BOARD OF SELECTMEN
Meeting Agenda
November 3, 2014
Boxborough Town Hall
Morse-Hilberg Meeting Room

1. CALL TO ORDER (TOWN ADMINISTRATOR'S OFFICE), 6:30 PM

2. 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 reconvene in open session at 7:30 PM in the Morse-Hilberg Meeting Room to continue the regular business on the agenda **ROLL CALL VOTE:**

RE-CONVENE IN MORSE-HILBERG MEETING ROOM, 7:30 PM

3. ANNOUNCEMENTS

4. APPOINTMENTS

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

a) Francie Nolde, Energy Committee Chair, 7:35 PM

i. Proposed change to Energy Committee Charter to provide for an eighth voting member
Move to amend the Energy Committee Charter to provide for an eighth voting member **VOTE:**

ii. Rebecca Morris, proposed new member of the Energy Committee and Member of the Master Plan Update Committee

Move to appoint Rebecca Morris to serve on the Energy Committee for a term starting effective immediately and ending on June 30, 2017; and further, to appoint Rebecca Morris to serve on the Master Plan Update Committee for a term starting effective immediately and ending on December 31, 2015 **VOTE:**

iii. Proposed Boxborough Solar Initiative
Move to support the request from the Energy Committee to move forward with the Boxborough Solar Initiative and to authorize the Town Administrator to issue a Request for Proposals to qualified firms to provide tiered discount pricing schedules for the installation of solar photovoltaic systems to Boxborough residents **VOTE:**

b) Citizens' concerns

5. MINUTES

a) Goals workshop, September 27, 2014 **ACCEPT & POF**
b) Regular session, October 20, 2014 **ACCEPT & POF**
c) Executive session, October 20, 2014 **ACCEPT & POF**

6. SELECTMEN REPORTS

7. OLD BUSINESS

a) Master Plan Update Committee appointments

i. *Move to appoint Mitzi Garcia-Weil, Recreation Commission member, to the Master Planning Update Committee for a term starting effective immediately and ending on December 31, 2015* **VOTE:**

ii. *Move to appoint Dmitry Bykhovsky, local business owner(Alpha Cars), to the Master Planning Update Committee as non-voting, ex-officio members for a term starting effective immediately and ending on December 31, 2015* **VOTE:**

b) Request from Acton-Boxborough Regional School District to hang cable in Boxborough's municipal space on Verizon/LELD poles along Massachusetts Avenue (from the Acton border to the Blanchard Memorial School

8. NEW BUSINESS

a) Design Review Board appointment – Eduardo Pontoriero

Move to appoint Eduardo Pontoriero, Planning Board member, to the Design Review Board to fill the unexpired term of James Faulkner for a term starting effective immediately and ending on June 30, 2016 **VOTE:**

b) Resignation of Matt Kosakowski from the Public Celebrations and Ceremonies Committee

Move to accept with regrets and place on file the resignation of Matt Kosakowski from the Public Celebrations and Ceremonies Committee effective immediately **VOTE:**

c) Recognition of November as Pancreatic Cancer Awareness Month

Move to proclaim November as Pancreatic Cancer Awareness Month

d) Acceptance of Grants

i. FY 2015 State 911 Department Support and Incentive Grant

Move to accept the Commonwealth of Massachusetts, State 911 Department's FY 2015 Support and Incentive Grant in the amount of $16,469.66 **VOTE:**

ii. Mass DEP Sustainable Materials Recovery Program Municipal Grant

Move to accept the Massachusetts Department of Environmental Protection's Sustainable Materials Recovery Program Municipal Grant for an amount up to $500 for a Targeted Small Scale Initiative **VOTE:**

e) Off-Premises Retail Licensees (Alcohol) Sunday Opening Time

Notification from Grapevine regarding earlier Sunday opening hours (allowed by right), beginning at 10 AM

Move to approve the request of Robert Hirsch, d.b.a. Grapevine, located at 104 Massachusetts Avenue, to sell alcoholic beverages beginning at 10 AM on Sundays, pursuant to the recently amended MGL c.136, §6(52) **VOTE:**

f) Town Assessor

i. Residential Inspection Policy

Further to the request of the Town Assessor, move to authorize the Assessor to partner with the Fire Department to perform a full inspection of a property at the same time the Fire Department tests smoke/fire detectors prior to a sale of the property **VOTE:**

ii. Assessing Owners of Private Ways – initial discussion

g) Request from Herbert Viggh regarding attendance of foreign student at Minuteman

9. CORRESPONDENCE **ACCEPT & POF**

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

10. PRESS TIME

11. CONCERNS OF THE BOARD

12. ADJOURN

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Town of Boxborough
Energy Committee Charter

Committee Name

The Board of Selectmen (hereinafter referred to as the "Board") shall appoint a committee to be known as the Energy Committee ("Committee") for the Town of Boxborough ("Town").

Mission and Charge

The core mission of the Committee will be to advise the Board on developing and implementing a Town energy strategy. This charge will involve research and evaluation of energy policies and practices that would promote efficient energy use and increase awareness of energy issues among Town government and the public.

Goals and Scope of Work

The Committee's goals will include, but not be limited to, the following:

1. Save money for the Town and restrain budget increases by controlling energy costs in three areas: natural gas and electric bills for Town buildings, fuel bills for Town vehicles, and waste disposal costs at the Town Transfer Station.
2. Reduce the Town's impact on the environment by using energy more efficiently and by cost-effectively recycling more waste.

To accomplish these goals, the Committee's scope of work will include, but not be limited to, the following:

1. Work with Town staff to track, or "benchmark," current energy use in Town buildings.
2. Identify potential ways to reduce energy consumption and costs. These solutions might include conservation, efficiency improvements, equipment upgrades, and alternative sources of power generation.
3. Propose cost-effective targets for energy use reductions and submit draft plan to the Board for review, evaluation and approval. Work with Town staff to implement a final plan for achieving those targets.
4. Participate in updating the Town's Master Plan.
5. Assist Town staff by researching the costs and benefits of energy efficiency improvements, writing/processing grant applications and rebates, and identifying funding opportunities for proposed energy projects.
6. Provide information to Town staff, residents, businesses, and developers through a community outreach program that would encourage conservation and energy efficiency, increase cost-effective recycling, and promote smart development.
7. Keep Town staff and the public informed of the Committee's progress by reporting periodically to the Board and by holding public meetings.

8. Advise the Board on developing Town budget articles if required for energy-related projects. Work might include proposing by-law changes if needed to accommodate energy efficiency improvements and/or alternative technology implementation.

Committee Organization, Meetings, and Reporting

The Committee will be comprised of ~~eight~~ nine members, ~~seven~~ eight of whom shall be Town residents, and one of whom shall be a non-voting representative of the town's Municipal Light Plant, i.e., Littleton Electric Light and Water Department, said members to be appointed by the Board to staggered terms of up to three years. Appointees will possess knowledge, experience, and/or interest in identifying ways to help restrain Town energy costs. The Committee will remain a permanent standing committee at the discretion of the Board.

The Committee will meet regularly, approximately once a month. A majority of members must be present for the Committee to meet and conduct any business. The Committee will annually elect a Chairperson to preside over business and will appoint a Clerk to take minutes of each meeting and maintain Committee records. The Clerk will serve as Chair Pro Tem if the Chairperson is unavailable.

All meetings of the Committee, or any subcommittee established by the Committee, will be held in a public location, properly posted and open to the public, in accordance with the Massachusetts Open Meeting Law. Minutes will be approved by the Committee within 30 days of each meeting and will be distributed to the Board. The Committee will contribute a section to the Annual Town Report.

The Committee will report periodically to the Board, which will appoint a selectman as its liaison with the Committee. This liaison and the Committee Chairperson will determine if and when the Committee will make presentations to the Board.

Date: _____

Approved by: _____
Vincent M. Amoroso, Chair

_____
Robert T. Stemple, Clerk

_____
Susan M. Bak

_____
Leslie R. Fox

_____
James J. Gorman

4 a iii

Boxborough Solar Initiative Briefing Document

Prepared by The Boxborough Energy Committee 10-28-14

Boxborough Energy Committee

1.0 Overview

The Town of Boxborough, through its Energy Committee and Community Volunteers, is preparing to launch the Boxborough Solar Initiative (Solar Initiative). The project is modeled after the very successful Solarize Mass program, a state program administered by the Massachusetts Clean Energy Center and DOER.

The Solarize Mass program model relies on two key components:

- A coordinated education, marketing and outreach effort targeted at home and small business owners
- A tiered pricing structure for the installation of solar PV that provides increased savings as more people sign up during the 3-5 month program period.

In the first three years of the state's Solarize Mass program, over 2,400 residents and businesses in 46 communities have signed contracts to install solar PV panels - including neighbors Acton, Harvard, Carlisle, Concord, Sudbury and Shirley.

The Town of Boxborough is serviced by a municipal light plant, LELD, which does not contribute to the Renewable Energy Trust (RET) and therefor is not eligible to participate in the commonwealth's Solarize Mass program. The Boxborough Solar Initiative is intended to be similar to the Solarize Mass community program, but is an independent program.

The Town of Stow, also serviced by a municipal light plant, Hudson Light and Power, conducted a similar independent and very successful program in 2013. The Stow program resulted in 59 contracts signed to install a total of 417 kilowatts of PV capacity.

Hudson Light and Power policies to support residential installation of PV in Stow through an open net metering program were essential to the success of this program.

A summary of the Stow Solar Challenge Program is included as an attachment.

2.0 Community Interest

In May, 2014 the Boxborough Energy Committee began a survey of town residents regarding their interest in solar electricity. Survey forms were handed out at Town Meeting, notices were included in the tax bills and an on-line survey tool, Survey Monkey, was made available. Of the 176 responses received, 118 were either extremely interested or very interested in installing solar PV panels at their home or business.

3.0 Official Town Support

The Boxborough Town Administrator and Board of Selectman have indicated initial interest and support for the Boxborough Solar Initiative. A formal pledge of support is pending a discussion of the program at the BoS Nov. 3 meeting. The role of town government is expected to include:

- Issuing the Installer RFP.
- Designating a Municipal Representative to help facilitate the program
- Utilizing municipal infrastructure for the benefit of the program, such as municipal email lists, potential mailers in tax bills, municipal press releases or program announcements and links on the Town's website
- Providing space for community events, such as the Solar Workshops and Meet the Installer Night
- Reviewing and streamlining solar PV permitting

The responsibilities of the Municipal Representative include:

- Evaluate installer proposals & lead in the selection process
- Clarify and outline permitting process for solar PV projects in the town
- Utilize municipal communication, meetings or events to encourage community awareness of the program

4.0 Project Team

The primary driver of the program is the Boxborough Energy Committee, supported by the municipal representative and an expanding volunteer group from our community.

Team Leaders - Solar Coaches	Francie Nolde
	Richard Garrison
Proposal Review Team	Dave Lindberg
	Larry Grossman
	Simon Bunyard
	Cindy Markowitz
Marketing and Outreach	Abby Reip
	Margo Webber
	Santiago Tapia-Perez
	Keshava Srivastava
	Rebecca Morris

Roles and responsibilities of the Solar Coaches include:

- Produce and distribute the RFP to solar installers
- Evaluate installer proposals & assist in selection
- Plan, schedule and advertise Solar 101 and 201 Workshops
- Primary driver to recruit and manage volunteer team
- Reach out to local community organizations
- Organize volunteer distribution of information and marketing materials
- Organize and mobilize community networks over the course of the program
- Point person for questions on program mechanics and basic solar information
- Primary contact between town officials, the community and the installer

A brief bio of key team members is included in Appendix A.

5.0 Community Outreach Program

The community outreach program will focus on the high impact activities that have been successful with previous communities. In addition, we will work closely with the selected installer early in the program to develop a combined approach.

Community Outreach Program Outline

Category	Activity Name	Description
Survey	Conduct Survey	Conduct survey of town residents and businesses to determine interest. Invite interested survey respondents to attend workshops and recruit volunteers
Workshops	Solar 101 and 102	Create interest in installing and helping in community outreach, recruit volunteers
Networking	Community Organizations	Meetings with community organizations, disseminate information, recruit volunteers
	Official Town Communication Channels	Website, tax bills, town meeting,
	Websites	Solar Initiaitve Webpage, Town, Energy Committee
	Social Media	Facebook Page, Twitter, Email Address
	LELD Communications	Newsletter
Mail	Direct Mail	Send post card to all households and businesses
Signs	Banners and Posters - Town Buildings	Transfer Station, Town Hall, Library, Police Station, Fire Station, DPW, Playing Fields, Blanchard
	Door Hangers	on Good Roof Houses

Articles	Newspaper	Beacon, School Papers
Tabling	Businesses willing to host table, posters, signs	Ace Hardware, Gas Stations, Pizza, Convenience, Olympia Skating, Burrito Place, Garden Place
	Community Events	Have PV Display at Fifers Day, Winter Festival
Open House	Existing Solar Owners	Find and ask for open house opportunities
	Residents with Signed Contracts	Request help in outreach efforts

6.0 Program Budget

The community outreach and marketing budget for this program is estimated to be approximately $2000 based on the budgets of previous Solarize Mass communities. This budget will be used to pay for the following items:

- Design and printing a banner and construction of a "gauge" showing the Town's progress in signing up residents
- Mobile posters for use at businesses, tabling at local businesses, town events
- Printing door hangers, yard signs
- Fliers to hand out at Solar 101 and 201 events

This budget will be funded in large part by the selected Solar Installer with copying and ancillary support from the town.

7.0 Implementation Schedule

Boxborough Solar Initiaitve Schedule	**Tentative Timeline**
Recruit Review Team and Prepare Installer RFP	October, 2014
Release RFP for Solar Installers	November 1, 2014
Due Date for Proposals from Solar Installers	December 1, 2014
Town Wide Information Meeting - Solar 101	December 3, 2014
Community Volunteer Training	Early December 2014
Review Team Evaluates and Scores Installer Proposals	December 2014 - January 2015
Community-Installer Interview Day	Mid-January 2015
Announce Selected Solar PV Installer	Early February 2015

Boxborough Solar Initiaitve Schedule	Tentative Timeline
Outreach Strategy Development with Installer	February 2015
Meet the Installer Presentations with Community	February - March 2015
Customer Sign-Up Period Begins	February 2015
Customer Sign-Up Period Ends	June 30, 2015
Deadline for Installations	1 year after project approval

Additional details and refined timelines will be developed over the next 60 days.

Appendix A - Team Bios

Frances Dean Nolde (Francie), MA, MBA, LMFT, is a Licensed Marriage and Family Therapist who specializes in Grief Therapy. Francie has a background in teaching, industry, hospice, and counseling. After 16 years at Digital Equipment Corporation, Francie changed careers and followed her avocation, hospice. She worked for Hospice of the South Shore, Braintree, MA., offering Marketing and Bereavement Counseling. Over the years, she has been a hospice volunteer, cancer and neo-natal death support group leader, and bereavement counselor. She worked at Emerson Hospital, Concord, MA, as a psychiatric counselor and now has a private practice in counseling. She was named in Who's Who of American Women and became a Massachusetts Unsung Heroine, 2014, for her work on the Boxborough Energy Committee.

Richard Garrison is Vice President of Nationwide Foam, Inc., a leading recycler of rigid foam insulation and roofing membranes throughout North America. Richard has a BS in Environmental Policy and a long and varied career in the recycling industry. Richard started his career in public service as a fundraiser for non profit lobbying organizations in Washington, DC. Richard joined Garden State Paper Company, the pioneer in the newsprint de-inking industry, as a plant manager and went on to spend 15 years as a solid waste management planner for several of the country's leading consulting engineering firms. Richard was the project manager for the implementation of Rhode Island's recycling program, the first statewide curbside program in the country.

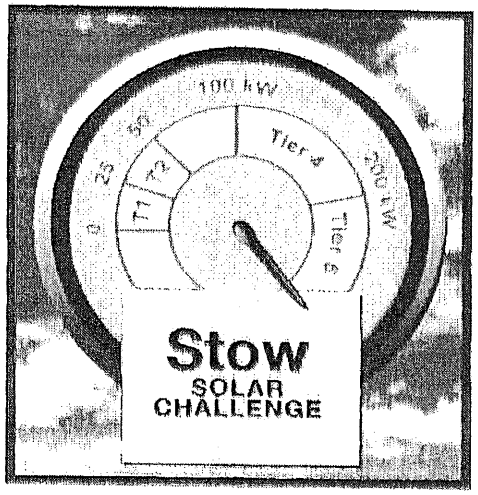
Margo Webber - Margo Webber is an Environmental Engineer for the Massachusetts Department of Environmental Protection. Margo has a Bachelor Degree in Civil Engineering from UVM and a Masters in Civil Engineering from UMass-Lowell. Margo has worked for over 31 years with the MassDEP out of the Central Regional Office in Worcester conducting design reviews for upgrades and/or construction of new Water and Wastewater Treatment Facilities. Margo also conducts yearly compliance inspections of operating Water and Wastewater Treatment Facilities in Central Massachusetts to ensure proper operation. Margo has recently begun including evaluations to identify Treatment Facilities that are candidates for energy efficiency upgrades.

Rebecca Morris is a board member and the Strategy and Communications Director of Climate XChange, which is seeking to make Massachusetts the first state to enact a carbon fee and rebate program that would facilitate a shift away from fossil fuels and toward renewable energy. She also serves on the board of the Massachusetts League of Environmental Voters, and helped draft the Climate Crisis section of the Massachusetts Democratic Party's platform, one of the country's most comprehensive and strongest state party commitments to climate action, which was adopted almost unanimously in July 2013. Ms. Morris is the founder and principal of Gallais Communications, which provides research, print and web editorial services, and communications consulting. Her work has focused on health policy and programming, workforce development, and public health communications. Formerly, she was Director of Communications for a health consulting firm, a staff writer for Newsday and other newspapers, and a staff aide in Washington for a U.S. Senator. She earned a B.A. in economics and history from the University of Minnesota, and a M.P.A. from Harvard University's Kennedy School of Government.

Stow
SOLAR
CHALLENGE

Stow Solar Challenge Wrap Up

Stow
SOLAR
CHALLENGE



Stow
SOLAR
CHALLENGE

Exceeded All Expectations

- One of the most successful community solar programs in the state
- Due to dedicated volunteers and support from town officials, residents, businesses
- No cost to town
- Town will save from donated solar system

Stow
SOLAR
CHALLENGE

Solar Challenge By the Numbers

- 417.6 kilowatts solar contracted
  - Goal was 200 kilowatts - to reach maximum, Tier 5, discount level
  - Savings of $184,000 over, already discounted, Tier 1 pricing
  - Per resident, exceeded results of all but one of the 26 Solarize Mass campaigns
- 59 contracts signed
- 276 residents inquired about solar
  - 13% of households
- Donated system will save town over $38,000 in electric costs

Stow
SOLAR
CHALLENGE

Stow Solar Challenge in Perspective

Campaign	Town(s)	Tier	Contracts	kW	Population	Watts/resident	Contracts/resident
2013 Solarize Mass	Williamstown	5	76	559.4	7754	72.14	0.00980
Stow Solar Challenge	Stow	5	59	417.6	6590	63.37	0.00895
2011 Solarize Mass	Harvard		75	403	6520	61.81	0.01150
2013 Solarize Mass	Lee	5	36	293.8	5905	49.78	0.00602
2011 Solarize Mass	Hatfield		22	147	3279	44.83	0.00671
2013 Solarize Mass	Medway	5	39	488.6	12448	39.25	0.00313
2012 Solarize Mass	Lin/ Way/Sud	5	137	1281.6	39473	32.47	0.00347
2012 Solarize Mass	Mendon	4	22	170.8	5286	32.31	0.00416
2012 Solarize Mass	Hopkinton	5	56	367.6	13346	27.54	0.00420
2013 Solarize Mass	Northampton	5	109	705.7	28592	24.69	0.00378
2012 Solarize Mass	Newburyport	5	46	423.1	17654	23.97	0.00261
2012 Solarize Mass	Montague	4	42	179.5	8489	21.16	0.00495
2012 Solarize Mass	Arlington	5	157	718.3	42844	16.77	0.00366
2013 Solarize Mass	Chelmsford/Carlisle	5	96	611.8	38710	15.80	0.00248
2012 Solarize Mass	Melrose	5	79	425.6	27435	15.51	0.00288
2012 Solarize Mass	Palmer	4	17	150	12140	12.35	0.00140
2012 Solarize Mass	Shirley	3	14	69.6	6373	10.92	0.00220
2012 Solarize Mass	Lenox/Pittsfield	5	58	465.3	49245	9.45	0.00118
2012 Solarize Mass	Acton	4	36	188.2	20331	9.26	0.00177
2012 Solarize Mass	Millbury/Sutton	4	23	184.2	21034	8.76	0.00109
2011 Solarize Mass	Winchester		35	165	21374	7.72	0.00164
2013 Solarize Mass	Bourne	4	21	136.9	18720	7.31	0.00112
2013 Solarize Mass	Medford	5	49	387.6	57033	6.80	0.00084
2011 Solarize Mass	Scituate		30	115	18133	6.34	0.00165
2013 Solarize Mass	Brookline	5	63	346.6	58730	5.88	0.00107
2013 Solarize Mass	Newton	5	64	308.8	86307	3.58	0.00074
2012 Solarize Mass	Boston	5	116	522.3	636479	0.82	0.00018

Stow
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CHALLENGE

Solar Challenge Volunteers

- **Solar Challenge volunteers made it happen!**
  - Greg Ames
  - Sharon Brownfield
  - Ann Deluty
  - Claudia Dragun
  - Arnie Epstein
  - Becca Keane
  - Elizabeth Machaud
  - Will O'Brien
  - George Peterman
  - Sandy Taft
  - Jack Zettler

Stow
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CHALLENGE

Solar Challenge Support

- **Terrific Support from town officials, businesses, and residents**

Bill Wrigley	Stow Independent
Jim Salvie	Center School
Craig Martin	Shaw's Supermarket
Stow TV	Ace Hardware
Stow IT	Emma's Cafe

Stow SOLAR CHALLENGE

Solar Challenge Partner

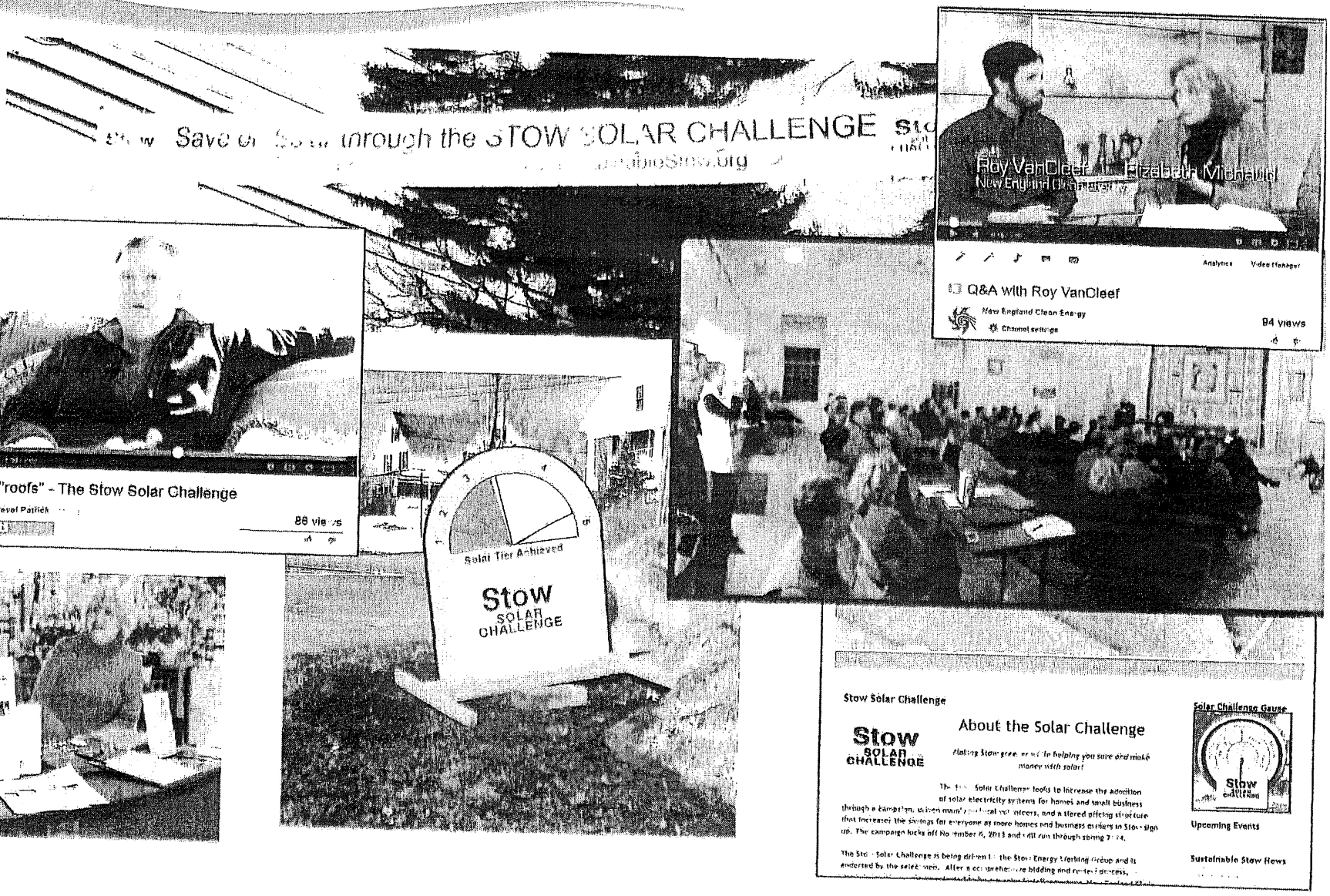
- New England Clean Energy was our solar installer partner
  - Selected from a dozen proposals by Solar Installer Selection Committee
  - Best pricing
  - Extensive experience
  - Reputation for quality and service
  - Local - Hudson based
- Great partnership between Solar Challenge volunteers and New England Clean Energy
  - Represented at all Solar Forums and Solar Open Houses
  - Budget for ads, banner, yard signs
  - Weekly status and sync up meetings

Stow
SOLAR
CHALLENGE

Solar Challenge Activities

- 3 Solar Forums at the Town Hall
- 6 Solar Open Houses hosted by town residents
- 2 Tabling sessions at Shaw's and Ace Hardware
- 4 Solar Coffee Houses at Emma's Café
- 26 E-newsletters
- Solar Gauge by Town Hall
- Solar Challenge Banner
- 40 Solar Challenge yard signs around town
- 3 videos - including one produced by Governor Patrick's office
- Center School energy presentation and poster contest
- Dozens of Solar Challenge posts on Facebook and Sustainable Stow
- Regular coverage in Stow Independent
- Stow TV videos and announcements

Stow
SOLAR CHALLENGE



Stow SOLAR CHALLENGE

Stow Solar Challenge

- Everyone in town should be proud of what was accomplished
- Smart financial decision
- Clean, renewable solar energy helps the fight against climate change

5b

BOARD OF SELECTMEN
Meeting Minutes
October 20, 2014

Approved:_

PRESENT: Robert Stemple, Chair Pro Tem; Susan Bak, Member; Les Fox, Member; and Jim Gorman, Member

ABSENT: Vincent Amoroso

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 Pro Tem Stemple called the meeting to order at 7:00 P.M. in the Grange Meeting Room of Town Hall

ANNOUNCEMENTS
Chair Pro Tem Stemple read the announcements.

APPOINTMENTS

- David Lindberg, Inspector of Buildings and SFAC member Ed Whitcomb were present to provide an update on Steele Farm repairs. BICAO Lindberg reviewed the results of the two procurements undertaken in an attempt to secure and stabilize the farmhouse. The 1st round yielded only one submission and that bid exceeded the estimated cost so that procurement was cancelled. After additional consideration the project was revised to address just the lift and shoring of the central chimney structure and a RFR was issued. This 2nd round yielded two bidders - the 1st round vendor re-submitted, even higher than their previous bid and the 2nd bidder, though lower, was still beyond our estimated cost. These bid amounts would require approval at town meeting. BICAO Lindberg advised that he had worked with a well-known restoration contractor in developing the chimney shoring specifications, however this contractor was reluctant to bid on it because of the onerous mandated reporting and that complying with prevailing wage requirements would increase any bid by $20,000-$25,000. Other contractors have expressed similar concerns. Both Lindberg and Whitcomb spoke to the other actions that they have or are in the process of implementing to protect the affected areas from further deterioration. Though not optimal, the sealing the exterior chimney opening and restoring electrical service so heaters can be installed to address the freeze/thaw issues in the basement should stabilize the affected area through the winter. It was determined that the latest procurement for the chimney lifting/shoring would be cancelled; moisture levels will be monitored over the winter; with the electrical work would proceed, but any further action would be suspended and discussion will continue as to how to proceed. There was discussion on various options - dismantling the chimney to stabilize the structure; the feasibility of funding with a Reserve Fund Transfer; a capital funding article for these repairs; opening a cost/value discussion with stakeholders and others; and reviewing the town's insurance coverage to see if these repairs would be covered. Whitcomb advised that in recent years, various contractors have indicated that to fully stabilize and restore this building could cost between $500,000 and $1,000,000. BICAO Lindberg closed the discussion by announcing that Argento Electric has offered to donate their labor to restore electrical service to the farmhouse. The consensus was to accept this generous offer.

- Elizabeth Markiewicz, Chair of the Well-Being Committee was present to update the Selectmen on the Community Service Coordinator pilot program and BIACO David Lindberg remained to participate in the discussion of potential office space. Markiewicz advised that the interview process is done; the chosen candidate has accepted the position and she will be starting October 30th. Her initial schedule would be 4-6 hours a day on Tuesdays and Thursdays. Though this is a pilot program the confidential and sensitive nature of this job necessitates a private space. Efforts have been made to secure just such a space. Information about space at the school was sought but the AB District's request procedure is a long & drawn out process. Also scheduling exclusive use of the BCC was not practical. However, the underutilized space to the right of the Grange stage has been identified as an area that could be converted into an office and possibly desperately needed storage space. BIACO Lindberg entered the conversation and the diagrams he had prepared were discussed. They illustrated the proposed office conversion and a potential re-configuration of the rest of the underutilized area behind the Grange stage. Lindberg advised that, if given the okay tonight, he could have the office conversion completed in time for the Coordinator's first day. DPW Director Garmon, who was present for another matter, confirmed that the DPW would be able to assist BIACO Lindberg with this and

the work could be done "in-house". It was noted that the "stage" re-configuration discussions were on-going and no decisions would be made tonight. The consensus was to okay this office conversion as proposed. With the mention of needed storage discussion about establishing a safe environment for records storage in the Museum basement was revisited. BIACO Lindberg advised that the drainage and the chimney repairs seem to have improved the moisture situation however; there is currently no climate control for this space.

The Selectmen took Agenda Items 6a, out of order.

OLD BUSINESS

- The Selectmen took up the Authorization of Bond Anticipation Note [BAN]. Member Fox moved to authorize the issuance of BAN #363-1, dated October 27, 2014 in the amount of Six Hundred Fifty-seven Thousand Dollars ($657,000) at an interest rate of 0.40% per annum and payable to Century Subsidiary Investments Inc. III (Century Bank), on February 13, 2015. Member Gorman. **Approved 4-0**. Town Clerk Markiewicz was present to witness the signing and to affix the town seal.

APPOINTMENTS (Continued)

- DPW Director, Tom Garmon was present seeking permission for the DPW Foreman to take home a town truck when poor weather conditions were expected. There was a discussion as to how the DPW currently handles these situations; what necessitates this change and how Dir. Garmon intends to manage these instances. The Chiefs and DPW Director are allowed by contract to take their vehicles home subject to the terms of their contracts. Dir. Garmon advised that the intention would be for a foreman to take a smaller truck only on those days when inclement weather conditions were expected and at the discretion of the DPW Director. Member Gorman moved that the DPW Director, at his discretion, be allowed to authorize the foreman to take a DPW vehicle home on days when inclement weather is predicted or other emergency circumstances may be anticipated. Seconded by Member Fox. **Approved 4-0.**

- No one asked to speak under the Citizens concerns.

MINUTES

- Member Fox moved to accept the minutes for the regular sessions of September 22, 2014 and September 29, 2014 as revised. Seconded by Member Bak. **Approved 4-0.**

The Selectmen took Agenda Items 7a, out of order.

NEW BUSINESS

- The Selectmen discussed the Personnel Board's Request to transfer funds. Their FY 15 budget only funds one member attending the MMPA Conference, however they have two new members and both wish to attend. Chair Pro Tem Stemple moved 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. Seconded by Member Bak. **Approved 4-0.**

OLD BUSINESS

- Town Planner Duchesneau, Members of the Planning Board, BHB Chair Al Murphy and CoA Chair Frank Powers for the appointment of the members to the Master Plan Update Committee [MPUC]. This will be ad-hoc committee with a specific scope and term. There was discussion regarding the appointment of the Energy Committee representative scheduled for November 3rd; the appointment of alternate members and Town Planner Duchesneau's efforts to recruit a local business owner as an ex-officio member soon.
  - ◊ Member Fox moved to appoint members to the Master Planning Update Committee for terms staring effective immediately and ending on December 31, 2015 and alternate members: John Markiewicz, Planning Board, and alternates shall be all other Planning Board members; Les Fox, Board of Selectmen; David Follett, Conservation Commission and alternate, Dennis Reip; Bryon Clemence, Agricultural Commission; Al Murphy, Housing Board; Marie Cannon, Board of Health; Frank Powers, and Council on Aging and alternate, Susan Page. Member Gorman. **Approved 4-0.**
  - ◊ Member Fox moved to appoint non-voting, ex-officio members to the Master Planning Update Committee for terms staring effective immediately and ending on December 31, 2015 as follows: 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; Seconded by Chair Pro Tem Stemple. **Approved 4-0.**

- Member Gorman moved to authorize the submission of Winter Rapid Recovery Road Program Project Reimbursement Request in the amount of $32,343.28 and Final Report. Seconded by Chair Pro Tem Stemple. **Approved 4-0.**

SELECTMEN REPORTS

- Member Fox reported that he would forward the meeting materials to the other Selectmen regarding a MAGIC Regional Transportation Workshop that he recently attended.

  He also reported that Chief Ryder has received two responses to his request for proposal on the radio upgrade project. One was outside of the cost projection but the other was within market standards. Chief Ryder will be forwarding recommendation to Shaw and they will be meeting to determine the course going forward.

- Member Gorman reiterated that the Community Services Coordinator is scheduled to start next week.

  He also reported that he, Chief Ryder, Chief White & BICAO Lindberg met to review the 11 submitted Public Safety Space Needs proposals. Four vendors were invited to present. After these presentations a candidate was identified and TA Shaw will be entering into contract discussions with them.

CORRESPONDENCE

- There was discussion about a communication from a resident inquiring into the process which would allow a foreign relative to attend Minuteman High School next year. The Minuteman has been contacted and we are awaiting additional information.

CONCERNS OF THE BOARD

- There was discussion on the Selectmen's inability to open documents attached to emails sent from their webpage link on the Town's website.

EXECUTIVE SESSION

- At 8:32 PM, Chair Pro Tem Stemple moved 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. Seconded by Member Gorman. **Approved 4-0 by a roll call vote: Fox, aye; Bak, aye; Gorman, aye; and Stemple, aye.**

Selina Shaw 7ai

From: Adam Duchesneau <aduchesneau@boxborough-ma.gov>
Sent: Wednesday, October 22, 2014 10:18 AM
To: 'Cheryl Mahoney'
Cc: sshaw@boxborough-ma.gov
Subject: FW: MPUC Designee

Hi Cheryl,
Please see below that Mitzi Garcia-Weil has been designated by the Recreation Commission to be their representative on the Master Plan Update Committee (MPUC).

If Mitzi's designation as an MPUC member could be added to the agenda for the next Board of Selectmen's meeting on November 3rd, that would be great.

I am aware that the Recreation Commission will NOT have a voting member on the MPUC until Mitzi has been officially appointed by the BoS and sworn in by Liz. I will let Mitzi know this as well. Thanks.

Adam

Adam L. Duchesneau, AICP
Town Planner
Town of Boxborough
29 Middle Road | Boxborough, MA 01719
t 978-264-1723 | f 978-264-3127 | ADuchesneau@Boxborough-MA.gov

From: Mitzi Garcia-Weil [mailto:mrgw52@gmail.com]
Sent: Wednesday, October 22, 2014 8:35 AM
To: Adam Duchesneau
Cc: Hilary Greven; Kevin Lehner; Matthew Rosner; Megan Connor
Subject: Re: MPUC Designee

Hi Adam,

I will be representing the Rec. Comm. on the 29th and subsequent meetings.

See you then,
Mitzi

On Wed, Oct 22, 2014 at 8:29 AM, Adam Duchesneau <aduchesneau@boxborough-ma.gov> wrote:

Recreation Commission Members,

I was going to send out a reminder email today about the first Master Plan Update Committee (MPUC) meeting that will be occurring on Wednesday, October 29th at 7:00 PM in Town Hall, but before I did this I was curious to know who the Recreation Commission's MPUC Designee was going to be so I could include them in my email. I believe the Commission designated a member last night at your meeting.

If someone could please let me know who was designated when you have a chance, that would be great. Thanks.

Adam

Adam L. Duchesneau, AICP

Town Planner

Town of Boxborough

29 Middle Road | Boxborough, MA 01719

t 978-264-1723 | f 978-264-3127 | ADuchesneau@Boxborough-MA.gov

Selina Shaw

From:	Adam Duchesneau <aduchesneau@boxborough-ma.gov>
Sent:	Wednesday, October 22, 2014 4:48 PM
To:	sshaw@boxborough-ma.gov
Cc:	'Cheryl Mahoney'
Subject:	Design Review Board Designee

Hi Selina,
With the resignation of Jim Faulkner from the Planning Board, the Board has designated Eduardo Pontoriero to fill the Planning Board's seat on the Design Review Board. Per Section 8102 of the Zoning Bylaw, Eduardo also needs to be appointed by the Board of Selectmen. Eduardo will be filling out the remaining length of Jim's term on the Design Review Board.

If Eduardo's designation as a Design Review Board member could be added to the agenda for the next Board of Selectmen's meeting on November 3rd, that would be great.

Please let me know if you have any questions. Thanks.

Adam

Adam L. Duchesneau, AICP
Town Planner
Town of Boxborough
29 Middle Road | Boxborough, MA 01719
t 978-264-1723 | f 978-264-3127 | ADuchesneau@Boxborough-MA.gov

Selina Shaw 8 b

From: Kosakowski, Matt <Matt_Kosakowski@bose.com>
Sent: Wednesday, October 22, 2014 12:27 PM
To: sshaw@boxborough-ma.gov
Cc: 'Trena M Minudri' (trena.minudri@us.ibm.com)
Subject: Resignation - Public Celebrations and Ceremonies Committee

Dear Selina,

I am resigning from the Public Celebrations and Ceremonies Committee. My work responsibilities have changed and my travel is ramping up significantly. I have informed Trena Minudri.

It was a difficult decision. Trena's leadership is outstanding and the team works together extremely well.

Please let me know if I need to take any further actions in this regard.

Best Regards,
Matt Kosakowski

8c

Selina Shaw

From:	Brock N. Cordeiro <bncordeiro@comcast.net>
Sent:	Monday, October 27, 2014 6:14 PM
To:	sshaw@boxborough-ma.gov
Cc:	cmahoney@boxborough-ma.gov
Subject:	Pancreatic Cancer Awareness Month, November 2014
Attachments:	Boxborough PanCAN Proclamation - November 2014.docx

Dear Town Administrator Shaw:

I am writing on behalf of the Pancreatic Cancer Action Network and the estimated 39,590 Americans who will die of pancreatic cancer in 2014, approximately 920 of whom live in Massachusetts. In 2014, pancreatic cancer will afflict more than 46,420 Americans, 73% of whom will die within one year of their diagnosis, and 94% of whom will die within five years of diagnosis.

My father, Norman Cordeiro, was diagnosed with pancreatic cancer on September 18, 2013 and prior to then the disease was something about which I had really only heard of but had never directly affected me or my family. Unfortunately, despite an initial hopeful diagnosis his condition was different, and much worse, than had been expected. My father's surgeon told me that my dad had an estimate of only six months to live. Norman Cordeiro passed away from pancreatic cancer on March 30, 2014.

To date, pancreatic cancer is the fourth leading cause of cancer death in the United States, and it is the only major cancer with a five-year relative survival rate in the single digits at just six percent. Furthermore, the incidence and death rate for pancreatic cancer are increasing, and pancreatic cancer is anticipated to move from the fourth to the second leading cause of cancer-related death in the U.S. by 2020. We need your help to shine a spotlight on this disease and finally make progress in developing treatments and early detection tools. By issuing a proclamation supporting the observance of November 2014 as Pancreatic Cancer Awareness Month in Boxborough, you can help us to raise awareness in our community.

I have attached a draft of the proclamation text for your review. The proposed text not only recognizes November as Pancreatic Cancer Awareness Month, but also notes that the Recalcitrant Cancer Research Act was signed into law in 2012. This legislation is very important for pancreatic, because it requires the National Cancer Institute to develop "scientific frameworks" (strategic plans) for pancreatic and other deadly cancers. The proposed text notes that the current federal funding situation endangers the progress that could be made as a result of this new law and that federal funding for medical research is important to our state's economy. I am happy to provide additional official Pancreatic Cancer Action Network material, including pancreatic cancer facts and statistics and NCI funding information, upon request.

We request that a total of 2 originals of the proclamation to be made available for our records. Please contact me at 508-979-8930 (home), 508-264-1600 (cell), or BNCordeiro@comcast.net with any questions. I look forward to working with you to issue a proclamation that will recognize November as Pancreatic Cancer Awareness Month and bring much needed attention to this deadly disease. Thank you for your interest in this important issue.

Sincerely,

Brock N. Cordeiro
15 Sagamore Drive
Dartmouth, MA 02748-1261

Boxborough, Massachusetts Proclamation
RESOLUTION

Declaring the month of November "Pancreatic Cancer Awareness Month" in the Town of Boxborough, Massachusetts.

WHEREAS in 2014, an estimated 46,420 people will be diagnosed with pancreatic cancer in the United States and 39,590 will die from the disease;

WHEREAS pancreatic cancer is one of the deadliest cancers, is currently the fourth leading cause of cancer death in the United States and is projected to become the second by 2020;

WHEREAS pancreatic cancer is the only major cancer with a five-year relative survival rate in the single digits at just six percent;

WHEREAS when symptoms of pancreatic cancer present themselves, it is generally late stage, and 73 percent of pancreatic cancer patients die within the first year of their diagnosis while 94 percent of pancreatic cancer patients die within the first five years;

WHEREAS approximately 920 deaths will occur in Massachusetts in 2014;

WHEREAS the *Recalcitrant Cancer Research Act* was signed into law in 2013, which calls on the National Cancer Institute to develop a scientific framework, or strategic plans, for pancreatic cancer and other deadly cancers, which will help provide the strategic direction and guidance needed to make true progress against these diseases; and

WHEREAS, it will be very difficult to leverage the opportunities that come out of the scientific framework developed as a result of the Recalcitrant Cancer Research Act unless sustained and adequate funding is provided to the National Institutes of Health and National Cancer Institute; and

WHEREAS federal funding for medical research is critical to job protection and creation in Massachusetts; and

WHEREAS the Pancreatic Cancer Action Network is the national organization serving the pancreatic cancer community in Boxborough and nationwide through a comprehensive approach that includes public policy, research funding, patient services, and public awareness and education related to developing effective treatments and a cure for pancreatic cancer;

WHEREAS the Pancreatic Cancer Action Network and its affiliates in Boxborough support those patients currently battling pancreatic cancer, as well as to those who have lost their lives to the disease, and are committed to nothing less than a cure;

WHEREAS the good health and well-being of the residents of Boxborough are enhanced as a direct result of increased awareness about pancreatic cancer and research into early detection, causes, and effective treatments; therefore be it

RESOLVED that the Board of Selectmen designate the month of November 2014 as "Pancreatic Cancer Awareness Month" in the Town of Boxborough, Massachusetts.

8d

The Commonwealth of Massachusetts
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
STATE 911 DEPARTMENT
1380 Bay Street, Building C ~ Taunton, MA 02780-1088
Tel: 508-828-2911 ~ TTY: 508-828-4572 ~ Fax: 508-828-2585
www.mass.gov/e911

DEVAL L. PATRICK
Governor

ANDREA J. CABRAL
Secretary of Public Safety and Security

FRANK POZNIAK
Executive Director

October 1, 2014

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

Dear Ms. Shaw,

The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the **FY 2015 State 911 Department Support and Incentive Grant** program.

For your files, attached please find a copy of the executed contract. Please note your contract start date is **October 1, 2014** and will run through June 30, 2015. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services MUST be received on or before June 30, 2015.

Reimbursement requests should be submitted to the Department within **thirty (30) days** of the date on which the cost is incurred. We have made the request for payment forms available on our website www.mass.gov/e911. For any questions related to this process, please contact Michelle Hallahan at 508-821-7216. Please note that funding of reimbursement requests received more than six (6) months after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, and/or the budget worksheet, please e-mail those proposed changes to 911DeptGrants@state.ma.us. Grantees are strongly encouraged to submit final, year-end budget modification requests on or before April 30, 2015.

Sincerely,

Frank P. Pozniak
Executive Director

cc: FY 2015 Support and Incentive Grant File

FY 2015

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM.

CONTRACTOR LEGAL NAME: TOWN OF BOXBOROUGH (and d/b/a): Boxborough Police Department	COMMONWEALTH DEPARTMENT NAME: State 911 Department MMARS Department Code: EPS
Legal Address: (W-9, W-4,T&C): 29 MIDDLE ROAD BOXBOROUGH, MA 01719	Business Mailing Address: 1380 Bay Street, Building C, Taunton, MA 02780
Contract Manager: SELINA S. SHAW, Town Administrator	Billing Address (if different):
E-Mail: sshaw@boxborough-ma.gov	Contract Manager: Marilyn Godfrey
Phone: 978-264-1712 Fax: 978-264-3127	E-Mail: 911DeptGrants@state.ma.us
Contractor Vendor Code: VC 6000191729	Phone: 508-821-7299 Fax: 508-828-2585
Vendor Code Address ID (e.g. "AD001"): AD 001 (Note: The Address Id Must be set up for EFT payments.)	MMARS Doc ID(s): CT SUPG RFR/Procurement or Other ID Number: FY2015 SUPG

X NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

__ Statewide Contract (OSD or an OSD-designated Department)
__ Collective Purchase (Attach OSD approval, scope, budget)
X Department Procurement (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation)
__ Emergency Contract (Attach justification for emergency, scope, budget)
__ Contract Employee (Attach Employment Status Form, scope, budget)
__ Legislative/Legal or Other: (Attach authorizing language/justification, scope and budget)

___ CONTRACT AMENDMENT

Enter Current Contract End Date *Prior* to Amendment: _____, 20___.
Enter Amendment Amount: $ _____. (or "no change")

AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)

__ Amendment to Scope or Budget (Attach updated scope and budget)
__ Interim Contract (Attach justification for Interim Contract and updated scope/budget)
__ Contract Employee (Attach any updates to scope or budget)
__ Legislative/Legal or Other: (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.

X Commonwealth Terms and Conditions __ 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.
__ Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)
X Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or *new* Total if Contract is being amended). $ 16,469.66.

PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting **accelerated** 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: X agree to standard 45 day cycle __ statutory/legal or Ready Payments (G.L. c. 29, § 23A); __ 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.) For disbursement of funds under the State 911 Department FY 2014 PSAP and Regional Emergency Communication Center Support and Incentive Grant as authorized and awarded in compliance with program guidelines and grantee's approved application.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

X 1. may be incurred as of the Effective Date (latest signature date below) and **no** obligations have been incurred **prior** to the Effective Date.
__ 2. may be incurred as of _____, 20___, a date LATER than the Effective Date below and **no** obligations have been incurred **prior** to the Effective Date.
__ 3. were incurred as of _____, 20___, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date 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 June 30, 2015, 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 Contractor Certifications (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 Commonwealth Terms and Conditions, this Standard Contract Form including the Instructions and Contractor Certifications, 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 801 CMR 21.07, 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: _____ Date: 9/23/14.	X: _____ Date: 12/1/14.
(Signature and Date Must Be Handwritten At Time of Signature)	(Signature and Date Must Be Handwritten At Time of Signature)
Print Name: SELINA S. SHAW	Print Name: Frank Pozniak
Print Title: TOWN ADMINISTRATOR	Print Title: Executive Director

8d ii

Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

DEVAL L. PATRICK
Governor

MAEVE VALLELY BARTLETT
Secretary

DAVID W. CASH
Commissioner

October 16, 2014

Mr. Vincent Amoroso
Chair, Board of Selectmen
Town of Boxborough
29 Middle Road
Boxborough, MA 01719

Dear Mr. Amoroso,

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the Town of Boxborough a Sustainable Materials Recovery Program Municipal Grant. The Town of Boxborough will receive up to $500 for a Targeted Small Scale Initiative.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. The SMRP solicitation, issued April 1, 2014, offered funding to cities, towns and regional entities - as well as certain non-profit organizations that provide services to them - for recycling, composting, reuse and source reduction activities that will increase diversion of municipal solid waste and household hazardous waste from disposal. MassDEP received applications from 185 municipalities, regional groups and non-profits. With $3.8 million in requested funds, the evaluation and award process was extremely competitive.

The terms and conditions of your grant are outlined in the attached document, which contains key dates and deadlines specific to your award. This information has also been provided to the municipal recycling contact copied below. Should you have any questions, please call Tina Klein at (617) 292-5704.

Thank you for your commitment to advancing recycling and waste reduction in Massachusetts. Together our efforts will reduce greenhouse gas emissions, conserve natural resources and save energy, while also supporting jobs and reducing disposal costs for waste generators and municipalities.

Sincerely,

David W. Cash
Commissioner

cc: Mr. Tom Garmon, Director, Public Works

This information is available in alternate format. Call Michelle Waters-Ekanem, Diversity Director, at 617-292-5751. TDD# 1-866-539-7622 or 1-617-574-6868
MassDEP Website: www.mass.gov/dep

Printed on Recycled Paper

8e

LAW OFFICES

LORDEN, PASTOR & LILLY, P.C.

44 East Main Street
Ayer, Massachusetts 01432

JOHN J. LORDEN
ROY W. PASTOR
CHRISTOPHER T. LILLY

Phone (978) 772-0011
Facsimile (978) 772-9902
E-Mail: attorney@lorden-pastor.com

October 23, 2014

Received
10-27-2014

Board of Selectmen
Town of Boxborough
29 Middle Road
Boxborough, MA 01719

RE: The Grapevine

Dear Sir or Madam:

Enclosed please find a duly executed Monetary Transmittal Form and Certificate of Vote together with a completed Form 43. Kindly process same in your usual manner and notify this office as to the date on which The Grapevine may begin operating with extended Sunday hours.

Thank you.

Yours very truly,

Roy W. Pastor

RWP/ler
Enc.
cc: Client

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION MONETARY TRANSMITTAL FORM

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY): 01220000 2

LICENSEE NAME: ROBERT HIRSCH d/b/a THE GRAPEVINE

ADDRESS: 104 MASSACHUSETTS AVENUE

CITY/TOWN: BOXBOROUGH STATE MA ZIP CODE 01719

TRANSACTION TYPE (Please check all relevant transactions):

- [x] Change of Hours
- [ ] Change of DBA
- [ ] Charity Wine License

October 30, 2014

Robert Hirsch

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396

The Commonwealth of Massachusetts
Department of the State Treasurer
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114

Steven Grossman
Treasurer and Receiver General

Kim S. Gainsboro
Chairman

THE ALCOHOLIC BEVERAGES CONTROL COMMISSION ("ABCC") ADVISORY

M.G.L. c. 138, §15 OFF-PREMISES RETAIL LICENSEES SUNDAY OPENING TIME ALLOWED AT 10:00 A.M.

Effective October 23, 2014[1], off-premises retail alcoholic beverages licensees (M.G.L. c. 138, §15) will be permitted to sell alcoholic beverages beginning at 10:00 a.m. on Sundays. Although under the law, these licensees are entitled as a matter of right to open at 10:00 a.m. and as such do not need the approval of the Local Licensing Authorities, licensees must notify the Local Licensing Authorities about the change of hours.

The simplest way for licensees to effectuate this change is to follow the process outlined in the CHANGE OF HOURS Application which may be found on our website at http://www.mass.gov/abcc/pdf/forms/nofeetransmittal.pdf. Licensees should use this form to notify the Local Licensing Authority of the change in hours and attach a corporate vote authorizing the change. Upon receipt of this request, the Local Licensing Authority must approve it. The Local Licensing Authority should forward an approved "Form 43" with the additional Sunday hours of sale to the ABCC for each licensee affected.

As mentioned above, this law does not go into effect until October 23, 2014. All licensees should ensure that sales of alcoholic beverages take place only on the days and hours approved by the Local Licensing Authority. Licensees who fail to notify the Local Licensing Authority about the change to their hours are prohibited from making sales at an earlier time than those permitted on the face of their license.

As always, all licensees must ensure that they are in compliance with the Laws of the Commonwealth of Massachusetts, and that sales of alcoholic beverages take place only as authorized by applicable law. Individuals with questions concerning this advisory may contact Ralph Sacramone, Executive Director, at 617-727-3040 x 731.

(Issued: September 8, 2014)

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[1] The Massachusetts Legislature amended M.G.L. c 136, §6(52) which allow off-premises M.G.L. c. 138, §15 or so called "package store" license holders to sell alcoholic beverages, beginning at 10 A.M. on Sundays.

8 F;

TOWN OF BOXBOROUGH
TOWN ASSESSOR
29 Middle Road, Boxborough, Massachusetts 01719
Phone (978) 264-1720 • Fax (978) 264-3127
randerson@boxborough-ma.gov

MEMORANDUM

TO: Board of Selectmen

FROM: Ruth T. Anderson, MAA
Town Assessor

cc: Selina Shaw, Town Adminstrator
Randolph White, Fire Chief

DATE: October 21, 2014

RE: Residential Inspection Policy

In order to maintain up to date residential data as required to properly value properties in Boxborough, I contacted Fire Chief Randy White about accompanying a member of his staff when they visit a property to test the smoke/fire detectors prior to a sale. Usually, the real estate broker sets an appointment with the fire department and makes the house available for the required inspection. Many towns have created a partnership wherein the Assessor performs a full inspection at the same time in order to maintain current data on the property. Chief White is amenable to letting me know when an inspection is scheduled and having me join his inspector at the property. With the approval of the Board, I would like to make this policy change effective immediately.

Please feel free to contact me with any questions or concerns.

Thank you.

8F ii

TOWN OF BOXBOROUGH
TOWN ASSESSOR
29 Middle Road, Boxborough, Massachusetts 01719
Phone (978) 264-1720 • Fax (978) 264-3127
randerson@boxborough-ma.gov

MEMORANDUM

To: Boxborough Board of Selectmen

From: Ruth T. Anderson, MAA
Town Assessor

cc: Selina Shaw, Town Administrator
Adam Duchesneau, Town Planner
Planning Board
Maripatt Shemowat, Tax Collector

Date: October 21, 2014

Re: Assessing Owners of Private Ways

As part of my review of properties in Boxborough for value certification for Fiscal 2015, I noticed that there are several private ways within the municipality for which there are no individual parcel numbers, and thus no assessments or tax records. Town Planner, Adam Duchesneau, reviewed his records and provided me with a memorandum dated October, 2008, in which the Planning Board detailed the rationale behind their support at that time of assessing these properties. Subsequent review of minutes from meetings of the Board of Selectmen revealed some minor discussion, but no firm decision as to how the Town wanted to proceed.

According to the 2008 memorandum, the Planning Board received an opinion from Town Counsel as to the status of private ways which conveyed the belief that the Town could assess the respective owners of these particular parcels. The following is an updated list of roadways that are not included within the boundary of any existing parcel, and for which taxes are not being collected:

Roads built with the intention of becoming public ways:

- **Joyce Lane, Loring Avenue and MacLeod Way**: These roadways are owned by Boxborough Meadows, LLC, at 25 Westford Lane, Acton, MA. The road right-of-way area is approximately 65,663 square feet.

Roads built with the intention of remaining private ways:

- **Adams Place (Part 1):** This section of road is owned by Cisco Systems and the Gutierrez Company. The road right-of-way area is approximately 100,553 square feet.

- **Adams Place (Part 2):** This section of road is owned by RFP VI Hotel Boxborough, LLC. The road right-of-way is approximately 64,894 square feet.

- **Botech Avenue:** This road is owned by Fairlane Properties, Inc. The road right-of-way area is approximately 31,227 square feet.

- **Butler Way:** This road is owned by Depot Road Realty Trust. The road right-of-way area is approximately 15,164 square feet.

- **Daniel's Way:** This road is owned by Andrew and Susan Gruskay, and Kim Collins and Pamela Guy. The road right-of-way area is approximately 30,861 square feet.

- **Jenk's Trail:** This road is owned by Jianfang Li, and Eleanor Maciver. The road right-of-way area is approximately 17,798 square feet.

- **Loreto Drive:** This road is owned by Francis Biotti, Catherine D. Biotti, Cheryl Ann Thomas and Joseph E. Biotti, III, Trustees of the Trust Agreement of Joseph E. Biotti, Jr. The road right-of-way area is approximately 26,613 square feet.

- **Leonard Road:** This road is owned by Meenmore Development Realty Trust. The road right-of-way area is approximately 15,518 square feet.

- **Meetinghouse Lane:** This road is owned by the Meetinghouse Lane Trustees. The road right-of-way area is approximately 49,537 square feet.

- **Sadler Farm Road:** This road is owned by all five property owners: Neil and Wendy Craib, Chawakula Nagalakshmi and Balaji Gourishetti, Pal Family Revocable Trust, Jian Lin and Yimei Shen, and Leo Gray and Veronica Loubon-Gray. The road right-of-way area is approximately 2,985 square feet.

- **Sara's Way:** This road is owned by Larry White and Mark White. The road right-of-way area totals approximately 37,284 square feet (28,150 owned by Larry White; 9,134 owned by Mark White).

- **Sholan Circle:** This road is owned by all four lot owners off Sholan Circle in Harvard. The road right-of-way area is approximately 16,862 square feet.

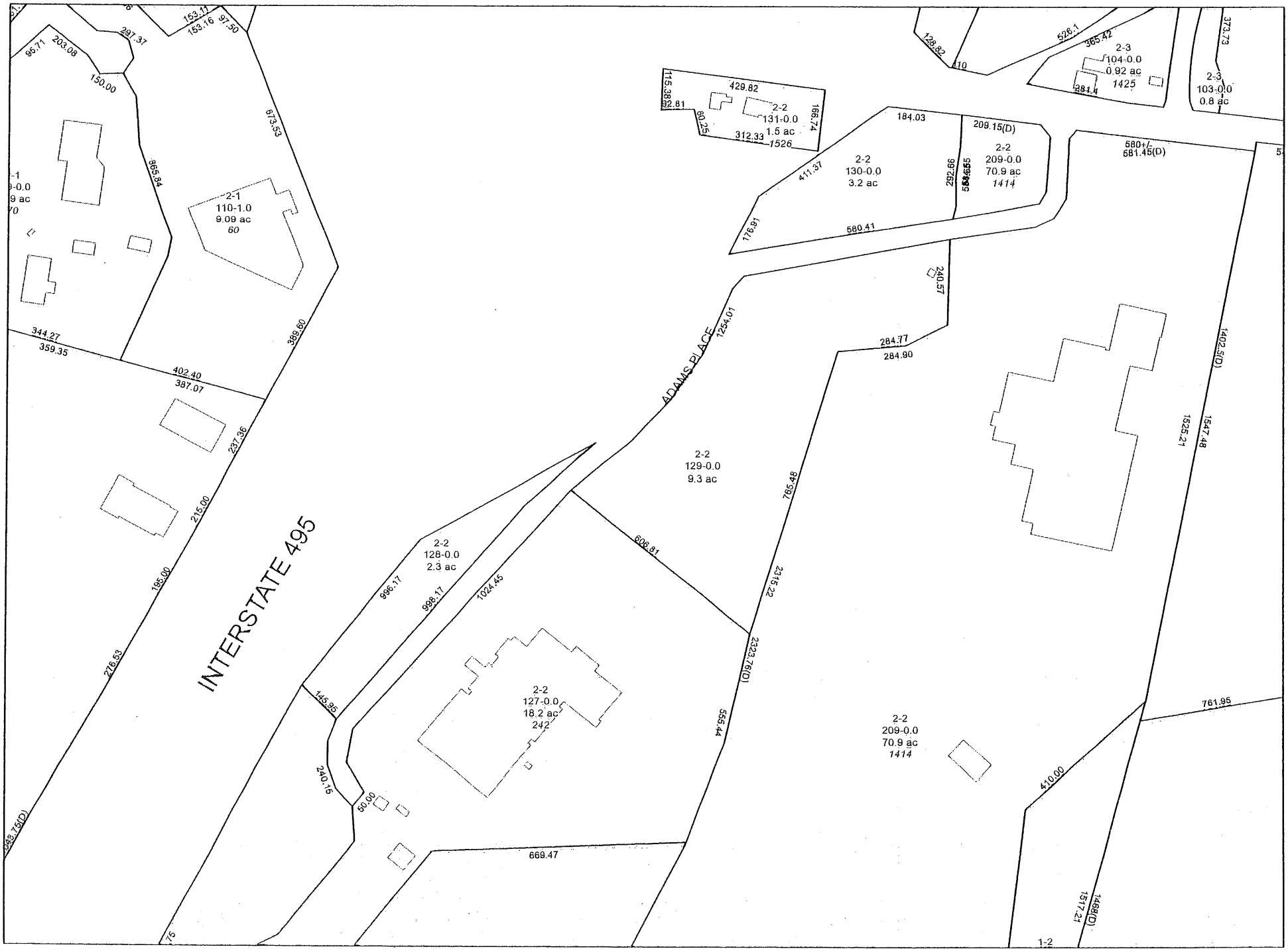
- **Commercial Road – 60 & 70 Codman Hill Road**: This road is owned by Billchelm Realty, LLC. The road right-of-way area is approximately 19,175 square feet.

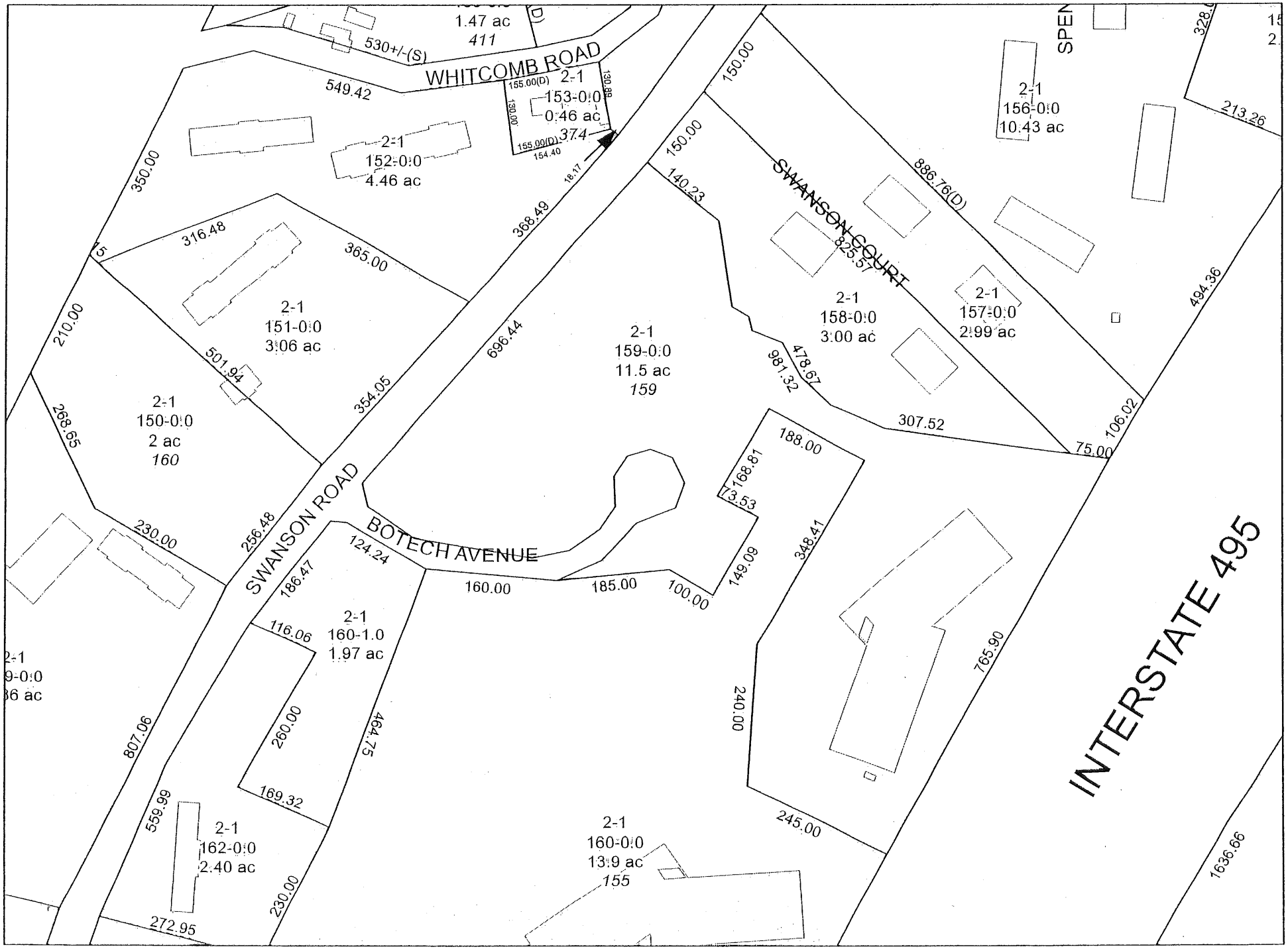
Based on current (FY2015) cost tables and tax rate, these properties would add approximately $894,000 in assessed value to the Town's total, and $14,877 in tax revenue if they had been assessed for Fiscal 2015.

Below is a listing of each roadway and its associated value and potential tax implications:

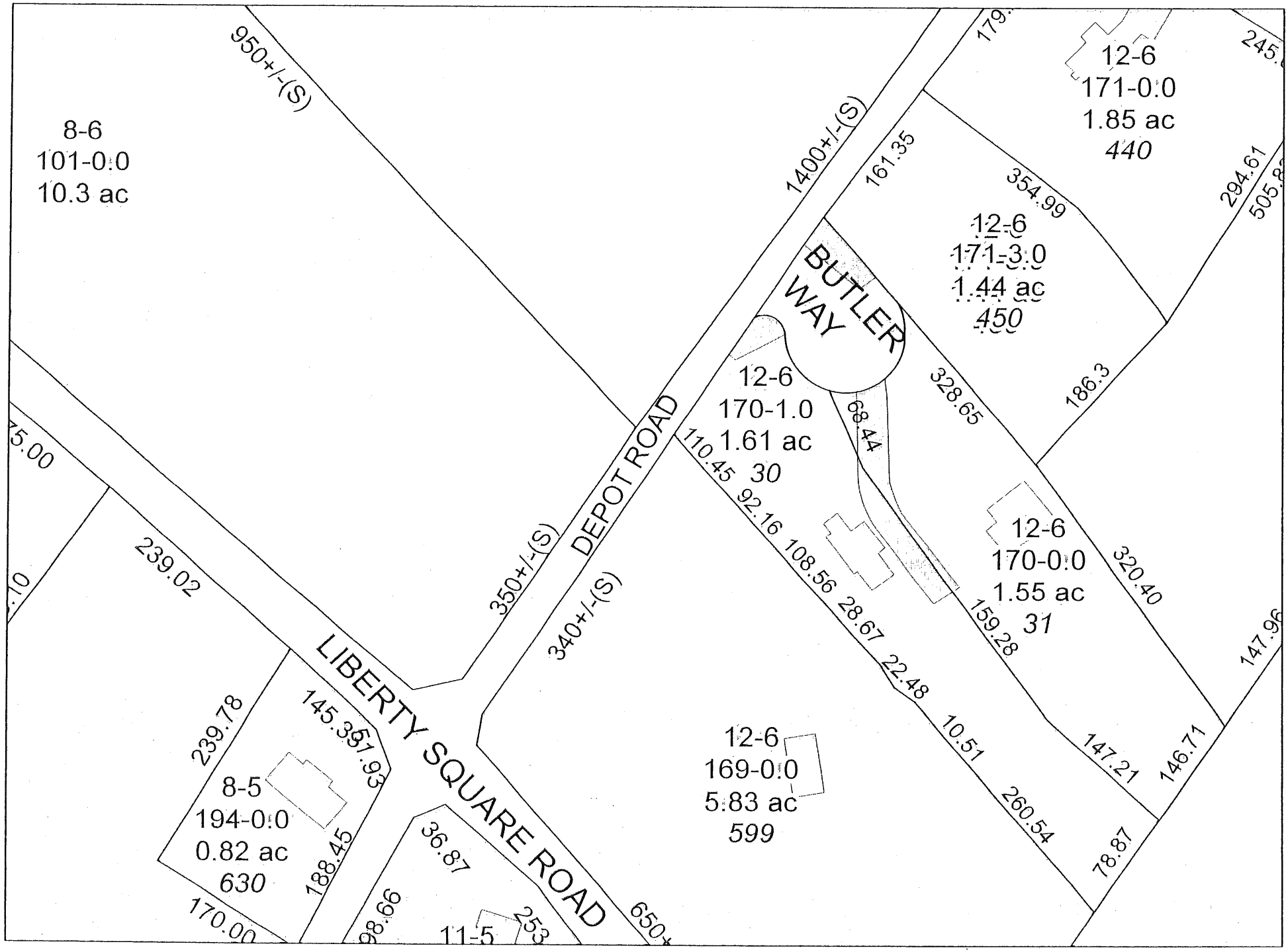
Street Name	Owner	Area-SF	Area-AC	Potential Assessment	Tax Rate	Potential Revenue
Joyce Lane, Loring Avenue, MacLeod Way	Boxborough Meadows, LLC	65,663	1.507	$69,000	16.64	$1,148.16
Adams Place (1)	Cisco/Gutierrez	100,553	2.308	$105,600	16.64	$1,757.18
Adams Place (2)	RFP VI Hotel Boxborough LLC	64,894	1.490	$80,300	16.64	$1,336.19
Botech Avenue	Boxborough Citimark 159 NT	45,254	1.039	$74,900	16.64	$1,246.34
Butler Way	Depot Road RT; Schulman	15,164	0.348	$52,700	16.64	$876.93
Daniel's Way	Various	30,861	0.708	$58,400	16.64	$971.78
Jenk's Trail	Various	17,798	0.409	$53,100	16.64	$883.58
Loreto Drive	Biotti	26,613	0.611	$55,900	16.64	$930.18
Leonard Road	Meenmore Development RT	15,518	0.356	$52,700	16.64	$876.93
Meetinghouse Lane	Meetinghouse Lane Trustees	49,537	1.137	$60,900	16.64	$1,013.38
Sadler Farm Road	Various	2,985	0.069	$47,000	16.64	$782.08
Sara's Way	White	37,284	0.856	$59,500	16.64	$990.08
Sholan Circle	Various	16,862	0.387	$56,200	16.64	$935.17
60-70 Codman Hill Road	Billchelm Realty LLC	18,568	0.426	$67,900	16.64	$1,129.86
	TOTALS:	507,554	11.652	$894,100		$14,877.82

It is my understanding that the Town has chosen to maintain and/or plow these properties in the interest of public safety. I propose that these properties be added to the assessment lists to continue the practice of fair and equitable taxation for all property owners in Boxborough, as well as to offset the cost of the municipal services received by these parcels. As we are heading into our triennial revaluation for Fiscal 2016, it seems a good time to update our assessment records in this manner. I would be happy to discuss this matter with the Board at any time.

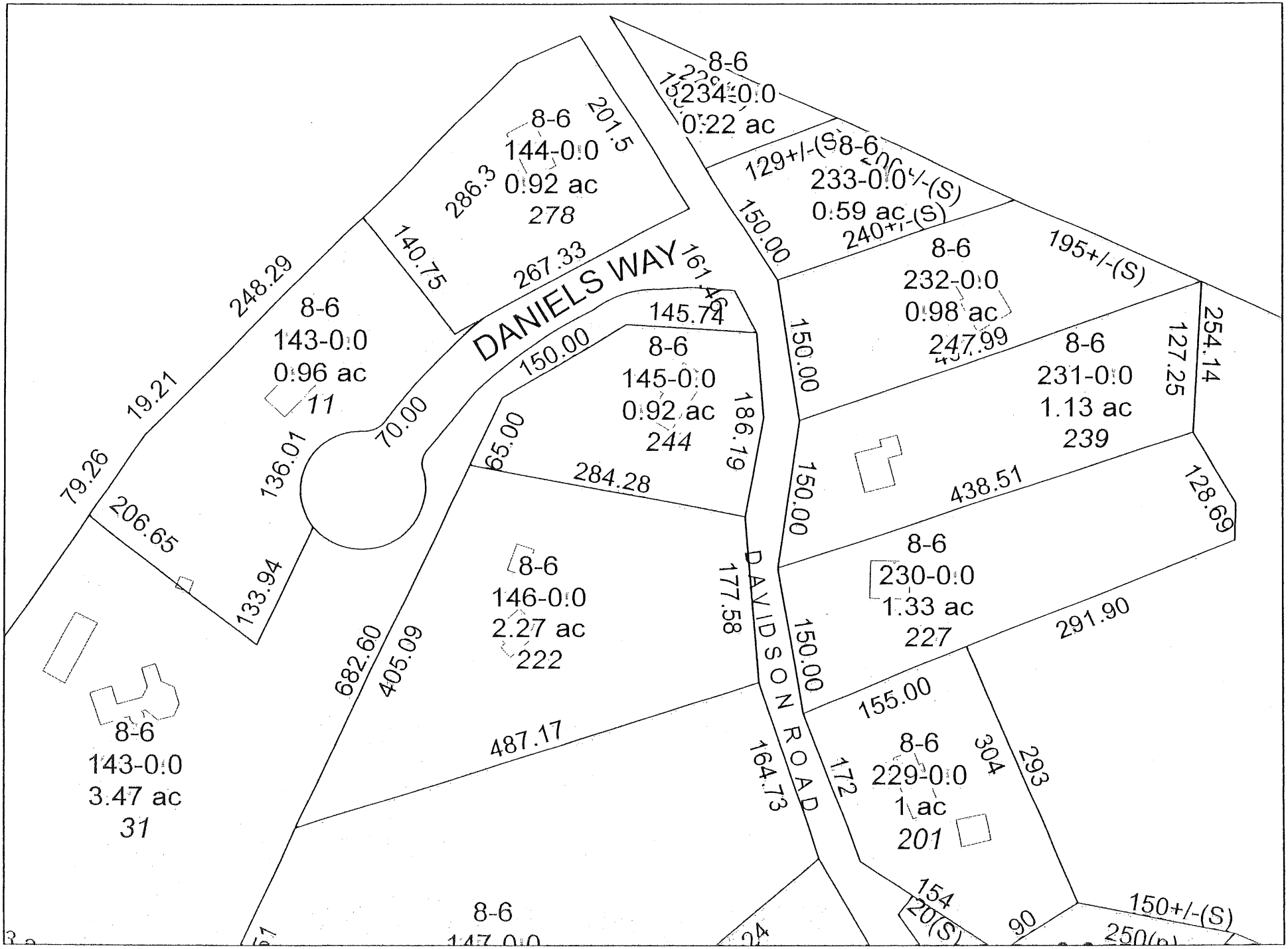

INTERSTATE 495
ADAMS PLACE
2-1
110-1.0
9.09 ac
60
2-2
131-0.0
1.5 ac
1526
2-2
130-0.0
3.2 ac
2-2
209-0.0
70.9 ac
1414
2-2
129-0.0
9.3 ac
2-2
128-0.0
2.3 ac
2-2
127-0.0
18.2 ac
242
2-3
104-0.0
0.92 ac
1425
2-3
103-0.0
0.8 ac
2-2
209-0.0
70.9 ac
1414
1-2

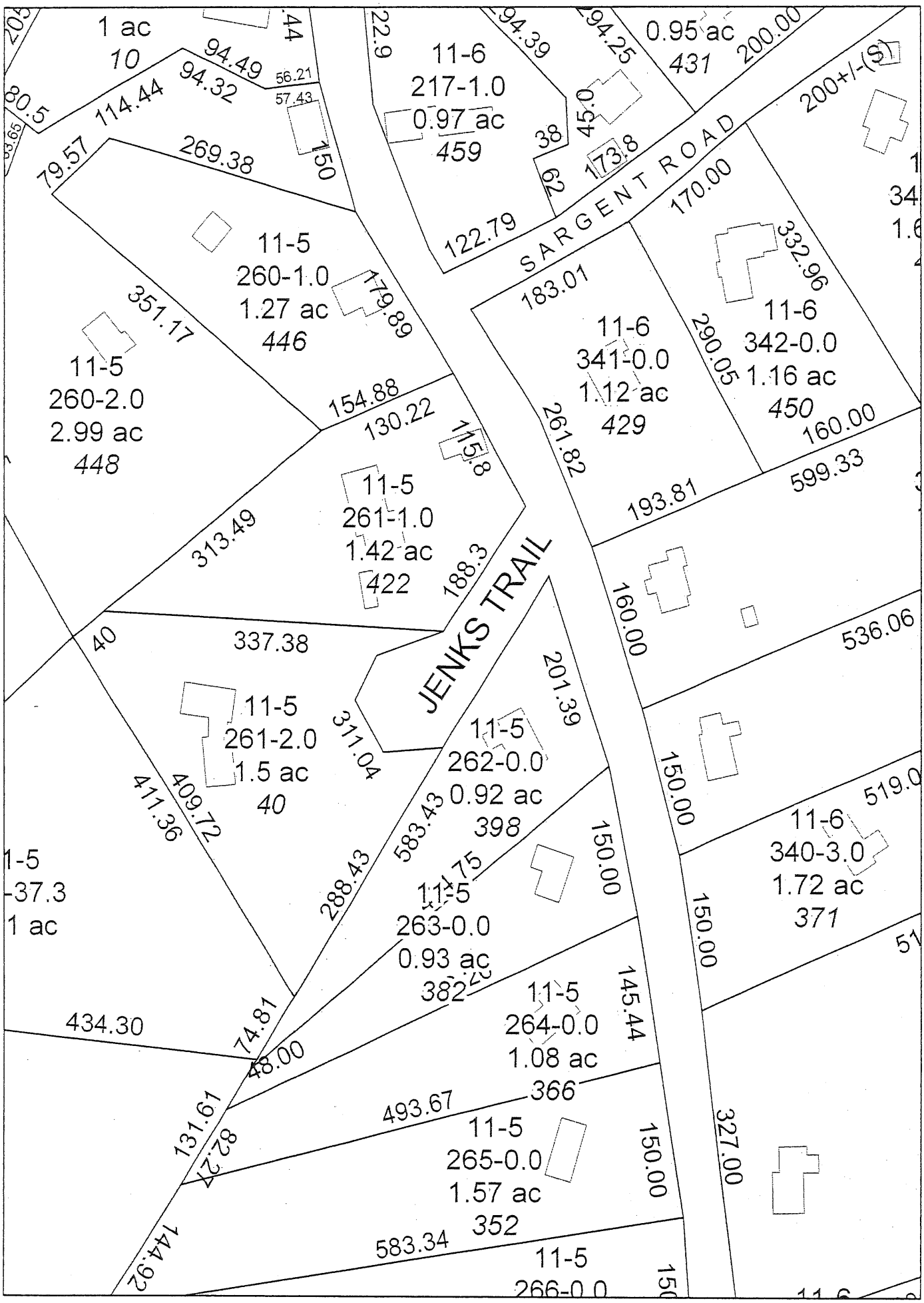


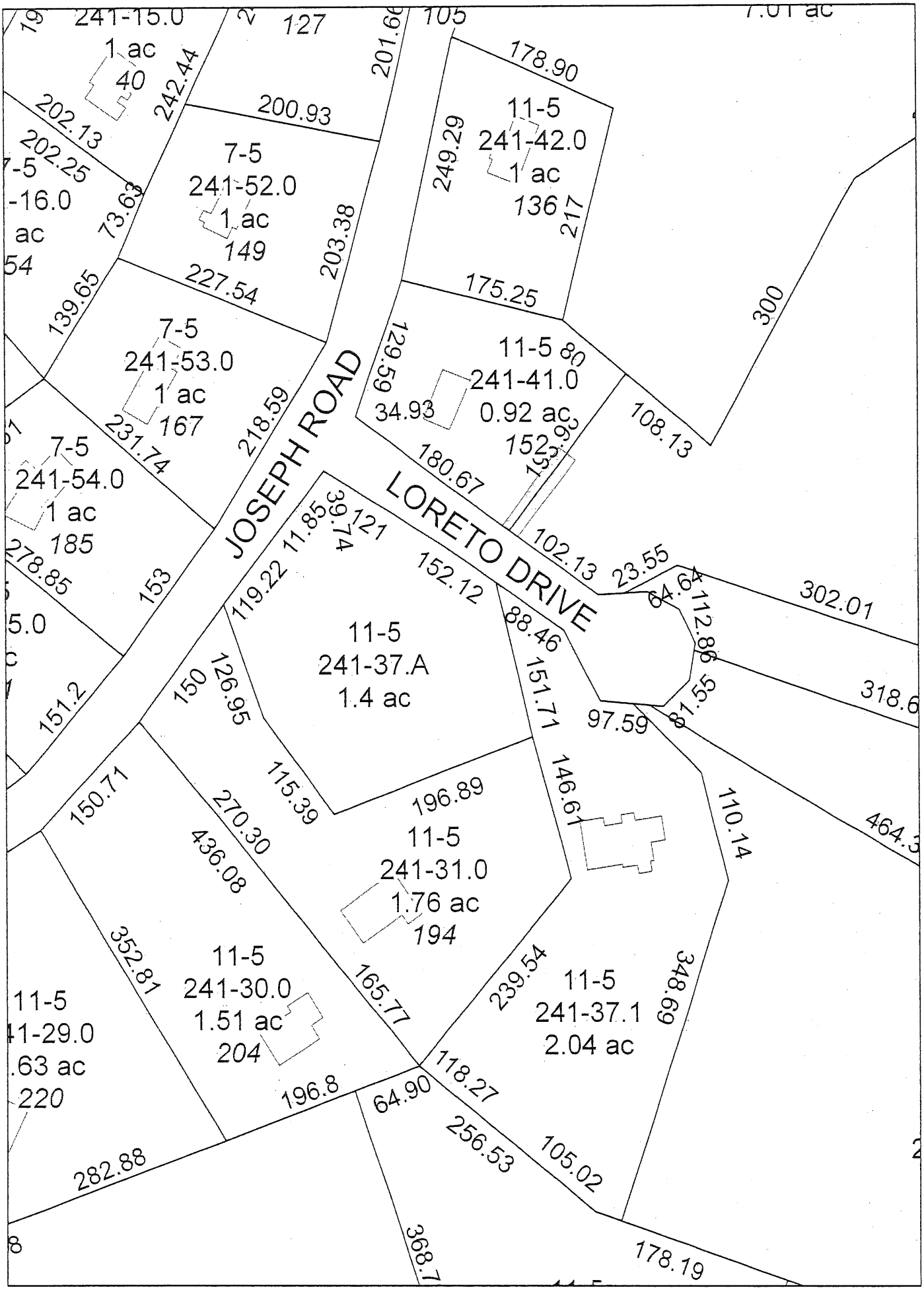
WHITCOMB ROAD
SWANSON ROAD
SWANSON COURT
BOTECH AVENUE
INTERSTATE 495
1.47 ac
411
530+/-(S)
549.42
2-1
153-0.0
0.46 ac
374
155.00(D)
130.00
130.89
154.40
18.17
2-1
152-0.0
4.46 ac
350.00
316.48
365.00
368.49
2-1
151-0.0
3.06 ac
501.94
354.05
210.00
268.65
2-1
150-0.0
2 ac
160
230.00
256.48
696.44
2-1
159-0.0
11.5 ac
159
150.00
140.23
825.57
2-1
158-0.0
3.00 ac
2-1
157-0.0
2.99 ac
886.76(D)
2-1
156-0.0
10.43 ac
213.26
494.36
981.32
478.67
307.52
75.00
106.02
188.00
168.81
73.53
348.41
149.09
160.00
185.00
100.00
124.24
186.47
116.06
2-1
160-1.0
1.97 ac
260.00
464.75
169.32
807.06
559.99
2-1
162-0.0
2.40 ac
272.95
230.00
2-1
160-0.0
13.9 ac
155
240.00
245.00
765.90
1636.66

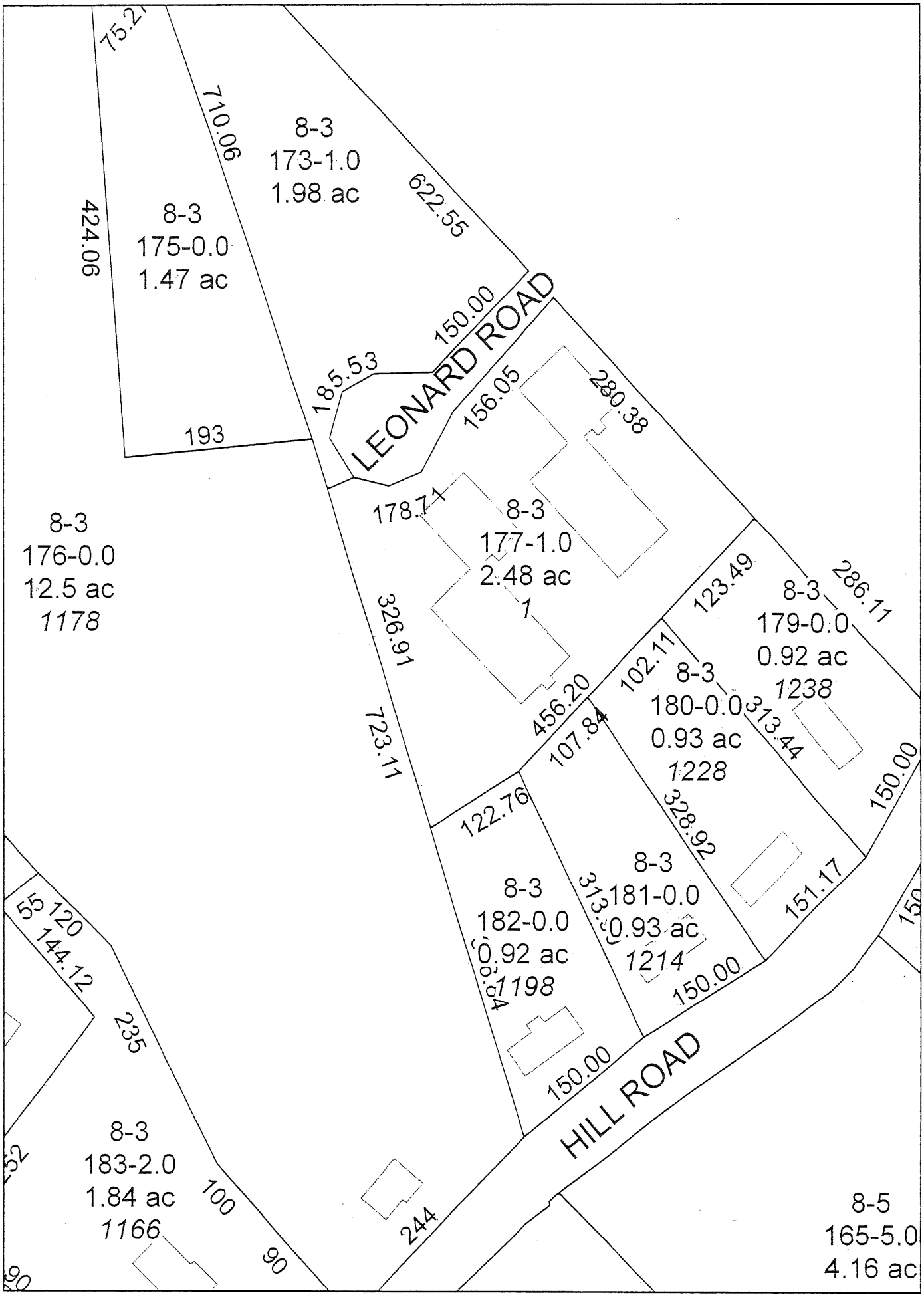


8-6
101-0.0
10.3 ac
950+/-(S)
1400+/-(S)
12-6
171-0.0
1.85 ac
440
161.35
354.99
294.61
12-6
171-3.0
1.44 ac
450
BUTLER WAY
12-6
170-1.0
1.61 ac
30
68.44
328.65
186.3
DEPOT ROAD
110.45
92.16
108.56
28.67
22.48
10.51
260.54
12-6
170-0.0
1.55 ac
31
159.28
320.40
147.96
147.21
146.71
78.87
239.02
350+/-(S)
340+/-(S)
LIBERTY SQUARE ROAD
239.78
145.35
37.93
8-5
194-0.0
0.82 ac
630
188.45
170.00
36.87
98.66
11-5
253
650+
12-6
169-0.0
5.83 ac
599

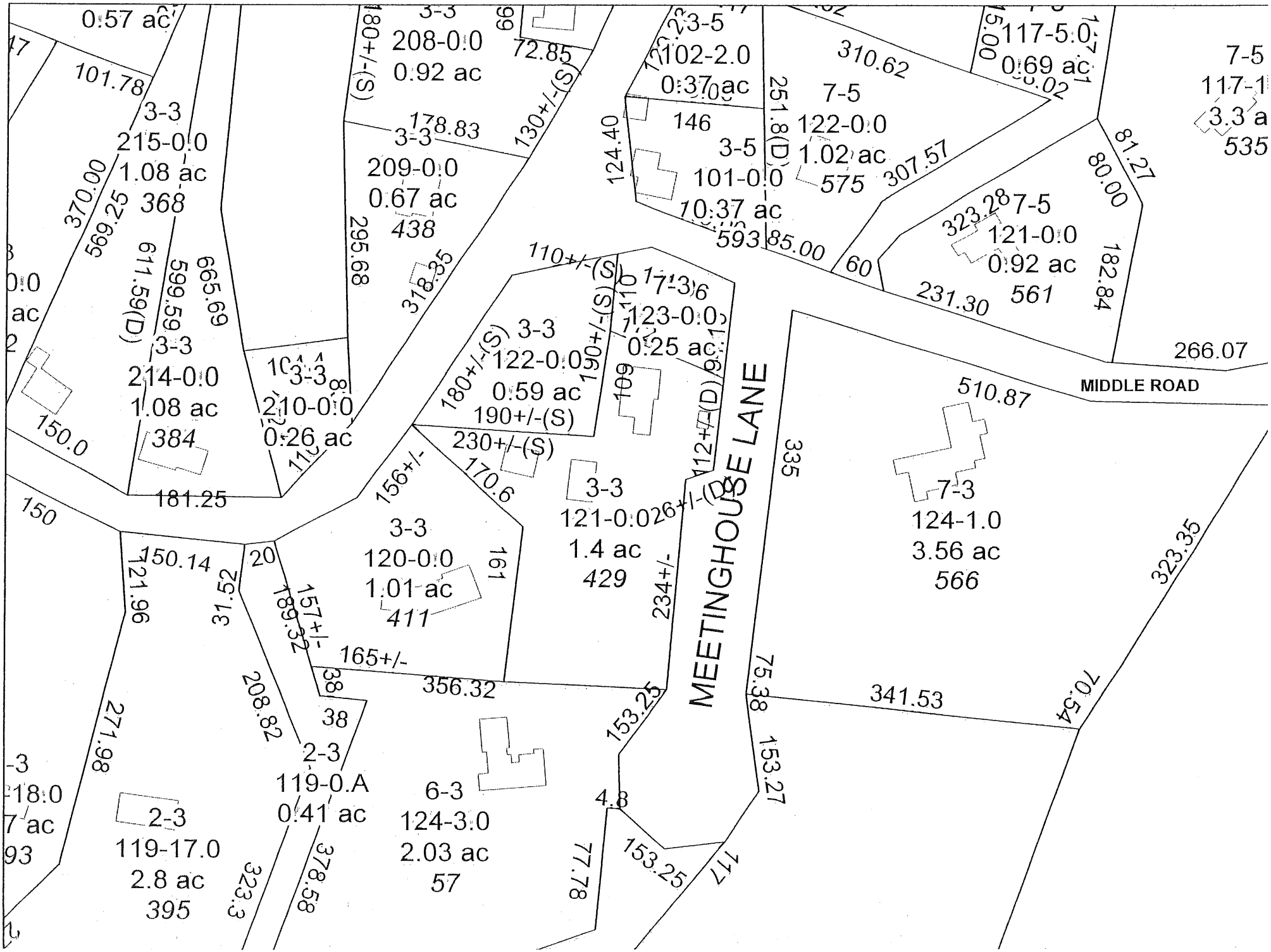

DANIELS WAY
DAVIDSON ROAD
8-6
143-0:0
0:96 ac
11
8-6
143-0:0
3.47 ac
31
8-6
144-0:0
0:92 ac
278
8-6
145-0:0
0:92 ac
244
8-6
146-0:0
2.27 ac
222
8-6
234-0:0
0:22 ac
8-6
233-0:0
0:59 ac
8-6
232-0:0
0:98 ac
247.99
8-6
231-0:0
1.13 ac
239
8-6
230-0:0
1.33 ac
227
8-6
229-0:0
1 ac
201
8-6
147-0:0
248.29
19.21
79.26
206.65
133.94
136.01
70.00
140.75
286.3
201.5
267.33
161.46
145.74
150.00
65.00
284.28
186.19
177.58
682.60
405.09
487.17
164.73
129+/-(S)
240+/-(S)
195+/-(S)
254.14
127.25
128.69
438.51
291.90
155.00
172
304
293
154
20(S)
90
150+/-(S)
250(p)


SARGENT ROAD
JENKS TRAIL
11-6
217-1.0
0.97 ac
459
0.95 ac
431
1 ac
10
11-5
260-1.0
1.27 ac
446
11-5
260-2.0
2.99 ac
448
11-6
341-0.0
1.12 ac
429
11-6
342-0.0
1.16 ac
450
11-5
261-1.0
1.42 ac
422
11-5
261-2.0
1.5 ac
40
11-5
262-0.0
0.92 ac
398
11-5
263-0.0
0.93 ac
382
11-5
264-0.0
1.08 ac
366
11-5
265-0.0
1.57 ac
352
11-5
266-0.0
11-6
340-3.0
1.72 ac
371

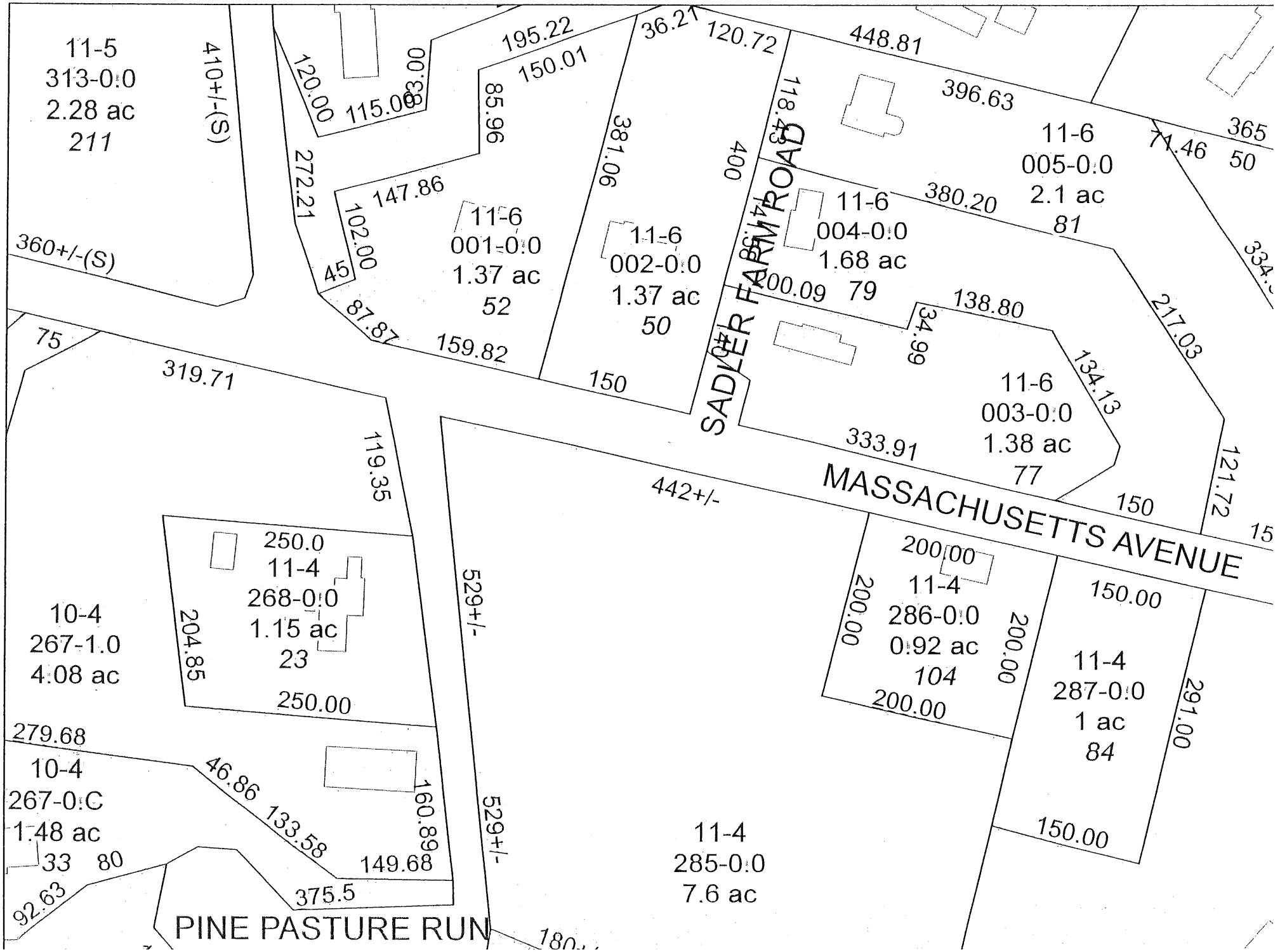

241-15.0
1 ac
40
127
105
7.01 ac
178.90
242.44
201.66
200.93
202.13
202.25
7-5
241-52.0
1 ac
149
73.63
203.38
249.29
11-5
241-42.0
1 ac
136
217
227.54
139.65
175.25
300
7-5
241-53.0
1 ac
167
129.59
11-5
241-41.0
0.92 ac
152
80
34.93
231.74
218.59
JOSEPH ROAD
108.13
7-5
241-54.0
1 ac
185
180.67
LORETO DRIVE
11.85
39.74
121
102.13
23.55
64.64
112.86
302.01
278.85
153
119.22
152.12
88.46
151.71
11-5
241-37.A
1.4 ac
150
126.95
151.2
97.59
81.55
318.6
150.71
115.39
196.89
146.61
110.14
464.3
270.30
436.08
11-5
241-31.0
1.76 ac
194
352.81
11-5
241-30.0
1.51 ac
204
165.77
239.54
11-5
241-37.1
2.04 ac
348.69
11-5
41-29.0
.63 ac
220
118.27
196.8
64.90
256.53
105.02
282.88
368.7
178.19

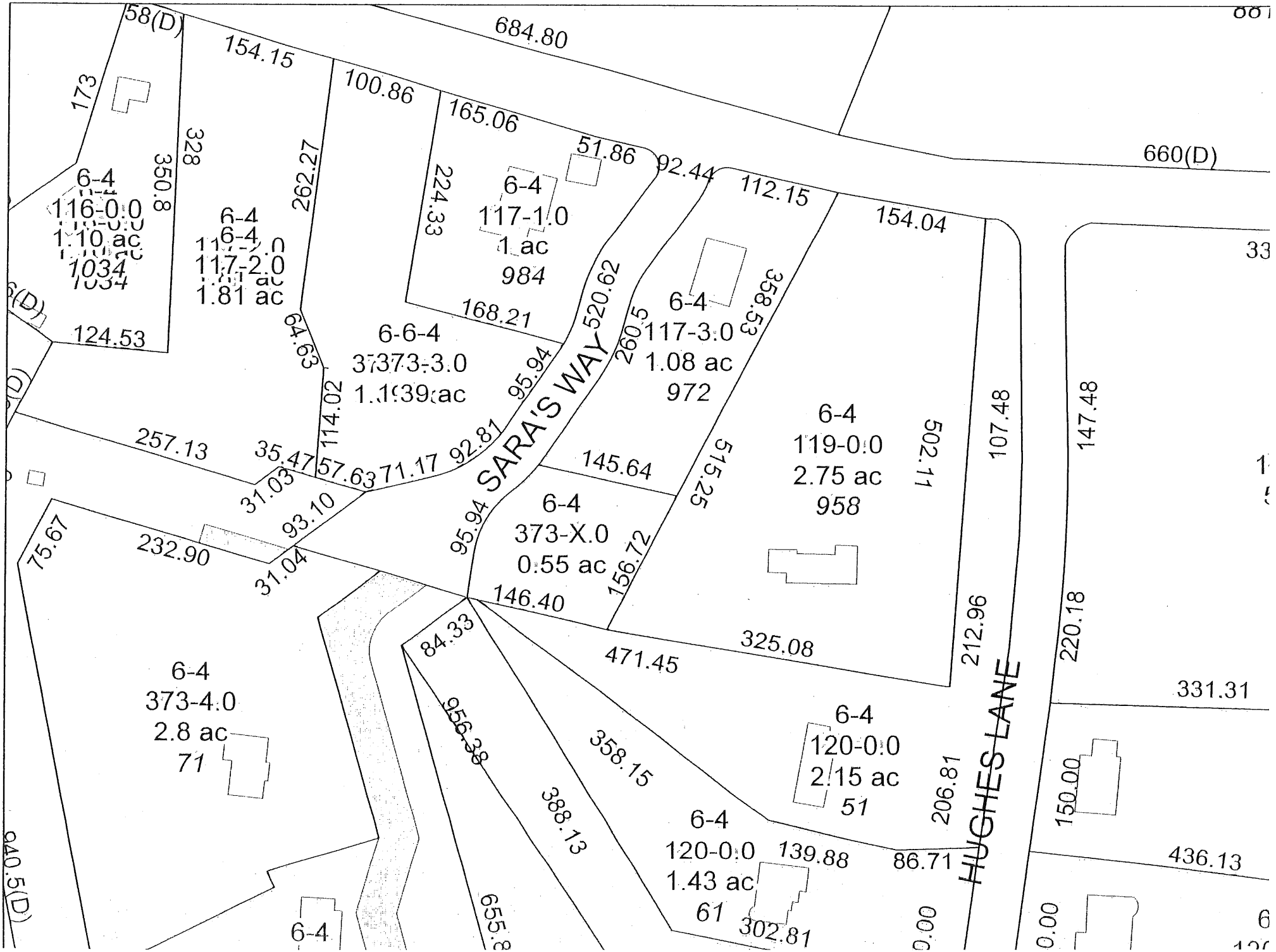


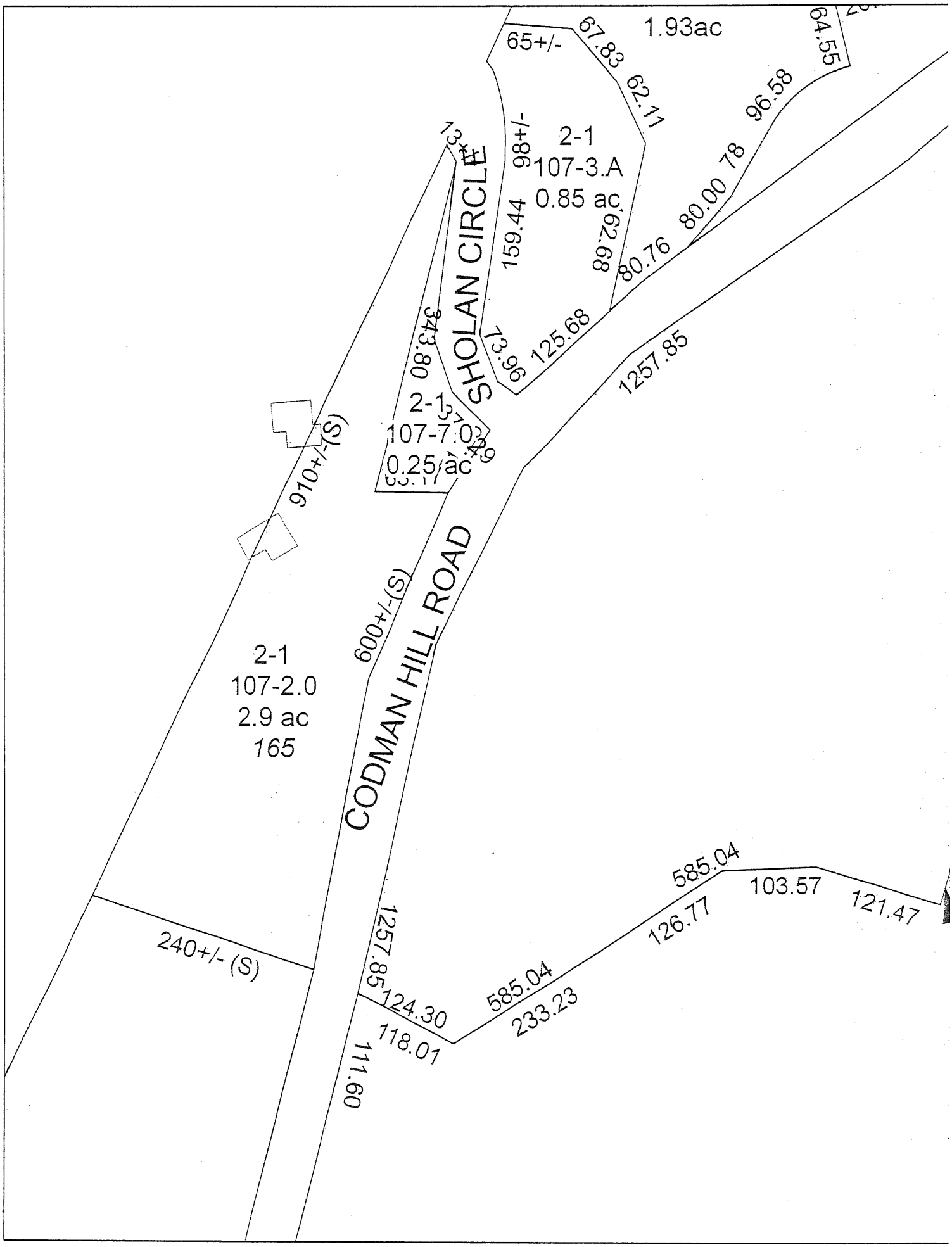
8-3
173-1.0
1.98 ac
8-3
175-0.0
1.47 ac
8-3
176-0.0
12.5 ac
1178
8-3
177-1.0
2.48 ac
1
8-3
179-0.0
0.92 ac
1238
8-3
180-0.0
0.93 ac
1228
8-3
181-0.0
0.93 ac
1214
8-3
182-0.0
0.92 ac
1198
8-3
183-2.0
1.84 ac
1166
8-5
165-5.0
4.16 ac
LEONARD ROAD
HILL ROAD
710.06
622.55
424.06
150.00
185.53
156.05
280.38
193
178.71
326.91
723.11
123.49
286.11
102.11
456.20
107.84
313.44
150.00
328.92
122.76
151.17
150.00
150.00
55
120
144.12
235
100
90
244



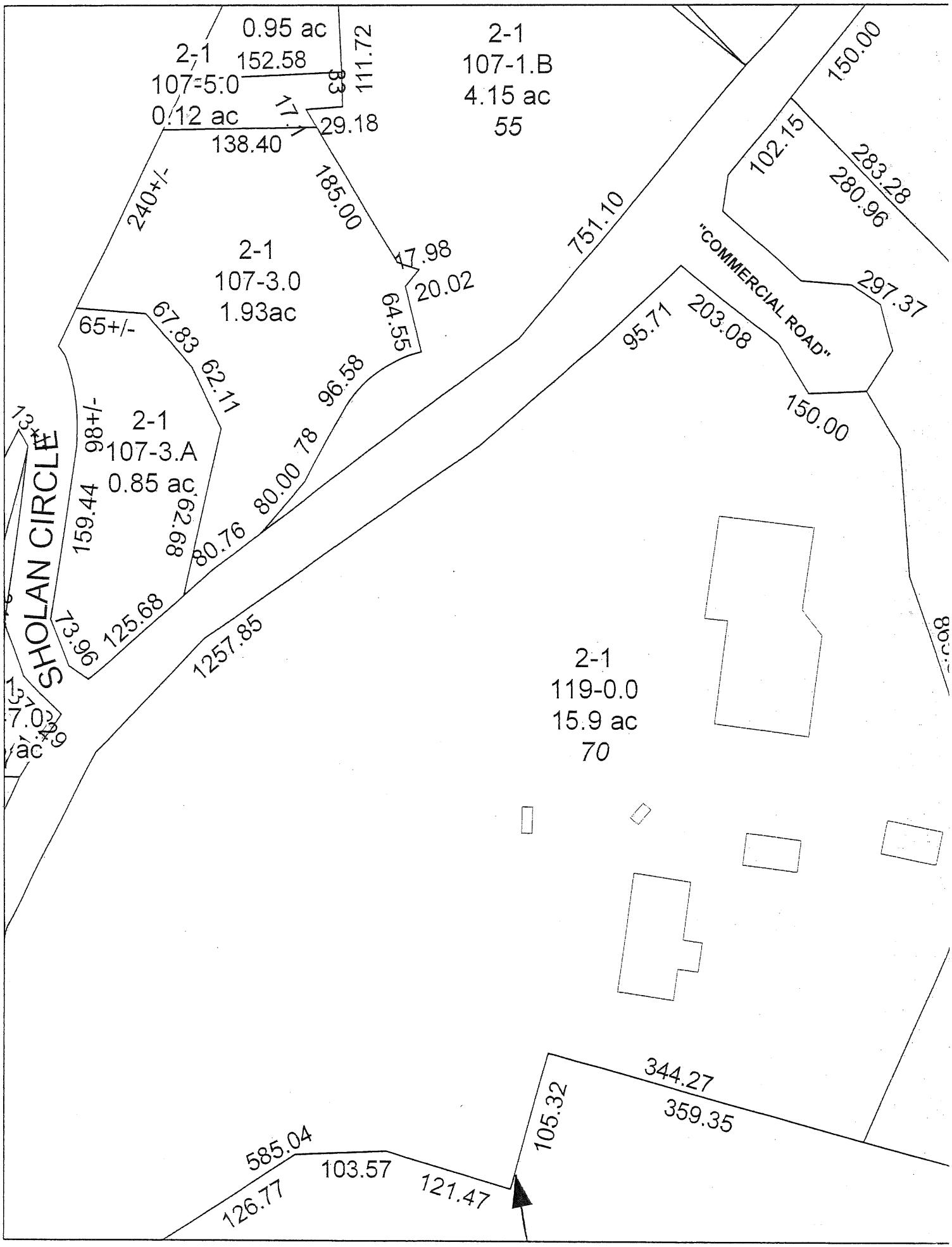
MIDDLE ROAD
MEETINGHOUSE LANE
3-3
215-0.0
1.08 ac
368
3-3
214-0.0
1.08 ac
384
3-3
210-0.0
0.26 ac
3-3
208-0.0
0.92 ac
3-3
209-0.0
0.67 ac
438
3-3
122-0.0
0.59 ac
3-3
120-0.0
1.01 ac
411
3-3
121-0.0
1.4 ac
429
3-5
102-2.0
0.37 ac
3-5
101-0.0
0.37 ac
593
7-5
122-0.0
1.02 ac
575
7-5
121-0.0
0.92 ac
561
7-3
124-1.0
3.56 ac
566
7-3
123-0.0
0.25 ac
117-5.0
0.69 ac
2-3
119-0.A
0.41 ac
2-3
119-17.0
2.8 ac
395
6-3
124-3.0
2.03 ac
57
0.57 ac
101.78
370.00
569.25
611.59(D)
599.59
665.69
150.0
181.25
150
150.14
121.96
31.52
20
189.32
157+/-
165+/-
356.32
38
38
208.82
271.98
323.3
378.58
77.78
153.25
4.8
153.25
117
153.27
75.38
341.53
70.54
323.35
335
510.87
266.07
182.84
231.30
60
85.00
307.57
81.27
80.00
323.28
310.62
251.8(D)
124.40
146
178.83
295.68
318.35
130+/-(S)
180+/-(S)
72.85
110+/-(S)
190+/-(S)
180+/-(S)
190+/-(S)
230+/-(S)
170.6
156+/-
161
234+/-
112+/-(D)
26+/-(D)


11-5
313-0:0
2.28 ac
211
410+/-(S)
360+/-(S)
120.00
115.00
63.00
195.22
150.01
85.96
272.21
147.86
102.00
45
87.87
159.82
11-6
001-0:0
1.37 ac
52
36.21
120.72
381.06
11-6
002-0:0
1.37 ac
50
150
400
118.43
SADLER FARM ROAD
448.81
396.63
11-6
005-0:0
2.1 ac
81
71.46
365
50
380.20
11-6
004-0:0
1.68 ac
79
200.09
138.80
34.99
217.03
134.13
11-6
003-0:0
1.38 ac
77
333.91
150
121.72
MASSACHUSETTS AVENUE
442+/-
75
319.71
119.35
250.0
11-4
268-0:0
1.15 ac
23
204.85
250.00
10-4
267-1.0
4.08 ac
529+/-
200.00
11-4
286-0:0
0.92 ac
104
200.00
200.00
200.00
150.00
11-4
287-0:0
1 ac
84
291.00
150.00
279.68
10-4
267-0:C
1.48 ac
33
80
92.63
46.86
133.58
160.89
149.68
375.5
529+/-
11-4
285-0:0
7.6 ac
PINE PASTURE RUN


SARA'S WAY
HUGHES LANE
6-4
116-0.0
1.10 ac
1034
6-4
117-2.0
1.81 ac
6-6-4
373-3.0
1.1939 ac
6-4
117-1.0
1 ac
984
6-4
117-3.0
1.08 ac
972
6-4
119-0.0
2.75 ac
958
6-4
373-X.0
0.55 ac
6-4
373-4.0
2.8 ac
71
6-4
120-0.0
2.15 ac
51
6-4
120-0.0
1.43 ac
61
684.80
660(D)
154.15
100.86
165.06
51.86
92.44
112.15
154.04
173
328
350.8
262.27
224.33
168.21
124.53
64.63
114.02
95.94
520.62
260.5
358.53
257.13
35.47
57.63
71.17
92.81
145.64
515.25
502.11
107.48
147.48
31.03
93.10
75.67
232.90
31.04
146.40
156.72
325.08
212.96
220.18
331.31
471.45
84.33
956.38
358.15
388.13
139.88
86.71
206.81
150.00
436.13
302.81
655.8
940.5(D)
58(D)



1.93ac
65+/-
67.83
62.11
64.55
96.58
78
80.00
80.76
2-1
107-3.A
0.85 ac
98+/-
159.44
62.68
125.68
73.96
SHOLAN CIRCLE
343.80
2-1
107-7.0
0.25 ac
910+/-(S)
1257.85
600+/-(S)
CODMAN HILL ROAD
2-1
107-2.0
2.9 ac
165
240+/- (S)
1257.85
124.30
118.01
111.60
585.04
233.23
126.77
585.04
103.57
121.47


0.95 ac
2-1
107-5.0
0.12 ac
152.58
111.72
138.40
29.18
2-1
107-1.B
4.15 ac
55
150.00
102.15
283.28
280.96
240+/-
185.00
751.10
"COMMERCIAL ROAD"
2-1
107-3.0
1.93ac
7.98
20.02
297.37
65+/-
67.83
62.11
64.55
95.71
203.08
96.58
150.00
98+/-
2-1
107-3.A
0.85 ac
159.44
62.68
80.00
78
80.76
SHOLAN CIRCLE
73.96
125.68
1257.85
2-1
119-0.0
15.9 ac
70
344.27
359.35
105.32
585.04
103.57
121.47
126.77

294.70
130.00
481.00
413.79
407.50
130.00
315.00
454.69
137.68
709.32
556.09
34.05
504.77
56.25
152.08
164.46
200.00
215.40
412.34(D)
187.11(D)
199.2
132.0
150.00
247.82
141.50
MACLEOD WAY
LORING AVENUE
JOYCE LANE
95.37
81.84
89.02
21.91
133.59
65.06
126.47
124.34
58.95
152.18
128.22
112.39
50.93
28.99
41.95
82.23
80.48
20.81
88.92
89.64
80.38
96.66
92.40
111.71
98.08
77.41
104.25
97.85
96.11
78.19
112.86
122.18
124.44
96.17
131.64
83.51
103.97
150.88
310.22
322.77
150.02
200
60
140
220.42
220.4
224.44
373.43
25
278.53
262.98

89

[redacted]
Boxborough, MA 01719
October 13, 2014

Board of Selectmen
Boxborough Town Hall
29 Middle Road
Boxborough, MA 01719

Dear Board of Selectmen,

My name is Herbert Viggh and I reside at [redacted] in Boxborough. The daughter of my cousin who lives in Sweden would like to come and live with us during the 2015-2016 academic school year and attend Minuteman High School in Lexington, MA. Her name is [redacted] and she is a Swedish citizen.

Ella would be attending school in the US under an F1 visa. Under the F1 visa program, Ella would need to pay tuition to Minuteman (http://travel.state.gov/content/visas/english/study-exchange/student/foreign-students-in-public-schools.html):

"Foreign students who want to attend public secondary school (high school) must pay the full cost of education. This amount is listed under "tuition" on the student's Form I-20. If the Form I-20 does not include the cost of tuition, the student must have a notarized statement, signed by the designated school official (DSO) who signed the Form I-20, stating the full cost of tuition and that the student paid the tuition in full. The full, unsubsidized per capita (for each student) cost of education is the cost of providing education to each student in the school district where the public school is located. Costs normally range between $3,000 and $10,000. The student secondary school cost reimbursement requirement is mandatory and school systems cannot waive the reimbursement requirement."

I have spoken to Mr. John (Jack) Dillon, Assistant Principal for Education Services at Minuteman, about Ella attending Minuteman and paying them tuition. Minuteman is not setup to accept tuition directly from students. However, they have in the past had foreign students attend Minuteman when the town the student is living in pays for them to attend, just like US students from those towns.

So I have the following question for the Board: Would the town of Boxborough be willing to accept payment from Ella's family for the cost of her attending Minuteman for one academic year, pay that amount to Minuteman, and register Ella as a Boxborough student attending Minuteman?

Please let me know if you need any more information. Thank you for your time and I look forward to your reply.

Sincerely,

Herbert Viggh
[redacted]

Selina Shaw

From: Cheryl Mahoney <cmahoney@boxborough-ma.gov>
Sent: Wednesday, October 22, 2014 4:03 PM
To: Selina Shaw
Subject: FW: Foreign student inquiry - Minuteman Query Response

Selina,
Here is Supt. of Finance – Kevin Mahoney and Asst. Principal for Education Services - Jack Dillon's responses. [along with the previous email trail on this]
Let me know if you there are additional concerns or if you need further clarification.

Thanks,
Cheryl
978-264-1714
Please note my new email address & the Town's new web address www.boxborough-ma.gov.

When writing or responding, please be aware that the Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential. If you have received this communication in error, please notify me immediately by replying to this message. Thank you.

Please consider the environment before printing this email

From: Mahoney, Kevin [mailto:k.mahoney@minuteman.org]
Sent: Wednesday, October 22, 2014 3:30 PM
To: Cheryl Mahoney
Subject: RE: Foreign student inquiry

Cheryl,
As I understand the response from the Town Clerk, the student will have residence in Boxborough. Therefore, she would be included in the Oct. 1 enrollment and part of the assessment calculation as is any other student from Boxborough.
Please advise if additional information is required.
Thank you.

Kevin

Kevin F. Mahoney
Assistant Superintendent of Finance

Minuteman High School
758 Marrett Road, Lexington, MA 02421
T 781.861.6500 x220
F 781.863.1747
www.minuteman.org

From: Dillon, Jack [mailto:jdillon@minuteman.org]
Sent: Tuesday, October 14, 2014 12:46 PM
To: Cheryl Mahoney
Cc: Bouquillon, Ed; Murphy, Susan; Dillon, Jack; Mahoney, Kevin; Houle, Ernie
Subject: RE: Foreign student inquiry

Dear Cheryl:

As I explained to Mr. Viggh in August, the student would have to apply to Minuteman utilizing the same process as every other student. I can either mail you an application or you could get one from our website (www.minuteman.org). Once we receive the application there are 5 criteria I would need in order to determine if he/she meets the standard for acceptance:

- Grades (past 2 years to date)
- Attendance Record (past 2 years to date)
- Discipline Report (past 2 years to date)
- Recommendation from a teacher, counselor or advisor that can comment on his/her ability to transfer to a school in which both academics and career major opportunities will be offered.
- Interview with me here at Minuteman

With regards to the payment, I have included Kevin Mahoney in this email. Kevin is the Assistant Superintendent of Finance and would be more inclined to answer the financial questions you have asked. If you should need any further information from me, please don't hesitate to call me or email me.

Respectfully,
Jack Dillon

Jack Dillon
Assistant Principal for Education Services

Minuteman High School
758 Marrett Road, Lexington, MA 02421
T 781.861.6500 x225
F 781.861.6019
www.minuteman.org

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From: Cheryl Mahoney [mailto:cmahoney@boxborough-ma.gov]
Sent: Tuesday, October 14, 2014 12:31 PM
To: Dillon, Jack
Cc: Bouquillon, Ed; SC,
Subject: FW: Foreign student inquiry

Can our school waive the tuition requirement for a high school student?

No. The law does not allow a student in F-1 status to attend public secondary school without paying tuition. The student must pay the full, unsubsidized per capita (for each student) cost of education in all cases.

Does the Section 625 of the law affect all foreign students?

No. The law affects only students in F-1 status, or applicants for F-1 visas, who plan to attend public schools or publicly funded adult education. The law does not affect other students, such as children of exchange visitors, diplomats or foreign workers.

How does the law affect F-1 students in private schools?

Students who attend private schools or privately funded adult education or language programs are not affected by the law. However, if a private school student wants to transfer to a public school or a publicly funded adult education or language program, he or she must follow the requirements of Section 625 of Public Law 104-208.

Can adult education programs issue I-20s if we charge full tuition?

The law prohibits the issuance of F-1 visas to attend publicly funded adult education programs. Publicly funded adult education is defined as: *"Education, training or English as second language programs operated by, through, or for a local public school district, system, agency or authority, regardless of whether such a program charges fees or tuition."* Programs under this definition cannot accept students in F-1 status, even if tuition is charged.

Can organizations or individuals sponsor an F-1 student to attend public secondary school?

Yes. Nothing in the law prevents an organization or an individual from paying the full tuition costs for the student. However, the payment cannot come from public funds. The student must still show that he or she has sufficient funds to cover education and living expenses while in the United States.

Can students come to live with U.S. citizen relatives while attending public school?

Foreign students may come to the United States to live with U.S. citizen relatives while attending public school. The child is limited to twelve months of study in secondary school (high school). The child may not study in elementary school. It should be noted however, that the student's status as a resident of the school district and the fact that the U.S. citizen has paid local property/school taxes is irrelevant and does not fulfill the cost reimbursement requirement of Section 214(m) of the Immigration and Nationality Act (INA). Therefore, the full tuition costs must be paid to the school or school district.

Additional Web Resources

For more information about studying in the United States, you may also visit the student visa webpage and www.ice.gov/sevis.

References - U.S. Law

See INA 101(a)(15)(F) (8 U.S.C. 1101(a)(15)(F)) and INA 214(m) (8 U.S.C. 1184(m))

Foreign Students in Public Schools

Collapse All

Overview

There are limitations and requirements related to foreign (F-1) students attending public secondary/high schools (grades nine through twelve), under U.S. law. Student F-1 visas cannot be issued to persons seeking to enter the United States in order to attend a public primary/elementary school or a publicly funded adult education program.

Dependents of a nonimmigrant visa holder of any type, including F-1, are not prohibited from attendance at either a public primary school, an adult education program, or another public educational institution, as appropriate.

Requirements List

- Secondary school attendance is limited to twelve months.
- F-1 secondary school students are required to pay the school the full cost of education by repaying the school system for the full, unsubsidized, per capita cost of providing the education to him or her.
- F-1 students are prohibited from attending public elementary schools or publicly-funded adult education programs.

Restrictions are for F-1 Students Only

The following restrictions apply to foreign students who are:

- Students in F-1 status who need an I-20 to study in the United States;
- Students in F-1 status in public schools who leave the United States and want to return to continue their studies; and
- Students in F-1 status who want to transfer from a private school or program into a public school or program.

The following restrictions do not apply to foreign students who are:

- Students in another visa status (i.e., J-2, L-1, M-2, or G-4) or
- Students in F-1 status who attend private schools or private training or language programs.

How is the 12 month attendance limit applied?

The length of study indicated on the Form I-20 must be limited to 12 months. It should be noted that public secondary attendance in a status other than F-1 does not count against the 12-month limit. For example, if you were the child of an A-2 visa holder previously attending secondary school, this would not count toward the 12 month limit.

Students Must Pay the Costs of Secondary School Education

Foreign students who want to attend public secondary school (high school) must pay the full cost of education. This amount is listed under "tuition" on the student's Form I-20. If the Form I-20 does not include the cost of tuition, the student must have a notarized statement, signed by the designated school official (DSO) who signed the Form I-20, stating the full cost of tuition and that the student paid the tuition in full. The full, unsubsidized per capita (for each student) cost of education is the cost of providing education to each student in the school district where the public school is located. Costs normally range between $3,000 and $10,000. The student secondary school cost reimbursement requirement is mandatory and school systems cannot waive the reimbursement requirement.

9a

Internal Communications and Outgoing Communications
November 3, 2014

1. Letter and accompanying Minuteman Senior Services' FY 14 Annual Report from Joan Butler, MSS Exec. Dir., dated October 9, 2014, to Town Administrator Selina Shaw, describing an overview of services provided and Boxborough's Assessment amount for FY 16 of $767.00.*

2. Invitation to Register and Conference Brochure for the Annual MMA Conference to be held January 2015. #

3. Memorandum and accompanying materials from Town Assessor, Ruth Anderson, dated October 21, 2014, to the Board of Selectmen regarding Street Address Changes.*

4. Coverletter from TA Shaw, dated October 29, 2014, to LELWD's Engineering & Operations Mgr., Nick Lawler, regarding launching a Solar Initiative and requesting that LELWD consider expanding their "net metering credit" cap.

5. Letter from TA Shaw, dated October 30, 2014, to Holiday Inn Mgr. Howard Sobel, thanking him and his staff for the care shown when the Selectmen's Goals Workshop was held there.

# 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.

Minuteman
SENIOR SERVICES

9a(1)

received
10-16-2014

October 9, 2014

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

Dear Ms. Shaw:

In FY14 Minuteman Senior Services provided services to over 200 residents of Boxborough at a total value of $80,072. A detailed breakdown of the services used is attached.

As a non-profit Aging Services Access Point and Area Agency on Aging our mission is to help seniors and individuals with disabilities live in the setting of their choice by engaging community resources and supporting caregivers.

The majority of our funding comes from government grants and contracts which have not kept pace with the growing needs of the senior population in our 16 community region.

As you know, we coordinate our work with Councils on Aging and other local social service and health care providers and community safety personnel. A resident of your town is a voting member of our Board of Directors to assure that your community's interests are represented in our program planning and decision making.

We are grateful for the continued support received from your community. Your local assessment for FY16 is $767 per year. It is based on the most recent federal census and adjusted annually by the Consumer Price Index. These funds are critical as they enable us to leverage federal funds and help pay for our extensive Senior Nutrition Program. If you have any questions regarding Minuteman Senior Services please call me. As always, we look forward to working with you.

Sincerely,

Joan Butler
Executive Director

CC: Minuteman Board Member
Director of Council on Aging

Minuteman
SENIOR SERVICES

FISCAL YEAR 2014
Service Report: BURLINGTON

Minuteman Senior Services is a nonprofit organization, which has been helping people find practical solutions to long term care issues since 1975. Our goal is to help seniors, disabled adults and their family caregivers find the best available services that fit within family resources. We offer a wide range of services creatively designed to support the challenges of daily life and independent living. Some are free of charge, others are offered on a sliding fee scale or fee basis.

In FY14 over 2,400 BURLINGTON residents used Minuteman's services valued at $1,317,237.

Information & Referral: Resource specialists offer FREE advice and referrals from our extensive database of local, state and national resources. Assistance is available by telephone, email or a home visit by an experienced Care Advisor.
1,367 contacts served at a cost of $30,434

Care Management & In-Home Care: A range of programs for seniors designed to provide assistance with activities of daily living (bathing, dressing, etc.) for those who wish to remain in their own homes. Includes in-home assessment by a care manager, the development of a care plan, and delivery of approved services.
205 consumers served at a cost of $1,017,130

Caregiver Support: Services may include an in-home assessment, caregiver training and education regarding such areas as memory loss, home safety, respite care and fall prevention. Provides useful resources especially for working and long distance caregivers.
460 consumers served at a cost of $23,235

Protective Services: Social workers investigate reports of elder abuse, neglect, self-neglect and financial exploitation and work toward resolution.
92 consumers served at a cost of $71,737

Transportation: Providing rides to medical appointments and adult day health centers.
39 consumers served at a cost of $871

Meals on Wheels: A mid-day meal and daily check in by a friendly driver for those over 60 who are homebound and unable to prepare their own food.
99 consumers served at a cost of $85,614

Senior Dining: Centers in 12 locations offer seniors an opportunity to meet and enjoy a nutritious lunch.
28 consumers served at a cost of $19,651

Nursing Home Screening: Nurses determine clinical eligibility for nursing home placement for seniors on MassHealth and explore community options when appropriate and available.
133 consumers served at a cost of $41,072

Long Term Care Ombudsman: Trained volunteers visit nursing facility residents and assist with resolving problems and concerns.
0 consumers served at a cost of $0

SHINE Health Benefits Counseling: Trained counselors provide seniors with free, confidential counseling and accurate, unbiased information regarding health insurance and prescription drug options.
387 consumers served at a cost of $20,374

Money Management Assistance: Trained volunteers provide assistance with bill paying, budgeting and banking tasks.
5 consumers served at a cost of $3,537

Senior Citizens Law Project: Free legal assistance and education on issues such as public benefits, landlord tenant disputes and loss of independence.
16 consumers served at a cost of $3,583

40th ANNIVERSARY

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Lexington – Lincoln – Littleton – Maynard – Stow – Wilmington – Winchester – Woburn

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92 (3) IC*

TOWN OF BOXBOROUGH
TOWN ASSESSOR
29 Middle Road, Boxborough, Massachusetts 01719
Phone (978) 264-1720 • Fax (978) 264-3127
randerson@boxborough-ma.gov

MEMORANDUM

TO: Board of Selectmen

FROM: Ruth T. Anderson, MAA
Town Assessor

cc: Selina Shaw, Town Adminstrator
David Lindberg, Building Inspector
Maripatt Shemowat, Tax Collector
Randolph White, Fire Chief
Warren Ryder, Police Chief

DATE: October 21, 2014

RE: Street Address Changes

In the course of reviewing existing and new construction properties in Boxborough, it has come to my attention that several parcels follow an inconsistent numbering system. For instance, odd numbers appear on either side of a street, such as houses 115 and 118 being beside each other rather than on opposite sides of the street. Another instance has #101 appearing before #89. These inconsistencies could potentially hinder public safety efforts should an emergency arise. In coordination with Dave Lindberg, Code Enforcement Officer, I will be notifying the particular property owners that their street addresses will be changed as of January 1, 2015, to bring them into compliance with the Boxborough Street Numbering Bylaw, and also to avoid any future confusion for emergency response personnel.

Attached for your review is a copy of the letter I intend to send, as well as a listing of each affected property and maps showing the current numbers assigned to illustrate the confusing addresses.

Please feel free to contact myself or Dave Lindberg with any questions or concerns.

Thank you.

TOWN OF BOXBOROUGH
29 Middle Road, Boxborough, Massachusetts 01719
Phone (978) 264-1700 • Fax (978) 264-3127

November 1, 2014

«OWNER1»
«OWNER2»
«ADDRESS»
«CITY», «ST» «ZIP»

Re: House Renumbering

Dear Property Owner:

A review of properties in Boxborough has revealed several inconsistencies in the way some parcels are numbered. These inconsistencies cause confusion and could potentially hinder public safety efforts should an emergency arise. In order to rectify these issues, your property will be renumbered, effective January 1, 2015.

We understand that the inconvenience of changing a street number is substantial, but believe the public safety issues outweigh the nuisance involved in correcting these longstanding errors. Your new street address is listed below. In accordance with the Boxborough Street Numbering Bylaw, please take the necessary steps to properly identify your home from the street. If you have any questions or concerns in this matter, please feel free to contact the Assessor or the Building Inspector.

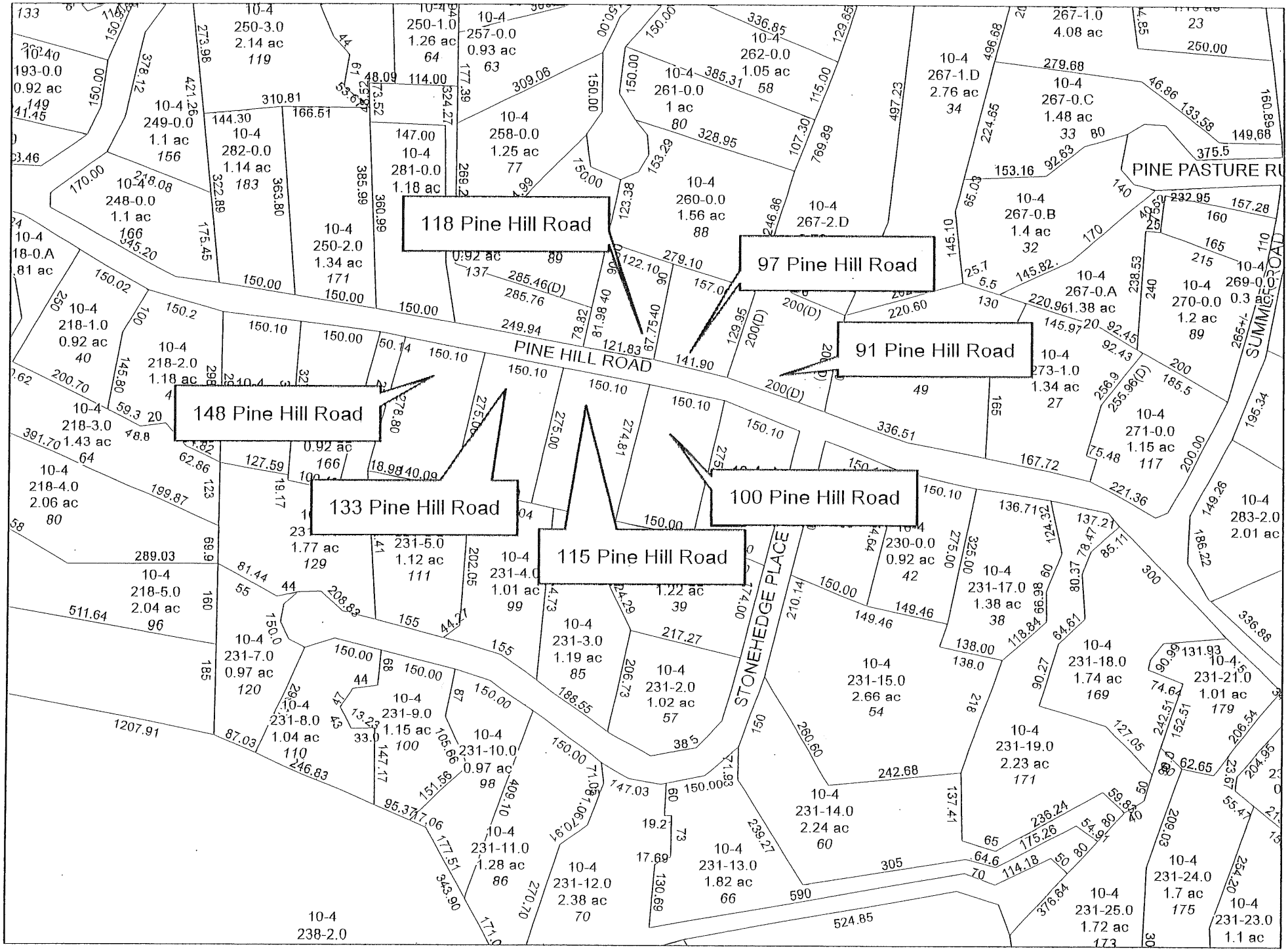
CURRENT ADDRESS	NEW ADDRESS (as of 1/1/2015)
«OLD_LOCATION»	«NEW_LOCATION»

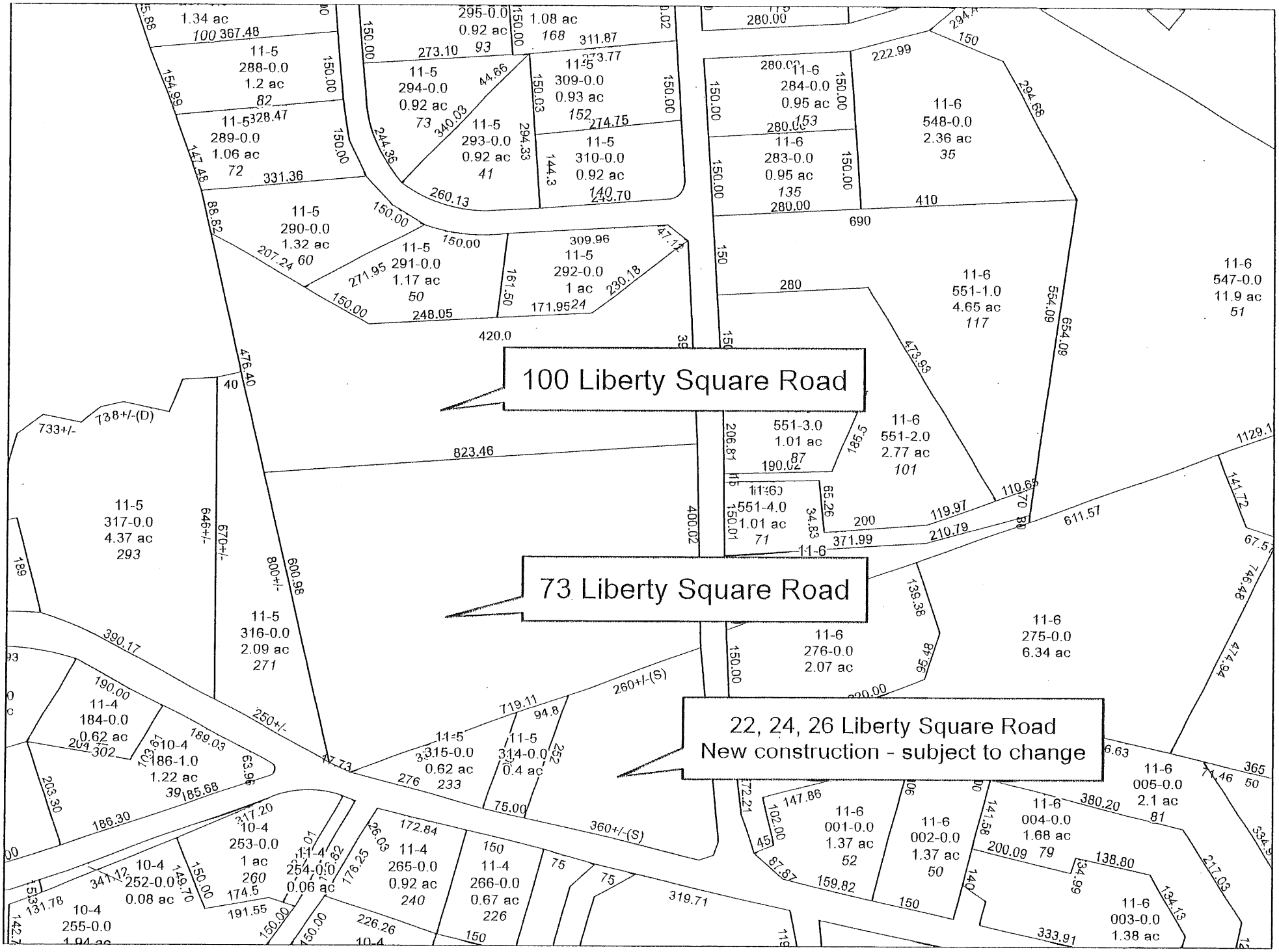
Sincerely,

Ruth T. Anderson
Town Assessor

David Lindberg
Building Inspector/Code Enforcement Officer

cc: Police Department
Fire Department
Tax Collector
Town Clerk
Town Planner
U.S. Postal Service – Boxborough, MA
Nashoba Regional Board of Health


118 Pine Hill Road
97 Pine Hill Road
91 Pine Hill Road
148 Pine Hill Road
133 Pine Hill Road
100 Pine Hill Road
115 Pine Hill Road
PINE HILL ROAD
STONEHEDGE PLACE
PINE PASTURE RU
SUMMER ROAD


100 Liberty Square Road
73 Liberty Square Road
22, 24, 26 Liberty Square Road
New construction - subject to change
11-5
288-0.0
1.2 ac
82
11-5
289-0.0
1.06 ac
72
11-5
290-0.0
1.32 ac
60
11-5
291-0.0
1.17 ac
50
11-5
292-0.0
1 ac
24
11-5
293-0.0
0.92 ac
41
11-5
294-0.0
0.92 ac
73
295-0.0
0.92 ac
93
11-5
309-0.0
0.93 ac
152
11-5
310-0.0
0.92 ac
140
11-6
284-0.0
0.95 ac
153
11-6
283-0.0
0.95 ac
135
11-6
548-0.0
2.36 ac
35
11-6
551-1.0
4.65 ac
117
11-6
547-0.0
11.9 ac
51
551-3.0
1.01 ac
87
11-6
551-2.0
2.77 ac
101
11-6
551-4.0
1.01 ac
71
11-5
317-0.0
4.37 ac
293
11-5
316-0.0
2.09 ac
271
11-6
276-0.0
2.07 ac
11-6
275-0.0
6.34 ac
11-4
184-0.0
0.62 ac
302
10-4
186-1.0
1.22 ac
39
11-5
315-0.0
0.62 ac
233
11-5
314-0.0
0.4 ac
10-4
253-0.0
1 ac
260
10-4
252-0.0
0.08 ac
11-4
254-0.0
0.06 ac
11-4
265-0.0
0.92 ac
240
11-4
266-0.0
0.67 ac
226
10-4
255-0.0
11-6
001-0.0
1.37 ac
52
11-6
002-0.0
1.37 ac
50
11-6
004-0.0
1.68 ac
79
11-6
005-0.0
2.1 ac
81
11-6
003-0.0
1.38 ac

OLD LOCATION	NEW LOCATION
101 Liberty Square Road	83 Liberty Square Road
133 Pine Hill Road	124 Pine Hill Road
115 Pine Hill Road	110 Pine Hill Road
118 Pine Hill Road	107 Pine Hill Road
73 Liberty Square Road Unit 12A	72 Liberty Square Road Unit 12A
73 Liberty Square Road Unit 14A	72 Liberty Square Road Unit 14A
73 Liberty Square Road Unit 16A	72 Liberty Square Road Unit 16A
73 Liberty Square Road Unit 18A	72 Liberty Square Road Unit 18A
73 Liberty Square Road Unit 20A	72 Liberty Square Road Unit 20A
73 Liberty Square Road Unit 24A	72 Liberty Square Road Unit 24A
73 Liberty Square Road Unit 30A	72 Liberty Square Road Unit 30A
73 Liberty Square Road Unit 32A	72 Liberty Square Road Unit 32A
73 Liberty Square Road Unit 34A	72 Liberty Square Road Unit 34A
73 Liberty Square Road Unit 36A	72 Liberty Square Road Unit 36A
73 Liberty Square Road Unit 22A	72 Liberty Square Road Unit 22A
73 Liberty Square Road Unit 26A	72 Liberty Square Road Unit 26A

9b

Minutes, Notices and Updates
November 3, 2014

Minutes

1. Minutes of the Finance Committee meeting held October 6, 2014.

Notices

1. Notice of a Personnel Board meeting held October 29, 2014

2. Notice of a Finance Committee meeting to be held November 3, 2014

3. Notice of a Recreation Commission meeting to be held November 4, 2014

4. Notice of a Library Board of Trustees meeting to be held November 12, 2014

5. Notice of a Minuteman School Committee's Communications Subcommittee meeting held October 22, 2014

6. Notices of Acton-Boxborough School Committee meetings:
   a. ABRSC Financial Oversight Subcommittee meeting held October 23, 2014
   b. Joint ABRSC, Acton BoS and Acton FinCom meeting held October 28, 2014
   c. ABRSC Policy Subcommittee meeting held October 29, 2014
   d. AB SpEd PAC meeting held October 22, 2014
   e. Blanchard School Council meeting held October 27, 2014