOVERNOR. FOR THIS COMMONWEALTH
- LIEUTENANT GOVERNOR. FOR THIS COMMONWEALTH
- ATTORNEY GENERAL. FOR THIS COMMONWEALTH
- SECRETARY OF STATE FOR THIS COMMONWEALTH
- TREASURER AND RECEIVER GENERAL. FOR THIS COMMONWEALTH
- AUDITOR. FOR THIS COMMONWEALTH
- REPRESENTATIVE IN CONGRESS THIRD DISTRICT
- COUNCILLOR. THIRD DISTRICT
- SENATOR IN GENERAL COURT MIDDLESEX & WORCESTER DISTRICT
- REPRESENTATIVE IN GENERAL COURT. 37th MIDDLESEX DISTRICT
- DISTRICT ATTORNEY. NORTHERN DISTRICT
- REGISTER OF PROBATE. MIDDLESEX COUNTY

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this _____ day of _____, 2014.
(month)

City Council or Selectmen of: _____
(City or Town)

(Indicate method of service of warrant.)

_____, 2014.
Constable (month and day)

Warrant must be posted by **September 2, 2014**, (at least *seven days prior* to the **September 9, 2014** State Primary).

7c

Received
7-29-2010

DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)

PUBLIC EMPLOYEE INFORMATION	
Name of public employee:	Norman Hanover
Title or Position:	Cons. Comm. member
Agency/Department:	Boxborough Conservation Commission
Agency address:	Middle Rd., Boxborough
Office Phone:	264-1722
Office E-mail:	Mary.Nadwairski@town.boxborough.me.us
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
APPEARANCE OF FAVORITISM OR INFLUENCE	
Describe the issue that is coming before you for action or decision.	Ed Whitcomb will be filing a NOI or RDA
What responsibility do you have for taking action or making a decision?	I am a member of the Conservation Comm with responsibility for administering both the State WPA and the Town Wetland Bylaw. I am 1 member of the Cons. Comm. which currently has 6 members.
Explain your relationship or affiliation to the person or organization.	Ed Whitcomb has been a good personal friend for over 30 years.
How do your official actions or decision matter to the person or organization?	Any alteration of a Resource Area on the Whitcomb property will require a permit from Cons Comm.

<p>Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.</p>	<p><i>In addition to myself, there are 5 other ConsComm members who will review this application.</i></p>
<p>If you cannot confirm this statement, you should recuse yourself.</p>	<p>WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.</p>
<p>Employee signature:</p>	<p><i>M. Hanover</i></p>
<p>Date:</p>	<p><i>July 28, 2014</i></p>

Attach additional pages if necessary.

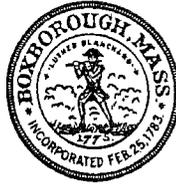
Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.



**Internal Communications and Outgoing Communications
August 11, 2014**

1. Letter from Mass. Dept. of Public Health's Mgr. of Wellness Initiatives, Claire Santarelli, received July 7, 2014, to "Massachusetts Employer" announcing and requesting participation in their statewide survey to assess the current landscape of workplace wellness.
2. Letter from Luis Rodriguez, Chief of FEMA's Engineering Management Branch, dated July 8, 2014, to Vincent Amoroso Chairperson of the Board of Selectmen, notifying the town of the Revalidation of determinations for properties and/or structures [LOMR-F & LOMA] previously issued by FEMA on the effected dates provided in the letter. Further that FEMA's revalidation effective 6/5/2010 is superseded by this communication. Finally, these revalidated LOMR-Fs & LOMAs are not being distributed to primary map users so FEMA has deemed the Town as a repository for this information [Planner is reviewing]. *
3. Letter from Archbishop Sean O'Malley, dated July 17, 2014, to the Board of Selectmen inviting them to attend a Mass in thanksgiving to God for all of those who serve our communities as public safety personnel on September 21st. #
4. Letter [with attachments] from resident, Frank Hubley, dated June 28, 2014 [sic received 7/28/14] regarding 2014 Town Meeting Article 26 – Communications Equipment Upgrade. *
5. Copies of communications from Town Counsel, Kopelman & Paige, PC to Director Michelle Tassinari, Esq. Sec. of Commonwealth's Elections Division, regarding Town of Boxborough – Community Preservation Act Acceptance Ballot Question:
 - a. Dated July 28, 2014, from Attorney Janelle Austin, supplementing Town Clerk Markiewicz's letter of 6/2/14.
 - b. Dated July 31, 2014, from Attorney Lauren Goldberg, further supplementing Town Clerk Markiewicz's letter of 6/2/14.
6. Letter from resident, Ken Canfield, received August 4, 2014, to the Boxborough Board of Selectmen "Comments and observations – BOS evening meeting 21 July 2014 Agenda Item: Status and Future of Airport Study Committee".*
7. Email from Town Planner, Adam Duchesneau, dated August 5, 2014, regarding the engagement of Metro West Collaborative Development to assist the town in updating our Subsidized Housing Inventory. #
8. Letter from TA Shaw, dated August 5, 2014, to Duncan Brown, BHS President, regarding Levi Wetherbee House – Required Maintenance.*
9. Copy of a letter from resident, Phyllis Priest, dated August 6, 2014, to Marie Cannon [BoH Chair] expressing her concerns about the conditions allegedly existing in an condo unit in her building[additional information attached].#

Indicates that the item had been previously distributed.

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

82 (2)

*



Federal Emergency Management Agency

Washington, D.C. 20472

July 8, 2014

Received
7-10-14

IN REPLY REFER TO:

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

Case No.: 11-01-0888V
Community: Town of Boxborough,
Middlesex County, Massachusetts
Community No.: 250184
Effective Date: July 8, 2014
Revised FIRM Panel Nos.: 25017C0219F,
25017C0238F,
25017C0331F,
25017C0332F,
25017C0333F,
25017C0334F,
25017C0351F,
25017C0535F

REVALIDATION 2

Dear Mr. Amoroso:

When a new National Flood Insurance Program (NFIP) map panel becomes effective, it automatically supersedes previously issued Letter of Map Change (LOMC) actions (i.e., Letters of Map Revision-based on Fill [LOMR-Fs] and Letters of Map Amendment [LOMAs]) that have been issued on that map panel, even if they are still valid and should apply to the new NFIP map as well. Because a revised NFIP map has been prepared for your community, it is necessary for the Federal Emergency Management Agency (FEMA) to take administrative action to prevent valid LOMR-Fs and LOMAs from being superseded. Accordingly, the purpose of this letter is to revalidate the determinations for properties and/or structures in your community as described in the LOMR-Fs and LOMAs previously issued by FEMA on the dates listed below. As of the above-referenced effective date, these LOMR-Fs and LOMAs will revise the effective NFIP map for the referenced community, dated July 7, 2014, and will remain in effect until superseded by a revision to the NFIP map panel on which the property is located.

Please be advised, the revalidation letter effective June 5, 2010, case number MICS 30343V, for the Town of Boxborough has been superseded. All LOMR-Fs and LOMAs from that letter have been reviewed and have been incorporated into this updated revalidation letter if appropriate. Please note all LOMCs with effective dates after June 5, 2010, that are located on non-revised panels for your community, will remain valid until superseded by a revision to the NFIP map panel on which the property is located. The LOMCs on non-revised NFIP map panels are not included in the table below. The FEMA case numbers, dates issued, and when available, property identifiers, Flood Insurance Rate Map (FIRM) Panel numbers, and current flood insurance zones of the revalidated LOMR-Fs and LOMAs are listed below.

<u>Case No.</u>	<u>Date Issued</u>	<u>Identifier</u>	<u>Map Panel No.</u>	<u>Zone</u>
00-01-0330A	02/09/2000	239 DAVIDSON ROAD	25017C0238F	X
00-01-0278A	03/21/2000	346 REED FARM ROAD	25017C0351F	X
00-01-0464A	04/13/2000	45 HILL ROAD	25017C0331F	X

<u>Case No.</u>	<u>Date Issued</u>	<u>Identifier</u>	<u>Map Panel No.</u>	<u>Zone</u>
00-01-0280A	05/11/2000	988 Depot Road	25017C0332F	X
00-01-0878A	08/31/2000	MAP 11, PARCEL 513 – 304 REED FARM ROAD	25017C0351F	X
05-01-0702A	08/11/2005	REED FARM II, LOT 211 – 276 REED FARM ROAD	25017C0351F	X
11-01-1600A	05/03/2011	LOT 215 --- 332 REED FARM ROAD	25017C0351F	X
12-01-2352A	09/25/2012	BROOK VILLAGE CONDOMINIUM, BUILDINGS G & H – 41 & 49 SPENCER ROAD	25017C0331F	X
13-01-0590A	12/27/2012	24 & 32 SPENCER ROAD / 50 & 58 SPENCER ROAD	25017C0331F	X

The letters shown below were revalidated by case number MICS 30343V. They are revalidated automatically by this letter because they are not located on a revised FIRM panel.

<u>Case No.</u>	<u>Date Issued</u>	<u>Identifier</u>	<u>Map Panel No.</u>	<u>Zone</u>
		NONE		

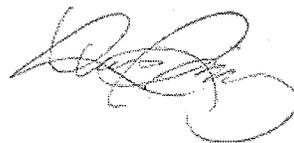
Planner is reviewing

Because these revalidated LOMR-Fs and LOMAs will not be printed or distributed to primary map users, such as local insurance agents and mortgage lenders, your community will serve as a repository for these new data. We encourage you to disseminate the information reflected by this letter throughout your community so that interested persons, such as property owners, local insurance agents, and mortgage lenders, may benefit from the information.

If you feel a LOMC has been omitted from the list that should have been included, we encourage you to submit the LOMC for re-determination. When requesting a re-determination, we ask that a cover letter be sent along with a copy of the original determination letter to: LOMC Clearinghouse, 847 South Pickett Street, Alexandria, Virginia 22304-4605.

If you have any questions regarding this matter, please contact the FEMA Regional Office in Boston, Massachusetts at 99 High Street, Sixth Floor, Boston, Massachusetts 02110. Copies of previously issued LOMR-Fs and LOMAs, if needed, can be obtained by contacting the FEMA Map Information eXchange (FMIX), toll free at (877) 336-2627 (877-FEMA-MAP).

Sincerely,



Luis Rodriguez, P.E., Chief
Engineering Management Branch
Federal Insurance and Mitigation Administration

cc: LOMC Subscription Service Subscribers
Community Map Repository
Mary Nadwairski, Department Assistant, Conservation Commission, Town of Boxborough

8a(41)

*

received
7-28-2014

617 Old Harvard Road, Boxborough
June 28th, 2014

Boxborough Board of Selectmen
Middle Road, Boxborough, MA

Re: Article 26 of the May, 2914 ATM – Communications Equipment Upgrade

I have been in the technical and operational aspects of Radio communications systems for many years (37 years as a Senior Field Engineer for Motorola, 4 years as a Microwave Systems technician in the USAF). Although I retired from Motorola in 2011, I still provide technical consulting services to a limited list of state agencies and transportation organizations

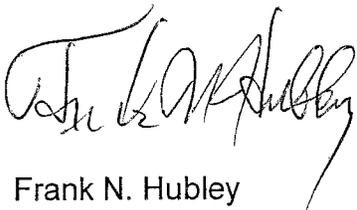
I have reviewed the (undated) report that was submitted to the Town of Boxborough by the Communications Consulting Service of Gray, Maine and the Feasibility Study for a Regional Emergency Communications Center that was prepared by Webb Consulting Services (June 13th, 2014). Both of these reports make reference to the need for improved radio communications resources for the Town of Boxborough agencies. I certainly agree that the Boxborough Police, Fire and Public Works Departments should be equipped with effective radio equipment. I also understand that the existing fixed equipment is in dire need of replacement.

I do not, however, agree with most of the opinion of the person from the Communications Consulting Service, as this plan would not result in significantly improved inter-agency communications. After careful study of radio coverage maps that I have prepared on a very reliable system, I also disagree with the necessity of using Simulcast transmitters to provide talk-out coverage in Boxborough. Simulcast transmitters are an expensive and difficult to maintain resource that are typically used only when one needs to provide coverage over an area that is 5-10 times the size of Boxborough. The City of Cambridge is covered by two Simulcast sites, Worcester by four sites and Nahua, N.H. by three sites. I do not know of any other small or moderate size towns in New England that are using Simulcast transmitter technology.

I have provided copies of my R.F. Coverage maps that show the projected "Talk-Out" of fixed stations to portable radios in both the Police (V.H.F) and Fire (U.H.F.) bands. It is clear that transmissions from either the Swanson Road or Hager Hill Cell towers will not provide complete coverage over the entire town. The "best" remedy is to locate the base stations on Middle or Hill Road. Such an installation can be accomplished with a minimum impact antenna structure. I also have some suggestions on radio improvements for the Boxborough Public Works department.

I am available to discuss some alternatives to the recommendations in the opinion from the Communications Consulting Service of Grey, Maine.

Regards,

A handwritten signature in black ink, appearing to read "Frank N. Hubley". The signature is written in a cursive style with a large initial "F" and "H".

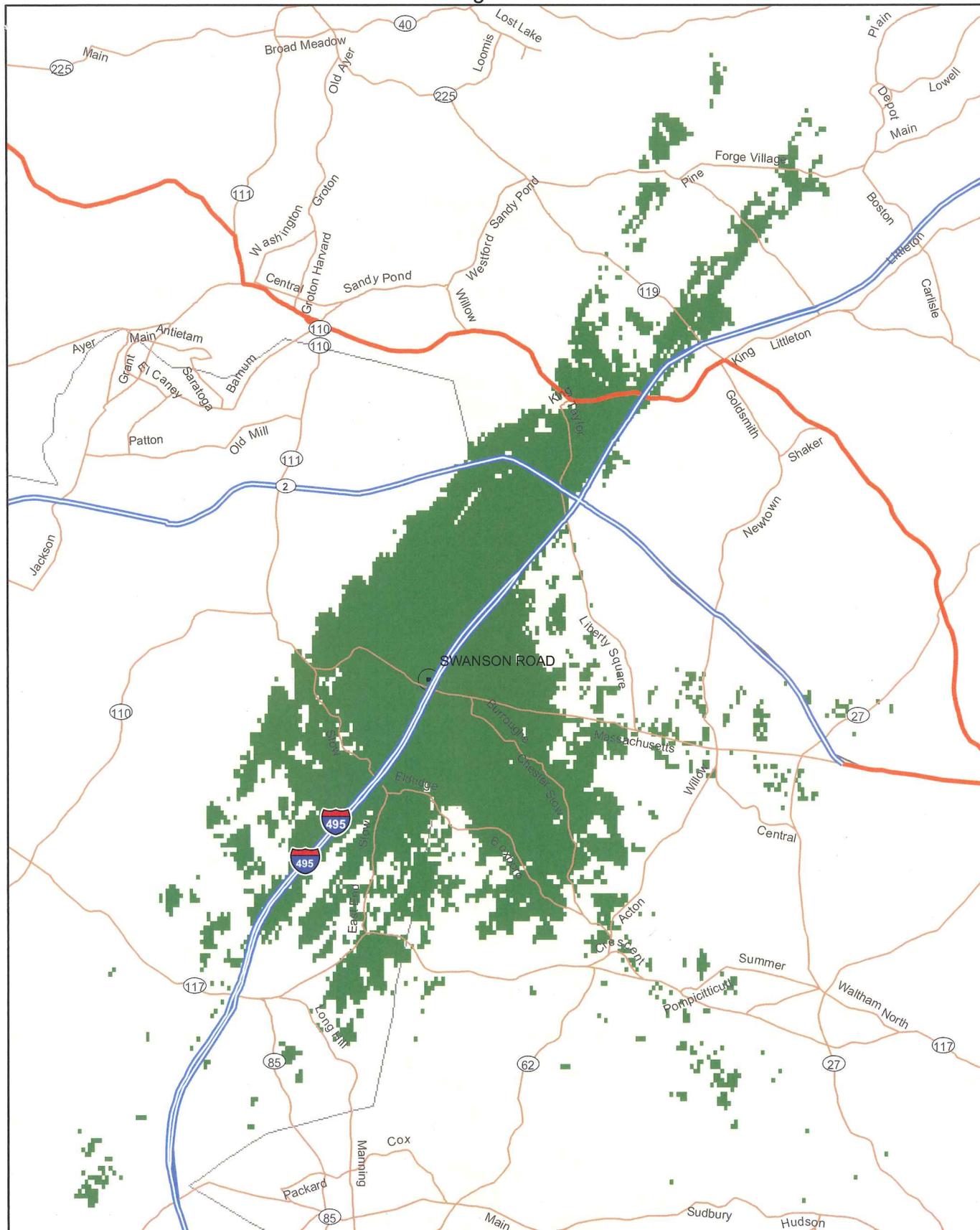
Frank N. Hubley

BOXBOROUGH

SWANSON ROAD

This map is preliminary
and is not a coverage guarantee.

Outbound VHF Coverage to On-Street Portable



This Coverage Map was prepared by

FRANK N. HUBLEY

Communications Consultant

BOXBOROUGH, MA 01719

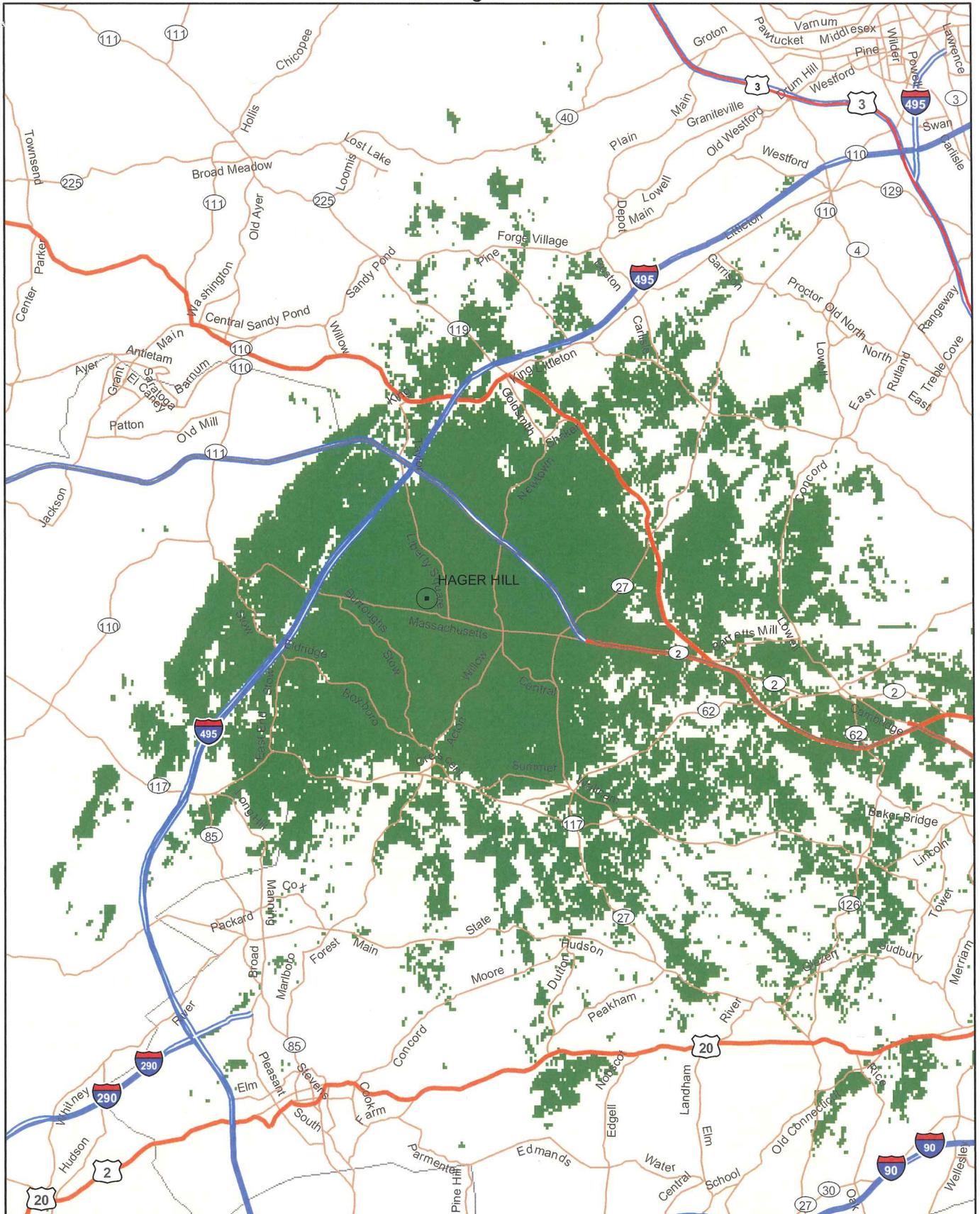
Jun 21, 2014

3213221189.3.000.1.1

BOXBOROUGH HAGER HILL

This map is preliminary
and is not a coverage guarantee.

Outbound VHF Coverage to On-Street Portable

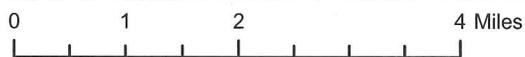
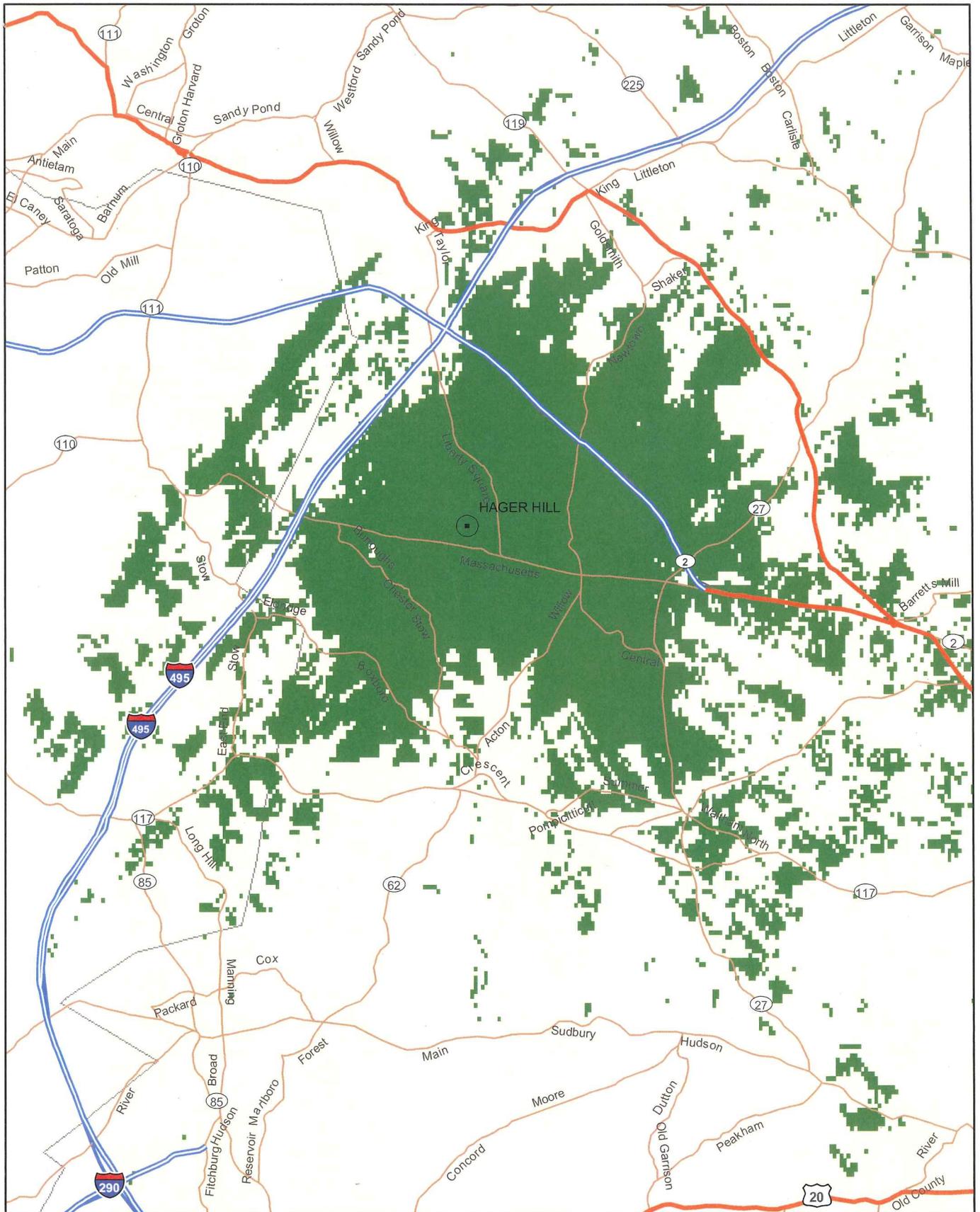


This Coverage Map was prepared by:
FRANK N. HUBLEY
Communications Consultants
BOXBOROUGH, MA 01719

BOXBOROUGH HAGER HILL

This map is preliminary
and is not a coverage guarantee.

Outbound UHF Coverage to On-Street Portable

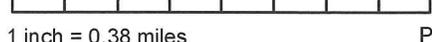


This Coverage Map was prepared by
FRANK N. HUBLEY
Communications Consultant
BOXBOROUGH, MA 01719



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0 0.225 0.45 0.9 Miles



1 inch = 0.38 miles Projection: World_Mercator

Jun 21, 2014

Hydra 4.5.3048.0

This Coverage Map was prepared by
FRANK N. HUBLEY
 Communications Consultant
 BOXBOROUGH, MA 01719

Run_1

3213221189.3.000.1.1

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ADCOMM is a leader in public safety communications engineering, consulting, and project management, bringing more than 200 years aggregate communications center operational and technical experience to its clients.

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- Project Management
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- Site Install Guidance
- Propagation Analysis
- Dispatch Center
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- System Operations and Management
- Management Services

Technology Expertise

Public safety radio technologies

- P25 suite of standards
- Proprietary technologies
- CDMA
- FDMA
- TDMA

All two-way radio frequency bands

- Low band
- VHF
- UHF
- 700 MHz
- 800 MHz
- 900 MHz
- 4.9 GHz

Broadband and backhaul systems

- Microwave
- Optical fiber
- T-carrier

Diverse systems

- Analog and digital
- Conventional and trunked
- DES and AES encryption
- IMBE and AMBE vocoders
- Mobile data over-the-air protocols
- Integrated voice and data

All manufacturers' equipment

- EADS
- EF Johnson
- Harris (M/A-COM)
- Motorola
- Tait
- Other manufacturers

Wideband wireless data

- LTE
- Wi-Fi
- WiMAX

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Federal Engineering consultants have in-depth knowledge of public safety land mobile radio technologies that is unsurpassed in the industry. Our public safety specialists have worked on virtually every type of system and in hundreds of situations as consultants, manufacturer employees, first responders, and public officials. These experts will craft the most cost-effective solution based on your communications needs.

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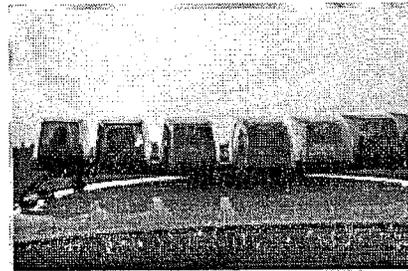
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- Strategic planning
- Total communications network design
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- Coverage and capacity analyses
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- Governance
- Interoperability analysis
- Mobile data
- RFP development
- Procurement support
- FCC license applications
- Program management
- Implementation management
- Independent validation

8a (6)

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ATTENTION: Boxborough Board of Selectman

Received
8-4-2014

COMMENTS AND OBSERVATIONS

BOS EVENING MEETING 21 JULY 2014

Agenda Item: Status and Future of Airport Study Committee ("ASC")

- 1) I attended the 21 July 2014 BOS Meeting, mainly to observe and listen to the agenda item regarding the ASC. I was surprised when it quickly became obvious that the direction of the meeting was headed toward elimination of the ASC's existence. This observed direction evoked a strong reaction on my part and I felt obligated to speak in opposition. However, I soon determined that the BOS was not listening. The die had already been cast.
- 2) I found after the meeting, in speaking with others in attendance, that they had arrived at this same conclusion.
- 3) Selectman Les Fox made several statements that I thought deserved further explanation. He indicated that he had been on the BOS for 19 years. And then shortly afterwards stated "I don't get it." when commenting on the value to the Town of continuing the existence of the ASC. I ask, why did it take 19 years for Selectman Fox to make this determination and statement?
- 4) When the Chairman of the BOS suggested that a vote be taken that evening, even though such a vote was not included in the Agenda, I immediately thought that those Selectman who have had long standing social friendships with the MMAF owner would recuse themselves from the vote. Sadly, I was mistaken, for those individuals not only voted, but also led the charge to eliminate the ASC.
- 5) It was not appropriate that the vote be taken that evening. The ASC had not been advised that such a vote was to be taken that evening. The Chairman of the ASC had even recruited a volunteer interested in joining the ASC and had requested that she attend the proceedings

that evening. How awkward is that? No wonder there is such difficulty for this BOS to recruit volunteers. At a minimum, a vote to decide on whether or not to continue with such a long standing committee should have been communicated in advance to the ASC and should have been included in the meeting agenda. But even more appropriate would have been for the BOS to announce that such a vote would be taken at the following meeting, together with advising that the ASC and citizens would have the opportunity to comment before the vote was taken.

- 6) After the vote, the BOS Chairman thanked Anne Canfield (Chairman most recently of the ASC) for her service in a manner and tone which I perceived to be totally insincere and disingenuous. After 19 years of service on the Committee, one might think that a genuine and sincere recognition and “thank you” would be forthcoming, not only for Anne, but also for all the others that had served on the ASC.
- 7) I noted that of those Selectman who voted in favor of eliminating the ASC, none live on the side of Town most proximate to MMAF. (From my observation, Selectman Bob Stemple did not vote.) How can they then appreciate the negative effects of living under or close to the Air Field’s traffic pattern and the importance of the ASC. From Hill Road and Liberty Square Road, it’s easy to imagine that the ASC is not a high priority. Before eliminating the ASC, wouldn’t you think a survey or at least queries would have been taken of Townspeople and Town committee members?
- 8) In conclusion, my opinion of the BOS proceedings regarding the ASC that evening were, at best, shoddy in the extreme.

Signed: Kenneth Canfield, 628 Stow Road, Boxborough, MA
29 July 2014



8

BOXBOROUGH BOARD OF SELECTMEN
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 264-1712 · Fax: (978) 264-3127
www.boxborough-ma.gov

Vincent M. Amoroso, Chair Robert T. Stemple, Clerk Susan M. Bak Leslie R. Fox James J. Gorman

August 5, 2014

Duncan M. Brown
President
Boxborough Historical Society, Inc.
29 Middle Road
Boxborough, MA 01719

Re: Levi Wetherbee House – Required Maintenance

Dear Duncan,

Pursuant to Section B (1), *Reserved Rights - Maintenance of Historic Structures*, of the Conservation and Historic Preservation Restriction granted by the Town to The Trustees of Reservations and Boxborough Historical Society, Inc., I am providing written notice to inform the Historical Society, Inc. of the need to begin the process of restoration of the Levi Wetherbee House. Due to water passing through the fieldstone foundation, and a series of freeze-thaw cycles, there has been partial failure of the foundation rendering the building unstable. As an initial measure to safeguard the farm house against collapse while restoration plans are being developed, the Town is seeking bids from qualified contractors for the shoring and bracing of the farm house. A determination has yet to be made with respect to the potential restoration of the farm house.

I am including a copy of the Invitation to Bid along with the *Foundation Assessment* provided by Groton Engineering, LLC.

Sealed bids are due to the Town on August 15. Time is of the essence; I would like to be able to enter into a contract for the shoring and bracing of the house to be completed in September.

We look forward to your expedient review of the matter and approval as necessary so that the initial work will be able to commence without delay.

Sincerely,

Selina S. Shaw
Town Administrator

cc: The Trustees of Reservations



Minutes, Notices and Updates
August 11, 2014

Minutes

1. Minutes of the Finance Committee meeting held April 14, 2014.
2. Minutes of the Board of Appeals meeting held April 15, 2014.
3. Minutes of the Conservation Commission meeting held July 2, 2014.

Notices

1. Notice a Housing Board meeting held July 24, 2014.
2. Notice of an A-B Regional School Committee Workshop held July 24, 2014.
3. Notice of an Energy Committee meeting to be held August 13, 2014.
4. Notice of a Personnel Board meeting to be held August 12, 2014
5. Notice of a Steele Farm Advisory Committee meeting to be held August 19, 2014
6. Legal Notice from the Conservation Commission of a hearing held August 6, 2014 to consider a Request for Determination of Applicability filed by Edward Whitcomb concerning his property located at 265 Hill Road.
7. Legal Notice from the Board of Appeals of a hearing to be held August 19, 2014 to consider the Kelly Brown's application for a special permit for a minor disturbance in the buffer zone to a W-District at the property owned by Bruce Dixon located at Lot A, 293 Mass. Ave.
8. Legal Notice/Invitation for Bids from the Selina Shaw, MCPPO/Town Administrator concerning the shoring and bracing of the Levi Wetherbee Farmhouse located at 484 Middle Road.

8c



General Correspondence
August 11, 2014

1. Summer 2014 Baystate Roads Program's Newsletter, *Mass Interchange*.
2. Copy of the coverletter from Foundation for Metrowest Executive Director, Judith Salerno, dated July 12, 2014, to Mr. Vincent Amoroso accompanying their 2013 Annual Report [available in the For Review slot]

