



BOARD OF SELECTMEN  
Meeting Agenda  
January 5, 2015  
Boxborough Town Hall  
Grange 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 Grange Meeting Room to continue the regular business on the agenda*

ROLL CALL  
VOTE:

**N.B. Chair shall state: "To conduct such session in an open meeting may have a detrimental effect on the bargaining position of the Board."**

***RE-CONVENE IN GRANGE 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) Bruce Hager, Steele Farm Advisory Committee Chair, and David Lindberg, Inspector of Buildings to discuss drainage and dampness issues at the Levi Wetherbee House, 7:30 PM
- b) Dennis Reip, ConsComm Chair, 7:45 PM
  - i. Proposed change in Commission fees  
*Move to approve the proposed changes to the Conservation Commission's fee schedule, effective immediately (fees are decreasing, otherwise would have proposed Feb 1 to allow for notice)*
  - ii. Town access from Joseph Road to the Hager-Library parcel
- c) Brigid Bieber, ABRSD School Committee, to discuss process used to evaluate Superintendent, 8:05 PM
- d) Police Chief Warren Ryder, to discuss potential new positions for FY 16 – Police Lieutenant and Public Safety Dispatcher, 8:20 PM
- e) Citizens' concerns

VOTE:

5. MINUTES

- a) Regular session, December 15, 2014
- b) Executive session, December 15, 2014

ACCEPT & POF  
ACCEPT & POF

6. SELECTMEN REPORTS

7. OLD BUSINESS

- a) Department Head reviews – continued discussion on process [see 4c]
- b) War Memorial
- c) Board of Selectmen Rules, Regulations, Policies and Procedures

*Move to adopt the revised Rules, Regulations, Policies and Procedures as presented (or as further revised)*

VOTE:

**8. NEW BUSINESS**

- a) Alcoholic Beverages Control Commission - request re: temporary population estimate

*Acting under authority granted in MGL ch138 §17 as amended, the Board of Selectmen estimates that there will be no temporary increase to the resident population of the Town of Boxborough as of July 10, 2015; the population will remain at approximately 5,000*

**VOTE:**

- b) FY 2016 budget – initial glimpse
- c) CPA surcharge exemption filing deadline

**9. CORRESPONDENCE**

**ACCEPT & POF**

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

**10. PRESS TIME**

**11. CONCERNS OF THE BOARD**

**12. ADJOURN**

Ha

**Selina Shaw**

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**From:** Bruce Hager <bruce4570@verizon.net>  
**Sent:** Wednesday, December 17, 2014 7:15 PM  
**To:** Bob Stemple  
**Cc:** 'Jeanne Kangas'; Jeanne Kangas; Ed Whitcomb; Dave Birt; Selina Shaw  
**Subject:** Basement Water at Steele Farm  
**Attachments:** 1211141508.jpg; 1211141507a.jpg; 1211141507.jpg; 1211141506a.jpg; 1211141506.jpg; 1211141505a.jpg

Bob,

At the monthly meeting of the SFAC last evening, we discussed the significant amounts of water that were found in the basement of the farmhouse after the last two rain events (the attached photos were taken last week). We have been mystified that so much water could be coming in, given that we understood there was a "French drain" along the North side of the house. Ed Whitcomb spoke to Tom Garmon and another long time DPW employee who were involved in the original work, and was told that what was done was simply to install pvc pipe to collect water from the downspouts and direct it to a pipe running over toward the upper pond. They said no french drain was installed, contrary to what SFAC members and the BoS had been told by the previous DPW director. This would explain why ground water is going directly into the basement, as it is not being collected and diverted outside the foundation.

This creates a repeating high-humidity situation in the cellar, which is only exacerbated now that we have insulated the basement for the winter months. The committee voted last night to bring this situation to the attention of the BoS. Ed and I are available to discuss the situation, and we are available to appear before the board in January, at your pleasure. We believe that the chimney is stable at this point, and with the support measures taken recently, and the installation of heaters we expect that further concerns for the stability of the chimney may be allayed for some time to come. The discovery that we have been proceeding under a false assumption about the drain situation has been a matter of some concern, however, as this much water in the cellar can't help the already significant deterioration of beams and joists.

I certainly don't like to be raising another maintenance concern at the farm house within a short time span, but the Steele Farm Committee is concerned.

Bruce Hager



461  
Boxborough Conservation Commission  
Meeting Minutes  
Wednesday  
October 1, 2014 Town Hall

Members present: Charlene Golden, Norm Hanover, David Koonce and Hoff Stuart.  
Members absent: David Follett and Dennis Reip (Chair).

Acting as Chair, Charlene called the meeting to order at 7:35 pm.

Motion was made by Hoff, seconded by Charlene, and unanimously voted 4 – 0 to approve the minutes of September 17, 2014.

Motion was made by Norm, seconded by Hoff and unanimously voted 4 – 0 to make the following modifications to the town Fee Calculation Worksheet:

1. Eliminate the \$100.00 fee for Application for Certificate of Compliance and Partial Certificate of Compliance.
2. Add two work categories for filing fees under Type of Service or Permit:
  - 10) Test pits, test wells, subsurface borings, and/or other development work. \$100.00
  - 11) Other \$100.00 per activity

The Fee Instructions will be edited to reflect these changes.

NOI Hearing 113-521 Location: **Adams Place** Assessor's Map 02-2-129 & 130

Property Owner: The Gutierrez Company Applicant: Colbea Enterprises LLC (sale pending)

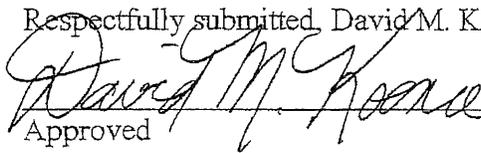
Lead Reviewer: David Koonce

Documents presented: email dated Sept 23, 2014 from Laura Simkins, Sovereign Consulting Inc. consultant to applicant, requesting continuation on Nov. 5, 2014.

Motion was made by Charlene, seconded by David and unanimously voted 4- 0 to continue the Notice of Intent hearing on November 5, 2014 at 8:00 pm.

Motion was made by Hoff, seconded by Norm, and unanimously voted 4 – 0 to adjourn at 8:35 pm.

Respectfully submitted, David M. Koonce.

  
Approved \_\_\_\_\_ Date 10/15/14

**DRAFT**

10/20/2014

Boxborough Wetland & Adjacent Land Resource Area  
Fee Calculation Worksheet

**Notice of Intent Filings:**

<u>Type of Service or Permit</u>	<u>Quantity</u>	<u>Fee</u>	<u>Total</u>
1) Permanent Structure Addition/Alteration - each filing	_____	\$250.00	_____
2) New Permanent Structure or SFH - each filing	_____	\$500.00	_____
3) Perm. St. or SFH - each sq. ft. of disturbance in Resource Area	_____	\$0.50	_____
4) Subdivision Roads and Utilities only - each filing	_____	\$1,500.00	_____
5) Subdivision - each linear foot of road sideline in Resource Area	_____	\$3.00	_____
6) Multiple Family or Condominium Structure - each filing	_____	\$1,500.00	_____
7) Multi Fam/Condo - each unit all or part of which is within Resource Area	_____	\$500.00	_____
8) Commercial/Industrial Projects - each filing	_____	\$1,500.00	_____
9) Commercial/Ind. - each sq. ft. of disturbance in Resource Area	_____	\$0.25	_____
10) Test pits, test wells, subsurface borings, and/or other pre-development work	_____	\$100.00	_____
11) Other	_____	\$100.00	_____

Other:

12) ANRAD - each filing	_____	\$250.00	_____
13) ANRAD - per linear foot of delineation	_____	\$0.25	_____
14) Request for Determination of Applicability	_____	\$100.00	_____
15) Extension Permit	_____	\$100.00	_____
16) Amended Order of Conditions	_____	\$100.00	_____
17) Application for Partial Certificate of Compliance	_____	\$0.00	_____
18) Application for Certificate of Compliance	_____	\$0.00	_____
19) Other Miscellaneous ConsCom Documents	_____	\$100.00	_____

20) Total\* \$ \_\_\_\_\_  
(Not to exceed  
\$7, 500.00)

\* Additional consultation fees may be necessary for projects when a more extensive Wetland Habitat Study is needed or if the work proposed will require a higher degree of monitoring.

*To be edited after approval*

461  
Boxborough Conservation Commission  
Meeting Minutes  
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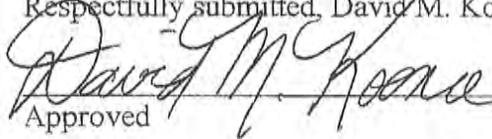
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*To be edited after approval*

4611



Boxborough Conservation Commission  
29 Middle Road, Boxborough, Massachusetts 01719  
Phone: 978.263.1722  
www.boxborough-ma.gov

To: Adam Duchesneau – Town Planner  
Selina Shaw – Town Administrator  
✓ Tom Garmon – DPW  
✓ Board of Selectmen

From: Conservation Commission  
Dennis Reip, Chairman *MOR Reip*

Date: Dec. 17, 2014

Subject: Town access from Joseph Road to the Hager-Library parcel

The Conservation Commission manages a series of trails on the Hager-Library municipal parcel. These trails are accessible to the public from the Blanchard School, the Library and the end of Boxmill Road. The ConsCom would like to improve public access to, and through, this parcel by establishing an access trail from Joseph Road along an existing Town owned parcel that was originally intended as an access road to the Hager-Library parcel.

This access road parcel is shown on a plan submitted by Joseph and Frances Biotti, the developers, dated April 15, 2009. The plan is titled "Road Acceptance Monumentation and Traverse Control Plan, Emanuel Drive and Joseph Road, Liberty Tree Acres, Boxborough, MA by Goldsmith, Prest and Ringwall, Inc." The plan shows a 50 foot wide road connecting Joseph Road to the Hager parcel. The assessor's maps indicate the Town owns this 50 foot wide parcel which is not a paved 'Town Road'.

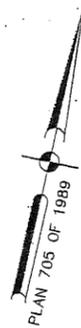
The ConsCom and Town Planner have found that during the site plan review process the Planning Board requested and was granted by the developer land for a future road from Joseph Road to the Hager-Library parcel. The Town wanted this access road at the time because of the potential use of the Hager parcel for a public water supply and for other municipal uses such as DPW, Fire Station, Senior Center, active recreation, etc.

This 50 foot wide access road parcel currently has a common drive from Joseph Road that is used to access two houses, one at 220 Joseph Road, owned by Ji Junmei, and another at 240 Joseph Road, owned by David Bull. The paved portion of driveway does not extend all the way to the Hager parcel.

The ConsCom would like your assistance in determining if the 50 foot wide parcel can be used for trail access, and how to proceed in establishing this trail if determined to be feasible. We assume that the Town and abutters may not be fully aware of the status of this parcel, and that there may be other concerns to be addressed in considering our request. Please contact me if you need any additional information.

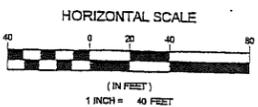
Additional info:  
Attached GPR plan dated April 15, 2009.





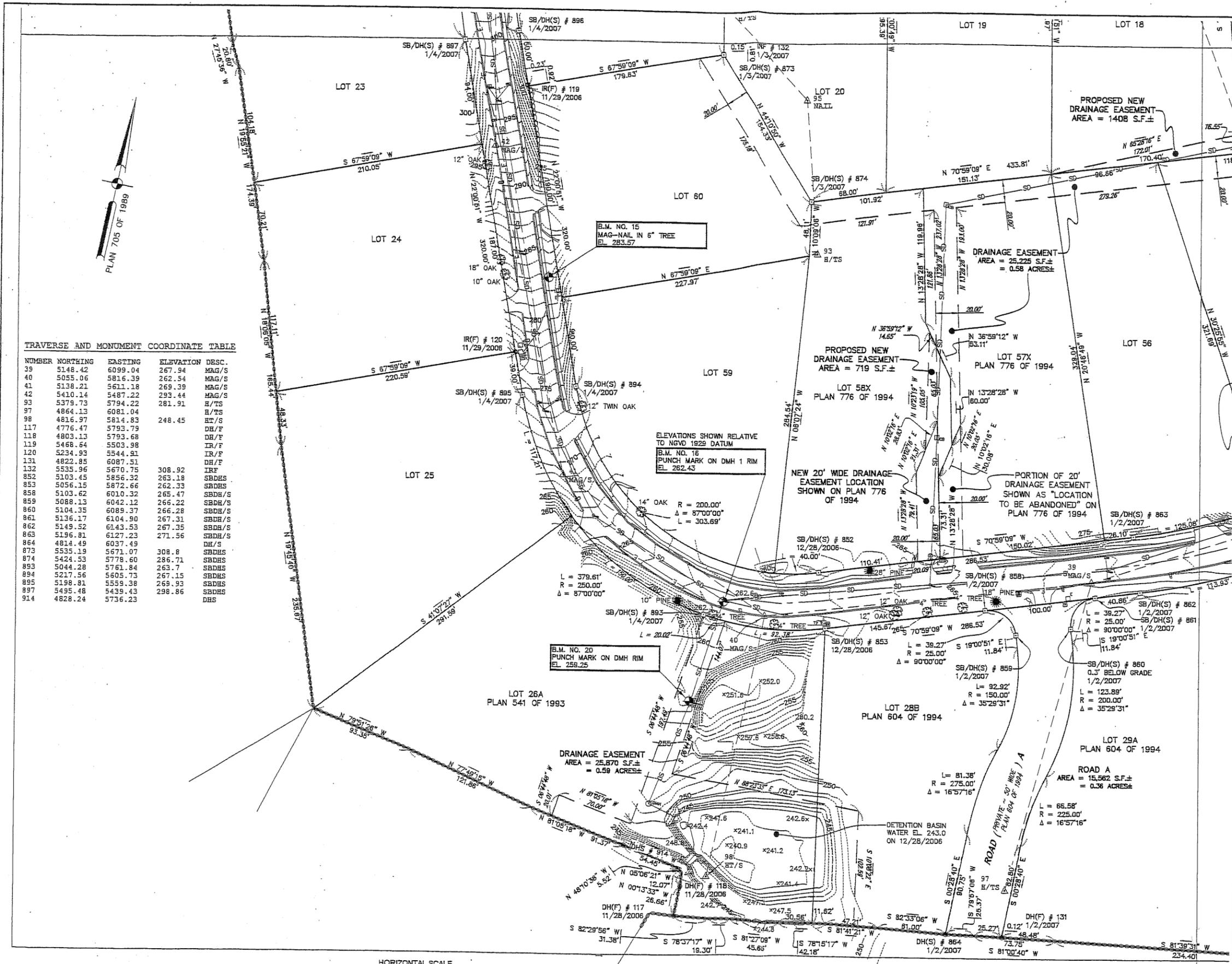
TRAVERSE AND MONUMENT COORDINATE TABLE

NUMBER	NORTHING	EASTING	ELEVATION	DESC.
39	5148.42	6099.04	267.94	MAG/S
40	5055.06	5816.39	262.54	MAG/S
41	5136.21	5611.18	269.39	MAG/S
42	5410.14	5497.22	293.44	MAG/S
93	5379.73	5794.22	281.91	H/T/S
97	4864.13	6081.04		H/T/S
98	4816.97	5814.83	248.45	H/T/S
117	4776.47	5793.79		DH/F
118	4803.13	5793.68		DH/F
119	5468.64	5503.98		IR/F
120	5234.93	5544.91		IR/F
131	4822.85	6087.51		DH/F
132	5535.96	5670.75	308.92	IR/F
852	5103.45	5856.32	263.18	SBDH/S
853	5056.15	5872.66	262.33	SBDH/S
858	5103.62	6010.32	265.47	SBDH/S
859	5088.13	6042.12	266.22	SBDH/S
860	5104.35	6089.37	266.28	SBDH/S
861	5136.17	6104.90	267.31	SBDH/S
862	5149.52	6143.53	267.35	SBDH/S
863	5196.81	6127.23	271.56	SBDH/S
864	4814.49	6037.09		DH/S
873	5535.19	5971.07	308.8	SBDH/S
874	5424.53	5778.60	285.71	SBDH/S
893	5044.28	5761.84	263.7	SBDH/S
894	5217.56	5605.73	267.15	SBDH/S
895	5198.81	5559.38	269.93	SBDH/S
897	5495.48	5439.43	298.86	SBDH/S
914	4828.24	5736.23		DHS



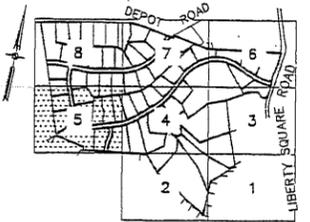
THIS LAND IS SUBJECT TO ANY EASEMENTS, RIGHTS-OF-WAY, RESTRICTIONS, COVENANTS, OR OTHER LIMITATIONS WHICH MAY BE DISCLOSED BY A TITLE EXAMINATION.

P:\051077\DWG\SURVEY DWG\FINAL\051077B-ACC-1D.DWG



281 2009

FOR REGISTRY USE ONLY



SCALE: 1" = 1,000'

I HEREBY CERTIFY THAT THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES DIVIDING EXISTING OWNERSHIPS AND THE LINES OF THE STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN.

THIS CERTIFICATION IS INTENDED TO MEET THE REQUIREMENTS OF THE REGISTRY OF DEEDS AND IS NOT A CERTIFICATION TO THE TITLE OR OWNERSHIP OF THE LAND SHOWN HEREON.

I CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS.



Peter A. Lothian, P.L.S. # 40,978 DATE 4/15/2009

NO.	DATE	BY	APP.	REVISION DESCRIPTION
1	3/15/07	FWL	PAL	LOTS 57X & 58X CORRECTED LOT LINES NEW PROPOSED EASEMENTS ON LOTS 58X & 18 BOUNDS SET AT END OF LORETO DRIVE

**GPR** Engineering Solutions for Land & Structures

GOLDSMITH, PREST & RINGWALL, INC.  
39 MAIN ST., SUITE 301, AVER, MA 01422  
CIVIL & STRUCTURAL ENGINEERING - LAND SURVEYING & LAND PLANNING  
VOICE: 978.772.1990 FAX: 978.772.1591  
www.gpr-inc.com

ROADWAY ACCEPTANCE MONUMENTATION AND TRAVERSE CONTROL PLAN

EMANUEL DRIVE & JOSEPH ROAD

LIBERTY TREE ACRES  
BOXBOROUGH, MA

OWNER:  
JOSEPH BIOTTI JR. AND FRANCIS BIOTTI  
97 ADAMS STREET  
NEWTON, MA

051077B

JOB NO.

COPYRIGHT GOLDSMITH, PREST & RINGWALL, INC.



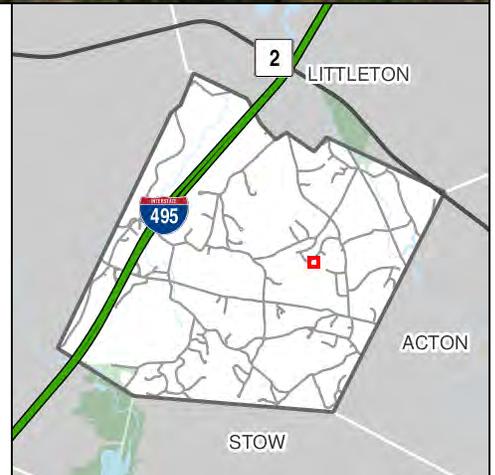
# Road A (Note: Parcel Boundaries are for Reference Purposes Only)



## MAP FOR REFERENCE ONLY NOT A LEGAL DOCUMENT

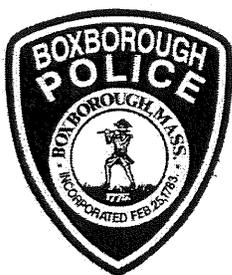
The Town makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated January 1, 2013





4d



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

To: Board of Selectmen  
From: Chief Warren B. Ryder  
Date: December 31, 2014  
Re: Organizational Realignment

---

I am proposing a realignment of staff responsibly by creating a new title of Lieutenant within the Boxborough Police Department staffing model. It is essential to maintain training, professional standards and continuous supervision of the fifteen full-time and seventeen part-time employees that serve this department including the new Regional Animal Control Officer.

The current staffing model of the Boxborough Police Department consists of 3 Sergeants and 7 subordinate officers. This proposal outlines a structural modification of adding a designation of non-union Lieutenant position. As illustrated below, this proposal does not add any personnel: It is a realignment of duties and responsibilities that improves the Department's function with a goal of stabilizing overtime expenditures with a minimal budget impact.

**Current Departmental Compliment** – The Department is comprised as follows:

- Chief of Police 5 days on 2 days off (5/2)
- 3 Patrol Sergeants on a 4 days on / 2 days off (4/2) work schedule
- 1 Patrol Detective / Court Prosecutor 4/2 work schedule
- 1 Patrol Detective 4/2 work schedule
- 5 Patrol Officers 4/2 work schedule
- 9 Part-Time Reserve Officers (per-diem – non benefited)

**Explanation of Schedule Cycle** –

Under the so-called 4/2 schedule an officer will work 4 consecutive shifts followed by 2 days off. This schedule is on a 6 week / 42 calendar day cycle. Officers assigned in this manner have different days off each week and will work 30 out of 42 calendar days in each cycle.

Under a traditional 5/2 schedule an employee would have the same days off each week (typically Saturday and Sunday).

### **Current Departmental Deployment –**

- Chief of Police – Administrative / Operational Duties
- 3 Sergeants – 1 currently assigned to each shift as follows:
  - 7:00am – 3:00pm (day shift)
  - 3:00pm – 11:00pm (evening shift)
  - Evening/Late-night “Split Shift”
    - 3:00pm – 11:00pm (evening shift) two days
    - 11:00pm – 7:00am (late-night shift)

In addition to various administrative tasks, each Sergeant has direct responsibility for all activity and direct supervision of officers on their assigned shift.

- 1 Patrol Detective / Court Prosecutor – (day shift) this position is assigned all court duties and serves as the evidence officer for the department. In addition, he will assist with and follow up on any major crime investigations.
- 1 Patrol Detective – (shift varies) this position is assigned all major crime investigations. In addition, this position servers as an alternate for court duties and is the secondary evidence officer for the department.
- 1 Officer is assigned to day shift (7:00am – 3:00pm )
- 1 Officer is assigned to the evening shift (3:00pm – 11:00pm)
- 1 Officer is assigned to a split shift including both evening (3:00pm – 11:00pm) and late-night shift (11:00pm – 7:00am)
- 2 Officers are assigned to the late-night shift (11:00pm – 7:00am)

The current departmental deployment model fills each of the three shifts (day, evening and late-night) with a compliment of two officers. The Patrol Detective is an additional staff member that is scheduled to fill vacancies when officers are off the schedule for training, vacation or other time off.

### **Current Command Structure –**

As noted above, the Chief handles all administrative functions and directs all operations of the Department.

Each of the 3 Sergeants as well as all patrol officers and the detectives are members of the MCOP Union Local 100.

The difficulty with this model is that all members of the department have a loyalty to the Union and other Union Members. Further compounding this problem is the fact that the 3 Sergeants (in theory part of the leadership team) are often in conflict between the needs and desires of the Chief and the Department vs. the desire of the Union.

### **Proposed Command Structure –**

Realignment of the current 3 Sergeant / Union Member model to a 2 Sergeant and 1 Lieutenant – Non Union position. This has a minimal budget impact.

### **Relevant Factors in Support of Proposal –**

Increased schedule coverage. The Lieutenant will be on a 5/2 schedule and can cover voids in the schedule thus controlling overtime costs.

Currently there is no definitive second in command which can lead to “Supervisor shopping” and times where there are voids in leadership.

Typically a Sergeant is designated as the acting Chief when the Chief is away. As he is a Union member and has no obligation to coordinate his time off around the Chief’s schedule, there are times when the Senior Sergeant is not the acting Chief. This, at times, creates confusion and inconsistency in the leadership structure.

Under the new proposed model there would never be a time when both the Chief and the second in command are absent at the same time.

### **Options for the future – Succession Planning –**

Employing this model would give the Town / Board of Selectmen options in the event of my departure. Allowing the department to have this position gives me sufficient time to develop a

person who could serve as an Interim Chief in my absence in either a short term or long term basis. In departments where there isn't a person in-place who could serve as Interim Chief the organization and the Town struggle to maintain operations. Often times, Towns will contract with a private firm for an Interim Chief. This is a costly and unnecessary venture with a model of having a strong second in command in the form of a Lieutenant's position. Again, this would not guarantee this person would be the next Chief but, would allow for a degree of flexibility for the Town while maintaining continuity with the department's command structure.

### **Leadership Development –**

A key component in police management / leadership is appropriate development of the next generation of leaders. Simply put – police leaders have an obligation and responsibility to allow those under their command to develop. I take this responsibility seriously and I have been fortunate early in my career to have been mentored by a Chief who allowed me to develop my skills as a leader. These are the skills I still employ today and this would not have been possible without being allowed this opportunity.

This new position would eventually be assigned to the evening hours. This would allow for overlap with the Chief while providing maximum non-union command coverage.

Additionally, this would allow the Chief to focus more effectively on community and administrative issues while having a trusted confidant in charge of police operations while he is doing so.

Currently the Chief conducts all internal investigations as well as imposing discipline for any infraction. Ideally and typically a separate superior officer should conduct the internal investigation and report his / her findings to the Chief, who would then be able to more objectively approach a case. A Union member will always be reluctant to impose discipline on another Union member.

### **Unity in Command and span of control issues –**

As you know policing is paramilitary in structure and has a very specific command and leadership structure. This structure is necessary and ensures the best model for effective delivery of police services. Having a mid-level leadership Lieutenant's position would more effectively distribute leadership function and give the Chief a trusted confidant free of Union influence. Under our current 3 Sergeant model, I don't have a trusted position that has exclusive loyalty to the department. What is needed is a model of "dispersed leadership" – one that employs more than the current 3 Sergeant model.

### **Creates departmental incentive –**

A challenge in a small department is to keep officers motivated and provide incentive for the future. Most police officers have career aspirations to move up in a department in the form of attaining rank. Having varying levels of command positions in the structure such as Sergeants and a Lieutenant's position gives officers hopes and incentive that they can move up as others leave these positions in the future.

### **Other Considerations –**

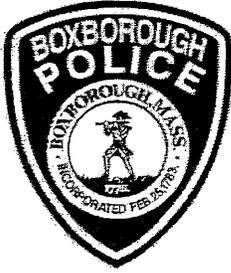
Increased schedule coverage. The Lieutenant will be on a 5/2 schedule and can cover voids in the schedule thus controlling overtime costs. In addition to the responsibilities outlined in the attached job description, this new position will be tasked with overseeing the professional standards and training requirements of the department. As an achievable milestone to this this position, it is my goal to attain state accreditation for this department within three years.

### **Summary –**

This proposed command structure is one that is needed, will serve our community and citizens well, and would make the leadership of our department more effective and efficient in a finically responsible manner.

Attachments: Sample Job Description –

wbr/cop



**BOXBOROUGH POLICE DEPARTMENT**  
520 Massachusetts Avenue, Boxborough, Massachusetts 01719

Phone: (978) 264-1750 · Fax: (978) 268-5123

## **POLICE LIEUTENANT**

### **I. CHARACTERISTICS OF THE CLASS**

Under the direction of the Chief of Police, the Lieutenant is responsible for planning, scheduling, and coordinating the activities of the Police Department. The Lieutenant supervises and/or manages subordinate supervisors, officers, and civilians on field and staff operations. Duties may also include an element of personal danger and exposure to adverse weather conditions, while overseeing that departmental rules and regulations are adhered to. The Lieutenant also utilizes a wide scope of independent judgment. Performs other work as requested or assigned.

### **II. EXAMPLES OF ESSENTIAL FUNCTIONS (illustrative only)**

A. Authorizes overtime, leave, and training requests; prepares work schedules; establishes and evaluates goals and objectives; directs and focuses staffing.

B. Trains and develops subordinates.

C. Evaluates subordinates and completes performance appraisals; reviews subordinate supervisor appraisals of officers and staff.

D. Establishes guidelines for the subordinate supervisors on inspection of facilities, equipment and personnel; establishes protocol guidelines; oversees that a proper inventory control in the department is maintained; sets short-term objectives and goals in the division.

E. Identifies operational and administrative deficiencies and recommends changes; makes recommendation to the Chief of Police concerning a wide range of policy and procedure issues for a more efficient operation.

F. Responds to citizen's complaints regarding subordinates or complaints of general service on goals/objectives; investigates all complaints against officers and services offered by the department; investigates internal affairs complaints as needed.

G. Maintains liaison between administration and operations.

H. Effectively supervises and recommends the hiring, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate department employees.

- I. Responds to serious or complex incidents; monitors action of the staff; authorizes request for specialized units to be called to a scene; assists in investigations, interviews and interrogations.
- J. Reports immediately to the Chief of Police incidents of serious importance or concern.
- K. Provides for the correct and timely completion of all administrative matters concerning members under command; completes written reports concerning daily activities, staff requests, and various projects.
- L. Ensures that the department properly coordinates its activities with other units and agencies.
- M. Prepares written reports, forms, and other paperwork as required; submits a report of all unusual/serious incidents.
- N. Assist with preparation of the department budget in both the planning and implementation stages; monitors project implementation for budget control; identifies need for manpower and other resources.
- O. Performs the work of subordinate supervisors and employees if and when required.

*(NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. This classification specification does not create an employment contract between the Town of Boxborough and the employee and is subject to change by the Chief of Police as the needs of the Town and the department change over time.)*

### **III. REQUIREMENTS**

#### **A. Training and Experience**

1. Seven (7) years experience in law enforcement two (2) years experience as a Sergeant.

#### **B. Knowledge, Abilities, and Skills**

1. Knowledge of the principles, practices, and techniques of modern law enforcement.
2. Knowledge of the methods, practices, and technical equipment used in crime and accident investigation.
3. Knowledge of demographics and geography of the community.
4. Knowledge of modern management procedures and methods.
5. Knowledge of federal, state and local laws and local ordinances.

6. Ability to act effectively in crisis situations.
7. Ability to analyze data and make decisions.
8. Knowledge of principles and practices of training and development.
9. Ability to plan and coordinate police activities in a manner conducive with full performance and high morale.
10. Ability to establish and maintain effective working relationships with other town departments, public agencies, news media, superiors, subordinates, and the general public.
11. Ability to work shift schedules.
12. Ability to learn and adapt to changing technologies and practices.
13. Ability to exercise discretion.
14. Ability to communicate effectively, orally and in writing.
15. Skill in directing and managing complex law enforcement programs.
16. Skill in the use of firearms and other police weapons.

**C. Physical Requirements:**

1. Perform all the duties of a Police Officer and assigned tasks.
2. Operate Police equipment as efficiently and economically as possible under a variety of conditions and in accordance with law and established procedures. This includes but is not limited to vehicles, weapons, computer and radio equipment, cameras and audio and video recording equipment.

**D. Environmental Requirements**

1. Task may require infrequent exposure to adverse environmental conditions.

**E. Sensory Requirements:**

1. Task requires color perception and discrimination without impairment. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires sound perception and discrimination. Task requires visual perception and discrimination in each eye correctable to 20/20. Task requires oral communications ability.

F. Other Requirements:

1. Must maintain all certifications and training of a Boxborough Police Officer.

FLSA Status: Exempt





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

To: Board of Selectmen  
From: Chief Warren B. Ryder  
Date: December 31, 2014  
Re: Additional Full Time Dispatcher FY16

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This proposal outlines the benefits of an additional full time dispatcher and the concerns for future operations. The communications center is currently staffed with a compliment of 4 full-time and up to four part time dispatchers. Under the current model there are two unfilled shifts per rotation (six days) that should be filled with part-time staff. Dispatch overtime has traditionally run over the projected budget while the part-time salaries have run below its target.

Recruiting and maintaining sufficiently trained part-time staff has been a struggle. The center was created in 2000 and since its inception we have traditionally experienced a high turnover of part-time dispatchers. Also, we have difficulty with regularly filling the normal open shifts with part-time staff as the open shifts are constantly moving under the current 4/2 schedule defined by the labor agreement. These difficulties will be further compounded with the implementation of the Next Generation 911 (NG911). Boxborough will be the first community to receive this specialty equipment and our dispatchers will be operating systems that will require advanced training and skills to be proficient. Since these skills are perishable if not exercised, I am concerned that a part time employee working a few times per month will be able to retain familiarity with our center.

Employee burn out and maintaining a sharp level of awareness is concern. Under the current model if one full time dispatcher is out of work for an extended period each full time dispatcher in theory has to work every day. Or, as we experienced last year when two full time dispatchers were out on maternity leave, each of the remaining two fulltime dispatchers had to work 12 hour shifts every day. An additional dispatcher will provide adequate staffing in these situations.

The proposed new model of five full-time dispatchers will create an overlap of coverage with the Supervisor. Overlap will occur on two days out of the six day rotation. On these overlap days we will have a second dispatcher on duty with the Dispatch Supervisor who will reserve these days to focus on administrative functions of the center while remaining available for overflow calls. During these overlap days if one of the two is out of work there will be no need to cover their shift with a replacement thus controlling overtime costs.

Considering the historical difficulties experienced with retaining adequate dispatch personnel and the past run rate of overtime this additional dispatch position is one that is needed.

wbr/cop



**BOARD OF SELECTMEN  
Meeting Minutes  
December 15, 2014**

Approved: \_\_\_\_\_

**PRESENT:** Vincent Amoroso, Chair; Robert Stemple, Clerk; Susan Bak, Member; Les Fox, Member; and Jim Gorman, Member

**ALSO PRESENT:** Selina Shaw, Town Administrator

**EXECUTIVE SESSION**

- At 6:00 PM Chair Amoroso 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 reconvene in open session at 7:00 PM in the Grange Meeting Room to continue the regular business on the agenda. Seconded by Member Fox. **Approved 4-0 by a roll call vote: Fox, aye; Gorman, aye; Amoroso, aye; and Bak, aye [Member Stemple attended but had not arrived at the time of this vote].** The Chair noted that open meeting may have a detrimental effect on the bargaining position of the Board.

Chair Amoroso re-convened the meeting at 7:05 P.M. in the Grange Meeting Room of the Town Hall.

**ALSO PRESENT:** 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.

**ANNOUNCEMENTS**

- Chair Amoroso read the announcements.

*The Selectmen took Agenda Items 5 (a-d); 6 and 8a, out of order.*

**MINUTES**

- Member Gorman moved to accept the minutes for the regular session of November 24, 2014, and December 8, 2014 as revised. Seconded by Member Fox. **Approved 5-0.**
- Member Gorman moved to accept the minutes for the executive session of November 24, 2014, as written and those of December 8, 2014, as revised. Seconded by Member Fox. **Approved 5-0.**

**SELECTMEN REPORTS**

- Member Gorman reported that he met with Chief White. Chief White is looking at articles for a new fire truck and is considering one for staffing. Also it looks like we are close to finalizing contract terms with the Firefighters.
- He reported that he has also had budget/article discussions with DPW Dir. Garmon. Their workload has increased in recent years and some things are not getting done. Dir. Garmon is considering an article for an additional worker to address this along with articles for a new pick-up truck and road paving. Also DPW recently learned that we may be eligible for tax rebates on our vehicle fuel. The warranties for several of our off-road vehicles require use of road diesel only. We have been paying tax on this fuel, even though we are tax-exempt. Vicki is working on this.
- Chair Amoroso reported that Arnie Epstein of Stow's Solar Challenge did a presentation for the Energy Committee last week. Epstein provided some valuable insight into their very successful program and how they presented it to the public. The EnCom is hoping to get Foxborough's Solar Initiative effort re-started in mid-2015.
- Member Stemple reported on last week's BLF meeting. Minuteman Rep. Mahoney provided a detailed report on various matters however it seems items are still in the air and need further definition. FinCom reported that Ted Kail will be taking on the Capital Plan going forward. The various department heads and FinCom are working with Accountant Barrett on budgets. As

noted in tonight's announcements, the Sargent Library was recognized as a 2014 Star Library by Library Journal magazine. The next BLF is scheduled for January 21<sup>st</sup>.

- Member Fox reported that the Master Plan Update Comm. met last week to review the materials & data received at kick off presentation and will be presenting an overview tonight. They developed a Vision Statement and are looking for the Planning Board and the Selectmen to endorse this statement.

He also reported that he attended Acton's Community Needs Steering Comm. meeting. The participants were pleased with our recent Comm. Services Coord. hire. A-B United Way has received a grant and hired a consultant to conduct to study/identify service needs in our two communities. They anticipate issuing a report and recommendations in March 2015.

Member Fox also reported that the Housing Board met and reviewed the housing production plan with the consultant. They will be submitting the proposed plan to the DHCD for approval.

He reported that he and FinCom's Dilip Subramanyam met with Chief Ryder to discuss budgets and proposed changes to the Police Department's management/succession plan. The Chief's ultimate goal is to fill all shifts.

Member Fox also reported that he, along with TA Shaw and Planner Duchesneau, had met with Senator Eldridge, Representative Benson and four representatives from MassDOT to discuss the status of the pending MassDOT and proposed Town projects/improvements in the Guggins Brook section of Mass. Ave./Rte.111. He believes the Town succeeded in communicating our commitment and desire to proceed with improvements along this stretch – specifically the culvert repairs and the installation of a walkway. Though there is still frustration he left hopeful that we can work together.

- Member Bak reported that she met with TA Shaw to discuss budgets.

#### **NEW BUSINESS**

- Member Gorman moved to forward to the Finance Committee for approval the request to transfer \$4,900 from the Reserve Fund to Account No. 001-691-5241-0000, Historical Commission Building/Grounds Maintenance for the acquisition and installation of a new gas fired furnace at the Historical Museum, 575 Middle Road. Seconded by Member Fox. **Approved 5-0.**

#### **APPOINTMENTS**

- Adam Duchesneau, Town Planner; Members of the Planning Board & members of the Master Plan Update Comm. (MPUC) and MAPC consultant, Manisha Bewtra, were present to report on the Master Plan Public Kick-off & Visioning Forum and to discuss the Master Plan Vision Statement. This kick-off meeting was extremely well attended; between 90-100 residents came. The MAPC has compiled the input provided at the Forum and other any communications received by Planner Duchesneau. Ms. Bewtra spoke to a prepared presentation. The "raw" data is available on the MPUC's webpage and they will also be posting tonight's presentation. The findings were discussed. The consensus seems to be to preserve the Town's character but be open to careful "balanced" development. It is not surprising that many feel this way; what was interesting is that there was little, if any, concern about whether the tax rate was burdensome. Upon review and much discussion the MPUC has developed the Vision statement presented tonight. There was discussion as to the MPUC's process in developing this statement. The Planning Board has endorsed it and the MPUC is now seeking the Selectmen's endorsement. There was discussion as to the statement's intent; the wording used and the economy of the statement. Member Fox moved to support the Master Plan Vision Statement as presented by the Master Plan Update Committee and further to recommend its adoption by the Planning Board. Seconded by Member Stemple. **Approved 5-0.**
- No one asked to speak under the Citizens concerns.

#### **OLD BUSINESS**

- Member Bak opened the discussion on the proposed revisions/updates to the Board of Selectmen Rules, Regulations, Policies and Procedures. She reviewed the background and purpose of these updates. She believes the current version captures the input that the Selectmen provided as to the previous draft. Additional comments and suggested revisions were provided, including adding clarifying language and the shifting of sections. It was determined that these additional revisions need to be incorporated in the document before the Selectmen can approve a final version, so this will be on the Selectmen's January 5<sup>th</sup> Agenda.
- Member Bak reviewed the proposed Department Head Review process options and Town Counsel recommendations. There was discussion as to the obstacles presented by OML; privacy concerns in communications with personnel and which option would be the most workable. It was determined that this discussion would be revisited on January 5<sup>th</sup>.

- The Board took up the appointment of the remaining members to the Community Preservation Committee (CPC). Pursuant to the Bylaw to Establish Community Preservation Committee, Chair Amoroso moved to appoint members to the Community Preservation Committee for terms starting effective immediately and ending as noted: Mitzi Weil, Recreation Commission (June 30, 2016) and Ron Vogel, Housing Board (June 30, 2017) Seconded by Member Fox. **Approved 5-0.**
- Town Administrator Shaw spoke to her recommendations as to procurement delegations provided in her memorandum. Investigating having Department Heads receive procurement training was part of the Selectmen's Goals discussions. TA Shaw outlined the extensive procurement activities she has been working on over the past year; the complexities of the State's procurement laws; trainings offered by the Inspector General's Office (IGO) and the personnel she recommends should participate in which IGO's procurement certification trainings and the projected cost for these trainings. The consensus of the Board was to support the recommendations outlined in TA Shaw's memorandum.
- The Selectmen reviewed the status of their FY 2015 Goals. One of their goals was to conduct quarterly status reviews. A significant number of their goals are underway and making good progress or have already been completed. TA Shaw also advised that Town Counsel is going to hold a seminar in January on CPA processes and procedures. This should help the CPC in getting organized and started with the process so they will be able to identify CPA fund opportunities before the warrant closes in February.

#### **NEW BUSINESS (Continued)**

- The Selectmen took up the annual renewal of various business licenses:
  - Member Stemple moved to approve the liquor license renewal applications for Hotel Boxborough Lessee, LLC, d.b.a. Holiday Inn Boxborough Woods; Robert Hirsch, d.b.a. The Grapevine; and J & M Houghton, Inc., d.b.a. Boxborough Liquors for the year ending December 31, 2015. Seconded by Member Fox. **Approved 5-0.**
  - Member Stemple moved to approve the Common Victualler license renewal applications for Hotel Boxborough Lessee, LLC; Harvard Sportsmen's Club, Inc; Bumble Snack Shack, Inc.; Nashoba Valley Nursery, Inc., d.b.a. Hayward Farms Ice Cream Parlor and Oscar's Burritos Mexican Grill, Inc. as well as license applications for Live Entertainment, Sunday Entertainment, Innholder & Automatic Amusement Devices also for the Holiday Inn for the year ending December 31, 2015. Seconded by Member Fox. **Approved 5-0.**
  - Member Stemple moved to approve the renewal applications for the Class II Used Vehicle Dealers' Licenses for WIN Group, Inc., d.b.a. DRW Motorsports; Alpha Trading Services, Inc., d.b.a. AlphaCars; CBK Automotive Repair, Inc. and Asset Group of New England, LLC for the year ending January 1, 2016. Seconded by Member Fox. **Approved 5-0.**
  - Member Stemple moved to approve the renewal application for the Class I New Vehicle Dealer's License for Alpha Trading Services, Inc., d.b.a. URAL of New England for the year ending January 1, 2016. Seconded by Member Fox. **Approved 5-0.**

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

- There was discussion on a recent letter to editor in the Beacon regarding the War Memorial proposal. This is the same statement that was previously emailed to the Selectmen. It was suggested that the Selectmen should have a discussion on this.
- There was discussion on a communication from the Town Accountant on FY 16 budgets and creating separate budget sheets for proposed staffing changes. It should be clarified as to whether a staffing change should be within budgets or merit a warrant article.

#### **ADJOURN**

- The meeting was adjourned at 9:04 PM.

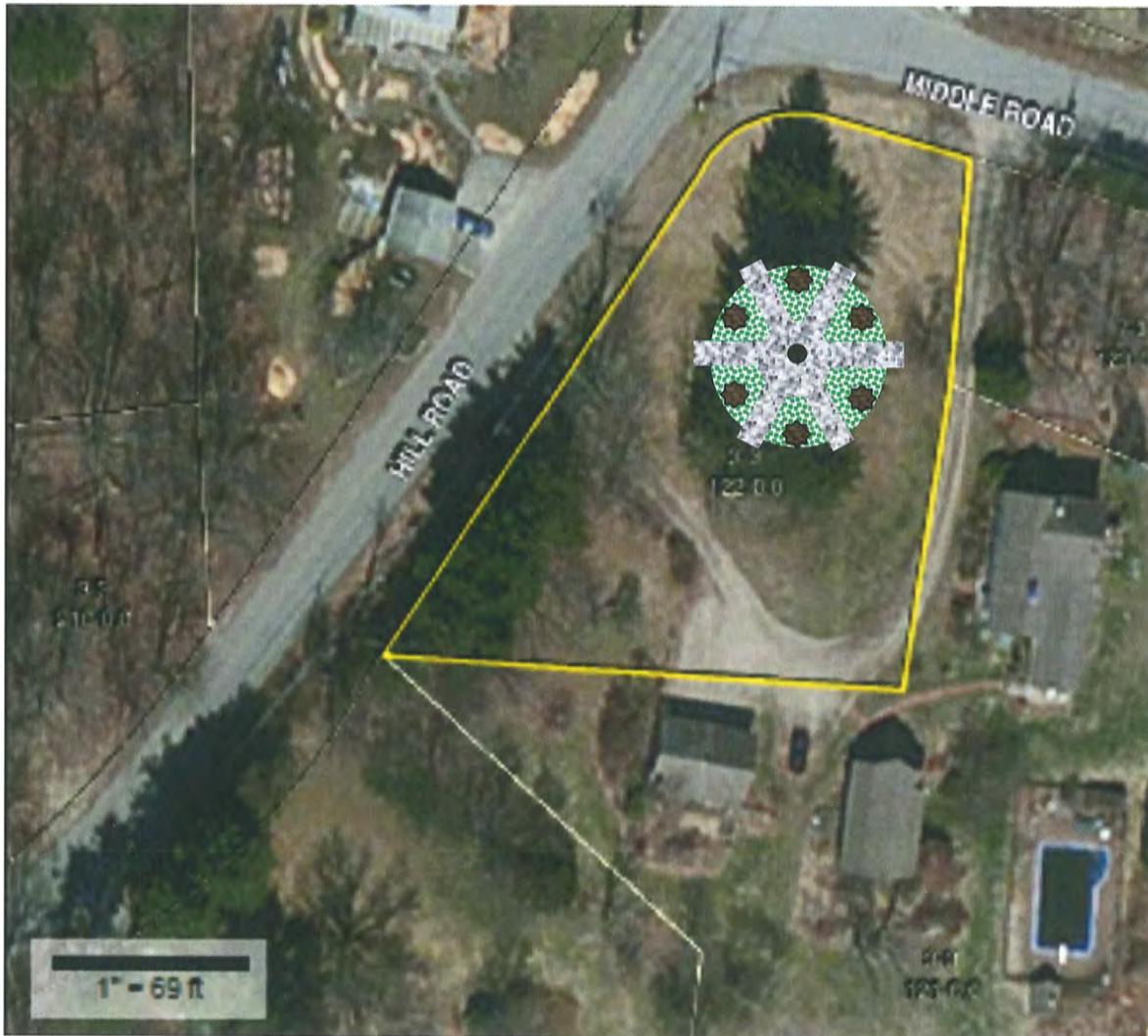


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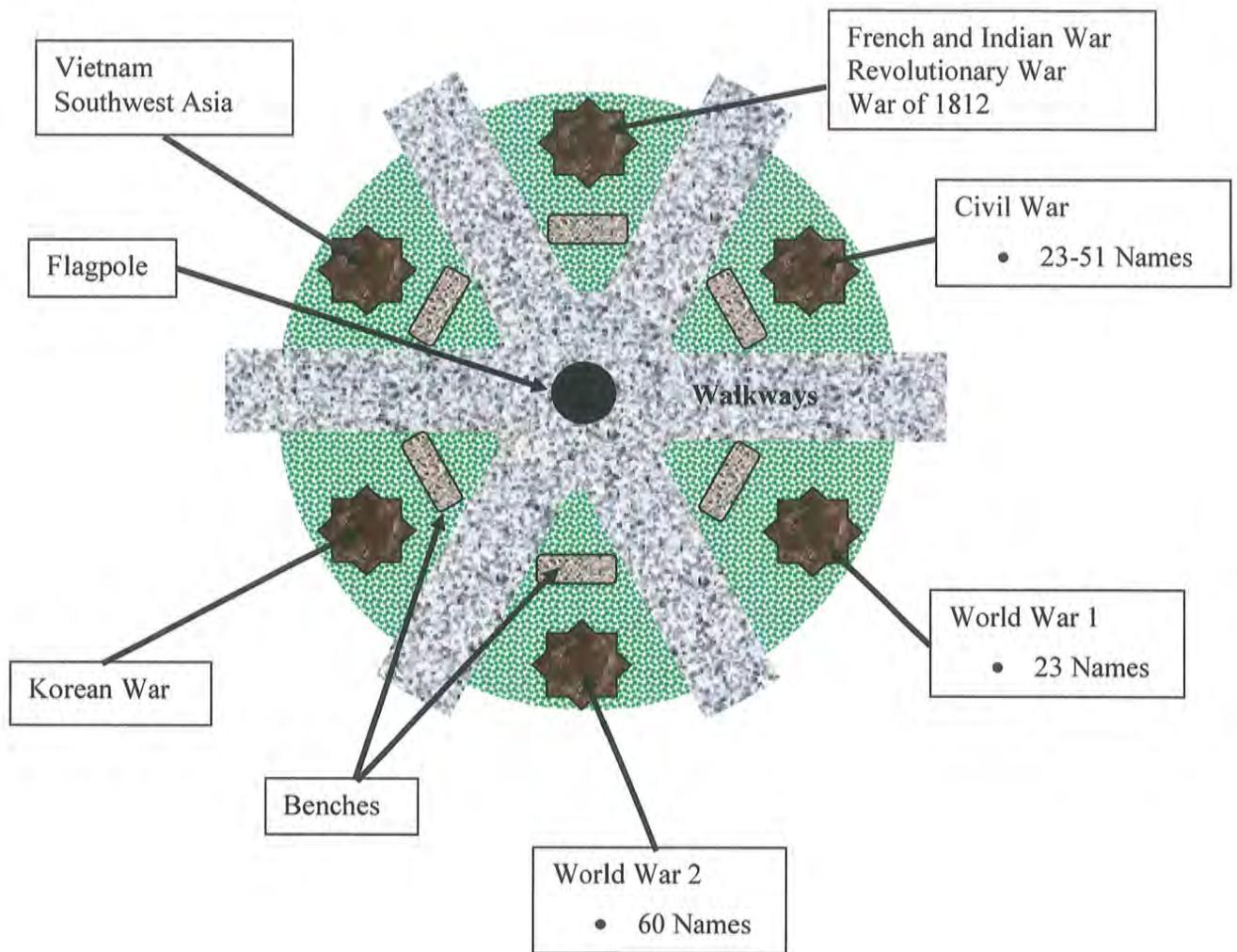
**Preliminary Proposal**  
**War Memorial for Town of Boxborough**  
**At the Town Common**

24 February 2014

J. Gorman



The basic idea is to place a circle of individual war memorials, similar in basic form to the existing WW1 memorial and in fact moving the current WW1 memorial to its indicated spot, around a flagpole at the Town Common. The several existing large pines would be removed and an area of pavers/gravel would be laid out approximately as shown, with six memorials and granite benches.



**Basic Assumptions:**

- We wish to memorialize all of Boxborough's War veterans in approximately equal measure, leading to a number of groupings between 4 and 8, depending upon how one wishes to organize the individual conflicts
- The existing WW1 memorial is a fitting model for the other required memorials
  - This boulder is ~ 5' x 5' x 4', setting a rough size standard
- The sixfold memorial and symmetry arrangement shown, allows a very roughly similar proportion for the individual monuments. The WW2 monument will have the most names, but can be provided with plaques on 2 or 3 faces to keep the size of the stone comparable to the WW1 monument, or the stone can have a more elongated aspect ratio.

### Location Considerations:

There are only a few places in Town with sufficient size and location appeal to be suitable for the War Memorial, but space and historical association considerations seem to favor the Town Common. With individual monuments being in the range of 5 ft. footprint diameter, it is hard to see the footprint of the entire war Memorial would be less than about 30ft. in diameter or breadth, and the proposed 60 ft. rough diameter seems to be more pleasing from a spacing viewpoint, with the idea of benches between or facing the individual monuments. We could make the whole arrangement significantly smaller by making a large subdivided wall with individual plaques for the different conflicts, but that would mean leaving out the WW1 memorial or perhaps expropriating its plaque for some larger monument. In any event, some alternative locations might be:

- *North Cemetery* – not enough space for even a consolidated memorial
- *Town Hall* – not enough space
- *South Cemetery* – possibly sufficient space for a smaller consolidated memorial, but if we decide to go with individual monuments, they would be scattered in and among a few niches, without an organizing principle or sense of totality.
- *Flerra Field* – plenty of space and a nice associate with Fifer's Day, but lacks the historical association.
- *Liberty Field* – plenty of space, but no historical association.

### Cost Elements:

- Tree removal and site preparation can be done by DPW in the course of normal activities.
- Individual monument boulders can be found in Town. Donny Morse already has identified the Civil War stone and I have identified several in my travels about Town so that I do not think we lack for native boulders of suitable size.
- Some significant research is required to identify satisfactory lists of names for all of the individual monuments. The list for the Civil War monument can plausibly be numbered at between 23 names and 51 names, with a less likely potential of 84 names, for reasons that can be discussed.
- The bronze plaques would need to be designed for the agreed-upon lists of names and allocated to the identified boulders. There are relatively attractive means of leaving space for future additions that should be considered for the more recent conflicts.
- The several bronze plaques with agreed-upon namelists and inscriptions would be cast at a suitable foundry and finished in whatever manner might be desired.
- The candidate boulders would be incised for their respective plaques and the plaques installed with bolts, grout or any other suitable means.
- The plaqued boulders would be arranged in the desired layout and the area finished off with suitable landscaping.
- Assuming that a flagpole is desired, such would be purchased and installed along with benches and such other accoutrements as may be desired (e.g. regimental medallions, flowerbeds or other niceties).

**Path Forward:**

- Review and editing of basic plan by interested parties
- Assign responsibility for key planning and execution elements
- Come to agreement on path and milestones
- Estimate cost of purchased items
  - Plaques
  - Stonework
  - Flagpole
  - Landscaping materials
- Begin sitework at any time DPW has slack
- Request appropriation at May 2015 ATM, or sooner if STM opportunity arises.

7c

**Town of Boxborough  
Board of Selectmen  
Rules, Regulations, Policies & Procedures  
Revised January 5, 2015**

**I. Authority and Structure of the Board of Selectmen**

The Board of Selectmen is an Elected Board and derives its authority and responsibilities from the statutes of the Commonwealth of Massachusetts, and the By-laws of the Town of Boxborough. The Board may promulgate rules, regulations and procedures as necessary in order to carry out its duties.

**A. Election and Qualification**

The Board shall consist of five duly elected members who shall serve staggered three year terms. Before assuming official duties, each newly elected member shall be sworn to faithful performance of official responsibilities by the Town Clerk.

**B. Vacancies on the Board**

The term vacancy includes failure to elect. If a vacancy or vacancies occur the remaining members or member may call for a special election pursuant to MGL Chapter 41, sec.10.

**C. Organization of the Board**

The Chair and the Clerk of the Board of Selectmen shall be elected annually at the first regular meeting of the Board after the adjournment of the Annual Town Meeting. The Board by vote may at any time remove the Chair.

A majority vote shall constitute an election. The Clerk of the Selectmen shall preside as Chair pro tem until the Chair is elected.

If a vacancy occurs in the Office of Chair, the Board shall elect a successor.

The Clerk of the Board shall also be elected annually at the first regular meeting. The Clerk shall serve as Chair in the absence of the Chair. In the absence of the Town Administrator, the Clerk takes the minutes for Executive Sessions.

**D. Responsibilities of the Chair**

The Chair of the Board shall:

1. Preside at all meetings of the Board
2. Sign official documents that require the signature of the Chief Elected Official.
3. Coordinate with the Town Administrator in preparing the agenda.
4. Arrange orientation for new members.
5. Represent the Board at meetings, conferences and other gatherings.
6. Act as spokesperson for the Board with the press.
7. Serve as spokesperson of the Board at Town Meetings and present the Board's position unless otherwise determined by the Board or delegated by the Chair.
8. Speak to Town Counsel on legal matters or in the alternative, delegate this responsibility to the Town Administrator

The position of Chair generally rotates among the five members of the Board on an annual basis with the Clerk of the Board first in line to assume the position of Chair next year.

**II. Internal Operations – Interaction with the public**

All citizens shall be treated with respect, courtesy, fairness and shall be accorded due process by Town employees and members of all Boards, Committees and Commissions dealing with the public.

**III. Internal Operations with Town Administrator and Department Heads**

The Board is responsible for setting overall goals, strategies and priorities for Town Government within the budgetary and expressed philosophical and/or procedural constraints voted by Town Meeting. The day-to day administration of departmental operations rests with the Town Administrator and/or the appropriate Department Heads.

A. Day-to Day Operations

Board Members should not become involved in the day-to-day operations of the various departments. If a major problem occurs, the TA or Department Head should deal directly with their Board liaison. The liaison will then inform the Board of the situation and how it was resolved or will seek the advice or opinion of the Board.

B. Town Administrator as Chief Administrative Officer for the Town

The Town Administrator shall be the Chief Administrative Officer for the Town, reporting to the Board, and will accurately report any critical information to all five Board Members as soon as practical.

C. Requests for information, documents, records or reports

To ensure that workloads are properly prioritized and managed, any request for information, documents, records or reports must be made through the Town Administrator or appropriate Department Head. The Town Administrator or Department Head should be copied on all requests.

D. Navigating complaints from residents

The Town Administrator and/or Department Head will deal with any complaint or concern raised by a resident having to do with Town Hall or their respective department. Members of the Board shall forward complaints received directly from residents to the Town Administrator or responsible Department Head, and will receive timely feedback on the complaint resolution.

E. Communication with staff

The Board will treat all staff as professionals with clear and honest communication that respects the abilities, experience and dignity of each individual. The Board will not publicly criticize an individual employee. Concerns about staff performance shall be communicated to the Town Administrator or appropriate Department Head in a private conversation.

#### IV. Internal Operation-Members Interaction

The Board functions as a body in all decisions and matters as required by law or determined by vote of the Board in formal session and shall:

- A. Promote transparency in town government. Provide information about town government, including related documents (minutes, by-laws, contracts) on the Town's website.
- B. Actions at official legal meetings are binding. An individual Board member cannot bind the Board outside of such meetings. Board members shall abide by all board decisions once they are made.
- C. Annually, the Board shall schedule a meeting to discuss, formulate and develop strategic goals and priorities for the year. Goals and priorities will be reviewed and updated quarterly.
- D. Annually, Board members shall be assigned as liaisons to specific Departments, Town appointed Committees, Boards or Commissions. The liaison is responsible for providing the full Board with substantive information about initiatives, activities, problems, upcoming events, budgets and warrant articles. A Board liaison cannot commit the Board to a position or decision until after a full and fair opportunity to weigh the merits of an issue during a Board meeting. Liaisons should meet with department heads as necessary.
- E. Board Members will keep each other informed of all issues they are pursuing which are, or may be, of concern to the Board. Fact finding initiatives by Board Members must first be approved by a majority vote of the Board.
- F. Formalize a personnel and capital resource planning activity in order to effectively prioritize potential personnel additions, infrastructure requirements, capital equipment purchases and other large discretionary acquisitions such as land purchase in an environment of limited and possibly shrinking resources. This will require department heads, boards and commissions to carefully forecast personnel, infrastructure, capital and real property needs and priorities. These individual forecasts will be integrated and prioritized from a town-wide perspective in order to constitute comprehensive five year and ten year plans that will form the basis for effective town meeting actions.
- G. Participate in regional and statewide municipal organizations working toward improvements in local revenue distributions, effective development policies and regional management of emergency services, affordable housing policies and other resource management issues. Review potential for consolidation of services within the town.
- H. Board Members shall not surprise each other by last minute agenda items about which others have no warning or knowledge except in matters of emergency or those of a strictly routine nature which need no prior research, or which are of a strictly routine nature which need action before the next regularly scheduled meeting.

- I. When the Town Administrator is asked by individual members for information on matters of concern to the whole Board, he/she will report back to the whole Board and not only the individual member. Any materials or information provided to a Selectman from a staff member will be made available to all Selectmen.
- J. Board members shall maintain a professional demeanor when dealing with each other and the public. They shall refrain from abusive conduct, personal charge or verbal attacks upon the character or motives of other members of their board, or other boards, commissions, committees, staff or the public and shall be courteous to their colleagues and to the public.
- K. Members shall not act arbitrarily to the detriment of any person, group or body and shall have due regard for the rights, duties and proper interests of all others. When making decisions members shall act lawfully and exercise their discretionary powers impartially, taking into account only relevant matters.

**V. Meeting Procedures**

A. General Procedures

Meetings are to be conducted in accordance with generally accepted rules of parliamentary procedure. It is the accepted practice that application of such procedures be on a relatively informal basis, due to the size of the group and desire for flexibility in the expression of opinion.

A quorum shall consist of three members of the Board. As a practical courtesy, actions on critical or controversial matters, the adoption of policy, appointments, etc. shall be taken when practical only when the full Board is in attendance.

Actions and decisions shall be by motion, seconded, opened for discussion and then voted. Split votes will be identified by name.

B. Regular Meetings

The Board meets as scheduled on Monday Nights at 7:00 p.m. unless otherwise scheduled. Meetings may be canceled or postponed at the discretion of the Board. The meeting is called to order at the time posted when a quorum is present. The Meeting is conducted by the Chair or the Clerk in the absence of the Chair. The department assistant who supports the Town Administrator is responsible for taking the minutes. The Selectmen Clerk or Town Administrator shall accurately record the votes taken at Executive Sessions, except as voted by the Board, Executive Sessions may not be recorded by any party.

C. Agenda Packet

Pursuant to Open Meeting Law, the agenda will be prepared by the Town Administrator for timely posting forty-eight hours, excluding Saturdays, Sundays or holidays, in advance of a scheduled meeting. In most instances, this will be the Thursday preceding a scheduled Monday meeting. The agenda packet will be provided by the Town Administrator to the Board on the Friday preceding a scheduled meeting. Board Members will communicate with the Town Administrator before 4:00 p.m. on the Wednesday prior to a scheduled meeting regarding agenda items that they wish to be included in the packet. In an effort to keep the Board

informed regarding its upcoming meeting, the Town Administrator shall, except for a compelling reason or in cases of emergency, not add materials to the packet, or schedule additional appointments after noon on the Thursday before the meeting. All meeting appointment times shall be coordinated through the Town Administrator.

D. Joint Meetings

The Board may hold joint meetings with other Town Committees, Commissions, and Boards as deemed necessary. Each Board, Committee or Commission must post their meeting according to the Open Meeting Law at least 48 hours in advance of the meeting, not including Saturdays, Sundays or holidays.

E. Attendance at Meetings

The Town Administrator and Members of the Board are expected to be in attendance at all regular meetings. The Town Administrator shall attend in order to ensure accurate record keeping, for purposes of updating Board Members and to coordinate and carry-out the actions of the Board. He/she shall recommend in all matters that fall within the jurisdiction of the Office, shall carry out the actions of the Board as they relate to the conduct and administration of town affairs under his/her jurisdiction, and research and inform the Board on matters of law known to him/her.

F. Recordings

Any person in attendance may record the meeting by any means of reproduction, provided that there is no interference with the conduct of the meeting and that those present are informed that the meeting is being recorded.

G. Executive Session

If practicable, Executive Sessions, other than a few minutes in duration, will be scheduled at the end of the Open Meeting. Executive Sessions shall be called only for the purposes legally permissible under the open meeting law MGL Chapter 39 sec 23A. The meeting must be convened in open session, the Chair announces the purpose of the Executive Session, a majority of the Board must vote to enter an Executive Session and the vote must be recorded as a roll call vote. The Chair must announce whether the meeting will once again convene in open session and all votes taken in an Executive Session must be roll call votes.

The Board must maintain accurate records of both Open Meetings and Executive Session Meetings. At a minimum, the records must set forth the date, time, place, persons present, and action taken. The minutes must provide enough substance to allow readers to understand the nature and status of matters discussed at the meeting. Executive Session Records shall remain confidential only as long as the publication of such records may defeat the lawful purpose of the Executive Session but no longer. Thereafter, they shall be open to the Public.

H. Emergency Meetings

An "Emergency Meeting" may be called if the emergency in question is one that relates directly to the functions and responsibilities of the Board. An emergency is defined by law as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action". Such a meeting may be held even though notice was not posted as required at least 48 hours in advance. Notice of such "Emergency Meeting" must be posted as soon as the Board determines that an Emergency Meeting is warranted and scheduled.

## VI. **Agenda Procedure**

### A. Responsibility

The responsibility for coordinating and planning the agenda is that of the Chair. Each of the Board Members and the Town Administrator may place items on the agenda. The Town Administrator shall schedule a realistic time period for each appointment, item of business, interview etc.

### B. Timing

All items for the agenda must be submitted to the Town Administrator before 4:00 p.m. on the Wednesday preceding the meeting.

Items of emergency nature or those that are strictly routine which develop after the closing of the agenda may be considered under other business.

### C. Format and Contents

1. Call the meeting to order
2. Announcements
3. Scheduled Appointments
4. Citizen's Concerns
5. Minutes
6. Selectman reports
7. Old Business
8. New Business
9. Correspondence
10. Press Time
11. Concerns of the Board
12. Executive Session
13. Adjourn

All back-up data, pertinent information or an outline for discussion must accompany all subject matters or items to appear on the agenda.

Members of the Board, Staff, the Town Administrator or others who prepare background material for the meeting should make an effort to have such material available for the weekly packet. If the background information is insufficient or complicated or if complex memos or motions are presented at the meeting, which were not in the mail, any member should feel free to request the tabling of the item to allow for careful study of the material presented or the motion proposed.

**Town of Boxborough  
Board of Selectmen  
Rules, Regulations, Policies & Procedures  
Draft Revisions 2014**

**I. Authority and Structure of the Board of Selectmen**

The Board of Selectmen is an Elected Board and derives its authority and responsibilities from the statutes of the Commonwealth of Massachusetts, and the By-laws of the Town of Boxborough. The Board may promulgate rules, regulations and procedures as necessary in order to carry out its duties.

**A. Election and Qualification**

The Board shall consist of **five** duly elected members who shall serve staggered three year terms. Before assuming official duties, each newly elected member shall be sworn to faithful performance of official responsibilities by the Town Clerk.

**B. Vacancies on the Board**

The term vacancy includes failure to elect. If a vacancy or vacancies occur the remaining members or member may call for a special election pursuant to MGL Chapter 41, sec.10.

**C. Organization of the Board**

The Chair and the Clerk of the Board of Selectmen shall be elected annually at the first regular meeting of the Board after the adjournment of the Annual Town Meeting. The Board by vote may at any time remove the Chair.

A majority vote shall constitute an election. ~~Nominations require no second.~~ The Clerk of the Selectmen shall preside as Chair pro tem until the Chair is elected.

If a vacancy occurs in the Office of Chair, the Board shall elect a successor.

The Clerk of the Board shall also be elected annually at the first regular meeting. The Clerk shall serve as Chair in the absence of the Chair. In the absence of the Town Administrator, the Clerk takes the minutes for Executive Sessions.

**D. Responsibilities of the Chair**

The Chair of the Board shall:

1. Preside at all meetings of the Board
2. Sign official documents that require the signature of the **Chief Elected** Official.
3. **Coordinate with** the Town Administrator in preparing the agenda.
4. Arrange orientation for new members.
5. Represent the Board at meetings, conferences and other gatherings.
6. **Act as spokesperson for the Board with the press.**
7. Serve as spokesperson of the Board at Town Meetings and present the Board's position unless otherwise determined by the Board or delegated by the Chair.
8. ~~When so delegated, shall speak to Town Counsel on legal matters or in the alternative, delegate this responsibility to the Town Administrator-~~

~~H.~~ The position of Chair generally rotates among the **five** members of the Board on an annual basis with the Clerk of the Board first in line to assume the position of Chair next year.

## II. Internal Operations – Interaction with the public

All citizens shall be treated with respect, courtesy, fairness and shall be accorded due process by Town employees and members of all Boards, Committees and Commissions dealing with the public.

## **III. Internal Operations with Town Administrator and Department Heads**

The Board is responsible for setting overall goals, strategies and priorities for Town Government within the budgetary and expressed philosophical and/or procedural constraints voted by Town Meeting. The day-to day administration of departmental operations rests with the Town Administrator and/or the appropriate Department Heads.

### A. Day-to Day Operations

Board Members should not become involved in the day-to-day operations of the various departments. If a major problem ensues occurs, the TA or Department Head should deal directly with their Board liaison. The liaison will then inform the Board of the situation and how it was resolved or will seek the advice or opinion of the Board.

### B. Town Administrator as ~~Liaison~~ Chief Administrative Officer for the Town to the Board

The Town Administrator shall be the Board's Liaison, Chief Administrative Officer for the Town, reporting to the Board, and will accurately report any critical information to all five Board Members as soon as practical.

### C. Requests for information, documents, records or reports

To ensure that workloads are properly prioritized and managed, any request for information, documents, records or reports must be made through the Town Administrator or appropriate Department Head. The Town Administrator or Department Head should be copied on all requests.

### D. Navigating complaints from residents

The Town Administrator and/or Department Head will deal with any complaint or concern raised by a resident having to do with Town Hall or their respective department. Members of the Board shall forward complaints received directly from residents to the Town Administrator or responsible Department Head, and will receive timely feedback on the complaint resolution.

### E. Communication with staff

The Board will treat all staff as professionals with clear and honest communication that respects the abilities, experience and dignity of each individual. The Board will not publicly criticize an individual employee. Concerns about staff performance shall be communicated to the Town Administrator or appropriate Department Head in a private conversation.

#### IV. Internal Operation-Members Interaction

The Board functions as a body in all decisions and matters as required by law or determined by vote of the Board in formal session and shall:-

A. Promote transparency in town government. Provide information about town government, including related documents (minutes, by-laws, contracts) on the Town's website.

A.B. Actions at official legal meetings are binding. An individual Board member cannot bind the Board outside of such meetings. Board members shall abide by and carry out all board decisions once they are made.

C. Annually, the Board shall schedule a meeting to discuss, formulate and develop strategic goals and priorities for the year. Goals and priorities will be reviewed and updated quarterly.

B.D. Annually, the Board shall create a liaison list where Board members shall be assigned as liaisons to specific Departments, Town appointed Committees, Boards or Commissions. The liaison is responsible for providing the full Board with substantive information about initiatives, activities, problems, upcoming events, budgets and warrant articles. A Board liaison cannot commit the Board to a position or decision until after a full and fair opportunity to weigh the merits of an issue during a Board meeting. Liaisons should meet with department heads as necessary.

~~C.E. Annually, the Board shall schedule a meeting to discuss, formulate and develop strategic goals and priorities for the year. Goals and priorities will be reviewed and updated quarterly.~~

F. Board Members will keep each other informed of all issues they are pursuing which are, or may be, of concern to the Board. Fact finding initiatives by Board Members must first be approved by a majority vote of the Board.

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

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

H. Board Members shall not surprise each other by last minute agenda items about which others have no warning or knowledge except in matters of emergency or those of a strictly routine nature which need no prior research, or which are of a strictly routine nature which need action before the next regularly scheduled meeting.

I. When the Town Administrator is asked by individual members for information on matters of concern to the whole Board, he/she will report back to the whole Board and not only the individual member. Any materials or information provided to a Selectman from a staff member will be made available to all Selectmen.

J. Board members shall maintain a professional demeanor when dealing with each other and the public. They shall refrain from abusive conduct, personal charge or verbal attacks upon the character or motives of other members of their board, or other boards, commissions, committees, staff or the public and shall be courteous to their colleagues and to the public.

K. Members shall not act arbitrarily to the detriment of any person, group or body and shall have due regard for the rights, duties and proper interests of all others. When making decisions members shall act lawfully and exercise their discretionary powers impartially, taking into account only relevant matters.

## V. Meeting Procedures

### A. General Procedures

Meetings are to be conducted in accordance with generally accepted rules of parliamentary procedure. It is the accepted practice that application of such procedure be on a relatively informal basis, due to the size of the group and desire for flexibility in the expression of opinion.

A quorum shall consist of **three** members of the Board. As a practical courtesy, actions on critical or controversial matters, the adoption of policy, appointments, etc. shall be taken when practical only when the full Board is in attendance.

Actions and decisions shall be by motion, seconded, opened for discussion and then voted. Split votes will be identified by name.

### B. Regular Meetings

The Board meets **as scheduled** on Monday Nights at **7:00** p.m. unless otherwise scheduled. Meetings may be canceled or postponed at the discretion of the Board. The meeting is called to order at the time posted when a quorum is present. The Meeting is conducted by the Chair or the Clerk in the absence of the Chair. The **department assistant who supports the Town Administrator** is responsible for taking the minutes. The Selectmen Clerk or Town Administrator shall accurately record the votes taken at Executive Sessions. Except as voted by the Board, Executive Sessions may not be ~~taped~~ **recorded** by any party.

### C. Agenda Packet

~~Pursuant to Open Meeting Law, the agenda will be prepared by the Town Administrator for timely posting forty-eight hours, excluding Saturdays, Sundays or holidays, in advance of a scheduled meeting. In most instances, this will be the Thursday preceding a scheduled Monday meeting. The~~ An agenda packet will be ~~prepared~~ **provided** by the Town Administrator ~~to the Board~~ on the Friday preceding a scheduled meeting. Board Members will communicate with the Town Administrator before 4:00 p.m. on the **Wednesday** prior to a scheduled meeting regarding agenda items that they wish to be included in the packet. In an effort to keep the Board informed regarding its upcoming meeting, the Town Administrator shall, except **for a compelling reason** or in cases of emergency, not add materials to the packet, or schedule additional appointments after noon on the **Thursday** before the meeting. All meeting appointment times shall be coordinated through the Town Administrator.

### D. Joint Meetings

The Board may hold joint meetings with other Town Committees, Commissions, and Boards as deemed necessary. ~~Each~~ **All quorums of any** Board, Committee or Commission must ~~be posted~~ **their meeting** according to the Open Meeting Law at least 48 hours in advance of the meeting, **not including Saturdays, Sundays or holidays.**

E. Attendance at Meetings

The Town Administrator and Members of the Board are expected to be in attendance at all regular meetings. The Town Administrator shall attend in order to ensure accurate record keeping, for purposes of updating Board Members and to coordinate and carry-out the actions of the Board. He/she shall recommend in all matters that fall within the jurisdiction of the Office, shall carry out the actions of the Board as they relate to the conduct and administration of town affairs under his/her jurisdiction, and research and inform the Board on matters of law known to him/her.

F. Recordings

Any person in attendance may record the meeting by any means of reproduction, provided that there is no interference with the conduct of the meeting and that those present are informed that the meeting is being ~~taped recorded~~.

G. Executive Session

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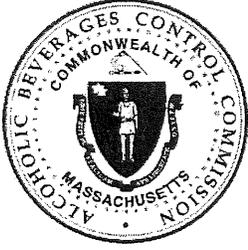
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*The Commonwealth of Massachusetts  
Department of the State Treasurer  
Alcoholic Beverages Control Commission  
Boston, MA 02114*

**Steven Grossman**  
*Treasurer and Receiver General*

**Kim S. Gainsboro, Esq.**  
*Chairman*

**TO: Local Licensing Authorities**

**FROM: Ralph Sacramone, Executive Director**

**RE: Population Estimates for Seasonal Licenses in 2015**

**DATE: October 14, 2014**

Your attention is directed to M.G.L. Ch. 138 §17, which provides that an estimate of temporary increased resident population shall be made prior to March first, in any year. This population estimate is used to establish a quota of seasonal package goods stores licensed under M.G.L. c. 138 §15. Enclosed is a form to be used for this purpose.

Please complete and return the enclosed form to this office by March 31, 2015. You should be aware that in the absence of this estimate, no seasonal package store license may be granted.

If you have any questions regarding this information or process, please contact Ryan Melville at ext. 718 or Ralph Sacramone at ext. 731.

## Selina Shaw

---

**From:** Elizabeth Markiewicz <emarkiewicz@boxborough-ma.gov>  
**Sent:** Wednesday, December 17, 2014 1:14 PM  
**To:** 'Selina Shaw'  
**Cc:** 'Cheryl Mahoney'  
**Subject:** Summer Residents

Hi Selina,

This is to confirm that the population of the Town of Boxborough is about 5,000 year-round. It does not change in the summer.

Regards,  
Liz

Elizabeth A. Markiewicz  
Town Clerk  
29 Middle Road  
Boxborough, MA 01719  
978-264-1727

*Hours:*

*Mon-Thurs: 9am-2pm*

*Monday evenings: 7pm-9pm*



2015

CITY/TOWN:

DATE:

Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114

To the members of the Alcoholic Beverages Control Commission:

Acting under the authority contained in M.G.L. Ch. 138, §17, as amended the undersigned local licensing authority at a meeting held:

estimated that the

Date of Meeting

Temporary increased resident population of

City/Town

As of July 10, 2015 will be

Estimate Resident Population

This estimate was made and voted upon by the undersigned at a meeting called for the purpose, after due notice to each of the members of the time, place, and purpose of said meeting, and after investigation and ascertainment by us of all the facts and after cooperative discussion and deliberation. The estimate is true to the best of our knowledge and belief.

**THE ABOVE STATEMENTS ARE MADE UNDER THE PENALTIES OF PERJURY**

Very Truly Yours,  
Local Licensing Authorities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS CERTIFICATION MUST BE SIGNED BY A MAJORITY OF THE MEMBERS OF THE LOCAL LICENSING AUTHORITIES.



## Budget &amp; Warrant Article Timeline

FY 2016

- September 22 BoS discusses budgetary guidelines:
- **Prepare a zero-based budget.** Budget managers (i.e. dept heads/committee chairs) should prepare their budgets from the bottom up, starting from **zero**. (The prior year's budget should **NOT** be used as the base).
  - Define the level of budget necessary for the operation of the department/board and identify the key underlying assumptions. **Be prepared to provide a rationale for your budgetary decisions identifying how the funding requested relates to the level of service proposed.** Salaries will be tied to contractual obligations, or for those employees under the Personnel Plan, to the Classification and Compensation Schedule. For the purposes of preparing the first pass at the budget, Compensation Schedule wages should be calculated with a 1.5% increase and a step increase where appropriate.
- October 24 Staff Meeting:
- Relate budget message
  - Review budget process and timeline
  - Accountant distributes budget packages (hard and soft copies) to all departments and committees
- October 24 – November 10 Budget Managers prepare budgets with assistance provided by TA and Accountant if requested. Mechanical issues, as well as questions regarding growth, operations, etc. and clarifications on budget guidelines, should be directed to TA.
- November 10 – December 10 BoS liaisons, along with respective FinCom liaisons, meet individually with primary department heads (Police, Fire, Dispatch, DPW, and TA) to begin first review of budgets, ensuring consistency with budget guidelines and working with department heads to make reductions or other changes as necessary.  
Budget Managers revise budgets accordingly
- December 12 Deadline for returning budget packages to Accountant (hard and soft copies). Any submitted without summary document will be returned to preparer.  
*Budget managers shall also submit intent and scope of proposed capital warrant articles for Annual Town Meeting (hard copy to accountant; soft copy to TA).*
- December 12 – January 2 Accountant assembles budget books for TA, BoS & FinCom.
- January 2 BoS and FinCom receive budget books.

# Budget & Warrant Article Timeline

FY 2016

- January 5 BoS perform cursory review of budgets (& warrant articles). Selectmen note “red flag issues” and determine which board/departments they would like to invite in for further discussion. BoS liaison and TA work with those budget managers to revise budgets as necessary and to schedule appointment with full BoS in January and February as needed. FinCom starts review of budgets, receiving additional input/clarification as necessary from TA and budget preparers. If needed, FinCom will prepare additional analyses and run scenarios. [N.B. BoS will determine appropriate service levels]
- January 12 BoS and FinCom meet with 2 primary department heads on alternating basis, or jointly, to review budgets.
- January 26 BoS and FinCom meet with remaining 2 primary department heads on alternating basis, or jointly, to review budgets.
- February 9 BoS and FinCom meet with boards/committees as necessary to review budgets
- February 23 *BoS closes warrant to any new articles. [BoS liaison to the committee/department will work with sponsor of article and will be responsible for writing the recommendation on behalf of the BoS, as well as presenting at ATM. If liaison is away, Chair will assign responsibility to another member].*
- March 9 BoS & Personnel Board Joint Public Hearing on any proposed Personnel Plan changes (may try to move this up, depending upon other proposed changes to Personnel Plan). Public hearing on any other proposed general bylaws.
- March 12 (Thurs) *Departments/Committees submit final language for warrant articles in electronic format to TA.*
- March 16 *BoS finalizes language for warrant articles.*
- March 19 (Thurs) *Committees submit recommendations in electronic format to TA. (Recommendations should apply only to the scope and responsibility of the board).*
- March 23 *Final deadline for written recommendations. FinCom deadline for the FinCom Report*  
*BoS meet with FinCom and determine funding sources for articles.*
- April 6 BoS and FinCom take final votes on budget & warrant articles.  
BoS signs warrant.
- April 24 (Fri) Last possible date for warrant to be posted by Constable and mailed to town’s residents.

NB: “Committee,” “Board,” and “Commission” are used synonymously.  
Budget manager and dept head/committee used synonymously as well...

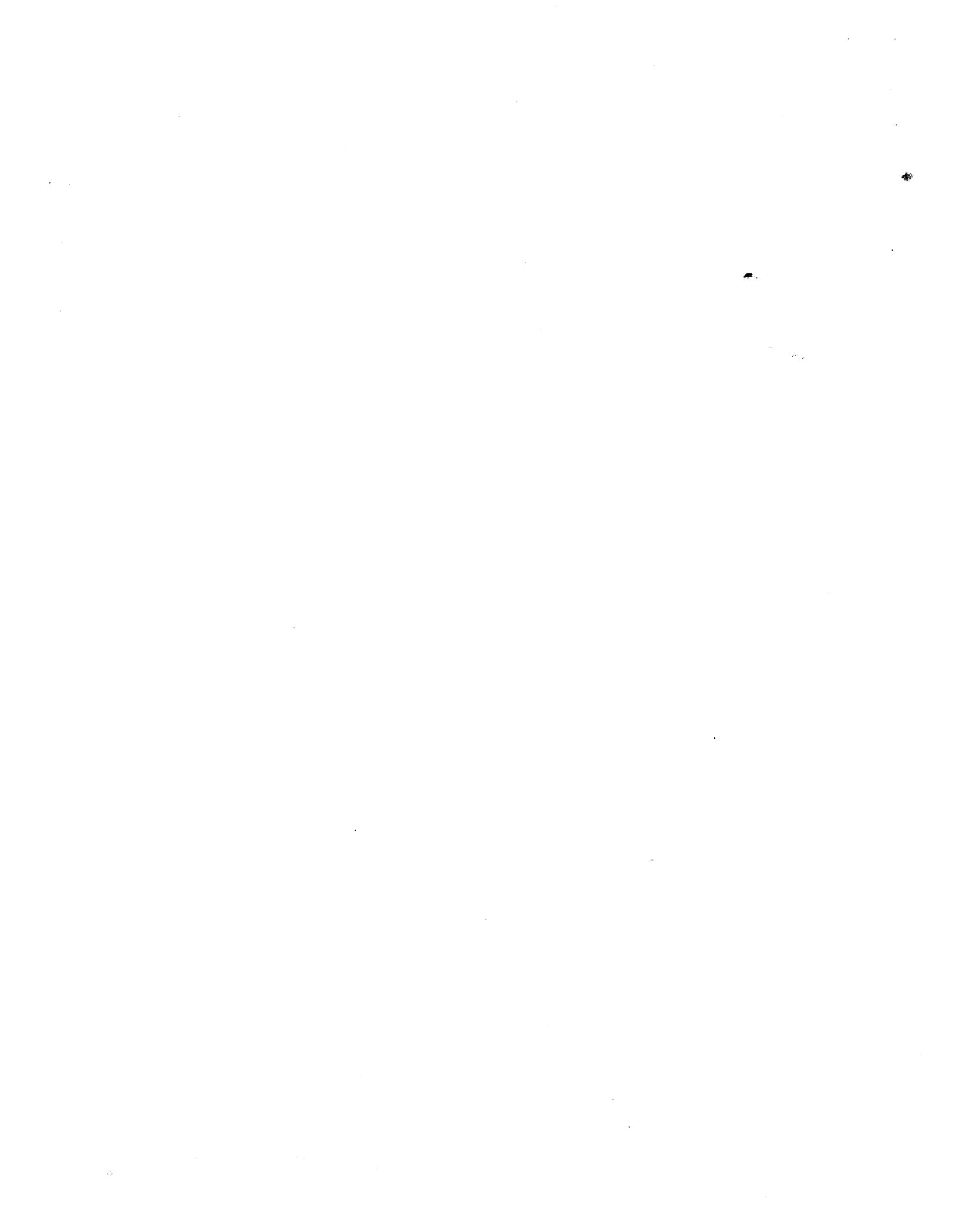
# Budget & Warrant Article Timeline

FY 2016

## PROCESS

**Communication is key to a successful budget process. Budget managers must communicate to the Board of Selectmen and Finance Committee through their liaison and likewise, the BoS and FinCom must ensure that budget managers are fully apprised of any and all proposed changes to their submitted budgets. To this end, we are implementing some additional steps in the process.**

- In order to maintain control of the master budget, only the Accountant will update the electronic master file.
- **After the initial submission of budgets to the Accountant by December 12, any and all proposed revisions will be handled as detailed below.**
  1. Revisions must be submitted to Accountant by **noon on Thursday** in order to be included in that week's revisions. Revisions submitted after that time will be included in the following week's revisions. Revisions may not be published every week. Accountant will have discretion to publish bi-weekly depending on the quantity and timeliness of revisions.
  2. Each time that a budget manager proposes revisions to the department/board budget, the budget manager will complete two documents to detail the proposed revisions:
    - a) **Budget worksheet.** Budget manager will ensure that all numbers tie out to any subsidiary salary worksheets.
    - b) **Budget revision form.** The revision document will be in the form of a spreadsheet, which will be provided after original budget submission to the Town Accountant. The spreadsheet for each department will be used to keep a running total and explanation of **all** changes submitted since the original budget. The spreadsheet will have columns for date, expense line item, amount of revision, and explanation. Additionally, the form will list the total departmental budget, per the original submission.
      - i. The starting point for the first revision will be the original submitted department budget. The budget manager will list proposed revisions line by line, listing amounts and the explanation for each proposed revision. The worksheet will then sum the total of the revisions and the original submitted budget to arrive at a "New Total Dept. Budget."
      - ii. The starting point for subsequent revisions will be the last "New Total Dept. Budget."
    - c) Budget manager shall submit a revision form and revised Budget Worksheet via email to the Town Accountant.
  3. Town Accountant will ensure that proposed revisions are properly reflected on budget worksheet and that budget worksheet is in balance with subsidiary salary worksheets.
- Accountant will update **electronic** budget file and
  1. will include revision and date on the budget and any supplemental worksheets as updated
  2. will distribute an electronic file (paper copies will be provided by request) of all changes included in the revision to the BoS, FinCom and TA
  3. will distribute electronic copies (paper copies will be provided by request) of individual revised department/committee budgets only to the affected department heads and committees.
  4. will provide two budget files **electronically** to Town Clerk, for placement on the town's website **no more than once a week, on Fridays**. Version 1 for internal use with password protected access (stay tuned for placement and access information) and Version 2 a public display version which excludes salary worksheets.





**Internal Communications and Outgoing Communications**  
**January 5, 2015**

1. Memorandum from Conservation Commission Chair, Dennis Reip, dated December 17, 2014 to the Board of Selectmen and others regarding Town access from Joseph Road to the Hager-Library parcel. [*Agenda Item 4bii*] \*
2. Notice from Central Mass. Mosquito Control Project advising of their upcoming informational public meeting to be held on January 14, 2015, to present and discussion the CMMCP District's preliminary FY 16 proposed budget. \*
3. Letter accompanying 495/Metro West Partnership's 2014 from Public Sector Co-chair, Joseph Nelson and Private Sector Co-Chair Scott Weiss, dated December 10, 2014 to BoS Chair Vincent Amoroso.
4. Letter from MMA Exec. Dir. Geoffrey Beckwith, dated December 16, 2014, to the TA Shaw thanking Boxborough for participating in the MMA Annual Municipal Website Contest and identifying the winners of this year's competition [*Boxborough did not win*]
5. Letter from TA Shaw, dated December 22, 2014, to Herbert Viggh, regarding the town's investigation into the process which would allow a foreign relative to attend Minuteman Regional Vocational Technical High School.
6. Letter from TA Shaw, dated December 22, 2014, to the Boxborough for CPA Ballot Question Committee thanking them for their generous gift.
7. Copy of a letter to Governor Patrick and Governor-Elect Baker, dated December 18, 2014, from Minuteman Regional Vocational Technical School District Superintendent, Edward Bouquillon, urging them to reverse the reductions to the Regional School Transportation budget under the 9C Cuts.
8. Copy of a letter to Governor Patrick and Governor-Elect Baker, dated December 29, 2014, from A-B RSC Chairwoman, Kristina Rychlik, expressing the A-B RSC's concerns about the budget cuts announced in the Governor's letter of November 19th.

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





Boxborough Conservation Commission  
29 Middle Road, Boxborough, Massachusetts 01719  
Phone: 978.263.1722  
www.boxborough-ma.gov

4/11

To: Adam Duchesneau – Town Planner  
Selina Shaw – Town Administrator  
✓ Tom Garmon – DPW  
Board of Selectmen

From: Conservation Commission  
Dennis Reip, Chairman *MOR Reip*

Date: Dec. 17, 2014

Subject: Town access from Joseph Road to the Hager-Library parcel

The Conservation Commission manages a series of trails on the Hager-Library municipal parcel. These trails are accessible to the public from the Blanchard School, the Library and the end of Boxmill Road. The ConsCom would like to improve public access to, and through, this parcel by establishing an access trail from Joseph Road along an existing Town owned parcel that was originally intended as an access road to the Hager-Library parcel.

This access road parcel is shown on a plan submitted by Joseph and Frances Biotti, the developers, dated April 15, 2009. The plan is titled "Road Acceptance Monumentation and Traverse Control Plan, Emanuel Drive and Joseph Road, Liberty Tree Acres, Boxborough, MA by Goldsmith, Prest and Ringwall, Inc." The plan shows a 50 foot wide road connecting Joseph Road to the Hager parcel. The assessor's maps indicate the Town owns this 50 foot wide parcel which is not a paved 'Town Road'.

The ConsCom and Town Planner have found that during the site plan review process the Planning Board requested and was granted by the developer land for a future road from Joseph Road to the Hager-Library parcel. The Town wanted this access road at the time because of the potential use of the Hager parcel for a public water supply and for other municipal uses such as DPW, Fire Station, Senior Center, active recreation, etc.

This 50 foot wide access road parcel currently has a common drive from Joseph Road that is used to access two houses, one at 220 Joseph Road, owned by Ji Junmei, and another at 240 Joseph Road, owned by David Bull. The paved portion of driveway does not extend all the way to the Hager parcel.

The ConsCom would like your assistance in determining if the 50 foot wide parcel can be used for trail access, and how to proceed in establishing this trail if determined to be feasible. We assume that the Town and abutters may not be fully aware of the status of this parcel, and that there may be other concerns to be addressed in considering our request. Please contact me if you need any additional information.

Additional info:

Attached GPR plan dated April 15, 2009.



2

(Revised 3/4/10; 10/27/10; 12/-14/11; 2/3/14; 10/22/14)

**Form SRB-1**  
**Page 1 of 3**

**District Name: CENTRAL MASS. MOSQUITO CONTROL PROJECT**

**NOTICE OF PUBLIC MEETING TO PRESENT AND DISCUSS  
ITS PRELIMINARY PROPOSED BUDGET FOR FY2016**

Notice is hereby given that the Central Mass. Mosquito Control Project (the "District") will hold an informational public meeting at the time and place indicated below in order to present and discuss the District's preliminary proposed budget for **FY2016**, and to receive comments and answer questions from the public and local public officials in connection therewith.

1. Date: January 14, 2015 [not later than March 1<sup>st</sup>]

2. Time: 11:00am

3. Location: Northboro Free Library, 34 Main St. Northboro, MA 01532. parking is off Patty Lane. Snow date: January 15, 2015; same time 7 location.

4. A copy of the District's preliminary proposed budget is available for inspection during regular business hours at the following location(s):  
111 Otis street, Northboro, MA 01532 and online at <http://www.cmmcp.org/fy16mtg.htm>

5. **The total preliminary dollar amount that the District is proposing for FY2016 is \$2,029,800. The chart found below highlights the preliminary budget request by the district for the coming year with pertinent budget information that fully describes the "total trust fund account" budget amount available for the District to expend in FY2016.**

A. District Name	B. Number of Employees	C. FY2016 Preliminary Proposed Budget Amount	D. FY2016 % Increase towards Operating Budget	E. FY2016 % Increase towards Capital Budget	F. FY2016 Total % Increase Over Certified FY2015 Budget (Add D + E)	G. FY2015 Estimated Balance Forward /Rollover Amount	H. FY2015 Actual Budget Revenues	I. FY2016 Total Funding Available in Trust Account (Add C + G)
CMMCP	23	\$2,029,800	2.15%	0.0%	2.15%	\$100,000	\$1,986,933	\$2,129,800

6. The member municipalities within the District together with each municipality's estimated proportionate share thereof expressed both as a percentage and as a dollar amount, are as set forth on Form SRB-1, Page 2. **As of the date of this notice, the District is comprised of 39 municipalities as listed on Form SRB-1, Page 2.**

If the composition of the District changes because one or more municipalities join or withdraw from the District, the total preliminary budget will be adjusted pro rata.

7. Copies of the preliminary proposed budget will be available for inspection at the meeting, at which reasonable time will be accorded to those in attendance to ask questions and to offer comments. *Comments may also be sent directly to the Board via the Executive Director by April 15<sup>th</sup>.*

8. A copy of this Notice, together with a copy of the preliminary budget proposed, has been delivered or mailed to the Chief Administrative Officer, Chief Executive Officer, to the Finance Committee of each member municipality having a finance committee, and to the State Reclamation and Mosquito Control Board.

**District Name: CENTRAL MASS. MOSQUITO CONTROL PROJECT**  
**FY2016 Proposed Cherry Sheet Assessments Estimates**  
**Based on the preliminary proposed District budget**  
**(2014 Equalized Valuations)**

Name of Municipality	% of Total Budget	District Share Amount*	State Reclamation & Mosquito Control Board Share Amount*	Total Assessment Estimate*
ACTON	3.01%	\$63,175	\$2,109	\$65,283
ASHLAND	1.90%	\$38,568	\$1,287	\$39,855
AUBURN	2.14%	\$43,448	\$1,450	\$44,898
AYER	1.23%	\$24,895	\$831	\$25,725
BERLIN	1.53%	\$30,976	\$1,034	\$32,010
BILLERICA	4.20%	\$85,198	\$2,844	\$88,042
BLACKSTONE	1.39%	\$28,216	\$942	\$29,157
BOXBOROUGH	1.37%	\$27,722	\$925	\$28,648
BOYLSTON	1.88%	\$38,207	\$1,275	\$39,482
CHELMSFORD	3.68%	\$74,778	\$2,496	\$77,274
CLINTON	0.91%	\$18,421	\$615	\$19,036
DRACUT	3.00%	\$60,900	\$2,033	\$62,933
FITCHBURG	3.56%	\$72,292	\$2,413	\$74,705
HOLLISTON	2.54%	\$51,564	\$1,722	\$53,286
HOPEDALE	0.73%	\$14,814	\$494	\$15,303
HOPKINTON	3.60%	\$73,118	\$2,441	\$75,559
HUDSON	1.83%	\$37,046	\$1,236	\$38,282
LANCASTER	3.18%	\$64,525	\$2,154	\$66,679
LEOMINSTER	3.97%	\$80,505	\$2,687	\$83,193
LITTLETON	2.18%	\$44,240	\$1,476	\$45,716
LOWELL	3.12%	\$63,341	\$2,114	\$65,455
LUNENBURG	3.14%	\$63,719	\$2,127	\$65,847
MARLBOROUGH	3.47%	\$70,383	\$2,350	\$72,733
MILFORD	2.33%	\$47,266	\$1,577	\$48,843
MILLBURY	2.04%	\$41,358	\$1,381	\$42,739
MILLVILLE	0.60%	\$12,384	\$409	\$12,652
NATICK	3.27%	\$66,432	\$2,218	\$68,650
NORTHBOROUGH	2.66%	\$53,935	\$1,801	\$55,736
NORTHBRIDGE	2.22%	\$45,152	\$1,507	\$46,659
SHERBORN	2.02%	\$40,972	\$1,367	\$42,340
SHREWSBURY	3.50%	\$71,025	\$2,371	\$73,395
SOUTHBOROUGH	2.07%	\$42,009	\$1,403	\$43,412
STOW	2.20%	\$44,610	\$1,489	\$46,099
STURBRIDGE	4.32%	\$87,610	\$2,925	\$90,535
TEWKSBURY	3.25%	\$65,961	\$2,202	\$68,164
WEBSTER	1.73%	\$35,068	\$1,170	\$36,238
WESTBOROUGH	3.07%	\$62,234	\$2,078	\$64,312
WESTFORD	4.29%	\$87,045	\$2,905	\$89,950
WILMINGTON	2.79%	\$56,685	\$1,892	\$58,577
	100%	\$2,029,800	\$67,748	\$2,097,401

\*Assessment estimates are preliminary and will only be finalized after the State Reclamation & Mosquito Control Board budget certification meeting held annually in May/June.



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**Minutes, Notices and Updates**  
**January 5, 2015**

**Minutes**

1. Minutes of the Zoning Board of Appeals meeting held August 19, 2014.
2. Minutes of the Conservation Commission meeting held December 3, 2014.

**Notices**

1. Notice of the 1<sup>st</sup> meeting of the Public Safety Space Needs Advisory Group held December 17, 2014
2. Notices Acton-Boxborough Regional School related meetings:
  - a. Blanchard School Council meeting held December 18, 2014
  - b. A-B RSC Financial Oversight Subcommittee meeting held December 18, 2014
  - c. A-B RSC Policy Subcommittee meeting held January 5, 2015
3. Notice of a Finance Committee meeting to be held January 5, 2015
4. Notice of a Personnel Board meeting to be held January 7, 2015
5. Steel Farm Advisory Committee meeting to be held January 20, 2015

