



BOARD OF SELECTMEN

Meeting Agenda

June 1, 2015

Boxborough Town Hall

Grange Meeting Room

1. CALL TO ORDER (HILBERG MEETING ROOM), 6:00 PM

2. EXECUTIVE SESSION

Move to adjourn to executive session in the Hilberg Meeting Room to discuss strategy with respect to collective bargaining (MassCOP Local 200 – Boxborough Police Officers) 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. REORGANIZATION OF THE BOARD

- a) Nominations for Chair
(Call for nominations... close nominations... vote...)
- b) Nominations for Clerk
(Call for nominations... close nominations... vote...)

VOTE:

VOTE:

4. ANNOUNCEMENTS

5. APPOINTMENTS

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

- a) Warren Ryder, Police Chief, and Tom Garmon, Director of Public Works, to provide input regarding roadway line painting, 7:35 PM
- b) Warren Ryder, Police Chief, to discuss Police Department accreditation process, 7:50 PM
- c) David Lindberg, Inspector of Buildings, to discuss proposed banner location and policy and misc. updates, 8:00 PM
 - i. *Further to the recommendation of the Inspector of Buildings and Police Chief, move to authorize the location for hanging banners across Massachusetts Avenue from pole 57*
 - ii. *Move to approve the banner policy as written (... or as modified)*
- d) Judi Resnick, Vizsla Club of Central New England member and Bruce Hager, Steele Farm Advisory Committee Chair regarding request to use Steele Farm for 3rd Annual Vizsla Fun Day, 8:15 PM
Further to the endorsement of the Steele Farm Advisory Committee, move to authorize the use of Steele Farm for the third annual Vizsla Fun Day on Sunday, June 28, 2015
- e) Citizens concerns

VOTE:

VOTE:

VOTE:

6. MINUTES

- a) Regular session, April 13, 2015
- b) Regular session, April 27, 2015
- c) Regular session, May 11, 2015
- d) Regular session, May 12, 2015
- e) Executive session, May 14, 2015

ACCEPT & POF
ACCEPT & POF
ACCEPT & POF
ACCEPT & POF
ACCEPT & POF

7. SELECTMEN REPORTS

8. OLD BUSINESS

9. NEW BUSINESS

a) Sidewalk Easement - #55, #57, #59 & #61 Codman Hill Road
Move to accept Craftsman Village at Elizabeth Brook Sidewalk Easement from Craftsman Village Boxborough, LLC, pursuant to the authority granted to the Board of Selectmen by vote of the Boxborough Town on Meeting on May 12, 2015 **VOTE:**

b) Reserve Fund Transfer Request
Snow and Ice Vehicle Maintenance Supply
Move to forward to the Finance Committee for approval the request to transfer \$12,054.95 from the Reserve Fund to account #001-423-5442-0000 (S&I Vehicle Maint Supply) **VOTE:**

c) Community Preservation Committee – BoS designee
Discussion regarding how to fill seat currently held by Rita Grossman until June 30, 2015 (at-large Designee or BoS member)

d) Statement of Disclosure from Council on Aging member Francis J. Powers and request for exemption under MGL c.268A § 20 (d)
As appointing officials, and as required by Section 20 (d) of MGL Chapter 268A, we have reviewed the matter and the financial interest described in the "Disclosure by Special Municipal Employee of Financial Interest in a Municipal Contract as Required by G.L. c. 268 A, § 20 (d)" prepared and submitted by CoA member Francis J. Powers. Move to approve the exemption under § 20 (d) regarding the financial interest identified by the special municipal employee and to forward the disclosure and approval to the Town Clerk for filing. **VOTE:**

e) Statement of Disclosure of Financial Interest by Council on Aging Coordinator and request for determination under MGL c.268A § 19(b)(1)
As appointing officials, and as required by Section 19 of MGL Chapter 268A, we have reviewed the matter and the financial interest described in the "Disclosure by Non-Elected Municipal Employee of Financial Interest," submitted by CoA Coordinator Laura Arsenault, and have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee, and further to forward said determination in writing to her **VOTE:**

f) An Act Ensuring the Safety of People with Pets in Disasters
Move to forward the communication from State of Massachusetts Animal Response Team (NB: not an agency of the Commonwealth) to the Town's Emergency Management Director, Randolph White and the Animal Control Officer - Dogs and Cats, Phyllis Tower for input regarding establishment of a plan consistent with chapter 54 of the Acts of 2014 **VOTE:**

g) Discussion regarding the establishment of a vocational education study group

10. CORRESPONDENCE

ACCEPT & POF

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

11. PRESS TIME

12. CONCERNS OF THE BOARD

13. ADJOURN

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**TOWN OF BOXBOROUGH
BUILDING DEPARTMENT**
29 Middle Road,
Boxborough, Massachusetts 01719
Phone: (978) 264-1726

Policy on Banners

Effective June __, 2015

The following Policy is hereby adopted, to be effective upon the filing of the same with the Boxborough Town Clerk on _____, 20__

Purpose

The purpose of the Policy is to ensure that, where permitted by the Town, banners placed on or over public ways and public property comply with reasonable regulations governing public safety. Accordingly, the Board of Selectmen has adopted the following Policy, which shall apply to all banners permitted herein.

This Policy covers banner that are placed over public ways in the Town of Boxborough. It provides the rules that all banner sponsors must follow as well as the permitting process. Banner placement shall be limited to the following location:

- Massachusetts Avenue in the vicinity of Pole #57 (near DPW)

Allowable Sponsors

Only non-profit, charitable or municipal sponsors of Boxborough community, A-B district activities or regional/ collaborative organizations of which Boxborough is a member may request permits for banners. Examples of community activities include: Fifer's Day, Library Foundation Fund Drive, School functions, Garden Club, Town Meeting and election announcements, etc. Examples of banners that are not allowed are those promoting candidates for office, political positions, ballot questions, any election or other voted-related event, etc.

Permitting Authority and Process

The Selectmen have delegated permitting authority to the Inspector of Buildings ("Inspector"). Before completing an application sponsors must read the Policy of Banners on the Town website www.boxborough-ma.gov or request a copy from the Inspector.

Sponsors may apply up to six (6) months in advance of the requested installation date. Applications filed less than thirty (30) days prior to the requested installation date will not be accepted.

Sponsors must complete an "Application for Banner Permit" form and submit it via hard copy to the Inspector. (This form is attached to this document. It can also be obtained from the Building Department.)

The Inspector will issue permits within two (2) weeks of receipt of the application. If there is a problem with the application, the Inspector will contact the sponsor promptly. Space for banners is limited, and applications will be reviewed and approved on a first-come-first-served basis. However, banners related to municipal activities will have priority, e.g., Town Meeting. At the time the Inspector issues the permit, he or she will notify the Dept. of Public Works (“DPW”).

Cost

The permit fee will be waived for town or town-related events. All other permissible entities shall pay a fee of One Hundred (\$100.00) Dollars.

Liability

The Town assumes no liability in the installation, removal or storage of banners. The Town shall not provide any services pursuant to this Policy without having first received a completed indemnity agreement and the required permit fee (if any).

Installation and Removal

The DPW is responsible for hanging banners and removing them.

The sponsor must deliver the banner and a copy of the approved permit to the DPW (577 Mass. Ave.) at least two (2) weeks before the installation date. Banners will be installed for a period not to exceed fourteen (14) days. The DPW will remove the banner and take it to the DPW for pick up by the sponsor within one (1) week after the conclusion of the activity.

If the banner is not picked up within two (2) weeks following the removal, a storage fee of Thirty Dollars (\$30.00) per week may apply.

Size and Technical Specifications

- Height: 36 to 44 inches
- Length: 12 to 25 feet
- Durable material with wind slits
- Grommets along the top and bottom spaced about two (2) feet apart.



**TOWN OF BOXBOROUGH
BUILDING DEPARTMENT**
APPLICATION for a BANNER PERMIT
(Pursuant to Policy on Banners
Effective June __, 2015)

NAME, ADDRESS, PHONE & EMAIL OF
BANNER OWNER (Sponsor):

BRIEF DESCRIPTION
OF ACTIVITY:

NAME: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

INSTALLATION
DATE: _____

ACTIVITY
DATE: _____

Size and Technical Specifications:

- Height: 36 to 44 inches
- Length: 12 to 25 feet
- Durable materials with wind slits
- Grommets along the top & bottom spaced about two (2) feet apart

PLEASE ATTACH:

- BANNER FEE PAYMENT - \$100.00*
- A SCALE DRAWING OF PROPOSED BANNER, INDICATING THE FOLLOWING:
 1. Size and technical specifications in accordance with the Policy on Banners
 2. Text and color

OFFICE USE ONLY

PERMIT APPROVED – The proposed banner complies with the Policy on Banners of the Town of Boxborough

PERMIT DENIED – The proposed banner does NOT comply with the Policy on Banners of the Town of Boxborough

ISSUED BY: _____

DATE: _____

COMMENTS: _____

PERMIT NUMBER: _____

***BANNER FEE: \$100.00 PAYABLE BY ALL SPONSORS, EXCLUDING TOWN OR TOWN-RELATED EVENTS.**

NOTE: BANNER SHALL BE DELIVERED TO THE DPW, 577 MASS. AVE. THE DPW WILL INSTALL AND REMOVE THE BANNER.

Selina Shaw

From: Bruce Hager <bruce4570@verizon.net>
Sent: Wednesday, May 20, 2015 9:47 AM
To: Selina Shaw
Cc: Dave Birt; Bob Stemple; Bruce Hager; Ed Whitcomb; Jeanne Kangas; 'Jeanne Kangas'
Subject: Request to Use Steele Farm by Vizsla Dog Group

Good Morning Selina,

At a meeting of the Steele Farm Advisory Committee last evening, with three members present, we heard a request from former SFAC member and former resident Judy Resnick to allow the Vizsla Club of Central New England to hold a "Vizsla Fun Day" at Steele Farm. This event has been held on two prior occasions without any complaints from neighbors, public safety officials, or other residents using Steele Farm. The group has left the area undisturbed and possibly cleaner than before the event. While recognizing in discussion that we need to develop more formal guidelines for group activities on the property, in view of two past successful events the SFAC voted unanimously to endorse Judy's request to hold the Vizsla event on the property on June 28, 2015. Judy and I will appear at the BoS meeting on June 1, when the board will consider the request.

Judy has indicated that the group will rent a porta-potty, as in previous years, and we will expect her to notify the Boxborough Police and Fire Departments in advance, so that they are aware of the event.

Regards,

Bruce Hager



To: The Boxborough Board of Selectmen

Date: May 19, 2015

From: Judi Resnick

Re: 3rd Annual Vizsla Fun Day at Steele Farm

I am requesting permission to hold another Fun Day at Steele Farm for my dog club, the Vizsla Club of Central New England. This would be the 3rd annual fun day and will be conducted on the same agenda that we held for previous years' events.

The date is Sunday, June 28, 2015.

Time is: 10:00 am – 2-3:00pm.

The Steele Farm Committee gave their approval at the May 19th meeting.

Parking for the past events was accomplished by on-street parking, use of the Museum lot and at the Farm itself. As in previous years, the farm is still open to local use and parking spaces will be left available for that use with appropriate signage. Several local people joined our group for dog walks and refreshments.

We anticipate approximately 40 people and 25 dogs. The last event was another huge success. Everyone had a wonderful time! Our tables and canopies are set up behind the barn facing the Ice House so are not even noticeable from the street.

All dogs are under owner control at all times and do not constitute a menace to any non-club members using the farm. We have bag stations and supply poop bags so there is no added waste to the farm grounds.

As in previous years, we intend to rent a PortaPotty which will arrive on Friday or Saturday and is padlocked until Sunday. It is placed on the cement pad behind the farmhouse and is very inconspicuous. It was (and will be) promptly removed Monday morning.

We have committees appointed for set-up, breakdown and clean-up. Last year all trash was bagged and removed, and Steele Farm returned to its original, pristine condition.

The Dog Club loves Steele Farm and requested that we gather there again. The varied geography of fields, trails, and ponds is perfect for sporting dogs. I hope you will again approve the use of Steele Farm for our event. All BOS members (and their dogs) are invited to attend as our guests.

Thank you for your consideration. Please contact me if you have any questions or need additional information.

Respectfully,

Judi Resnick

Judi Resnick (jrez@aol.com)



BOARD OF SELECTMEN
Meeting Minutes
April 13, 2015

APPROVED: _____

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

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 Stemple. **Approved 4-0** by a roll call vote: Stemple, aye; Fox, aye; Bak, aye; and Amoroso, aye (Member Gorman not present for vote). It was noted that open meeting may have a detrimental effect on the bargaining position of the Board.

Chair Amoroso re-convened the meeting at 7:35 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.

APPOINTMENTS

- David Nordstrom, of the Conway School, and members of the Steele Farm Advisory Comm. (SFAC) & Boxborough Historical Society (BHSI) were present to discuss the Steele Farm Management Plan. The preliminary scope of services has been worked out; the student team is being finalized; and public meetings are being organized. These students are passionate about sustainable design. The project should be concluded by late June/early July. The Selectmen questioned how the buildings and their current condition factor into this study. Students are going to look at the site in context with the surrounding areas including the structures, however analyzing the structural concerns may be beyond the students' expertise, but they could comment on grade and drainage issues. The team will be meeting with the SFAC to explore stewardship strategies. The team could detail how to manage the agricultural maintenance; not necessarily any business prospective, such as selling Christmas trees or agricultural usage leasing. There are many concerns going forward. The buildings are going to take a significant capital investment. Steele Farm can provide multiple and diverse usage however to offer this management plan is necessary and public input is essential.
- Minute Man Air Field owner, Don McPherson, and MMAF Commissioners, Greg Sheets & Bob Glorioso were present to provide the Selectmen with their annual update. They spoke to the information provided in their Power Point presentation. They provided also this update to the Stow Selectmen. Minute Man Air Field is a public use facility open year-round 24/7. They serve Chelmsford to Hopkinton and beyond. They discussed the State's recent Economic Impact Study, which was handed out, and an update on their runway re-paving/improvements. McPherson invited the Selectmen to their ribbon-cutting ceremony in July. They spoke to the amenities provided air field clientele; businesses operating from the facility and the community outreach they participate in – including Wings & Wheels, LightHawks and Public Safety appreciation events. The Selectmen inquired about aerial drones and the FAA's regulations concerning their operation. Current regulations provide that drones can fly no higher than 400' and not within 5 miles of any airport, including Minute Man.

- Energy Committee members, Francie Nolde and Richard Garrison were present to discuss the proposed joint (Boxborough and Littleton) solar initiative. They have been working on this for many months. Recently they were approached by their Littleton counterparts about combining efforts and create a joint solar initiative with Littleton. It is hoped that this new development will encourage LELD to add to the proposed rebates or net metering incentives. These incentives will only be offered to for LELD customers through this program. Littleton's Town Administrator is presenting this same proposal to their Selectmen tonight. There was discussion as how this joint program could affect Boxborough residents. Though Boxborough is a smaller town, this would allow to program to realize a higher service tier; offering increased savings to participating property owners in both towns. Nolde advised that a solar forum is scheduled for this Thursday at the Sargent Library. Contingent upon a vote of the Littleton Board of Selectmen "to support the Littleton Sustainability Committee's participation in a joint initiative with Boxborough's Energy Committee for a tiered discount solar installation program", Chair Amoroso moved to support the Boxborough Energy Committee's participation in a joint solar initiative with Littleton's Sustainability Committee and to authorize the Boxborough Town Administrator to issue the Solar Initiative RFP for the joint program. Seconded by Member Stemple. **Approved 5-0.** TA Shaw advised that she just received a text message that the Littleton Selectmen have approved this.
- Recreation Commission Chair, Kevin Lehner, and Ken Morse, of AtBats were present to request a reduced field permit fee for the AtBats summer program. Morse advised that they have been running a summer camp for several years on Boxborough fields. In order to be able to provide this program at a reasonable price to local youth for the past four years he has sought a reduction in the Boxborough field usage fees, by compensating the Town with 12% of the program's gross revenues. He would like to continue this for this summer. RecCom Chair Lehner advised that RecCom supports the same criteria as in previous years, and will be formally voting to approve Tuesday night. Further to the recommendation of the Recreation Commission, Member Bak moved to approve Ken Morse's request to use Liberty Field to operate the AtBats Half Day Baseball & Softball Camp for a reduced fee of 12% of gross revenue. Seconded by Member Fox. **Approved 5-0.**
It was noted that all playing fields are currently closed until DPW Director determines they are fit for use.
- Police Chief, Warren Ryder was present to discuss the use of Law Enforcement Trust Fund. Town Accountant Barrett and members of the Finance Committee were present for this discussion. Chair Amoroso opened discussion by noting that the Town Accountant Barrett had concerns about a requested disbursement from this fund and brought them to the Chair's attention. Chair placed this matter on tonight's agenda so it can be thoroughly discussed. Rather than incurring the expense of Town Counsel weighing on this issue, he as an attorney, reviewed the matter; prepared supporting materials and has issued an opinion. He provided a synopsis of the statute and case law that governs these funds which are realized from assets seized from enforcement actions; of the use of these funds and how these funds are to be managed and spent. It was clarified that these funds are not Town revenue but are funds held in trust to be used for purposes stated in said trust and the governing statute. Chief Ryder provided information on the subject expense. A retired police officer had passed away in Florida. This officer wanted to be buried in his uniform. The Chief and a sergeant went down to attend this service and acted as honor guard. Chief Ryder also provided a eulogy. They were gone from Wednesday through Saturday and the Sgt. took comp. time in order to attend. The Chief insured there was coverage so the Sgt. could attend. This was all communicated to the Police Department's liaison before the trip took place and expenses occurred. The Chief is looking to use this fund to reimburse him just for airfare. Other expenses were incurred but he is not seeking reimbursement for them. Chair Amoroso expanded on the opinion he had provided [based on SJC court ruling *Marchand v. Hechenbleiker*] which addresses the proper fund reimbursement/disbursement process. There was input from the other Selectmen. Appearing at memorial events demonstrates a support for their fellow officers and it is a "team building" experience. The Chief provided a wide range of examples as to how his department uses this fund, not just attending these memorial events but others such as the leasing of the Police motorcycle, undercover operational costs – purchasing drugs & compensating informants, along with the Dept.'s public relations efforts – giving ice cream certificates to children that wear bike helmets, etc... There was discussion regarding the definition of "law enforcement" purposes. This is a question of degrees not of kind (out-of-state v. local attendance). The Finance Committee was also invited to provide their input. There is a concern that approving this disbursement sets an unfavorable precedent. There has to be a balance between being respectful while not incurring excess expenses in an effort to do so. Attending these events is an expression of respect, however how does the department make a determination as to whether such an event. There was also discussion as to how the 2nd officer was chosen to attend this funeral. The Chief has discretion on the use of these funds; however shouldn't these funds be used to benefit the Town. FinCom member Steve Ballard advised that he is also an attorney, and he came to an opinion different than the one provided by Chair Amoroso. He opined that statute should take precedent over case law and observed that the Town Accountant concerns were triggered by criteria outlined in the statute and that these circumstances differ from *Marchand*. Discussion was closed and FinCom was thanked for providing input on this matter even though it is not under their purview. Chair Amoroso briefly reviewed the discussion and noted that a warrant for this disbursement will now be prepared and the Selectmen will determine whether to authorize this disbursement by the signing of said warrant.
- No one asked to speak under the Citizens concerns.

MINUTES

- Member Gorman moved to accept the minutes for the Executive sessions of March 16, 2015, March 24, 2015 and April 6, 2015, as written. Seconded by Member Stemple. **Approved 5-0.**

SELECTMEN REPORTS

- Member Gorman reported that the bids have been received for the paving project and a winning bid will now be chosen. We also received the FY 16 Ch. 90 fund notice today. This information will be provided at Town Meeting to support the article on supplemental funding for paving.
- Chair Amoroso reported on Minuteman School District matters. Last week Wayland's Town Meeting did not consider the proposed amendments, so it seems that these amendments will not be ratified. As previously discussed he has presented additional amendments to the Minuteman Supt. and Dr. Bouquillon has advised that these are being incorporated in by District Counsel. This could be accomplished by our Town Meeting, but it is a long shot.
- Member Stemple reported that the Finance Committee voted warrant articles at the last meeting he attended.
- Member Fox reported that the Minuteman School District held a forum last week to discuss the proposed building project and four construction scenarios. These forums are a MSBA requirement and are being held in all Minuteman communities. The new construction scenario seems to be the best option.
- Member Bak reported that the Personnel Board met and discussed the proposed Police Lt. position last week and will meet again on this next week. This would be an "exempt" position. The Personnel Bd. is also working on collating and compiling the input received from the Town Dept. outreach that occurred earlier this year.

NEW BUSINESS

- Member Stemple moved to approve the parade permits for the Memorial Day and Fifer's Day parades, to be held on Monday, May 25, 2015 and Saturday, June 20 2015, respectively, and to waive any applicable fees. Seconded by Member Fox. **Approved 5-0.**
- Member Stemple moved to forward to the Finance Committee for approval the request to transfer \$5,578 from the Reserve Fund to account #001-215-5305-0000 (Dispatch Software – Records Management) to provide for software that will enable Dispatch to interface with the fire alarm radio. Seconded by Member Gorman. **Approved 5-0.**
- The Town Clerk has requested that Alan Rohwer be appointed as Temporary Constable for the upcoming election. Further to the request of the Town Clerk, Chair Amoroso moved to appoint Alan Rohwer as a Temporary Constable, for a term effective immediately and ending on June 30, 2015. Seconded by Member Fox. **Approved 5-0.**
- The Selectmen reviewed the proposed meeting schedule for period June 2015 – January 2016. Chair Amoroso moved to adopt the proposed schedule as written. Seconded by Member Fox. **Approved 5-0.**

CONCERNS OF THE BOARD

- Member Bak noted that she been contacted by constituents about a proposed pole at the top of Hill/Middle Roads. They have concerns that the public safety radio project specifications seem to have changed from what was voted on last year and that under the proposed changes to the Zoning Bylaws cellular companies could use this pole/tower. Member Fox clarified that this amendment is specifically for public safety communication purposes only. This bylaw would also require any applicant to undergo the special permit process which includes a public hearing. There was a brief discussion of the proposed project and the reason the site at the top of Hill and Middle Road was chosen. Chief White and Ryder are aware of these concerns. They will be holding a public forum on April 21st to update residents on this project, and to clear up much of the mis-information that seems to be out there. These are two separate and distinct matters—the public safety radio project and the proposed Zoning bylaw amendment.
- TA Shaw advised that an update from the Public Safety Space Needs Advisory Group will be at the next Selectmen's meeting.

ADJOURN

- At 9:45 PM, Member Stemple moved to adjourn. Seconded by Member Gorman. **Approved 5-0.**



BOARD OF SELECTMEN
Meeting Minutes
April 27, 2015

APPROVED: _____

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

ALSO PRESENT: Selina Shaw, Town Administrator

EXECUTIVE SESSION

- At 6:05 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 Stemple. **Approved 5-0** by a roll call vote: Fox, aye; Bak, aye; Stemple, aye; Amoroso, aye; and Gorman, aye. It was noted that open meeting may have a detrimental effect on the bargaining position of the Board.

Chair Amoroso re-convened the meeting at 7:47 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 prepared announcements; he also announced that the Boxborough Solar Initiative Public Forum will be re-broadcast on the Boxborough Government Channels and that the Selectmen are deferring their discussion on agenda item 8a – Dept. Heads Performance Appraisals.

APPOINTMENTS

- Eagle Scout recipients: Justin L. Klatt, Scott V. Konkle, Carl August Lang, III, Bradford V. Nixon and Allen Proulx; were present to be recognized for achieving the rank of Eagle. Their families and Scout leaders were also present. Chair Amoroso thanked them for their service to the community, referred to their eagle project summaries provided and read the citation into the read. "Be it known that the Board of Selectmen of the Town of Boxborough hereby commends and extends its warmest congratulations to Justin L. Klatt, Scott V. Konkle, Carl August Lang, III, Bradford V. Nixon and Allen Proulx of Boy Scout Troop #1, Boxborough on their induction into the Eagle Court of Honor and be it further known that the Boxborough Selectmen extend best wishes for future success. Signed this day, April 27, 2015, Vincent M. Amoroso Chairman Board of Selectmen" Their individual citation were then handed out to the Scouts.
- Police Chief Warren Ryder; Fire Chief Randolph White; Building Inspector David Lindberg; Town Planner Adam Dushesneau; Consultants, Janet M. Siemenda and Amy Dunlap of HKT Architects Inc. and members of the Space Needs Advisory Group, were to provide the background on this endeavor; an overview of the work undertaken over the past year; to present their space needs assessment findings and to discuss the next steps in this process. Members of the Finance Comm. were also present. Chief Ryder spoke to their PowerPoint presentation. HKT's Amy Dunlap explained the services that HKT provides; their forward visioning philosophy and overview of other public facilities they have consulted on. She broke down the key components of this type of assessment. Chief Ryder provided background on the Police and Dispatch departments, functions that need to occur within this facility and the deficits they are experiencing. Chief White spoke to the Fire Department's history, functions that need to occur within the public safety facilities; the deficits with the current Fire Station including that – vehicle bays are too small for modern apparatus; the entire building is ADA non-compliant; the existing building is past its usable life; and efforts to address these existing deficits would trigger code compliance issues. Some of the Zoning, board of health (septic) and conservation site concerns were reviewed. All of the "test-fit" scenarios generated require some temporary re-location of both facilities. They have been unable to identify alternate sites. The Advisory Group narrowed down seven options to three of the most viable. The cost/benefit analysis of these three scenarios was provided. Construction costs for any of these three proposed

schemes could run between 19.6 and 21 Million Dollars with soft costs of at least 3.6 Million. Soft costs include relocation/phasing needs and consultation fees, furnishing, and financing. There was also discussion of the square footage cost and that cost escalation is projected at 6% annually. These were hard numbers to present, however it a matter balancing the fiscal realities with our needs while not being short-sighted going forward. Alternatives and issues that will have to be addressed when the temporary relocations occur were discussed. The needs assessment part of this project has been completed. This group would like to move onto the next phase, design schematics as proposed in the Town Meeting Article. The Finance Committee provided their input. Their consensus is that though they sympathize with the Chiefs situation, they feel more investigation/research is needed before proceeding. The projected costs are significant. These proposals triple the public safety space currently in use. They would have liked to have seen that the schemes presented that were not primarily based on needs but provided different costs levels. The data that has been compiled so far can be worked on by Town employees that are responsible for construction/development concerns. Planner Duchesneau advised that his current workload would prohibit committing the man-hours necessary to do the analysis the FinCom is proposing. It was noted that the concerns that FinCom has raised would be addressed in the next phase. The charge of SNAG's charge was reviewed. This charge has now been completed and we now need to figure out the next step, and identify options. The public safety of the Town it is not a nicety, but a necessity. The situation we find ourselves in is not unusual. Nationally we have failed to maintain/update the public infrastructure and it is now failing, so there is a significant cost in dealing with these deficits.

As Chief Ryder was present, the Selectmen took Agenda Item 8b, out of order.

NEW BUSINESS

- Member Bak opened discussion on the proposed Police Lieutenant job description. The Personnel Board has met with Chief Ryder on this; reviewed the proposed job description; provided their input, and once this input was incorporated they voted to approve. Further to the recommendation of the Personnel Board, Member Bak moved to approve the job description for the proposed position of Police Lieutenant Seconded by Member Fox. **Approved 5-0.**

APPOINTMENTS (Continued)

- Town Planner, Adam Duchesneau was present to review the Open Space and Recreation Plan and seek the Selectmen approval. Numerous boards/committees and others have provided their input. He reviewed the eight Goals/Objectives of the Plan and provided a synopsis of the pertinent sections. This Plan is only valid for seven years; then process begins anew. Member Gorman offered to provide some editorial edits to Duchesneau off-line. There has been a lot of hard work in generating this Plan. Member Fox moved to approve the Town of Boxborough Open Space and Recreation Plan 2015-2022, draft 4/9/15, and to authorize BoS Chair Vincent Amoroso to sign the letter of submission on behalf of the Board of Selectmen. Seconded by Member Stemple. **Approved 5-0.**

The Selectmen took Agenda Item 8c, out of order.

NEW BUSINESS

- The Board took up two Reserve Fund Transfer Requests -
 - Member Stemple moved to forward to the Finance Committee for approval the request to transfer \$842.00 from the Reserve Fund to account #001-691-5241-0000 (Hist Comm Bldg/Grounds Maintenance) to replace ballasts and lighting fixtures at the town's historical museum Seconded by Member Bak. **Approved 4-0 (Member Fox not present for vote).**
 - Member Bak moved to forward to the Finance Committee for approval the request to transfer \$33,000 from the Reserve Fund to account #001-915-5170-HLTH (Employee Benefits – Health Insurance) to cover employees for whom health insurance benefits had not been budgeted, also to cover increase in premiums effective June 2015. Seconded by Member Stemple. **Approved 4-0 (Member Fox not present for vote).**
- Citizens concerns – Michael & Trina Toups advised that they had concerns about Article #7 – Withdrawal from Minuteman. They provided a letter outlining these concerns. Chair Amoroso advised that based on several recent developments the Selectmen intend to pass over this article and outlined some of these developments, including that 100% ratifications of the District's current proposed amendments in unattainable at this time.

MINUTES

- Member Gorman moved to accept the minutes for the regular session of March 23, 2015, as revised and the Executive session of April 13, 2015, as written. Seconded by Member Stemple. **Approved 5-0.**

SELECTMEN REPORTS

- Member Bak reported that the Recreation Commission is gearing up for summer.

She also reported that the Personnel Bd. has reviewed the Police Lieutenant job description presented tonight.

- Member Fox reported that the Affordable Trust members met with our fund manager, Bartholomew Co. and were educated on the management of trust funds. The BAHT also addressed some housekeeping concerns, at this meeting. Town Accountant Barrett has mechanisms that will enable them to track funds.

He also reported that the MAPC consultants presented a great deal of data to the Master Plan Update Comm. The MPUC is scheduled to meet again in June.

- Member Stemple reported that as was mentioned in the announcements the Steele Farm Advisory Comm. will be holding a public forum on May 6th. The consultant, the Conway School needs the public's input, as to what to do with Steele Farm. The goal is complete this study by the end of July.
- Chair Amoroso reported that he discussed the status of the current Minuteman Agreement amendments and Boxborough's "Plan B" proposal with Supt. Bouquillon earlier today. The upshot is that the current amendments are dead. The Plan B amendments were presented this month to the Minuteman School Comm. but were tabled. The work will continue on further revising the agreement and Chair Amoroso has agreed to work with the District on this. However, he would still recommend that Boxborough vote down the existing amendment article at Town Meeting.
- Member Gorman reported that a winning bid for the Flagg Hill, etc. paving project has been awarded and the contractor should be breaking ground in June. This bid amount leaves appx. \$490,000 in Ch. 90 funds. It was suggested that DPW could then begin to address the paving of the lower part of Hill Road. There was discussion status of the Hill Road culvert/guardrail project. Picnic Street or portions of Burroughs Road could be considered after that. DPW is currently committed to completing FEMA reporting winter storm damage reimbursement so planning these upcoming paving projects will have to wait until completed.

He also reported on another priority that DPW is dealing with. Due the difficult winter several crypts in the North Cemetery were damaged and portions have been exposed. DPW has secured these sites. However, these crypts are 200 years old, and this is beyond DPW abilities so experts will have to be brought in, probably at a significant cost.

DPW has another significant issue that needs to be addressed. The Hager Well filter system is past its usefulness – however estimates will not be available until after Town Meeting. Both the crypt restoration and the well filter updates will likely require a RFT or a possible fall Special Town Meeting funding article.

OLD BUSINESS

- The Board took up matters related to Special/Annual Town Meeting. There were no comments regarding the guest editorial. There was a review and discussion of the proposed motions and the atypical structuring of the motions for the multi-part articles. Updates were provided on several articles including Article #39 ZBA Bylaw amendment; the Snow & Ice Article; and a recent quote for the Fire turn-out gear is lower then what was originally projected.

NEW BUSINESS (Continued)

- The Board passed over discussion of the Dept. Head Performance Appraisals.
- Member Fox opened discussion on an Intermunicipal Agreement (IMA) between the Towns of Boxborough and Littleton for the provision of Littleton Community Television (LCTV) services. He is pleased at to how this turned out. He and TA Shaw have been in discussion with Littleton Cable since they last year's ATM for us. LCTV would take over the management of our cable broadcast station, and this would be funded using existing cable funds, at no cost to taxpayers. Looking forward they will also be helping us design a whole new broadcast set up; improve remote recording and, down the road, develop On demand video access. Videographer, Andrew Robbertz provided his input on this development. Littleton has already signed and if approved tonight this would go into effect this Friday. Member Fox moved that the Board of Selectmen vote, pursuant to MGL C.40, §4A, to authorize execution of an intermunicipal agreement with the Town of Littleton for the provision of Littleton Community Television (LCTV) services at a cost of \$4,600 per month, with an initial term commencing May 1, 2015 and running through June 30, 2016. Seconded by Member Stemple. **Approved 5-0.**

CONCERNS OF THE BOARD

- With the melting snow some residents have voiced concern about trash along the Town's road. DPW does not have the man hours to address this, but it was suggested that we could muster volunteers to do trash pick-up along the road, similar to what the Minutemen do along Mass. Ave every spring. The Selectmen thanked the Minutemen for all of their hard work this weekend.

ADJOURN

- The meeting was adjourned at 10:40 PM.

SIDEWALK EASEMENT

Craftsman Village Boxborough, LLC, a Massachusetts limited liability company with a place of business at 206 Ayer Road, Suite 5, Harvard, MA ("Grantor"), for consideration paid, and in consideration of less than \$100.00, hereby grants to the TOWN OF BOXBOROUGH, MASSACHUSETTS, a municipal corporation with an address of 29 Middle Road, Boxborough, MA 01719 ("Grantee"), with Quitclaim Covenants, the perpetual, non-exclusive right and easement in gross over, under and upon:

The certain strip of land in Boxborough, Middlesex County, Massachusetts, shown as "PROPOSED SIDEWALK EASEMENT" on a plan entitled "CRAFTSMAN VILLAGE AT ELIZABETH BROOK" SIDEWALK EASEMENT, # 55, # 57, # 59, & # 61 CODMAN HILL ROAD, BOXBOROUGH, MASS. OWNED BY: CRAFTSMAN VILLAGE BOXBOROUGH CONDOMINIUM, prepared by Lothian Survey, LLC, 239 Stevens Street, Marlborough, MA 01752, which plan is recorded herewith (the "Easement Premises"). The Easement Premises are located on property of Grantor off Codman Hill Road, Boxborough, Massachusetts (the "Property").

Included in this grant is the perpetual, non-exclusive right and easement in gross for Grantee to use the Easement Premises in common with Grantor and others from time to time entitled to use same for all purposes for which sidewalks are now or hereafter may be used in the Town of Boxborough, Massachusetts, including without limitation inspecting, installing, constructing, repairing, removing, replacing, clearing, operating, maintaining and using a public sidewalk, together with the perpetual right and easement to enter upon said Easement Premises with any and all material and equipment necessary from time to time for all purposes stated

Property Address: Off Codman Hill Road, Boxborough, MA 01719

herein and uses incidental thereto. Grantee shall have the right hereunder to permit members of the public to use the Easement Premises.

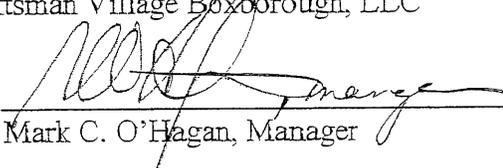
Grantor agrees not to grant any other easements, leases, deeds, licenses or any other rights to the Easement Premises that will interfere with Grantee's perpetual easement without the prior written consent of Grantee. Any easement, lease, deed, license, or any other rights granted in violation of this provision shall be null and void.

All rights and privileges granted herein, including all benefits and burdens, shall run with the Property and shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, successors, assigns, and legal representatives.

For Grantors' title to the Property, see deed dated April 9, 2012 and recorded with said deeds in Book 58860, Page 167.

Witness our hands and seals this 9th day of October, 2014.

Craftsman Village Boxborough, LLC

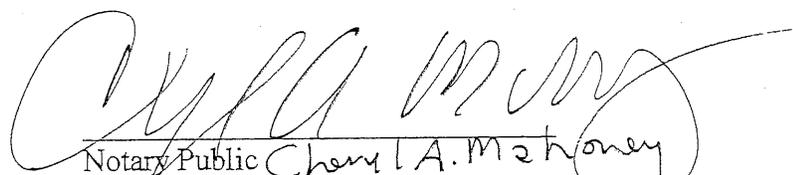
By: 
Mark C. O'Hagan, Manager

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

Oct. 9, 2014

Then personally appeared before me, the undersigned notary public, Mark C. O'Hagan, Manager of Craftsman Village Boxborough, LLC, proved to me through satisfactory evidence of identification, which was Miss. Dawn's Lease, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose, as Manager, as aforesaid.


Notary Public Cheryl A. McHoney
My Commission Expires: 11-21-2014

ACCEPTANCE
TOWN OF BOXBOROUGH

The Town of Boxborough, acting by and through its Board of Selectmen, hereby accepts the foregoing Sidewalk Easement from Craftsman Village Boxborough, LLC, pursuant to the authority granted to it by the vote of the Boxborough Town Meeting on May 12, 2015, a certified copy of which is recorded herewith, and any other authority hereto appertaining, on this _____ day of _____, 201__.

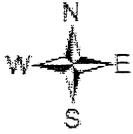
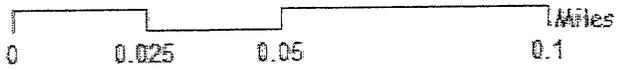
TOWN OF BOXBOROUGH
BOARD OF SELECTMEN

COMMONWEALTH OF MASSACHUSETTS

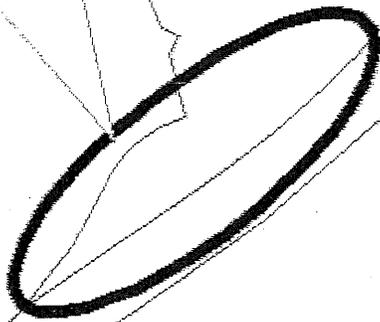
Middlesex, ss

On this _____ day of _____, 201__, before me, the undersigned notary public, personally appeared _____, Member of the Selectmen for the Town of Boxborough, and proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document and acknowledged to me that he/she signed it voluntarily for its stated purpose as the foregoing named member of the Board of Selectmen of the Town of Boxborough, a municipal corporation.

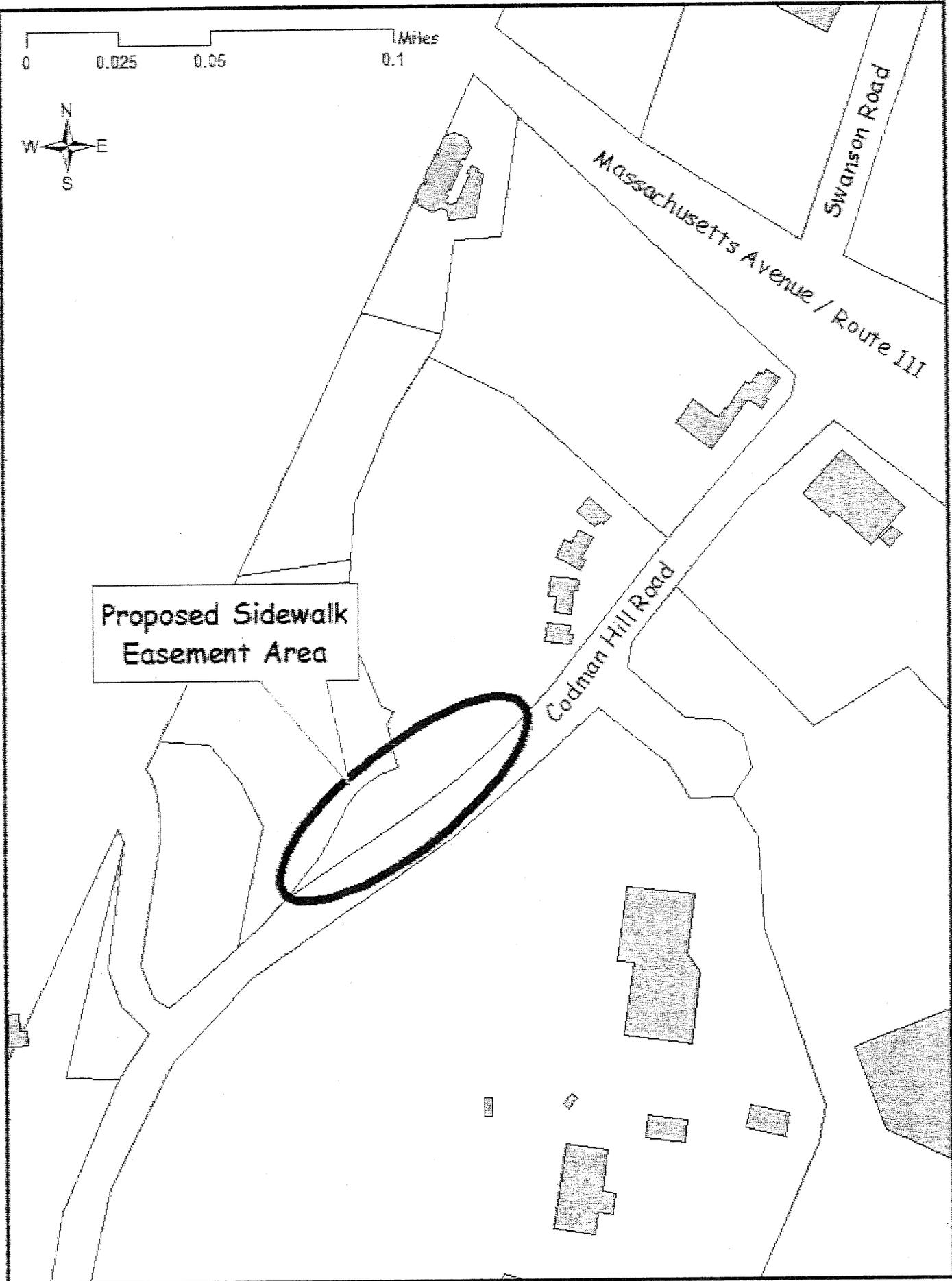
Notary Public
My Commission Expires:



Proposed Sidewalk
Easement Area



Swanson Road
Massachusetts Avenue / Route 111
Codman Hill Road





Reserve Fund Transfer Request

Date: 5/18/15

It is requested by the undersigned that the sum of \$ 12,054.95 be transferred from the Reserve Fund to:
UMAS Acct. # 001-423-5442-0000
(Fund # - Dept. # - Object - Detail)
Description (e.g. Selectmen's expenses) S&I Vehicle Maint Supply

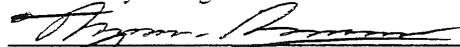
The balance in the line item as of 5/18/15 (Date) is \$ -12865.66. An amount of \$ 10283.00 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

The majority of this transfer is to cover the cost of a new Plow for the Backhoe #13 (\$11,300).

The remaining \$754.95 is general expense due to extreme weather, the difference of the Free Cash Appropriation at Special Town Meeting 5/11/15

Town Meeting Appropriated \$75,000 from Free Cash to offset the total deficit of \$87,054.95

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)	Tom Garmon - DPW Director	(Title)
	(Signature)	Selina Shaw - Town Administrator	(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	_____	_____

* * I N V O I C E * *

Page 1

J.C. MADIGAN, INC.
450 OLD UNION TURNPIKE
LANCASTER, MA 01523
PHONE # (978)847-2900
FAX # (978)847-0068

INV. DATE: 02/05/15

INVOICE #
243297

SOLD TO: 1490
TOWN OF BOXBOROUGH - DPW
HIGHWAY DEPARTMENT

BOXBOROUGH MA 01719

SHIP TO:
TOWN OF BOXBOROUGH - DPW
HIGHWAY DEPARTMENT

BOXBOROUGH, MA 01719

TERMS: N30

PO# .

COMMENTS

SOLD BY: JD

SHIP VIA:

PART NUMBER	PART DESCRIPTION	SHIP QTY	LOC	UOM	PRICE	EXTENDED
EVER132TEL3654SHV	FLOW, R 11' TE STL HYD VORT SERIAL#: Ser. No.: IW7167	1.00		EA	11,300.00	11,300.00

#13



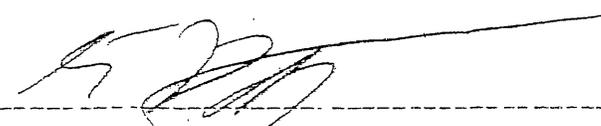
Signature

\$ 11,300 1490
Amount to Pay Vendor Acct #

2/5/15 243297
Invoice Date Invoice #

001.423.5442.0000
Posting Account

Subtotal	\$11,300.00
Sales Tax	\$0.00
Order Total	\$11,300.00
Amt Paid	\$0.00
AMOUNT DUE	\$11,300.00

RECEIVED BY: 

A 20% RE-STOCKING FEE WILL BE CHARGED ON ANY RETURNED ITEMS!
YOU MUST HAVE PROOF OF PURCHASE TO RETURN ANY ITEMS.

PLEASE REMIT TO: J.C. MADIGAN, INC.
450 OLD UNION TURNPIKE
LANCASTER, MA 01523

THIS IS YOUR INVOICE. NO OTHER WILL BE MAILED

Filter by: Segment 2: 423

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

Ledger History - Variance - Expenditure Ledger

Account Number	Budget Encumbered	Transfer:	Allocated	Journal Entry:	Receipt:	Payment:	Ending	% Var.
		This Period To Date		This Period To Date	This Period To Date	This Period To Date		
001-423-5126-0000	5,540.00	0.00		0.00	0.00	-15,500.92		
S&I Seasonal Wages	0.00	0.00	5,540.00	0.00	0.00	-15,500.92	-9,960.92	279.80
001-423-5134-0000	47,581.00	0.00		0.00	0.00	-65,608.76		
S&I OT	0.00	0.00	47,581.00	0.00	0.00	-65,608.76	-18,027.76	137.89
001-423-5243-0000	10,774.00	0.00		0.00	0.00	-2,988.86		
S&I Equipment Maint Svc	0.00	0.00	10,774.00	0.00	0.00	-2,988.86	7,785.14	27.74
001-423-5442-0000	10,283.00	0.00		0.00	0.00	-23,148.66		
S&I Vehicle Maint Supply	0.00	0.00	10,283.00	0.00	0.00	-23,148.66	-12,865.66	225.12
001-423-5531-0000	86,708.00	0.00		0.00	0.00	-140,693.75		
S&I Street Maint Supply	0.00	0.00	86,708.00	0.00	0.00	-140,693.75	-53,985.75	162.26
	160,886.00	0.00		0.00	0.00	-247,940.95		
5 Account(s) totaling:	0.00	0.00	160,886.00	0.00	0.00	-247,940.95	-87,054.95	154.11

STMAH1

- 75,000

120,886.00

001-423-5442-0000

plow

-

11,300

remaining

754.95

Ledger History - Detail - Expenditure Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Account: 001-423-5442-0000	S&I Vehicle Maint Supply	Summary:	0.00	23,148.66	10,283.00	-12,865.66
	Block/Batch	Posted: 07/01/2014		0.00	10,283.00	10,283.00
Tran. Type: Beginning Balanc		By: jbarrett				
Public Works	S&I, Lighting, Well, Fuel, Haz Waste, Transfer St			0.00	10,283.00	10,283.00
Warrant: 2015-17	Block/Batch 2015/17 DPW	Posted: 11/04/2014		3,477.05	0.00	6,805.95
Tran. Type: Payable		By: jbarrett				
IV23648		Winter Equipment Company		3,477.05	0.00	6,805.95
Warrant: 2015-22	Block/Batch 2015/22 DPW	Posted: 12/09/2014		22.79	0.00	6,783.16
Tran. Type: Payable		By: jbarrett				
8770-92326		Carquest of Acton		22.79	0.00	6,783.16
Warrant: 2015-23	Block/Batch 2015/23 DPW	Posted: 12/16/2014		79.99	0.00	6,703.17
Tran. Type: Payable		By: jbarrett				
100148433		Tractor Supply Credit plan		79.99	0.00	6,703.17
Warrant: 2015-27	Block/Batch 2015/27 DPW	Posted: 01/20/2015		4,125.62	0.00	2,577.55
Tran. Type: Payable		By: jbarrett				
004604		C.C. Fillmore Truck Repair I		1,143.00	0.00	5,560.17
65897966		Fleetpride		202.62	0.00	5,357.55
23689		Tom Berube		2,780.00	0.00	2,577.55
Warrant: 2015-30	Block/Batch 2015/30 DPW	Posted: 02/17/2015		11,349.96	0.00	-8,772.41
Tran. Type: Payable		By: jbarrett				
8770-96590		Carquest of Acton		49.96	0.00	2,527.59
243297		J.C. Madigan Inc.		11,300.00	0.00	-8,772.41
Warrant: 2015-32	Block/Batch 2015/32 DPW	Posted: 03/03/2015		1,202.14	0.00	-9,974.55
Tran. Type: Payable		By: jbarrett				
244349		J.C. Madigan Inc.		386.91	0.00	-9,159.32
8770-97451		Carquest of Acton		5.99	0.00	-9,165.31
244385		J.C. Madigan Inc.		130.12	0.00	-9,295.43
59897		JPM Hydraulics Inc.		232.70	0.00	-9,528.13
59911		JPM Hydraulics Inc.		130.00	0.00	-9,658.13
4056453		Kimball Midwest		14.68	0.00	-9,672.81
01 300428		Schmidt Equipment Inc.		292.48	0.00	-9,965.29
295988/1		Acton Hardware		9.26	0.00	-9,974.55
Warrant: 2015-34	Block/Batch 2015/34 DPW	Posted: 03/17/2015		2,891.11	0.00	-12,865.66
Tran. Type: Payable		By: jbarrett				
IV26287		Winter Equipment Company		1,683.11	0.00	-11,657.66
180356		Acton Ford		399.80	0.00	-12,057.46
101830		Ayer Auto Parts		539.65	0.00	-12,597.11

9 d/e

From: Lauren F. Goldberg [REDACTED]
Sent: Tuesday, May 19, 2015 3:01 PM
To: 'sshaw@boxborough-ma.gov'
Cc: John Giorgio
Subject: RE: Ethics question - response by 5/18 , please

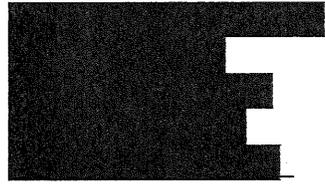
Selina, you have summarized the matter appropriately, and the law has not changed with respect to the same. Where there could be some ambiguity, as you indicate, an exemption for the employee under G.L. c.268A, §20(d) is the most protective. The G.L. c.268A, §19 exemption for the COA Coordinator would address any potential financial interest that the Coordinator might have with respect to scheduling shifts.

Please let me know if you have further questions on this.

Very truly yours,

Lauren

Lauren F. Goldberg, Esq.
Kopelman and Paige, P.C.



This message and the documents attached to it, if any, are intended only for the use of the addressee and may contain information that is PRIVILEGED and CONFIDENTIAL and/or may contain ATTORNEY WORK PRODUCT. If you are not the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please delete all electronic copies of this message and its attachments, if any, and destroy any hard copies you may have created and notify me immediately.

From: Selina Shaw [mailto:sshaw@boxborough-ma.gov]
Sent: Thursday, May 14, 2015 4:43 PM
To: Lauren F. Goldberg
Cc: John Giorgio
Subject: Ethics question - response by 5/18, please
Importance: High

Good afternoon, Lauren.

I had started to write to Brian, but I realized that it was you, who in November 2006 had provided an opinion to me with respect to a Council on Aging member being allowed to serve as a paid CoA van driver. A copy of that opinion is attached. Since you wrote that opinion, the Selectmen, who are the appointing authority for the CoA, designated the CoA members as "special municipal employees". All other circumstances remain the same.

We currently have a shortage of folks available to drive the CoA van. A member of the CoA has asked if he could be considered to serve as a back-up driver to avoid a potential lapse in service.

I have reviewed your November 15, 2006 email opinion and I believe that the following steps are required:

CoA member must seek approval of the BoS under c268A, § 20(d). Furthermore, the CoA Coordinator must seek an exemption from prohibitions of c268A, §19. You have stated that the latter request would also serve as a disclosure pursuant to c268A, §23(b)(3), which prohibits a municipal employee from acting on the basis of bias or favoritism, and would render such a conclusion unreasonable. (Although I am the hiring authority for the CoA Coordinator, it would seem more appropriate for the BoS to authorize the exemption under c268A, §19).

Please let me know if the steps above are still in order, or if any changes have been put in place that would alter the course of action required.

I take off for vacation on the 21st, and am hoping that I can get this off my plate early in the week. Thanks for your assistance.

Regards,
Selina

Selina S. Shaw
Town Administrator
29 Middle Road
Boxborough, MA 01719
(978) 264-1700 general
(978) 264-1712 direct
(978) 264-3127 fax
<http://www.boxborough-ma.gov>

Boxborough: A Rural, Engaged Community for All

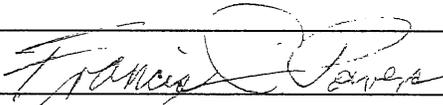
*****Please note new email address: sshaw@boxborough-ma.gov*****

When writing or responding, please be aware that the Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential.

DISCLOSURE BY SPECIAL MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(d)

SPECIAL MUNICIPAL EMPLOYEE INFORMATION	
Name of special municipal employee:	Francis J. Powers
Put an X beside one statement.	<p>I am a special municipal employee because:</p> <p><input type="checkbox"/> I am a selectman in a town with a population of 10,000 or fewer people;</p> <p><input checked="" type="checkbox"/> I am not a mayor, alderman or city councilor, and</p> <p><input checked="" type="checkbox"/> I serve in a municipal position for which no compensation is provided, or</p> <p><input type="checkbox"/> I earned compensation for fewer than 800 hours in the preceding 365-day period, or</p> <p><input type="checkbox"/> By the classification of my position by my municipal agency or by the terms of a contract or my conditions of employment, I am permitted to have personal or private employment during normal business hours.</p> <p><input type="checkbox"/> I work for a company or organization which has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular, and the contract states that I am a special municipal employee or indicates that I meet one of the three requirements listed above.</p>
Title/ Position	Chairman, Council on Aging
Fill in this box if it applies to you.	If you are a special municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Municipal Agency/ Department:	This is "my Municipal Agency." Council on Aging
Agency Address:	29 Middle Road Boxborough, MA 01719
Office phone:	978-264-1717
Office e-mail:	larsenault@boxborough-ma.gov
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a special municipal employee.	21 October 2013

<p>BOX # 1</p> <p>Select either STATEMENT #1 or STATEMENT #2.</p> <p>Write an X by your financial interest.</p>	<p>ELECTED SPECIAL MUNICIPAL EMPLOYEE</p> <p>I am an elected special municipal employee.</p> <p><input type="checkbox"/> STATEMENT #1: I had a financial interest in a contract made by a municipal agency before I was elected to a compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p><input type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
<p>BOX #2</p> <p>Select either STATEMENT #1 or STATEMENT #2.</p> <p>Write an X by your financial interest.</p>	<p>NON-ELECTED SPECIAL MUNICIPAL EMPLOYEE</p> <p>I am a non-elected special municipal employee (compensated or uncompensated).</p> <p><input type="checkbox"/> STATEMENT #1: I had a financial interest in a contract made by a municipal agency, other than an employment contract, before I took a non-elected, compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input type="checkbox"/> A contract between a municipal agency and myself, but not an employment contract.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p>OR</p> <p><input checked="" type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input checked="" type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
<p>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</p>	
<p>Name and address of municipal agency that made the contract</p>	<p>This is the "contracting agency."</p> <p>Town of Boxborough 29 Middle Road Boxborough, MA 01719</p>
<p>Write an X to confirm this statement.</p>	<p><input checked="" type="checkbox"/> In my work as a special municipal employee for my Municipal Agency, I participate in or have official responsibility for activities of the contracting agency.</p>

FILL IN THIS BOX OR THE NEXT BOX	<p>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND YOU.</p> <ul style="list-style-type: none"> - Please explain what the contract is for. <p>I am applying to serve as a back-up driver for the senior van service run by the Town's Council on Aging. Serving in that role, I would be considered a part-time employee of the Town.</p>
	<p>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND ANOTHER PERSON OR ENTITY</p> <ul style="list-style-type: none"> - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?
<p>What is your financial interest in the municipal contract?</p>	<ul style="list-style-type: none"> - Please explain the financial interest and include the dollar amount if you know it. <p>I am currently a member of the Council on Aging (CoA). I am applying to be a driver for the van service provided by the Town for seniors and disabled residents. Compensation is presently \$13.97 per hour.</p>
<p>Date when you acquired the financial interest</p>	<p>I have not yet acquired a financial interest and am seeking the exemption in advance of filing the paperwork for the position.</p>
<p>What is the financial interest of your immediate family?</p>	<ul style="list-style-type: none"> - Please explain the financial interest and include the dollar amount if you know it. <p>None</p>
<p>Date when your immediate family acquired the financial interest</p>	
<p>Employee signature:</p>	
<p>Date:</p>	<p>21 May 2015</p>

SEE NEXT PAGE FOR APPROVAL
 BY CITY COUNCIL, BOARD OF ALDERMEN,
 BOARD OF SELECTMEN, TOWN COUNCIL,
 OR DISTRICT PRUDENTIAL COMMITTEE

**APPROVAL OF EXEMPTION
BY THE CITY COUNCIL, BOARD OF ALDERMEN, BOARD OF SELECTMEN,
TOWN COUNCIL OR DISTRICT PRUDENTIAL COMMITTEE**

Name:	
Name of approving body: Write an X by one selection.	<input type="checkbox"/> City Council <input type="checkbox"/> Board of Aldermen <input checked="" type="checkbox"/> Board of Selectmen <input type="checkbox"/> Town Council <input type="checkbox"/> District Prudential Committee
Title/ Position	
Agency Address:	29 Middle Road Boxborough, MA 01719
Office phone:	978-264-1712
APPROVAL OF § 20(d) EXEMPTION	
	We have received a disclosure under G.L. c. 268A, § 20(d) from a special municipal employee who seeks to have a financial interest in a contract made by a municipal agency of this city or town. We understand that the special municipal employee participates in, or has official responsibility for, activities of the municipal agency that made the contract. We approve this exemption under § 20(d) regarding the financial interest identified by the special municipal employee.
Signature:	On behalf of the Council, Board or Committee identified above, I sign this approval.
Date:	

Attach additional pages if necessary.

File your completed, signed, approved Disclosure with the city or town clerk.

9e
**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST
 AND DETERMINATION BY APPOINTING AUTHORITY
 AS REQUIRED BY G. L. c. 268A, § 19**

MUNICIPAL EMPLOYEE INFORMATION	
Name:	Laura Arsenault
Title or Position:	Council on Aging Coordinator
Municipal Agency:	Town of Boxborough, Council on Aging
Agency Address:	29 Middle Road Boxborough, MA 01719
Office Phone:	978-264-1717
Office E-mail:	larsenault@boxborough-ma.gov
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.
PARTICULAR MATTER	
Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	Please describe the particular matter. A member of the Council on Aging may be hired as an on call driver for the COA van service.
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	Please describe the task you are required to perform with respect to the particular matter. I perform the administrative duties associated with the van service. This encompasses assignment of work schedules to the various drivers, processing payroll and prepare the monthly statistical reports for the Montachusett Regional Transit Authority.
FINANCIAL INTEREST IN THE PARTICULAR MATTER	
Write an X by all that apply.	<input checked="" type="checkbox"/> I have a financial interest in the matter. <input type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.

Financial interest in the matter	Please explain the financial interest and include a dollar amount if you know it. I am a paid employee of the Town. Members of the CoA may provide input to my performance evaluation. It may seem that my participation in the scheduling of shifts or supervision of van drivers who are also CoA members could be a matter in which I could ultimately have a financial interest.
Employee signature:	<i>Laura Arsenault</i>
Date:	5-21-15

DETERMINATION BY APPOINTING OFFICIAL

APPOINTING AUTHORITY INFORMATION	
Name of Appointing Authority:	Boxborough Board of Selectmen
Title or Position:	
Agency/Department:	
Agency Address:	29 Middle Road Boxborough, MA 01719
Office Phone:	978-264-1712
Office E-mail	selectmen@boxborough-ma.gov
DETERMINATION	
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.
Appointing Authority signature:	
Date:	
Comment:	

Attach additional pages if necessary.

The appointing authority shall keep this Disclosure and Determination as a public record.



received
4-29-2015

March 2015

Dear Chief Elected Official:

In March 2014, MA Senate Bill 1172, "An Act Ensuring the Safety of People with Pets in Disasters," was signed into law. This law requires Massachusetts cities and towns to have a plan in place "to include strategies to support the needs of people with household pets and the needs of household pets under their care, including service animals" before, during and after an emergency or natural disaster. The best defense for a disaster is a prepared and practiced plan. There are numerous challenges in developing plans for animal evacuation and sheltering, which can only be solved by creative ideas and innovative programs.

This letter is to introduce you, as the Chief Elected Official, to this new law. Implementation of this law will require a cooperative effort between your town or city Emergency Manager, Animal Control Officer, and many others - with the full backing of Senior Town Officials and various Department Heads. The State of Massachusetts Animal Response Team (SMART) is available to assist in the implementation of the law in your city or town by providing resources and information about best practices.

One of the roles you can play as the Chief Elected Official is to help educate pet owners and town leaders about how to include animals in emergency management plans. This new law provides for animals before, during and after disasters and may include control, evacuation and sheltering of animals. There are two different types of emergency animal shelters:

- **Temporary Shelter:** animals are mainly cared for by members of a sheltering organization and volunteers who are trained in animal handling until animals can be returned to their owners.
- **Co-location Shelter:** located in the immediate vicinity of the human shelter which allows the pet owners to be more involved with their pets' daily care.

The latter offers more advantages and should be the first goal of any sheltering plan. It is recommended that a site be chosen in advance of any disaster. When possible, it is best to collaborate with people responsible for the human shelter. A co-location arrangement can be a benefit to both to both people and their pets. Some types of facilities to consider would be animal care facilities, fairground facilities, warehouses and school/university buildings. Each shelter site will need certain amenities to provide the best care for the animals. The following links can help you get started in your planning.

<http://www.smartma.org> (go to "resources")

<http://www.nasaaep.org> (go to "library" for best practices)

<http://www.drc-group.com/project/dart.html>

Additionally, please see the list below of existing animal response teams. You can contact the one closest to you for local resources:

- Berkshire DART (<http://wmdart.org/teams/berkshire-county/>)
- Cape Cod DART (<http://www.ccdart.org>)
- Central MA DART (<http://www.cmdart.org>)
- Hampshire Emergency Animal Response Team (Hampshire County - <http://wmdart.org/teams/h-e-a-r-t/>)
- Hudson DART (<https://sites.google.com/site/hudsonmrccdart/home>)
- Martha's Vineyard DART (Rita Brown, Assistant Emergency Management Director, rabrown1950@comcast.net or 508-221-8347)

In the process of working on your emergency plan feel free to contact SMART at info@SMARTma.org. We are here to help. Please note that we are sending a similar letter to your Town or City Emergency Management Director and Animal Control Officer.

David Schwarz, D.V.M., President, S.M.A.R.T.



THE 189TH GENERAL COURT OF
THE COMMONWEALTH OF MASSACHUSETTS

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Session Law

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[2014](#)

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AN ACT ENSURING THE SAFETY OF PEOPLE WITH PETS IN DISASTERS.

Jump to:

2014

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Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Section 1 of chapter 639 of the acts of 1950, as amended by section 1 of chapter 579 of the acts of 1968, is hereby amended by inserting after the word "persons" the following words:- and household pets and service animals, as defined by the Federal Emergency Management Agency, pursuant to 42 U.S.C. § 5170b,.

SECTION 2. Said section 1 of said chapter 639, as so amended, is hereby further amended by adding the following paragraph:-
Any emergency plan of operations shall include strategies to support the needs of people with household pets and the needs of household pets under their care, including service animals. The local organization for civil defense shall take appropriate steps to educate the public regarding the resources available in the event of an emergency and the importance of emergency preparedness planning.

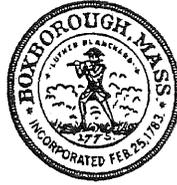
SECTION 3. Any emergency plan of operations shall be consistent with sections 1 and 2 not later than 12 months after the effective date of this act.

Approved, March 24, 2014.

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Internal Communications and Outgoing Communications
June 1, 2015

1. Communications from xfinity [Comcast]:
 - a. Operational Reports for their Fiscal Year ending 12/31/14, coverage dated April 27, 2015, to the Board of Selectmen.
 - b. Sr. Mgr. of Gov't & Regulatory Affairs, Ben Pearlman, dated May 11, 2015, to the Board of Selectmen regarding their Franchise Fee Payment along with Quarterly Report, and check for \$10,180.18.
2. Communication from MEMA and the DCR, dated May 2015, to "Potential Hazard Mitigation Grant Applicants" notifying of the availability of FEMA grant funding for the January 2015 Severe Winter Storm.
3. Copy of a letter and accompanying Town Meeting Certificate of Vote, to Minuteman School Committee Chair Jeff Stulin, dated May 11, 2015, from the Wayland Town Clerk requesting that the Minuteman District prepare an amendment to the District agreement setting forth the terms and conditions by which the Town of Wayland may with withdraw from the Regional District.*
4. Email communication from Viola Baboola, Verizon New England, Inc., dated May 15, 2015, to Town Administrator Selina Shaw, regarding their PEG Grant Report 1st Quarter 2015, and the check for their 1st Quarter PEG payment of \$14,586.00.

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

BOS-ICK*

(3)



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

NAN BALMER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
www.wayland.ma.us

BOARD OF SELECTMEN
LEA T. ANDERSON
MARY M. ANTES
ANTHONY V. BOSCHETTO
CHERRY C. KARLSON
JOSEPH F. NOLAN

May 12, 2015

By First Class Mail and By Certified Mail Return Receipt Requested

Mr. Jeff Stulin, Chair
Minuteman Regional Vocational Technical School Committee
758 Marrett Road
Lexington MA 02421

Re: Withdrawal from Regional School District

Dear Chair Stulin:

In April of 2015, the Wayland Town meeting voted to take action to withdraw from the Minuteman Regional Vocational Technical School District ("Regional District") and to request that the Regional District prepare an amendment to the current Regional District Agreement setting forth the terms and conditions by which the Town of Wayland may withdraw from the Regional District. In accordance with the current Regional District Agreement, the Wayland Town clerk sent written notice to the Regional District of the Town's vote to withdraw and requested that the Regional District Committee draw up an amendment to the Regional District Agreement setting forth the terms and conditions by which the Town of Wayland may withdraw.

Therefore, the Board of Selectmen requests that the Regional District Committee take action as soon as practicable to draw up such an amendment which should address, among other matters, the following:

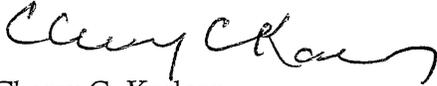
1. The terms by which Regional District students residing in the Town of Wayland will continue and complete their education in the Regional District after the withdrawal of the Town of Wayland from the Regional District;
2. The terms by which the Town of Wayland will be able to send additional students residing in Wayland to the Regional District; and
3. The financial obligations of the Town of Wayland upon and after the effective date of the Town's withdrawal from the Regional District.

Mr. Jeff Stulin, Chair
Minuteman Regional Vocational Technical School Committee

Page Two

Pursuant to Sec. IX(B) of the MRVTSD Agreement, enclosed is a certified copy of the withdrawal amendment.

Sincerely,



Cherry C. Karlson
Chair, Wayland Board of Selectmen

cc: Members of the Wayland Board of Selectmen
Nan Balmer, Wayland Town Administrator
Mary Ellen Castagno, Wayland Representative to Minuteman
Dr. Paul Stein, Wayland Superintendent of Schools
Members of the Acton Board of Selectmen
Steven Ledoux, Acton Town Manager
Eva Szkaradek, Acton Town Clerk
Members of the Arlington Board of Selectmen
Adam Chapdelaine, Arlington Town Manager
Stephanie Lucarelli, Arlington Town Clerk
Members of the Belmont Board of Selectmen
David J. Kale, Belmont Town Manager
Ellen O'Brien Cushman, Belmont Town Clerk
Members of the Bolton Board of Selectmen
Donald Lowe, Bolton Town Administrator
Pamela Powell, Bolton Town Clerk
Members of the Boxborough Board of Selectmen
Selina Shaw, Boxborough Town Administrator
Elizabeth Markiewicz, Boxborough Town Clerk
Members of the Carlisle Board of Selectmen
Timothy D. Goddard, Carlisle Town Administrator
Charlene M. Hinton, Carlisle Town Clerk
Members of the Concord Board of Selectmen
Christopher Whalen, Concord Town Manager
Anita S. Tekle, Concord Town Clerk
Members of the Dover Board of Selectmen
David W. Ramsay, Dover Town Administrator
Felicia Hoffman, Dover Town Clerk
Members of the Lancaster Board of Selectmen
Ryan McNutt, Lancaster Town Administrator
Mary de Alderete, Lancaster Town Clerk
Members of the Lexington Board of Selectmen
Carl F. Valente, Lexington Town Manager
Lynn A. Pease, Lexington Town Clerk

Mr. Jeff Stulin, Chair
Minuteman Regional Vocational Technical School Committee

Page Three

cc: Members of the Lincoln Board of Selectmen
Timothy S. Higgins, Lincoln Town Administrator
Susan R. Brooks, Lincoln Town Clerk
Members of the Needham Board of Selectmen
Kate Fitzpatrick, Needham Town Manager
Theodora K. Eaton, Needham Town Clerk
Members of the Stow Board of Selectmen
William Wrigley, Stow Town Administrator
Linda E. Hathaway, Stow Town Clerk
Members of the Sudbury Board of Selectmen
Maryanne Bilodeau, Sudbury Interim Town Manager
Rosemary Harvell, Sudbury Town Clerk
Members of the Weston Board of Selectmen
Donna S. VanderClock, Weston Town Manager
Deborah Davenport, Weston Town Clerk

**TOWN OF WAYLAND'S REQUESTED AMENDMENT TO MINUTEMAN
REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT AGREEMENT
REGARDING WITHDRAWAL**

The following shall constitute the Town of Wayland's ("the Town") amendment to the Minuteman Regional Vocational Technical School District ("the District") Agreement, which the Town requests be drawn up by the District School Committee ("the Committee") to facilitate the Town's withdrawal from the District, pursuant to Sec. IX(A) of the Agreement and pursuant to the April 15, 2015 vote of Town Meeting:

**I. CONTINUING LIABILITY FOR OPERATING
COSTS/SPECIAL OPERATING COSTS**

Following the date of the Committee's receipt of notice from the Town to the Committee that the Town seeks to withdraw and that Town Meeting has voted to withdraw and until the effective date of withdrawal, the Town shall continue to be liable for Operating Costs, except Special Operating Costs, as apportioned to the Town in accordance with Sec. IV(E) of the Agreement. The Town shall continue to be liable for Special Operating Costs until the effective date of withdrawal, as apportioned to the Town in accordance with Sec. IV(F) of the Agreement. The Town's liability for Operating Costs and for Special Operating Costs shall terminate on the effective date of withdrawal.

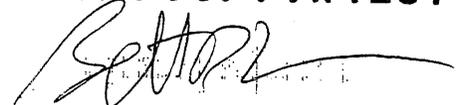
II. CONTINUING LIABILITY FOR CAPITAL COSTS

Following the effective date of withdrawal the Town shall continue to be liable for its apportioned share of Capital Costs in accordance with Sec. IX(D) of the Agreement, with the following exception. Notwithstanding the foregoing sentence, the apportioned obligations for which the Town shall continue to be liable during the period of the withdrawal procedure and after withdrawal shall exclude, and shall not include, any and all debt which is incurred by the District after the date on which notice is received by the Committee of the Town's intent to withdraw. The calculation of the Town's apportioned obligations shall therefore exclude, and not include, any and all such debt.

III. ENROLLMENT OF STUDENTS FROM THE TOWN

Pupils who are residents of the Town and who are enrolled as of the date of the Committee's receipt of the Town's notice of intent to withdraw may remain enrolled through the completion of their studies and graduation. Pupils who are residents of the Town and who are not enrolled as of that date may enroll during the withdrawal period. If such students cannot complete their studies and graduate before or as of the effective date of withdrawal, they may remain enrolled thereafter as nonresident students pending such completion/graduation, in accordance with the established terms of enrollment for such students. Following the effective date of withdrawal, the Town's withdrawal shall not affect the eligibility of residents of the Town to apply for nonresident admission under the District's Admissions Policy, sec. III, as effective January 13, 2004.

A TRUE COPY ATTEST



**TOWN CLERK
TOWN OF WAYLAND**

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10b



Minutes, Notices and Updates
June 1, 2015

Minutes

1. Conservation Commission Minutes for meeting held May 6, 2015

Notices

1. Notice of a Recreation Commission meeting held May 19, 2015
2. Notice of a Minuteman School Committee meeting held May 19, 2015
3. Notice a Historical Commission meeting held May 26, 2015
4. Notices of A-B School Regional School Committee meetings:
 - a. Regular School Committee held May 21, 2015
 - b. Negotiations Subcommittee [Executive Session] meetings
 - i. Held May 27, 2015
 - ii. To be held June 3, 2015
 - iii. To be held June 4, 2015
 - c. Policy Subcommittee meetings
 - i. Held May 27, 2015
 - ii. To held June 3, 2015
5. Notice of Personnel Board meetings:
 - a. To be held June 3, 2015
 - b. To be held June 9, 2015
6. Notice a Finance Committee meeting held June 22, 2015
7. News Release from the Steele Farm Advisory Committee advising of Steele Farm Management Plan Public Forum to be held on June 3, 2015
8. Notice a Planning Board meeting to be held June 24, 2015, regarding a Notice of Temporary Pole Installation and Public Meeting.#
9. Save the Date Notice from the MBTA Advisory Board – June 1, 2015

#Indicates that the item had been previously distributed.

10c



General Correspondence
June 1, 2015

1. Letter from the Coalition for Responsible Retailing, [undated] to Vincent Amoroso, outlining their efforts to dispute assertions made in a recent Mass. Health Officers Assoc. communication regarding minors that use tobacco products and the means how and from where they access said products. They further are asking municipal officials to – implement policies that address that sources that provide these products to minors; make possession of these product by a minor a civil infraction; allow retailers to continue to sell products for adult consumption; respect the competitive nature of small business in the sale of these products and request the opportunity to meet with local officials to discuss their proposals.