



BOARD OF SELECTMEN
Meeting Agenda
February 23, 2015
[March 2, 2015 – Snow Date, If Necessary]
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 7 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

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

- a) Mitzi Garcia-Weil, Recreation Commission member, to discuss proposed warrant article for T.J. O'Grady Skate Park 7:05 PM
- b) Brigid Bieber, Vice Chair, Acton-Boxborough Regional School Committee, to provide update on ABRS budget, 7:25 PM
- c) Norm Hanover, Conservation Commission member, to provide ConsCom input regarding foreclosed and tax title properties, 8:10 PM
- d) Selina Shaw, Town Administrator to review proposed FY 16 IT budget, 8:30 PM
- e) Citizens' concerns

4. MINUTES

- a) Regular session, February 4, 2015
- b) Regular session, February 11, 2015
- c) Executive session, February 11, 2015

ACCEPT & POF
ACCEPT & POF
ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

- a) Hanging banners across Massachusetts Avenue
- b) Grange Meeting Room improvements

VOTE:

Move to task the Inspector of Buildings (BI) with continuing to develop plans for the renovation of the "stage area" and foyer into the Grange Meeting Room, and further, to place an article for those renovations on the Annual Town Meeting warrant

VOTE:

- c) Minuteman Regional School
- d) FY 16 Budget – continued discussion
- e) Annual/Special Town Meeting – close warrant

Move to close the warrant for the annual town meeting and the special town meeting within the annual, which begin on May 11, 2015

VOTE:

7. NEW BUSINESS

- a) Reserve Fund Transfer Request – Police - Equipment Maintenance Supply

Move to forward to the Finance Committee for approval the request to transfer \$9,350 from the Reserve Fund to 001-210-5443-0000, Police – Equipment Maintenance Supply, for the purpose of replacing eleven expired ballistic resistant vests

VOTE:

- b) Designation of Board of Selectmen liaison to CPC

Move to designate TBD as the Board of Selectmen's liaison to the Community Preservation Committee

VOTE:

ACCEPT & POF

8. CORRESPONDENCE

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

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. ADJOURN

Capital Outlay Special Article Request Form

FY 2016

Department: Recreation Dept.
Contact Person: Mitzi Garcia-Weil
Phone: 978-263-5497/978-273-1426

Date: 10 December, 2014
Title: Treasurer

Special Appropriation Request: T.J. O'Grady Skate park expansion
Anticipated Cost: \$40,000.00

Please fill in the relevant information for your Special Article Request according to the following categories:

Current Information

1. Equipment or Building:
2. Maintenance to be Performed: The T.J. O'Grady Skate Park on Hayward Rd. in Acton is expanding to include a skate bowl which was part of the original design for initial construction and entering phase two of construction of the skate plaza. Phase two converts the barren 100' x 100' area remaining after the removal of the original Skate Park parking due to the construction of the Lower Fields driveway from Hayward Rd., Acton onto the Regional H.S. grounds. It provides an attractive formal entrance to the skate complex, a viewing area for onlooker and handicap accessible park amenities for Skate Park patrons. It features a world-class skating course around a bio-retention area.
3. Rationale for Maintenance: On November 21, 1998, T.J. O'Grady, at 14 year old Boxborough resident was struck by a motor vehicle on Spencer Rd. and killed. He was the co-founder of the skate board club at Acton Boxborough Regional High School. The students who were involved with T.J. in the skate club started a grass roots movement to build a skate park and name it after T.J. in his memory. Back in 2004 (or 2005) our recreation commission came to the floor of town meeting requesting \$40,000.00 to aid in the construction of the skate park being built near the high school in T.J.'s memory. The Rec. Comm. had just returned over \$60,000.00 in funds that were not used for the construction of Liberty Fields. Unfortunately, town meeting refused funding a portion of the skate park so the Town of Acton put up \$210,000.00 to build a smaller version of the original plan since Boxborough did not assist in funding the project. Now the plan is to complete the original design (which included the skate bowl) and expand the park to also include a skating course. We would very much like to support the entire Acton / Boxborough community by supplying some of the funding for the expansion of the Skate Park.

PROJECT APPLICATION FORM – 2015

Applicant: Town of Acton

Submission Date: 11/17/14

Applicant's Address, Phone Number and Email

Purpose: (Please select all that apply)

Stephen L. Ledoux, Acton Town Manager

Open Space

472 Main Street

Community Housing

Acton, MA 01720

Historic Preservation

sledoux@acton-ma.gov

Recreation

Town Committee (if applicable): Recreation Commission

Project Name: Skatepark Expansion – Phase 2, Skate Plaza

Project Location/Address: 66 Hayward Rd., Acton, MA

Amount Requested: \$160,000

Project Summary:

Estimated Date for Commencement of Project: August 2015

Estimated Date for Completion of Project: October 2015

The Natural Resources Department has recently approved the T.J. O'Grady Skate Park Expansion Design by Action Sports Design/Stantec, and a two-phased construction plan has emerged. Phase 1, the construction of a skate bowl, is being prepared to go out to bid. It was funded by a 2012 Town of Acton CPA Skate Bowl grant for \$210,000. This Phase 1 project included the construction of 11 parking spaces and infrastructure improvements for \$110,000 in the Lower Fields parking area, in tandem with the opening of the Lower Fields facility. The remaining funds will construct the skate bowl.

Phase 2, construction of the skate plaza, converts the barren 100' x 100' area remaining after the removal of the original Skate Park parking lot due to the construction of the Lower Fields driveway from Hayward Rd. onto the school grounds. It provides an attractive formal entrance to the skate complex, a viewing area for onlookers and handicap accessible park amenities for Skate Park and Lower Fields patrons. It features a world-class triangular skating course around a bio-retention area.

With the completion of Phase 1, the skate bowl installation, Phase 2 will complete the full expansion of the Skate Park, as designed by ASD/Stantec, a \$15,000 engineered design paid for with Recreation funds.

If the project is not funded, an incomplete town skateboarding facility next to ABRHS & FOLF's cutting edge Lower Fields facility will remain. This upgrade will bring our skate park to equal footing, in keeping with the Lower Fields, which shares the parking area with the Skate Park.

Cost Estimate for Skate Park Expansion Design from ASD/Stantec:

- 1,730 S.F Bowl Section - \$ 70,000 PHASE 1 - currently going out to bid
- 4,000 S.F. Plaza Section - \$160,000 PHASE 2 - applying for 2015 CPA funding

Leveraged funds: The Recreation Department paid for the \$15,000 overall design engineered by ASD/Stantec. In addition, Skate Park users have offered to fundraise and other stakeholders are being approached.



Boxborough Conservation Commission
29 Middle Road, Boxborough, Massachusetts 01719
Phone: 978.264.1722
www.boxborough-ma.gov

David Follett Charlene Golden Norm Hanover David Koonce Dennis Reip, Chair Hoff Stuart

To: Board of Selectmen

From: Conservation Commission
Dennis Reip, Chairman *m. Nadwarski*

CC: *✓* Selina Shaw *for Reip*
Patrick McIntyre, Treasurer
Adam Duchesneau, Town Planner

Date: Feb. 4, 2015

Subject: Town owned property via tax taking

The ConsCom has reviewed the parcels of land acquired via Tax Taking back to the mid 1990's. The objective of the ConsCom was to determine if any of these parcels had high conservation value and should be formally designated as Conservation Land. Patrick McIntyre and his predecessor generated the parcel list in order to explore the option of selling these Municipal lands. Via these sales the Town would generate cash and return these properties to the tax rolls.

The attached Excel spreadsheet (**Currently Town Owned**) lists the 21 parcels taken for back taxes. Parcels 1 and 2 were acquired from the Picnic Street Trust. They are adjacent to the Municipal Steele Farm property which currently gets very heavy passive recreational use throughout the year. These parcels have a total of 24.72 acres with high conservation value. The ConsCom recommends that the BoS formally transfer this land to either the ConsCom or Steele Farm Committee. Parcel 3 is .93 acres and was also acquired from the Picnic Street Trust. It is separated from the rest of the land by Middle Road. Because it is a small, isolated parcel, the ConsCom did not rank the parcel highly for conservation value.

Parcels 4 through 8 were acquired from the Reed Farm developer for back taxes. The total acreage is 30.59 acres. This land abuts the Half Moon Meadow conservation area as well as conservation land in Acton. The land was judged to have very high value for protection of water resources and for wildlife habitat. The ConsCom recommends that this land be transferred to the ConsCom.

Parcel 11 acquired from M. Davis contains 5.23 acres and has high conservation value because of its proximity to the Heath Hen conservation land off Burroughs Rd. and Mayfair Dr. The ConsCom recommends that this land be transferred to the ConsCom.

Parcel 12 acquired from J. Moody contains 3.35 acres and has high conservation value because of a potential vernal pool. The ConsCom recommends that this land be transferred to the ConsCom.

Parcel 13 acquired from Weatherbee contains 5.47 acres and has high conservation and municipal value because of its proximity to a large wetland and potential well site on Hazard Lane. This parcel abuts another Municipal parcel. The ConsCom recommends that this land either be transferred to the ConsCom or retained for Municipal use.

Parcel 14, from an unknown owner, is near Liberty Square Road. This property does not have road frontage. The property may have high value to the Boxborough Conservation Trust which has been in discussion with a local land owner in an attempt to do a limited development project that would give long term protection to some of the land.

None of the other **Currently Town Owned** parcels were judged to have high conservation value.

Twelve (12) parcels that are currently behind in tax payments were evaluated for potential future transfer to the ConsCom as conservation land. These parcels are briefly described on the attached spreadsheet (**Potential Tax Taking**).

Of these parcels only 22 through 26 were ranked high for conservation value. These parcels are currently owned by Biotti on Loreto Drive. This large area of 18.57 acres contains several vernal pools and excellent wildlife habitat.

None of the other **Potential Tax Taking** parcels had high conservation value.

The ConsCom would like to request a meeting between the BoS and ConsCom at your convenience to discuss the disposition of the properties on both lists.

ConsCom parcel ranking

Jan. 20, 2015

Currently Town Owned

#	Parcel name Prev. owner	acres	street	Road frontage	near		Parcel Name	Parcel ID
					Cons	Muni		
1	Picnic St trust	16.77	Middle	Y	Muni	Muni	Steele F	07-3-127-0.0 south of Middle
2	Picnic St trust	7.95	Middle	Y	Muni	Muni	Steele F	07-3-128-0.0 south of Middle
3	Picnic St trust	0.93	Middle	Y	Muni	Muni	Steele F	07-3-232-0.0 north of Middle
4	Reed Farm	23.20	Reed Farm	Y	Cons	Cons	Half Moon	11-6-550-0.0
5	Reed Farm	11.96	Reed Farm	Y	Cons	Cons	Half Moon	11-6-547-0.0
6	Reed Farm	9.50	Reed Farm	Y	Cons	Cons	Half Moon	11-6-546-0.0
7	Reed Farm	4.65	Liberty Sq	Y	Cons	Cons	Half Moon	11-6-551-1.0
8	Reed Farm	1.28	Reed Farm	Y	Cons	Cons	Half Moon	11-6-501-0.0
9	Reed Farm	0.29	Liberty Sq	Y	N	N		11-6-502-0B
10	Reed Farm Inc	0.17	Nashoba	Y	N	N		08-6-148-0A
11	M. Davis	5.23	Tamarack/Morse	N	Cons	Cons	Heath Hen	05-2-190-0.0
12	J.Moody	3.35	Davidson	Y	N	N		08-6-147-0.0 vernal pool?
13	Weatherbee	5.47	Hazard	N	Muni	Muni		01-2-104-0.0
14	Unknown	2.42	Liberty Sq(Kularski)	N	N	N		11-4-287-0.0
15	Hemphill Drill	3.34	Codman Hill	Y	N	N		01-1-103-0.0
16	OHC Dev	4.09	Applewood	Y	N	N		11-6-006-0.0
17	R. Adams	0.08	E.Whitcomb	N	Cons	Cons	Have Not	03-3-160-0.0
18	R. Adams	0.01	W.Whitcomb	N	N	N		03-1-194-0.0
19	A. Parazzo	1.00	Mass Av	Y	N	N		11-4-287-0.0
20	Kellher	0.93	560 Depot	Y	Cons	Cons	Patch Hill	07-5-252-0.0 across from trail head
21	C&S Dev	0.15	Tokatawan	Y	N	N		07-5-158-0.0

Potential Tax Taking

In Process

Parcel name	<u>Prev. owner</u>	<u>acres</u>	<u>street</u>	<u>frontage</u>	near Cons or	<u>Muni</u>	<u>Parcel ID</u>
22 Biotti		5.87	Loreto	Y	N	N	11-5-241-37.0
23 Biotti		3.04	Loreto	Y	N	N	11-5-241-37.2
24 Biotti		3.22	Loreto	Y	N	N	11-5-241-37.3
25 Biotti		1.40	Loreto	Y	N	N	11-5-241-37A
26 Biotti		5.04	Loreto	Y	N	N	11-5-241-37C
27 Biotti		0.92	Emanuel	Y	N	N	07-5-241-14.0
28 Biotti		1.56	Liberty Square	Y	N	N	11-5-241-45.0
29 Harry Hillberg		6.24	Hill	N	N	N	01-3-168-0.0
30 Bank of Amer		0	Swanson condo	Y	N	N	02-1-162-119.0
31 Graves		0	Codman condo	Y	N	N	01-1-135-26A
32 Klippel		0	Spencer condo	Y	N	N	02-1-156-20G
33 Powell		2.00	Picnic house	Y	N	N	07-5-114-0.0



BOARD OF SELECTMEN
Meeting Minutes
February 4, 2015

Approved: _____

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

ABSENT: Les Fox

ALSO PRESENT: Selina Shaw, Town Administrator

EXECUTIVE SESSION

- At 6:40 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 7:30 PM in the Grange Meeting Room to continue the regular business on the agenda. Seconded by Member Gorman. **Approved 3-0 by Roll Call: by a roll call vote: Bak, aye; Amoroso, aye and Gorman, aye. [Member Stemple not present for 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 7:34 P.M. in the Grange Meeting Room of the Town Hall.

ALSO PRESENT: Cheryl Mahoney, Department Assistant

ABSENT: Selina Shaw, Town Administrator

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

ANNOUNCEMENTS

There was no broadcast of the meeting, so the Chair passed over the reading of the announcements.

APPOINTMENTS

- Steele Farm Advisory Committee Chair, Bruce Hager and SFAC member Ed Whitcomb were present to provide an update on Steele Farm repairs. Historic Comm. Chair Alan Rohwer was also present. SFAC Chair Hager noted that there isn't a whole lot to report. They have been monitoring conditions and based on the recent inspections the situation seems to be stable. Freezing/thaw prevention remains a priority. Warmers/heaters seem to be doing their job and the chimney is not in any immediate danger of further deterioration. The SFAC has reviewed Chief White's recent communication and they agree with his observations. Drainage along Middle Road, however, is a concern. BICAO Lindberg has suggested discussing these concerns and the possible installation of a french drain with the Town Engineer. There was discussion on funding of necessary repairs. The SFAC intends to re-submit the Barn repair article, which was deferred last year. It was noted that, at this time, the Community Preservation Comm.(CPC) does not have plans to present a project proposal list for the May 2015 Annual Town Meeting so SFAC has not submitted any projects for CPA funding. There was discussion on the status of the CPC and why capital warrant articles were deferred last year. It was suggested that the CPC take another look at the bundle of deferred articles and see if they could consider them for presentation at this year's Town Meeting. The farmhouse needs to be repaired regardless of how the CPC proceeds, even if a capital article is necessary. Proper restoration of the farmhouse, not just stabilizing repairs, would have to be done in phases and could take years. A viable plan will need to be in place. There was discussion about the Conway School's study to be conducted this spring. The Conway School will be invited to a March Selectmen's meeting.
- DPW Director, Tom Garmon was present to review proposed FY 16 DPW budgets. He began with the main DPW budget. Salaries and overtime are based on current staffing; however, he noted his intention is to submit a warrant article for additional staffing. Electrical was affected by the installation of the new generator, otherwise electrical and heating typically increase annually. His Buildings/Grounds maintenance line is unchanged. Vehicle maintenance is for those repairs that can't be done in-house and have to be outsourced and these actuals have almost reached what was budgeted for all of FY 15. Discussion turned to Paving/Chapter 90 planning. Dir. Garmon handed out Chapter 90 roadwork guidelines and a list of priority project locations. Dir. Garmon is working on the Chapter 90 Project Request "bundle" for the paving of Flagg Hill, Pine Hill & Stonehedge Place,

and intends on having it ready for the next Selectmen's meeting. He then detailed MassDOT's process once the Selectmen sign-off on a Ch. 90 Project Request. Very little infrastructure work is needed on Stonehedge Place; more is needed on Pine Hill; but a significant amount of infrastructure work is needed before paving can take place on Flagg Hill Road. He advised that work cannot start before April 15th. There was discussion on the current available Chapter 90 funds and what is anticipated next fall. The approximate paving cost is \$100,000 for every ¼ mile of pavement. Dir. Garmon noted that he also intends on introducing a warrant article to fund the paving of roadways beyond what is available through Chapter 90. It was suggested that DPW create a paving schedule and a capital funding flow chart. This would help to illustrate the need for this additional funding to support his proposed capital paving article. Dir. Garmon noted that a GASB report already exists that provides a lot of the information/details that the Selectmen are seeking. Maria Neyland inquired about repairs to Picnic Street and Hill Road. Dir. Garmon advised that they may be able to consider working on these locations in the fall, but we need to see what funds are left after the current proposed "bundled" road projects are completed, before putting any other projects out to bid. He noted that the difficulty for him is that Chapter 90 clerical submission and reporting procedures are very onerous and time consuming. It was suggested that residents along these roadways be given notice early on so they can plan any improvements [i.e. conversions to gas, laying underground lines, etc...] prior to paving. Discussion returned to budget and specifically the proposed warrant article for additional staffing. Dir. Garmon outlined DPW's current workload; current staffing structure; how responsibilities are distributed; various required certifications; seasonal requirements and how these elements effect staffing. The proposal is to convert one of the two part-time positions to full-time. Discussion turned to the snow & ice budget. He is looking to replace a circa 1970s plow head. They have to repair/weld it every time it goes out. This acquisition adds approximately \$10,000 to this budget. He has level funded the street light budget. There was a discussion about whether two street lights are necessary up by the Museum. Chief Ryder provided his input from a public safety perspective. Lighting alternatives were discussed. There is a \$5,000 increase in the Hager Well budget to cover the 5-year cleaning/maintenance of the tank scheduled to take place in FY 16. There was discussion about the June 2014 equipment failure at the Blanchard water "plant" and the Town's efforts to obtain reimbursement from the contractor. With the drop in fuel prices the FY 16 fuel budget has been adjusted down. It was suggested, that based on actuals, these numbers could be further reduced. Dir. Garmon will provide current pricing to Accountant Barrett so revised numbers will be available can be presented to the Finance Comm. when Dir. Garmon presents to them. Accountant Barrett will be consulted about the status of the fuel tax refund being sought. Dir. Garmon noted that this is an off-year for Hazardous Waste so this is a -0- budget. Regarding the Transfer Station budget Dir. Garmon advised that he is waiting on proposals from waste haulers, but he anticipates that he will be able to adjust these numbers down once the Town executes a new contract. It was also determined that in FY 16 Bo would be able to receive reimbursement for the dog biscuits he hands out. Dir. Garmon noted that the Cemetery budget now comes under the Cemetery Commission and is no longer under the DPW. In closing Director Garmon advised that MEMA reimbursement is available for the January 27th storm so DPW and Public Safety are working on this submission.

- Police Chief, Warren Ryder was present to discuss both shift coverage and the temporary promotion of an officer to Sergeant. FinCom Chair Subramanyam was present for these discussions and FinCom member Ham was present for the temporary promotion discussion. Chief Ryder referred to his memo of January 22nd, regarding the temporary promotion to Sergeant which directly ties into the shift coverage discussion. He predicted these discussions by noting that there is no threat or safety concern for his officers and that implementing the current 2 officer shift coverage is a temporary measure. However that it has always been his objective to have a 2 officer shift model in place and going forward he is proposing that all shifts be staffed by two officers in FY 16. The Chief provided information on the status of the condition of the injured Sergeant. There was discussion as to why the hiring of the additional "flex" officer did not take care of this shortfall. He provided an overview of shift coverage/back fill; breakdown of the department's two-man/one-man shifts; shift coverage in comparable communities; overtime; the insurance reimbursement regarding the injured Sergeant; the impact on his FY 15 budget and that a RFT will be needed, at some point, to cover the FY 15 salary/over-time shortfall. There was discussion about retaining part-time officers to cover these staffing shortages. As the Selectmen would like more information on the condition of the injured Sergeant and because Selectmen Fox was not present for these discussions, it was determined that they would defer making any decisions tonight regarding shift coverage and that this matter will be put on their next meeting agenda.
- Discussion turned to the temporary promotion of an officer to Sergeant. Chief Ryder again referred to his memo and provided background on Officer Bowolick's experience in the department and why he was offered this position and not another officer. Officer Bowolick has already taken over some of the injured Sergeant's responsibilities since he has been out. Chief Ryder advised that formally giving Bowolick the rank of Sergeant makes it procedurally cleaner; makes it clear to others that he has this authority and it is only fair to recognize him for taking on these additional responsibilities. The additional compensation for this temporary promotion is nominal. It has been made clear to Officer Bowolick that he would return to his previous rank when the injured Sergeant returns to duty. Chief Ryder also spoke to how he would proceed if the injured Sergeant does not return. The FinCom members provided their input. Member Gorman moved to approve the assignment of Police Officer Nathan Bowolick to temporarily fill the position of Sergeant, effective immediately, and until further notice. Seconded by Member Stemple. **Approved 4-0.**

- As TA Shaw was unavailable the Selectmen passed over review of the proposed FY 16 Town Government budgets.
- No one asked to speak under the Citizens concerns.

The Board took Agenda Item #7c, out of order.

OLD BUSINESS

- The Selectmen took up ratifying the revised License Agreement between the Town of Boxborough and the Acton-Boxborough Regional School District, which will allow for installation of A-B network cabling within the Town's municipal pole space. A-B Regional School Comm. members Brigid Bieber and Maria Neyland were present for this item. Member Gorman moved to execute the Revised License Agreement between the Town of Boxborough and the Acton-Boxborough Regional School District allowing for the installation of cable within the Town's municipal space on poles located along Massachusetts Avenue between the Acton border and the Blanchard Memorial School. Seconded by Member Stemple. **Approved 4-0.**

MINUTES

- Member Gorman moved to accept the minutes for the regular sessions of January 5, 2015 & January 12, 2015, as revised and the executive sessions of December 15, 2014 and January 12, 2015, as written. Seconded by Member Stemple. **Approved 4-0.**

SELECTMEN REPORTS

- Member Bak reported that the Recreation Commission has conducted a survey of families that attended Flerra Summer Playground in 2014, of the responses received most would like to see a full day program; however the Town does not have the proper infrastructure/facilities at Flerra to provide this. She also advised that e-coli was found in the Flerra pond last summer so it could not be used for activities during Summer Playground. They intend to present several proposals to CPC such as for the creation of recreational facilities and repairs/improvement to existing locations. She provided details on the condition of Flerra play yard as an example. Winterfest was a success. The Winter Recreation program is underway at the Blanchard and they are trying to organize a ski-trip.
- Member Gorman reported that Comm. Services Coord. Abraham made a report to the Well Being Comm. on January 20th. She is making good in-roads and feels she has been able to provide significant help to those in need. He also noted that the Comm. Services Coord. services were funded through an Article in FY 15 but it will be in the Town Hall budget for FY 16.

Member Gorman reported that a SNAG meeting was also held on January 20th. At this point it has been determined that combined facilities would need to be at least 35,000 Sq. Ft. to address all presented needs. So, based on current prevailing wage rate we could be looking at a \$12-14 Million project.

He also reported that a meeting will be held in March to try to resuscitate the Emergency Reserve Corps (BERC).

OLD BUSINESS (Continued)

- Chair Amoroso provided an update regarding the Minuteman Regional School District. The FinCom members did not remain for this discussion. He is providing this update for informational purposes only so the Selectmen can begin to consider what they would like Dr. Bouquillon to address when he comes before them and also so the Selectmen can begin to determine what information needs to be provided to voters so an informed decision can be made at Town Meeting. There are two issues that need to be decided – whether to approve the revised Minuteman District agreement and whether the Town wants to withdraw from the Minuteman District. At the 2014 Town Meeting a majority of voters supported a sense of the meeting vote to consider withdrawing from the Minuteman District but not by a 2/3rd majority. Chair Amoroso spoke to the spreadsheet provided which breaks out various fiscal scenarios based on the data prepared by Minuteman's Asst. Supt. of Finance, Kevin Mahoney as to Boxborough's portion under the current and the revised agreements respectively. This spreadsheet has been updated from the one previously presented at BLF. As a practical matter the cost of the proposed building project will not impact the District for several years. The underlying issue is the per pupil cost and conversely that out-of-district tuitions are less than the member towns' per-pupil assessment. The A-B Region is \$11,000-\$14,000 per student with the state average around \$14,000. Minuteman's number is high even factoring in dual curriculum and it is higher than the neighboring Nashoba and Assabet Vocational Schools. Sudbury had concerns that were similar to ours so they formed a study committee last year. He spoke to those efforts; the research this group conducted and the findings they recently presented to the Sudbury Selectmen. He also referred to a bullet sheet prepared by Minuteman outlining the issues to consider regarding approval of the revised agreement versus remaining under the current agreement and the withdrawal process under the respective agreements. He spoke to, what effect, if any, last year's non-binding resolution that states that the signing communities would not oppose any member town's withdrawal under the new agreement. He outlined the information previously provided on a potential IMA relationship with Minutemen. He also provided information on a meeting that took place several weeks ago with stakeholders from several of the communities that are considering withdrawing. Chair Amoroso detailed the pros and cons of withdrawal under the current and

the revised agreements. At this time it is his opinion is that Boxborough would be best served if we left the Minuteman School District. We could then offer the option of attending Minuteman, Assabet, Nashoba or other vocational schools. Financially getting out is better for us. Further, he feels that Boxborough should decline to approve the revised agreement; so those communities that want to stay in the District would have to agree to our withdrawal under the current agreement. Boxborough has leverage - if the revised agreement does not pass than the building project will probably not proceed putting into the question the future of the Minuteman School District. It is in the District's best interest to let us out. The other Selectmen provided feedback. It was noted that there "a lot of balls moving" here. It was suggested that a subcommittee could be formed to prepare a Town Meeting presentation and that its composition be similar to what was done in Sudbury - well-balanced and across the spectrum of interests to insure that there is no perceived bias. Maria Neyland commented that forming a study group is a good idea. In order to achieve the support needed for withdrawal discussions should focus on the different options that would be available for vocational education. Public forums should also take place and the three vocational schools should be invited to present.

- The Selectmen were satisfied with what had been provided the current FY 16 draft Budget, so there was no discussion.

NEW BUSINESS

- The Selectmen took up establishing maximum useful life of items related to 2014 Town Meeting articles. Bonding agencies require that communities identify the useful life of items such as these for borrowing purposes. Member Gorman moved that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the \$572,000 aggregate borrowing authorized by votes of the Town passed on May 14, 2013 May 12 and 13, 2014 is hereby determined pursuant to G.L. c.44, §7(9) to be as follows:

<u>Date Voted: Article</u>	<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
May 12, 2014; Art. 25	Fire Department Air-Paks	\$232,000	15 years
May 13, 2014; Art. 27	Fire Department Brush Truck	150,000	10 years
May 13, 2014; Art. 28	DPW Multi-Body Truck	150,000	10 years
May 14, 2013; Art. 21	Blanchard Memorial School Security System	40,000	10 years

Seconded by Member Stemple. **Approved 4-0.**

- Further to the recommendation of the Town Clerk, Chair Amoroso moved to appoint Simon Bunyard to the Board of Registrars to fill the unexpired term of Hugh Fortmiller, effective immediately and ending on June 30, 2015. Seconded by Member Stemple. **Approved 4-0.**

CORRESPONDENCE

- It was confirmed that the developer of the Jefferson at Beaver Brook project has been invited to the next Selectmen's meeting on February 9th.

CONCERNS OF THE BOARD

- Member Gorman had received a query - a Town worker would like to be with their child when they undergo major surgery and wanted to know whether this was an allowable use of sick time.

ADJOURN

- The meeting was adjourned at 10:22 PM

6a



ADMINISTRATION

Memo

To: Board of Selectmen
From: Selina Shaw, Town Administrator *MS*
Re: Banners across Massachusetts Avenue
Date: February 23, 2015

The Energy Committee would like to explore the possibility of hanging a banner across Massachusetts Avenue to advertise the April 16th Boxborough Solar Forum, for a two week period prior to the forum. There are many details still to be worked out, but before I spend too much time on the matter, I wanted to first see if the Board is interested in entertaining the hanging of banners across Massachusetts Avenue to promote town-related or other events. The proposed location would be on Mass Avenue along a straight stretch between the strip mall housing Middlesex Savings Bank and a bit west of the school. A precise location still needs to be determined, with input sought from the Police Chief, Inspector of Buildings and Public Works Director.

If the Board decides to pursue the matter, a policy should be established setting forth the terms and conditions and an application process for banner requests. Items to be considered include allowable sponsors (whether to limit to town or town-related events, such as Fifer's Day or to extend to non-profit, charitable organizations within the community, with priority given to municipal activities; banner specifications (size and materials); maximum time period for display; application period; delivery of banners for installation and whether or not to charge a fee for non-town events.

I have had initial communications with LELD General Manager, Scott Edwards, who was willing to assist in the endeavor. LELD would install a pole opposite an existing pole along Mass Avenue. I am exploring whether LELD would hang the banners or whether that task would fall to our DPW.

Thank you for your consideration of this matter. Please let me know if you would like me to further explore.

6e

FY2016 Proposed Articles
Town of Boxborough

<u>Dept</u>	<u>Description</u>	<u>Amount</u>
<u>Special Town Meeting</u>		
1	Fund Cost Items of First Year of Collective Bargaining Agreement - Mass Coalition of Police, Local 200, Police	
2	Fund Cost Items of First Year of Collective Bargaining Agreement - Mass Coalition of Police, Local 200A, Dispatch	
3	Fund Cost Items of First Year of Collective Bargaining Agreement - Boxborough Professional Firefighters, Local 4601	
<u>Annual Town Meeting</u>		
1	Choose Town Officers	
2	Receive Reports	
3	Set Salaries and Compensation of Elected Officers	
4	Amend Personnel Plan and Personnel Classification and Compensation Plan	
5	Town Operating Budget	
6	Amendments to the Regional School District Agreement of the Minuteman Regional Vocational School District	
7	Transfer certain parcels (TBD) from the care, custody, control and management of the Town Treasurer to the Conservation Commission	
Transfers		
8	Transfer Unexpended Balances in Prior Year Articles	
9	100 Transfer to Stabilization Fund	100,000
10	171 Conservation: Transfer to Conservation Trust for Future Purchase	5,000
11	950 Transfer to OPEB Trust Fund	100,000
Salary (plus)		
12	141 Assessor: Certification Stipend	1,000
13	210 Police: Promote 1 Sgt to LT	21,125
14	215 Additional Dispatcher (wages of \$9,034 & health ins @ \$15,570)	24,604
15	220 Additional Firefighter/Shift Restructuring (wages of \$25,627 & health ins @ \$15,570)	41,197
16	422 Additional DPW Worker (wages of \$34,049 & health ins @ \$15,570)	49,619
17	610 Additional Library Hours/PT staffing (extend open hours on M & W from 6 PM to 8 PM)	14,162
		Possibly budget

6e

**FY2016 Proposed Articles
Town of Boxborough**

<u>Dept</u>		<u>Description</u>	<u>Amount</u>	
Other Exp				
18	161	Town Clerk: Record Books Conservation (3 year project, average 11K per year) - will approach CPC for full funding at \$30k; if not supported, will seek only \$12k to fund first year.	12,000	Potential CPA; pulled last year
19	192	Town Hall: Grange Meeting Room Improvements (lighting, replace ceiling, painting)	50,000	Potential CPA; pulled last year
20	192	Town Hall: Renovation of Foyer into Grange Hall	35,000	
21	192	Town Hall - exterior signage and repairs to front steps of Town Hall	10,000	
22	210	Police: Department Accreditation	14,000	
23	210	Police: Palm Scanner	25,000	
24	220	Fire: Pumper Truck	650,000	
25	220	Fire: Turnout Gear (Personal Protective Equipment)	140,000	
26	422	DPW: 3/4 Ton Pickup Truck (to replace "Juan's truck")	40,000	
27	422	DPW: Road Paving	300,000	
28	630	Recreation: Survey & Design of Basketball and Tennis Courts at Liberty Fields	5,000	Potential CPA; pulled last year
29	630	Recreation: Skate Park	40,000	Potential CPA
30	670	Steele Farm: Exterior Repairs	80,000	Potential CPA; pulled last year
Total			1,757,707	
CPA				
31		FY 15 set asides (@ 10% for open space, including land for recreational use, historic resources and community housing purposes)	TBD	These can be separate articles or combined into one article
32		FY 16 set asides (@ 10% for open space, including land for recreational use, historic resources and community housing purposes) and 5% for administrative and operating expenses	TBD	
33		FY 16 projects	TBD	
Non-Appropriation Financial				
34	Multi	Departmental Revolving Funds Re-authorization		

**FY2016 Proposed Articles
Town of Boxborough**

	<u>Dept</u>	<u>Description</u>	<u>Amount</u>
35	141	Assessor: Personal Exemption Percentage	
36	220	Fire Alarm System maintenance Revolving Cap Increase (from \$4,100)	10,000 Cap
37		Chapter 90 Highway Reimbursement Program	
38	541	COA: New Revolving Acct for Programs	15,000 Cap
39	610	Library: New Revolving Acct for Copy Machine Funds	1,500 Cap
40		Rescind Unused Borrowing Authorization	TBD
Zoning Bylaw Amendments			
41		Change Definition 2101 "Accessory Structure" to "Accessory Building"	
42		Amend Definition 2152 "Mixed-use" to be inclusive of all permitted uses	
43		Amend Section 4000 Use Regulations, 4100 General (Administrative Correction)	
44		Change the word "Churches" to "Places of Worship" in Section 6006 Parking Schedule	
45		Amend Section 4003(1) Residential Uses to allow the Bed and Breakfast use by Special Permit in the Agricultural-Residential and Residential-1 zoning districts	
46		Various amendments to Section 6300 Signs	
47		Add new section regarding Wireless Communication Facilities erected by a local, state, or federal government entity for the purposes of public safety	
Other Planning Board			
48		Accept a sidewalk easement located on the property at 55-61 Codman Hill Road (Craftsman Village)	
Petition Article			
49		Restoring & Maintaining Constitutional Governance Resolution of Boxborough, Massachusetts	



Reserve Fund Transfer Request

Date: February 18, 2015

It is requested by the undersigned that the sum of \$ 9,350 be transferred from the Reserve Fund to:

UMAS Acct. # 001-210-5443-0000

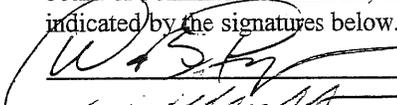
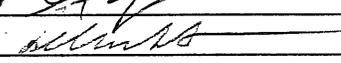
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Police - Equipment Maintenance Supply

The balance in the line item as of 2/18/2015 (Date) is \$ 2,958.89. An amount of \$ 8,250 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Replace 11 expired ballistic resistant vests (expired 8/1/14). Department of Justice grant application closed in April 2014 and the current stock was not eligible as they had not expired at that time.

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

	(Signature)	<u>Warren B. Ryder - Chief of Police</u>	(Title)
	(Signature)	<u>Town Administrator</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

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

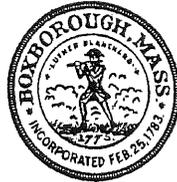
<u>Board of Selectmen</u>	Date:	<u>Finance Committee</u>	Date:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 7/1/14 To 2/18/15

<i>AccountNumber</i>	<i>AccountName</i>	<i>Original Budget</i>	<i>Budget Adjustments</i>	<i>Current Budget</i>	<i>Payments This Period</i>	<i>Payments To Date</i>	<i>Receipts This Period</i>	<i>Receipts To Date</i>	<i>Payments to Date-Net</i>	<i>Ending Balance</i>	<i>Percent Expended</i>
Police											
001-210-5112-0000	Police Salary -Chief	115,000.00	0.00	115,000.00	71,370.72	71,370.72	0.00	0.00	71,370.72	43,629.28	62.06%
001-210-5114-0000	Police Salary -FT Officer	664,154.00	0.00	664,154.00	403,011.86	403,011.86	0.00	0.00	403,011.86	261,142.14	60.68%
001-210-5115-0000	Police Salary -Clerical	51,511.00	0.00	51,511.00	31,972.32	31,972.32	0.00	0.00	31,972.32	19,538.68	62.07%
001-210-5124-0000	Police Salary -Special Officer	12,055.00	0.00	12,055.00	3,951.68	3,951.68	0.00	0.00	3,951.68	8,103.32	32.78%
001-210-5125-0000	Police Salary -Lock Up Attendants	6,434.00	0.00	6,434.00	1,612.42	1,612.42	0.00	0.00	1,612.42	4,821.58	25.06%
001-210-5134-0000	Police OT	150,437.00	0.00	150,437.00	116,072.31	116,072.31	0.00	0.00	116,072.31	34,364.69	77.16%
001-210-5144-0000	Police - Town Detail	8,609.00	0.00	8,609.00	1,829.28	1,829.28	0.00	0.00	1,829.28	6,779.72	21.25%
001-210-5210-0000	Police Electricity	12,000.00	0.00	12,000.00	7,493.38	7,493.38	0.00	0.00	7,493.38	4,506.62	62.44%
001-210-5212-0000	Police Heating	3,700.00	0.00	3,700.00	711.03	711.03	0.00	0.00	711.03	2,988.97	19.22%
001-210-5241-0000	Police Bldg/Grounds Maint Svc	3,500.00	0.00	3,500.00	1,876.57	1,876.57	0.00	0.00	1,876.57	1,623.43	53.62%
001-210-5242-0000	Police Vehicle Maint Svc	17,500.00	0.00	17,500.00	17,444.84	17,444.84	81.00	81.00	17,363.84	136.16	99.22%
001-210-5243-0000	Police Equipment Maint Svc	4,000.00	0.00	4,000.00	2,498.50	2,498.50	0.00	0.00	2,498.50	1,501.50	62.46%
001-210-5341-0000	Police Cell Phones	9,369.00	0.00	9,369.00	4,703.78	4,703.78	0.00	0.00	4,703.78	4,665.22	50.21%
001-210-5342-0000	Police Mobile Communication	3,400.00	0.00	3,400.00	1,739.82	1,739.82	0.00	0.00	1,739.82	1,660.18	51.17%
001-210-5343-0000	Police Internet Access	1,140.00	0.00	1,140.00	602.73	602.73	0.00	0.00	602.73	537.27	52.87%
001-210-5443-0000	Police Equipment Maint Supply	8,250.00	0.00	8,250.00	5,291.11	5,291.11	0.00	0.00	5,291.11	2,958.89	64.13%
001-210-5490-0000	Police Meals/Refreshments	750.00	0.00	750.00	43.56	43.56	0.00	0.00	43.56	706.44	5.81%
001-210-5591-0000	Police Uniforms	16,950.00	0.00	16,950.00	11,957.97	11,957.97	0.00	0.00	11,957.97	4,992.03	70.55%
001-210-5599-0000	Police Other Expense	3,431.00	0.00	3,431.00	3,780.09	3,780.09	0.00	0.00	3,780.09	-349.09	110.17%
001-210-5712-0000	Police Training/Conferences	10,500.00	0.00	10,500.00	9,734.06	9,734.06	0.00	0.00	9,734.06	765.94	92.71%
001-210-5730-0000	Police Dues/Memberships	4,800.00	0.00	4,800.00	3,145.00	3,145.00	0.00	0.00	3,145.00	1,655.00	65.52%
001-210-5840-0000	Police Vehicle Purchase	38,000.00	0.00	38,000.00	38,187.24	38,187.24	0.00	0.00	38,187.24	-187.24	100.49%
Sum	Police	1,145,490.00	0.00	1,145,490.00	739,030.27	739,030.27	81.00	81.00	738,949.27	406,540.73	64.51%



Internal Communications and Outgoing Communications
November 17, 2014

1. Memorandum from Conservation Comm., dated February 4, 2015, to the Board of Selectmen regarding Town owned property via tax taking. [*Previously provided on February 11, 2015*][#]
2. Letter from MMA, dated February 5, 2015, to the "Local Official" regarding spring 2015 Legislative Breakfast schedule. #
3. Copy of an Environmental Notification Form Filing Packet, from Allen & Major Associates, Inc., dated February 11, 2015, regarding the Jefferson at Beaverbrook Development.
4. Letter from xfinity [Comcast]'s Sr. Mgr. of Gov't & Regulatory Affairs, Ben Pearlman, dated February 13, 2015, to the Board of Selectmen along with their Franchise Payment Report, and check for \$10,084.67.
5. Email communication from Viola Baboola, Verizon New England, Inc., dated February 13, 2015, to Town Administrator Selina Shaw, regarding their PEG Grant Report 4th Quarter 2014, and the check for their 4th Quarter PEG payment of \$15,883.55.

1. # Indicates that the item has been previously distributed.



Minutes, Notices and Updates
February 23, 2015

Minutes

1. Minutes of the Personnel Board meeting held February 11, 2015.
2. Minutes of the Conservation Commission meetings held January 21, 2015 and February 4, 2015.
3. Minutes of the Finance Committee meeting held January 12, 2015.

Notices

1. Notice of an AgCom meeting held February 10, 2015
2. Notices Personnel Board meetings:
 - a. Held February 17, 2015
 - b. Held February 20, 2015
 - c. To be held February 27, 2015
 - d. To be held March 16, 2015 [BoS hearing]
3. Notice of Finance Committee meetings:
 - a. Held February 18, 2015
 - b. To be held February 23, 2015
4. Notices Acton-Boxborough Regional School related meetings:
 - a. A-BRSC Joint meeting with Acton FinCom meeting held February 10, 2015
 - b. A-B RSC Budget Subcommittee meeting held February 11, 2015
 - c. A-B RSC Policy Subcommittee meeting held February 11, 2015
 - d. Regular A-B Regional School Committee held February 12, 2015
5. Minuteman Regional School Committee meeting to be held February 24, 2015
6. Boxborough Leadership Forum to be held February 24, 2015

7. Legal Notices from Conservation Commission:
 - a. Hearing held February 18, 2015 to consider the Abbreviated Notice of Resource Delineation submitted on behalf of Coutts Trust for the property located at 1190 Liberty Square Road.
 - b. Hearing to be held March 4, 2015 to consider a Notice of Intent filed on behalf of New Blue Hills Saugus Realty Trust (aka Gutierrez property) for the development of 244 apt. units, associated parking areas, parking structures, access drives, drainage facilities, wastewater treatment facility, water treatment facility, and related amenities and improvements, at the property located at Cunningham and Ward Roads.

8. Legal Notice of public hearing to be held by the Selectmen on March 16, 2015 to consider proposed revisions to the Town's Personnel Plan & Classification and Compensation Schedule.

8c



**General Correspondence
February 24, 2014**

1. February 2015 issue of the Freedom's Way Heritage National Heritage Area's Newsletter.