



## BOARD OF SELECTMEN

Meeting Agenda

October 20, 2014

Boxborough Town Hall

Grange Meeting Room

### 1. CALL TO ORDER, 7:00 PM

### 2. ANNOUNCEMENTS

### 3. APPOINTMENTS

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

- a) David Lindberg, Inspector of Buildings to provide update on Steele Farm repairs
- b) Tom Gorman, DPW Director, to seek permission for Foreman to take home town truck when poor weather conditions are expected, 7:15 PM
- c) Citizens' concerns

### 4. MINUTES

- a) Regular session, September 22, 2014
- b) Goals workshop, September 27, 2014 (tentative)
- c) Regular session, September 29, 2014

ACCEPT & POF

ACCEPT & POF

ACCEPT & POF

### 5. SELECTMEN REPORTS

### 6. OLD BUSINESS

- a) Appointment of members to the Master Plan Update Committee, 7:35 PM
  - i. *Move to appoint members to the Master Planning Update Committee for terms starting effective immediately and ending on December 31, 2015 as follows:*  
*John Markiewicz, Planning Board; Les Fox, Board of Selectmen; David Follett, Conservation Commission; TBD, Recreation Committee; Bryon Clemence, Agricultural Commission; Al Murphy, Housing Board; Marie Cannon, Board of Health; Frank Powers, and Council on Aging*  
*[NB: Energy Committee designate appointment 11/3/2014]*

**VOTE:**
  - ii. *Move to appoint non-voting, ex-officio members to the Master Planning Update Committee for terms starting effective immediately and ending on December 31, 2015 as follows:*  
*TBD, Finance Committee; Maria Neyland, School Committee; Kevin Mahoney, Historical Commission; Adam Duchesneau, Town Planner; Selina Shaw, Town Administrator;*  
*Tom Garmon, DPW Director; Randolph T. White, Fire Chief and Warren Ryder,*  
*Police Chief to serve alternately; and local business TBD*

**VOTE:**

- b) Winter Rapid Recovery Road Program (WRRRP) Project Reimbursement Request & Final Report  
*Move to authorize the submission of Winter Rapid Recovery Road Program (WRRRP) Project Reimbursement Request in the amount of \$32,343.28 and Final Report*

**VOTE:**

### 7. NEW BUSINESS

- a) RFT – Personnel Board – Training/Conferences  
*Move to forward to the Finance Committee for approval the request to transfer \$60 from the Reserve Fund to 001- 152-5712-0000, Personnel Board – Training/Conferences*

**VOTE:**

b) Community Services Coordinator office/Grange Hall

**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**

36

**Selina Shaw**

---

**From:** Vicki Franz <vfranz@boxborough-ma.gov>  
**Sent:** Wednesday, September 24, 2014 10:24 AM  
**To:** 'Jim Gorman'; lesfox@comcast.net; 'Robert Stemple'; Susan Bak; 'Vince Amoroso'  
**Cc:** Selina S. Shaw; 'Tom Garmon'  
**Subject:** Foreman's truck use during exceptional weather conditions

Good Morning,

Tom and Scott have been discussing that it would be beneficial for Scott to be allowed to take home a Town 1 ton truck on nights and weekends when the weather conditions are likely to require him to be called in for emergency assistance. As the Foreman, Scott is the first man called in. This will cut down on his response time, not only with snow issues, but fallen trees and road closures. I spoke with Jim Gorman about this matter on Monday when he came by the highway barn. Please give this your consideration and let us know your decision. Thank you.

Regards,  
Vicki Franz  
Department Assistant, DPW  
577 Massachusetts Ave.  
Boxborough, MA 01719

PLEASE NOTE NEW EMAIL AND PHONE NUMBER:  
978-264-1790  
[vfranz@boxborough-ma.gov](mailto:vfranz@boxborough-ma.gov)





**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**September 22, 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 7:00 P.M. in the Grange Meeting Room of Town Hall.

**ANNOUNCEMENTS**

- Chair Amoroso read the announcements.

**APPOINTMENTS**

- David Lindberg, Inspector of Buildings, and members of the Steele Farm Advisory Committee (SFAC), were present to provide an update on Steele Farm repairs and to request a reserve fund transfer for electrical service installation. BICAO Lindberg reviewed the previous discussions on these repairs. The imperative is to stabilize the house before the winter. Based on input received and upon further review & discussion which included SFAC members, the Engineer, contractor(s), Wiring Inspector, Charlie Weeks and an electrician they have developed a plan of action. He spoke to the Engineer's report of September 12<sup>th</sup> and the proposed Action Plan and its three bulleted items. They are here requesting the Selectmen's approval of these three tasks. These repairs, though temporary, could stabilize and secure the building for 1-5 years while the Town explores the implementation of more long term permanent solutions. Work on items #1 "Electrical Work" and #3 "Reduce Air Infiltration" can begin as soon as authorized. The Chimney Lifting & Shoring project specifications are in process and can be issued before the end of the month. These are the first steps. If these repairs are needed before the winter, CPA funds would probably not be available to cover these costs. It was the consensus of the Selectmen to approve the presented Action Plan and authorize these repairs/tasks.

*The Selectmen took Agenda Item 7a, out of order.*

**NEW BUSINESS**

- Member Stemple moved to forward to the Finance Committee for approval the request to transfer \$2,200 from the Reserve Fund to 001-670-5799-0000, Steele Farm Building Maintenance, for the installation of electrical service to the house (labor & materials). Seconded by Member Fox. **Approved 5-0.**

**APPOINTMENTS (Continued)**

- Patrick McIntyre, Town Treasurer, was present to discuss bank account restructuring and future bonding. Treasurer McIntyre referred to the memorandum and spreadsheets provided, outlining his rationale in increasing the Town's presence with Eastern Bank, the services now available to us and the changes to fund management that he is intends to implement going forward. He also believes that these changes should not hinder the possible increase in availability of the on-line payment option for some town services/fees and should flow easily. The consensus of the Selectmen was that these were productive changes to the Treasurer's management of funds. Treasurer McIntyre opened discussion on the management of BAN funds. As part of his effort to identify further means to improve the management of our current bonding he asking the Selectmen to revote the "useful life" of several recent capital expenditure warrant articles. He has consulted with TA Shaw and the respective department heads when determining these revised numbers. This re-structuring would level out the extreme swings that can be associated with borrowing. Treasurer McIntyre noted that actual usage and how long an item can remain in service should be a discussion between the respective department heads and the Capital Planning Committee. Member Stemple moved that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of \$487,500 aggregate principal amount of the borrowing authorized by the votes of the Town passed on May 17, 2012 and May 13 and 14, 2013, is hereby determined pursuant to G.L. c.44 § 7(9) to be as follows:

<u>Article</u>	<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
13 2013 ATM	Ambulance	\$220,000	8 years
15 2013 ATM	Mower	100,000	10 years
15 2012 ATM	Field Mower	50,000	10 years
14 2012 ATM	Generator	50,000	15 years
12 2013 ATM	Emergency Response Command Vehicle	47,500	5 years
16 2013 ATM	Dumpsters	20,000	5 years

Seconded by Member Fox. **Approved 5-0.**

- Planning Board members and Town Planner, Adam Duchesneau, were present to discuss Master Plan update process; the establishment of Master Plan Update Committee (MPUC); and a vacancy on Planning Board. Member Fox opened discussion on this providing background on this effort; and outlining their benchmarks. He then turned the discussion over to Town Planner Duchesneau. Planner Duchesneau spoke to his memorandum, scope of services and other materials provided. Planner Board approved the Scope of Services at their last meeting. He advised of the efforts underway to get the word out – an informational booth at the Harvest Fair; an informational flyer will be going out in the next tax bill; an article submitted to the local papers and public forums scheduled. The intention is to have a new Master Plan completed no later than December 2015. Discussion turned the make-up of the Master Plan Update Committee. The consensus of both the Planning Board and the Selectmen was that: the MPUC should have both voting and ex-officio members; the draft letter(s) of interest (voting/non-voting) provided were acceptable as written; and there would be between 7-9 voting members. There was a review of those town boards considered for participation as a voting member of the MPUC. Chair Amoroso moved to designate a member of the Planning Board, Selectmen, Conservation Commission, Recreation Commission, Agricultural Commission, Housing Board, the Energy Committee and Council on Aging to participate in the MPUC. Seconded by Member Stemple. **Approved 5-0.** The Planning Board concurred. Planner Duchesneau was instructed to prepare, for Chair Amoroso's signature, a letter of interest to these respective boards. Member Fox made a Motion amend the previous Motion in order to replace the Energy Committee with the Historical Commission. Seconded by Member Gorman. Upon further discussion it was determined that though the BHC has an interest in preserving historic aspects of the community; a key component of this Master Plan concerns energy. Member Fox withdrew his motion. Discussion turned to identifying possible ex-officio members. Non-voting/ex-officio members would allow non-residents (i.e. business owners and town officials) a voice; allowing them to contribute valuable input. They also would not have a vested interest. FinCom Chair Subramanyam noted that the FinCom bylaw precludes them from having a vote on the MPUC; however FinCom provides an essential perspective. The Planning Board and Selectmen reviewed the proposed list of non-voting members. Chair Amoroso moved to a designate MPUC non-voting members as: Town Planner Duchesneau, Town Administrator Shaw, DPW Dir. Garmon, a Public Safety Chief (Ryder or White – TBD) and a local business owner, and to designate a member of the Historical Commission, Finance Committee, and A-B Regional School Committee Seconded by Member Fox. **Approved 5-0.** The Planning Board concurred. Planner Duchesneau was instructed to prepare, for Chair Amoroso's signature, a letter of these respective boards, to contact the identified individuals and reach out Boxborough business owners about participating in the MPUC. It was noted that the Master Plan Update Committee's meeting will be public meetings which residents and business owners could attend and provide input. In these letters candidates are asked to contact Planner Duchesneau by October 15<sup>th</sup> so that the Selectmen can appoint the MPUC members at their October 20<sup>th</sup> meeting. There was a brief discussion on the process moving forward.

It was noted that Jim Faulkner has moved and resigned from the Planning Board. So pursuant to Mass. General Law the Planning Board and the Selectmen must jointly appoint a new member to serve until the May 2015 Town Elections. An article to recruit candidates will be published in the local papers and the Planning Board and Selectmen will hold interviews and appoint this new member on November 3<sup>rd</sup>.

- Town Accountant, Jennifer Barrett, and members of the Finance Committee were present to discuss the proposed budget process and timeline for FY 16. Accountant Barrett is seeking feedback from the Selectmen and Finance Committee on these proposed revisions/updates. She spoke to the materials provided; reviewing the proposed changes to the workbook's structure, including reducing to a more workable "5-year" look back; switching around some columns and creating a tab/worksheet for cumulative index of "changes" to a budget. She will also create a "cheatsheet" to help identify the consolidated/combined account histories. Though the overall timeline is essentially unchanged she would like to revise the department head budget submission timeframe. The completion target timeframe would remain the same. One significant change would be that dept. heads present their preliminary budgets to their respective BoS/FinCom liaisons to receive their input before submitting to her. The dept. heads would then submit these vetted budgets to her as their initial budgets for FY 16. It was determined that, once these initial budget are received Accountant Barrett would, as in years past, generate a hardcopy notebook for the Selectmen, Finance Comm. members and TA Shaw. Then, going forward she would distribute, via email, change pages to these stakeholders according to the process outlined. It was suggested that Accountant Barrett could also, periodically provide a total

revision summary report. There was discussion as to whether dept. heads would present separately to the Selectmen and FinCom or whether joint discussions would be more efficient. No decision was made during this discussion. There was discussion as to how CBA negotiations and the outcome of November's CPA vote and how these variables might affect the FY 16 budget numbers. There was also discussion as to how the CPA Committee would be implemented, its mechanism and the tight timeline necessary to have in place for FY 16.

- No one asked to speak under the Citizens concerns.

#### MINUTES

- Member Gorman moved to accept the minutes for the regular session of September 8, 2014, as revised and the Executive Session of September 8, 2014, as written. Seconded by Member Fox. **Approved 4-0-1 (Member Bak abstained)**

#### SELECTMEN REPORTS

- Member Gorman reported on Well-Being Comm. activities. They are looking to set up interviews with 2 potential candidates for the Social Services position.

He reported that he has been working with DPW Dir. Garmon & Vicki and reported on the status of several projects: Reed Farm Rd paving - waiting for the signed contract from the vendor; and pipes have been delivered to the culvert repair site on Hill Rd. He has also stressed that the IFBs for other proposed paving projects need to go out.

- Chair Amoroso reported that, though they were only planted two months ago, some of shrubs planted to screen the new generator at the Blanchard are dying. The Town planted them before the AB District took over so we should take care of this. TA Shaw will contact DPW Dir. Garmon about contacting nursery about replacement the dying shrubs.
- Member Stemple reported that the Steele Farm Advisory Comm. reviewed the materials presented tonight at their last meeting.

He also requested confirmation that Sen. Eldridge and Rep. Benson are supporting the Rte. 111 walkway proposal. TA Shaw advised that they both had issued letters of support.

- Member Fox reported on the status of the Public Safety Radio project – the vendor whom the Town had been working with has withdrawn. So the Chiefs and TA Shaw have had to do some quick re-working. A Request for Quote was prepared and has been issued by Chief Ryder to select vendors. Some aspects of this project should be underway by the end of October.

He directed his fellow board members to materials provided as a read ahead; reporting that there has been off-again/on-again discussion about bringing Blanchard into Acton-Boxborough Regional School District's IT Network. However, this will be a complicated process. One specific concern is that as they would need to use Town's right-of-way to run AB's fiber on the poles. TA Shaw is working with Town Counsel on this and there will be further discussion in the coming months.

He also reported that he has met with Planner Duchesneau to review the MAPC's process for the Master Plan Updates.

Member Fox also reported that he had attended the Fletcher Memorial dedication on Saturday. Kevin Mahoney did a good job and it was well attended.

- Member Bak reported that ABCC was putting together their upcoming schedule at their recent meeting, which she attended.

She also reported that the Boxborough Garden Club will be celebrating their 75 Anniversary this year.

#### OLD BUSINESS

- It was noted that this weekend's Appreciation Event went well. Chair Amoroso circulated a memo of his observations. The Selectmen directed that the remaining unopened food be donated to the Acton Food Pantry.

#### CONCERNS OF THE BOARD

- Member Bak advised that she had been approached about the proposed veterans' memorial site and that the Christmas tree not be taken down for this project. Member Gorman provided an updated on this project and noted that he always been cognizant as to the importance of this tree and wanted to assure everyone that it would not be touched.

#### ADJOURN

- The Selectmen adjourned the meeting at 9:52 PM.





**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**September 29, 2014**  
**Boxborough Town Hall**  
**Grange Meeting Room**

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 7:00 P.M. in the Grange Meeting Room of Town Hall.

*The Selectmen took Agenda Item 3a, out of order.*

**APPOINTMENTS**

- Chris Habersaat, ABYS President was present to provide a report on participants in Boston Breakers clinic. Kevin Lehner, Boxborough Recreation Commission Chair was also present. Habersaat referred to his email provided in the packet; providing background on the ABYS's relationship with the Boston Breakers Soccer Clinic, specifically the 2014 session. He also discussed the field fees charged for the AB Lower Fields and those in Boxborough. Habersaat clarified that though Boxborough's field usage fees mirror those of Acton Recreation the AB Lower fields are managed by the "Friends of the Lower Fields" not Acton Rec. and the "Friends" have a different fee structure. The intention is the "Friends" will continue to manage these facilities until the borrowing is paid down, at which time management will revert to AB Community Education. RecCom Chair Lehner provided input. It was determined that the Selectmen will conduct a more in-depth review of the Town's field usage policy at a later date.
- No one asked to speak under the Citizens concerns.

**ANNOUNCEMENTS**

- Chair Amoroso read the announcements.

**MINUTES**

- The Selectmen passed over approval of the regular session minutes of September 22, 2014.

**SELECTMEN REPORTS**

- Member Gorman reported on a conversation he had at the Employee Appreciation event with Rick Barrett about possibly creating a Veterans Council, which could provide services to veterans and promoting patriotic causes. Member Gorman will be following up with Veterans Agent Donnie Morse on this.

He also reported that Chief White will be taking some time off in the near future for a minor medical procedure.

- Member Fox reported that he, along with BHB Chair Al Murphy & Town Planner Duchesneau, participated in a phone conference with Town Counsel concerning the Stow Road proposal. Based on this discussion, pending a review of the final form of the RFP, the proposed concept is doable and no roadblocks going forward.

He also report on the latest town facilities' phone issues. It has been determined that this time it was not a Verizon line issue rather an internal program "hiccup." The auto-alert did not alarm the vendor of a system failure. Chief Ryder is working with the phone vendor on this. In the meantime TA Shaw is working out a scope of work our IT Vendor to integrate support of the phone system into the Town's overall computer systems.

- Member Bak reported that she met with the Acton Recreation Director today and was advised that Acton Rec. is reconfiguring the Grady Skating Park. As part of this project they are seeking public input. Resident can provide their input by contacting Acton Rec.; ABYS or her personally.

**NEW BUSINESS**

- There was a brief discussion regarding the Warrant for November 4<sup>th</sup> State Election, including a solicitation letter from the Committee for Safer Roads & Bridges seeking support of a No Vote on Ballot Question One. Member Gorman moved to notify and warn the inhabitants of the Town of Boxborough who are qualified to vote in the State Election to vote at Boxborough Town Hall, 29 Middle Road, Boxborough on Tuesday, the fourth day of November, 2014 from 7:00 AM to 8:00 PM to cast their votes in the State Election for the candidates for the following offices and questions:

**OFFICES:**

SENATOR IN CONGRESS . . . . .	FOR THIS COMMONWEALTH
GOVERNOR AND LIEUTENANT GOVERNOR . . . . .	FOR THIS COMMONWEALTH
ATTORNEY GENERAL . . . . .	FOR THIS COMMONWEALTH
SECRETARY OF STATE . . . . .	FOR THIS COMMONWEALTH
TREASURER . . . . .	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 . . . . .	37 <sup>TH</sup> MIDDLESEX DISTRICT
REGISTER OF PROBATE. . . . .	MIDDLESEX COUNTY
DISTRICT ATTORNEY . . . . .	NORTHERN DISTRICT

**QUESTIONS:**

**1. LAW PROPOSED BY INITIATIVE PETITION**

*Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?*

*This proposed law would eliminate the requirement that the state's gasoline tax, which was 24 cents per gallon as of September 2013, (1) be adjusted every year by the percentage change in the Consumer Price Index over the preceding year, but (2) not be adjusted below 21.5 cents per gallon.*

**2. LAW PROPOSED BY INITIATIVE PETITION**

*Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?*

*The proposed law would expand the state's beverage container deposit law to require deposits on containers for all non-alcoholic, non-carbonated drinks with certain exceptions, increase the associated handling fees, and make other changes to the law.*

**3. LAW PROPOSED BY INITIATIVE PETITION**

*Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?*

*The proposed law would prohibit casinos, any gaming establishment with slot machines, and wagering on simulcast greyhound races.*

**4. LAW PROPOSED BY INITIATIVE PETITION**

*Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?*

*This proposed law would entitle employees in Massachusetts to earn and use sick time according to certain conditions.*

**5. CPA**

*Shall this Town accept sections 3 to 7, inclusive of chapter 44B of the General Laws, as approved by its legislative body, a summary of which appears below?*

*This question involves the Town's acceptance of the Community Preservation Act ("Act"), approving a surcharge of 1% of the tax levy on real property and also providing an exemption under Section 3(e) of the Act for property owned and occupied as a domicile by a person who would qualify for low income housing or low or moderate income senior housing in the Town.*

*The complete summaries of these questions are listed in the State Election Warrant, which is included in its entirety in the agenda packet under item 7a). Seconded by Member Stemple. **Approved 5-0.***

- Member Stemple moved to authorize Vincent M. Amoroso, Chair of the Boxborough Board of Selectmen to designate Les Fox, Selectman and MAPC representative, to vote in the MPO elections being held on October 29, 2014. Seconded by Chair Amoroso. **Approved 5-0.**
- The Selectmen took up Hugh Fortmiller's resignation from the Board of Registrars. Chair Amoroso thanked him for his service over the years. Member Stemple moved to accept with regrets the resignation of Hugh Fortmiller as a member of the Board of Registrars, effective immediately. Seconded by Member Fox. **Approved 5-0.**
- The Selectmen took up the Energy Committee request for support of their initiative to provide information on solar PV. Chair Amoroso, as EnCom liaison, provided background on this request along with the EnCom's efforts to provide outreach and educate to residents on this initiative. There was also discussion on recent changes to the Green Communities Act and we may now be eligible under specific conditions. Chair Amoroso moved to support the Energy Committee's plan to move forward to explore solar initiatives for the Town residents and businesses. Seconded by Member Fox. **Approved 5-0.**
- The Selectmen discussed recent developments in the [public] regional transportation efforts and a new grant proposal. Though Boxborough is not included in this proposed pilot program the participants are seeking a show of support from us. Eligible (Seniors and disabled) Boxborough residents currently access to transportation to medical appointments through our CoA van. Member Fox moved to authorize Vincent M. Amoroso, Chair of the Boxborough Board of Selectmen, to provide a letter on behalf of the Board in support of the Community Innovation Challenge Grant being submitted by the towns of Acton and Maynard, Emerson Hospital and Clock Tower Place to provide a pilot medical appointment shuttle. Seconded by Member Gorman. **Approved 5-0.**

#### **CORRESPONDENCE**

- Referring to a letter discussed earlier in the evening soliciting a No vote on Question 1, Chair Amoroso asked residents to educate themselves on this and the other ballot questions.

#### **CONCERNS OF THE BOARD**

- Member Gorman asked if a discussion about returning an employee on personnel board be an upcoming agenda item. There was a brief discussion among the Board as to the background on this matter.
- As we have recently had several new public safety [Fire, Police & Dispatch] staff members join the Town – it was suggested that these new staff members could provide a summary of their experience and qualifications. The respective liaisons will work with the Chiefs on this.

#### **EXECUTIVE SESSION**

- The Board determined that an Executive Session was not necessary, at this time.

#### **ADJOURN**

- The meeting was adjourned at 7:50 PM.





**BOXBOROUGH PLANNING DEPARTMENT**  
 29 Middle Road, Boxborough, Massachusetts 01719  
 Phone: (978) 264-1723 · Fax: (978) 264-3127  
 www.boxborough-ma.gov

---

**Master Plan Update Committee Membership**  
**Approved by Board of Selectmen on September 22, 2014**  
**Member Designees to be Approved by the Board of Selectmen on October 20, 2014**

**Voting Members**

- Board of Selectmen Member – Les Fox
- Planning Board Member – John Markiewicz (Alt. All Other Members)
- Conservation Commission Member – David Follett (Alt. Dennis Reip)
- Recreation Commission Member – TBD
- Agricultural Commission Member – Bryon Clemence
- Housing Board Member – Al Murphy
- Board of Health Member – Marie Cannon
- Council on Aging Member – Frank Powers (Alt. Susan Page)
- Energy Committee Member – Rebecca Morris [11/3/14 Appt]

**Ex-Officio Non-Voting Members**

- School Committee Member – Maria Neyland
- Historical Commission Member – Kevin Mahoney
- Finance Committee Member – TBD
- Local Business Owner – TBD
- Town Planner, Adam Duchesneau
- Town Administrator, Selina Shaw
- Police Chief, Warren Ryder / Fire Chief, Randy White
- Public Works Director, Tom Garmon



Submit this Form to District Highway Director



WRRRP - FINAL REPORT

updated 8/2012

CONTRACT# 81975

City/Town Boxborough Project WRRRP  
 Location(s) Various Locations Throughout Town  
 Length n/a Feet Width n/a Feet  
 Work was Started 7 / 7 / 14 and Completed 9 / 29 / 14  
 Work was Suspended / / and Resumed / /  
 Done by: Force Account x Advertised Contract Other

\* REMARKS: Daily Activity Reports indicate locations and manner of repair.

EXPENDITURES:	State Funds @ 100%	\$
	Municipal Funds	\$32,343.28
	Other Funds	\$
	TOTAL PROJECT EXPENDITURES	<u>\$32,343.28</u>

**SCOPE OF WORK:**

Purchased Hot Box to be used when paving roads and patching potholes, apply skim coat one and one-half inch thick, patch potholes and crack seal various locations

CERTIFICATION

The undersigned hereby certify under penalties of perjury that documentation to substantiate the above expenditures is available for examination in accordance with Executive Order No. 195 (April 27, 1981) and Chapter 11, Section 12.

We further certify that all equipment rental costs are within the approved limits established by the MassDOT Highway Division, that the Municipality has complied with all applicable statutes and regulations, that the requests for reimbursements for allowable project expenses actually incurred are in conformance with the "Chapter 90" Project Request, and that the Municipality will be responsible for the future maintenance of this project including the cost thereof.

Copies of the notification published in the Central Register and notice in a newspaper of local circulation required by Chapter 149, Section 44J, and the prevailing wages as determined by the Department of Labor and Industries obtained in compliance with Chapter 149, Section 27F, of the General Laws, as applicable, must be attached.

<b>PREPARED &amp; REVIEWED BY</b>	
Highway Officer's Title	Date
Accounting Officer's Title	Date

<b>Signed:</b>	
Duly Authorized Municipal Officials	Date

- Include additional Contract Nos. if other Chapter 90 Funds were also used. List street names, total amounts charged to each location, extra work orders, etc. Use back if necessary, or attach supporting papers.





WRRRP - REIMBURSEMENT REQUEST

updated 8/2012

City/Town: Boxborough Project: WRRRP

Project request was approved on 5-15-2014 for \$ 32,874.00

at 100% Reimbursement Rate = \$ 32,874.00

- 1) Attached are forms which document payment of approved expenditures totaling \$32,343.28 for which we are requesting \$32,343.28 at the approved reimbursement rate of 100%.
- 2) The amount expended to date on this project is \$32,343.28
- 3) Is this request for a FINAL payment on this project?  Yes  No

4) Remarks:

CERTIFICATION

A. I hereby certify under penalties of perjury that the charges for labor, materials, equipment, and services itemized and summarized on the attached forms are true and correct, and were incurred on this project in conformance with the MassDOT Highway Division Policies and established Municipal Standards that were approved for this project.

\_\_\_\_\_  
(Signed) (Municipal Highway Official Title) (Date)

B. I/we certify under penalties of perjury that the items as listed or summarized on the attached forms were examined; that they are in conformity with our existing wage schedule, equipment rates, and all applicable statutes and regulations; that they are properly chargeable to the appropriation(s) designated for this work; and that Executive Order No. 195, dated April 27, 1981 and Chapter 11, Section 12 is acknowledged as applicable.

REVIEWED AND APPROVED FOR TRANSMITTAL

by \_\_\_\_\_ Signed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Accounting Officer's Title) \_\_\_\_\_

DATE \_\_\_\_\_ (Duly Authorized)





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

mailed 4-23-14  
**massDOT**  
Massachusetts Department of Transportation

Winter Rapid Recovery Road Program (WRRRP)  
*REVISED Rules and Regulations*  
April 10, 2014

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





# Reserve Fund Transfer Request

Date: October 20, 2014

It is requested by the undersigned that the sum of \$60.00 be transferred from the Reserve Fund to:

UMAS Acct. # 001-152-5712-0000  
(Fund # - Dept. # - Object - Detail)

Description Personnel Board Training/Conferences

The balance in the line item as of 09/30/14 (Date) is \$60.00. An amount of \$ 60.00 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

The reserve fund transfer will enable two Personnel Board members to attend the MIPA's Labor Relations Seminar. We took a conservative approach and budgeted for only one member to attend. In the recent past, either one or none has been able to attend.

This request is for extraordinary or unforeseen expense and has been voted upon and approved by the majority of board or commission members, or in the case of a department, by the department head and Town Administrator, as indicated by the signatures below. Please also indicate name of board or commission.

<u>[Signature]</u> <u>9/30/14</u>	(Signature)	Town Administrator	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

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

<u>Board of Selectmen</u>	<u>Date:</u>	<u>Finance Committee</u>	<u>Date:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

Filter by: Segment 2: 152

Parameters: Fiscal Year: 2015 Start Date: 7/1/2014 end: 6/30/2015

### Ledger History - Variance - Expenditure Ledger

Account Number	Budget Encumbered	Transfer: This Period To Date	Allocated	Journal Entry: This Period To Date	Receipt: This Period To Date	Payment: This Period To Date	Ending	% Var.
001-152-5712-0000	60.00	0.00		0.00	0.00	-60.00		
Personnel Board Training/Conferences	0.00	0.00	60.00	0.00	0.00	-60.00	0.00	100.00
001-152-5730-0000	200.00	0.00		0.00	0.00	-200.00		
Personnel Board Dues	0.00	0.00	200.00	0.00	0.00	-200.00	0.00	100.00
	260.00	0.00		0.00	0.00	-260.00		
2 Account(s) totaling:	0.00	0.00	260.00	0.00	0.00	-260.00	0.00	100.00



**Internal Communications and Outgoing Communications**  
**October 20, 2014**

1. Letter and accompanying meeting information from Kim Roy, President of the Mass. Selectmen's Association [& Halifax Selectman] , dated September 26, 2014, to "Select Board Chair" inviting the Selectmen to their Fall Conference & Training on October 25, 2014.#
2. Administrative Memorandu with attachments from TA Selina Shaw to "All Town Employees", dated September 26, 2014, regarding Deer Hunting Season procedures and the Exception to Weapons Possession (Policy on Prevention of Violence in the Workplace).#
3. Reed Farm Road Reclamation & Paving Project Notices:
  - a. Abutters' Notice #
  - b. Website Announcement
4. Hill Road/Replacement of culvert at Beaver Brook Meadow Project Notices:
  - a. Abutters' Notice
  - b. Website Announcement
5. Copy of a coverletter from Town Counsel, Jonathan Eichman, Kopelman & Paige, PC, dated October 3, 2014, to Attorney Michael Marsh, requesting the filing of conveyancing documents with Land Court and to run title for the land located off of Depot Road [aka Gundersen Estate to Town of Boxborough]
6. Copy of coverletter from Town Counsel Jeffery Ugino, Kopelman & Paige, PC, dated October 9, 2014, to Civil Clerk, Middlesex Superior Court IN RE: Harvard Ridge Condominium v. Bank of America (ToB) C.A. No.14-1264.[*Coverletter & Answer of Party-in-Interest "ToB" available for review in the Town Administrator's office*]
7. Letter from xfinity [Comcast]'s Sr. Mgr. of Gov't & Regulatory Affairs, Ben Pearlman, dated October 10, 2014, to the Board of Selectmen informing them that Xfinity 3D will no longer be available to customers effective December 18, 2014.
8. Letter from Herbert Viggh, dated October 13, 2014, to the Board of Selectmen requesting the Selectmen's input concerning the process for him having a foreign relative reside with them and attending Minuteman High School in 2015.
9. Memorandum from Police Chief Ryder, dated October 15, 2014, to the Board of Selectmen regarding Halloween Trick or Treat Hours. #
10. Memorandum for Town Treasurer McIntyre, dated October 16, 2014, to the Board of Selectmen regarding MNHG CY 2015 Medicate Insurance Rates. #





**Minutes, Notices and Updates**  
**October 20, 2014**

**Minutes**

1. Minutes of the Finance Committee meetings held March 24, 2014; March 29, 2014; March 31, 2014; June 23, 2014; September 8, 2014; September 15, 2014 and September 22, 2014.
2. Minutes of the Conservation Commission meetings held September 17, 2014 and October 1, 2014.

**Notices**

1. Notice a Finance Committee meeting held October 6, 2014
2. Notices of Acton-Boxborough School Committee meetings:
  - a. ABRSC Policy Subcommittee meeting held October 1, 2014
  - b. Full ABRSC meeting held October 16, 2014
3. Notice of a Library Trustees meeting held October 8, 2014
4. Notice of an Energy Committee meeting held October 8, 2014
5. Notices of an Acton-Boxborough Cultural Council meetings:
  - a. Subcommittee meeting held October 9, 2014
  - b. Full ABCC meeting to be held October 20, 2014
6. Notice of a Steele Farm Advisory Committee meeting to be held October 21, 2014
7. Notice of a Boxborough Housing Board meeting held October 9, 2014
8. Notice of an AgCom meeting to be held October 14, 2014
9. Notice of a Minuteman School Committee meeting held October 14, 2014
10. Notice of a Recreation Commission meeting to be held October 21, 2014
11. Notice of a Public Celebrations & Ceremonies Committee meeting to be held October 22, 2014
12. Notice of a Historical Commission meeting to be held October 22, 2014
13. Notice of a Finance Committee meeting to be held October 27, 2014
14. Notice of a Personnel Board meeting to be held October 29, 2014



8c



**General Correspondence**  
**October 20, 2014**

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

