



BOARD OF SELECTMEN
Meeting Agenda
June 15, 2015
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 7:00 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

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

a) Various board members to be considered for (re) appointment for terms effective **July 1, 2015 through June 30, 2018, unless otherwise noted** (starting at ≈ 7:05 PM)

- | | | |
|--------|---|-------|
| i. | Brian Morrison, Agricultural Commission [tentative for 6/15] | VOTE: |
| ii. | Simon Bunyard, Board of Registrars | VOTE: |
| iii. | Les Fox, Boxborough, Affordable Housing Trust (**through June 30, 2017) | VOTE: |
| iv. | Channing Wagg, Affordable Housing Trust (**through June 30, 2017) | VOTE: |
| v. | Joan Meyer, Boxborough Housing Board [tentative for 6/15] | VOTE: |
| vi. | Pamela Follett, Boxborough Well-Being Committee (**through June 30, 2017) | VOTE: |
| vii. | R. Allen Murphy, Boxborough Well-Being Committee (**through June 30, 2017) | VOTE: |
| viii. | Cindy Worthington-Berry, Boxborough Well-Being Committee (**through June 30, 2017)
[unable to attend 6/15 or 6/29] | VOTE: |
| ix. | Rebecca Neville, Cemetery Commission | VOTE: |
| x. | Sonali Bhatia, Council on Aging | VOTE: |
| xi. | Elizabeth West, Council on Aging | VOTE: |
| xii. | Alan Rohwer, Historical Commission | VOTE: |
| xiii. | Shirley Warren, Historical Commission | VOTE: |
| xiv. | Anne Canfield, Personnel Board | VOTE: |
| xv. | Pat Flanagan, Personnel Board | VOTE: |
| xvi. | Trena Minudri, Public Celebrations and Ceremonies | VOTE: |
| xvii. | Carla Bacharach, Public Celebrations and Ceremonies [new appointee] | VOTE: |
| xviii. | Jeanne Steele-Kangas, Steele Farm Advisory Committee | VOTE: |
| xix. | Edward Whitcomb, Steele Farm Advisory Committee | VOTE: |
| xx. | Megan Connor, Recreation Commission | VOTE: |
| xxi. | Hilary Greven, Recreation Commission | VOTE: |
| xxii. | Mitzi Garcia-Weil, Recreation Commission | VOTE: |

[Move to appoint... to the... for a term commencing July 1, 2015 through June 30...]

b) Athletic field permit waiver/reduction requests

- i. Holly Kuovo, Fitting Fitness In – fee reduction request, 7:45 PM
- Move to approve the request of Holly Kuovo, Fitting Fitness In, to use Fifer's Field on Monday and Wednesday mornings from 5:30 – 6:30 AM for the period July 6 – August 12, 2015 for the purpose of providing a Women's Boot Camp, and to approve a reduced fee equal to 10% of program revenue*
- VOTE:

- ii. Christine Casebolt and Laura Ristaino, Blanchard 6th grade Celebrations Committee – fee waiver request, 7:55 PM
Move to approve the request of the Blanchard Celebrations Committee to use Flerra Field for the purpose of holding the annual end-of-year celebration for Blanchard's 6th grade class on Monday, June 22, from 4 – 7 PM (rain date – Wednesday, June 24), and to waive the fee

VOTE:

c) Citizens concerns

4. MINUTES

- a) Regular session, June 1, 2015
- b) Executive session, June 1, 2015

ACCEPT & POF
ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

- a) Update on proposed Middle Road Public Safety communication systems upgrades and formation of a study group
- b) Banner policy
 - i. *Further to the recommendation of the Inspector of Buildings and Police Chief, move to authorize the location for hanging banners across Massachusetts Avenue in the vicinity of pole 57*
 - ii. *Move to approve the banner policy as written (... or as modified)*

VOTE:
VOTE:

7. NEW BUSINESS

- a) Reserve Fund Transfer Requests
 - i. Planning Board Travel
Move to forward to the Finance Committee for approval the request to transfer \$116.72 from the Reserve Fund to account #001-175-5711-0000 (Planning Board Travel) to cover outstanding travel costs for FY15
 - ii. Police Overtime
Move to forward to the Finance Committee for approval the request to transfer \$57,034 from the Reserve Fund to account #001-210-5134-0000 (Police Overtime)
 - iii. Animal Control Telephone/Other Expense
Move to forward to the Finance Committee for approval the request to transfer \$105.00 from the Reserve Fund as follows: \$60 to account #001-291-5341-0000 (Animal Control Telephone) and \$45 to account #001-291-5799-0000 (Animal Control Other Expense)
 - iv. Landfill Monitoring
Move to forward to the Finance Committee for approval the request to transfer \$2,550 from the Reserve Fund to account #001-511-5241-0000 (Landfill Monitoring)
 - v. Library Building/Grounds Maintenance Service
Move to forward to the Finance Committee for approval the request to transfer \$6,660 from the Reserve Fund to account #001-610-5241-0000 (Library Building/Grounds Maintenance Service)
 - vi. Historical Commission Building/Grounds Maintenance
Move to forward to the Finance Committee for approval the request to transfer \$100 from the Reserve Fund to account #001-691-5241-0000 (Historical Comm Building/Grounds Maint)
 - vii. Police & Fire Accident Insurance
Move to forward to the Finance Committee for approval the request to transfer \$1,550 from the Reserve Fund to account #001-912-5173-0000 (Police & Fire Accident Insurance)

VOTE:
VOTE:
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VOTE:

8. CORRESPONDENCE

ACCEPT & POF

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

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. ADJOURN

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BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2016
Complete List

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
A/B Cultural Council - Staggered 3 year terms; no more than 2 consecutive terms (MGL c10 §58)					
Nancy	Evans	10/21/13	2016		
Sheila	Hanrahan	06/29/15		2018	
Ramika	Shah	06/30/14	2017		
VACANT				2018	<i>Formerly held by Nancy Kumaraswami</i>
VACANT				2018	<i>Formerly held by Marion Powers</i>
VACANT				2018	<i>Formerly held by Alexi Presti-Simpson</i>
Agricultural Commission - Staggered 3 year terms; 5 members (3 minimum) (one of which may be a non-resident directly engaged in Agricultural Activities in Town) Established ATM 5/12/08					
Kathie	Becker	07/21/08	2017		
Bryon	Clemence	07/21/08	2017		
Brian	Morrison	07/01/12	2015	2018	
Owen	Neville	07/21/08	2016		
John	Neyland	07/21/08	2016		
Airport Study Committee - 5 members; 3 year terms, est 8/9/93 - Dissolved 2014					
Zoning Board of Appeals - staggered 3 year terms; 5 full & 2 alternate members (1 year terms)					
Tom	Gorman	01/27/03	2016		
Kristin	Hilberg	11/03/08	2017		
Michael	Toups	10/02/06	2017		
Lonnie	Weil	10/02/06	2016		
Chris	Habersaat	09/22/03	2015	2016	<i>Alternate</i>
VACANT				2018	<i>Formerly held by Karen Warner</i>
VACANT				2016	<i>Alternate</i>
Board of Registrars - staggered 3 year terms; 3 members & Town Clerk					
Elizabeth	Markiewicz	1st elected 2006	2013		Chair by virtue of Town Clerk position
Nancy	Brown	06/30/81	2017		
Simon	Bunyard	02/04/15	2015	2018	
Virginia	Richardson	05/22/06	2016		
Boxborough Affordable Housing Trust - staggered 2 year terms, 5 members, est STM 5/14/07					
Les	Fox	07/01/07	2015	2017	BoS
R. Allen	Murphy	07/01/07	2016		BHB
Ron	Vogel	06/20/11	2015	2017	BHB
Channing	Wagg	06/20/11	2015	2017	At - Large
Neal	Hesler	07/21/14	2016		FinCom

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Boxborough Housing Board - Staggered 3 year terms; 5 + members, est. STM 10/30/00					
Michael	Fetterman	03/31/14	2016		
Diane	Friedman	08/08/05	2016		
Joan	Meyer	01/08/01	2015	2018	
R. Allen	Murphy	11/18/02	2017		
Ron	Vogel	01/22/01	2016		
VACANT				2018	
<i>Les</i>	<i>Fox</i>		<i>(2015)</i>	<i>2016</i>	<i>Ex-officio</i>
<i>Dave</i>	<i>Koonce</i>		<i>(2015)</i>	<i>2016</i>	<i>Ex-officio</i>
Boxborough Information Technology Committee (BIT.com) Staggered 3 year terms; 7 members, est. 2/26/01 (Charter) Inactive since 2013					
Boxborough Well-Being Committee - Established November 18, 2013 (At-large members - 3 year terms; Housing Bd, BoH & UCC members - 2 year terms; Ex-officio members - 1 year terms.)					
Susie	Allen	11/18/13	06/30/16		At-Large
Liz	Markiewicz	11/18/13	06/30/16		At-Large
Kate	Smyers	11/18/13	06/30/16		At-Large
Channing	Wagg	11/18/13	06/30/16		At-Large
Pam	Follett	11/18/13	06/30/15	2017	BoH
Al	Murphy	11/18/13	06/30/15	2017	BHB
Cindy	Worthington-Berry	11/18/13	06/30/15	2017	UCC
<i>Lauren</i>	<i>Abraham</i>	<i>11/05/14</i>	<i>06/30/15</i>	<i>2016</i>	<i>Ex-Officio - CSC</i>
<i>Laura</i>	<i>Arsenault</i>	<i>11/18/13</i>	<i>06/30/15</i>	<i>2016</i>	<i>Ex-Officio - CoA</i>
<i>Tamara</i>	<i>Bedard</i>	<i>11/18/13</i>	<i>06/30/15</i>	<i>2016</i>	<i>Ex-Officio - Nashoba BoH</i>
<i>Jim</i>	<i>Gorman</i>	<i>11/18/13</i>	<i>06/30/15</i>	<i>2016</i>	<i>Ex-Officio - BoS</i>
<i>Gail</i>	<i>Kessler-Walsh</i>	<i>11/18/13</i>	<i>06/30/15</i>	<i>2016</i>	<i>Ex-Officio - Blanchard School</i>
<i>Warren</i>	<i>Ryder</i>	<i>11/18/13</i>	<i>06/30/15</i>	<i>2016</i>	<i>Ex-Officio - Police Chief</i>
<i>Selina</i>	<i>Shaw</i>	<i>11/18/13</i>	<i>06/30/15</i>	<i>2016</i>	<i>Ex-Officio - Town Administrator</i>
<i>Randolph</i>	<i>White</i>	<i>11/18/13</i>	<i>06/30/15</i>	<i>2016</i>	<i>Ex-Officio - Fire Chief</i>
Cemetery Commission - est. as an appointed board ATM 1973, staggered 3 year terms; 3 members.					
Donald	Morse	07/01/09	2016		
Becky	Neville	07/01/12	2015	2018	
William	Sutcliffe	07/01/09	2017		

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Community Preservation Committee - Staggered terms; 9 members CPA/CPC Bylaw Approved 2014 ATM & CPA Approved at 11/4/14 Election					
<i>HOLD - Still awaiting input from individual boards</i>					
Hugh	Fortmiller	11/17/14	2016		BoS Designee
Mitzi	Garcia-Weil	12/15/14	2016		RecCom
Rita	Grossman	11/17/14	2015	2018	BoS Designee
Owen	Neville	11/24/14	2016		Planning Board Appointee
John	Neyland	11/24/14	2015	2018	Agricultural Commission
Dennis	Reip	11/24/14	2017		Conservation Commission
Alan	Rohwer	11/24/14	2017		Historical Commission
John	Rosamond	11/24/14	2015	2018	Finance Committee
Ron	Vogel	12/15/14	2017		Housing Board
Conservation Commission - Staggered 3 year terms; 3 - 7 members (MGL c 40 §8C)					
David	Follet	09/25/06	2017		
Charlene	Golden	pre-1974	2017		
Norm	Hanover	08/29/11	2016		
Dave	Koonce	06/30/87	2017		
Dennis	Reip	09/08/03	2015	2018	
Hoff	Stuart	11/19/12	2016		
VACANT				2018	
Council on Aging - Staggered 3 year terms; 5 + members (est. 1975, amended 2006)					
Sonali	Bhatia	08/03/09	2015	2018	
Lauraine	Harding	06/25/12	2016		
Susan	Page	07/21/14	2016		
Frank	Powers	10/21/13	2017		
Frank	Sibley	04/02/07	2015	2018	
Elizabeth	West	07/01/12	2015	2018	
Barbara	Wheeler	01/26/09	2016		
Design Review Board - 3 year terms; 5 members (1 at-large; the others designated by their respective boards/committees)					
Kevin	Mahoney	07/29/13	2016		Hist Comm designee
Eduardo	Pontoriero	11/03/14	2016		Planning Bd. designee
Robert	Stemple (?)	07/01/12	2015	2018	BoS designee
VACANT					Perm Bldg Comm designee
VACANT					At-large Member

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Finance Committee - appointed by the Town Moderator					
Steve	Ballard	03/13/13	2015		
Amy	Burke	11/17/14	2017		
Neal	Hesler	07/01/01	2016		
Ted	Kail	07/01/14	2017		
Eve	Li	10/31/13	2016		
John	Rosamond	06/15/13	2016		
Jeff	Scott	08/08/12	2015		
Dilip	Subramanyam	11/19/11	2017		
VACANT				2018	<i>Formerly held by Jim Ham</i>
Energy Committee - est. 2/9/09(Amended 3/8/10 & 3/17/14) by the Board of Selectmen; 8 members (7 voting & 1 non-voting - LELWD Rep.); staggered 3 year terms					
Richard	Garrison	07/16/12	2015	2018	
Larry	Grossman	03/08/10	2015	2018	
Rebecca	Morris	11/03/14	2017		
Francie	Nolde	02/09/09	2016		
Abigail	Reip	07/11/11	2015	2018	
Keshava	Srivastava	06/24/13	2017		
Santiago	Tapia-Perez	02/13/12	2017		
Margaret	Webber	03/08/10	2016		
VACANT			2016		<i>Ex-officio LELWD Rep.</i>
Historical Commission - staggered 3 year terms; 3 - 7 members (MGL c 40 §8D) est. 1985					
Mary	Larson	06/30/97	2016		
Kevin	Mahoney	07/01/12	2017		
Trena	Minudri	07/01/12	2016		
Alan	Rohwer	07/01/88	2015	2018	
Shirley	Warren	07/01/88	2015	2018	
Metropolitan Area Planning Council (MAPC) and MAGIC Representative					
Les	Fox	05/04/09	04/30/18		
John	Markiewicz	05/01/15	04/30/18		<i>Alternate</i>
Permanent Building Committee					
VACANT (5 slots)					

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Personnel Board est 1976 (as Adv Comm) - 3 year terms; 5 members					
Sheila	Bauer	07/02/12	2017		
Anne	Canfield	10/16/06	2015	2018	
Pat	Flanagan	06/26/06	2015	2018	
Hugh	Fortmiller	07/01/14	2017		
Rebecca	Neville	01/14/13	2016		
Planning Board Associate Member - Joint Appointment of BoS and Planning Board; 3-year term; see Zoning Bylaw §9300					
VACANT					
Public Celebrations & Ceremonies Committee - 3 year terms; 6 members per ATM vote (1996)					
Carla	Bacharach	06/15/15	2015	2018	
Susan	Chavez	11/17/14	2017		
Trena	Minudri	08/03/09	2015	2018	
Owen	Neville	10/22/07	2017		
VACANT			2016		<i>Unexpired Term of Sheila Bauer</i>
VACANT				2018	<i>Formerly held by Lori Lotterman</i>
Recreation Commission - Est. 1963; 3 year terms; 7 members; Appointing authority changed from Moderator to BoS per 2010 ATM vote (Article 20)					
Megan	Connor	03/31/14	2015	2018	
Hilary	Greven	01/28/13	2015	2018	
Kevin	Lehner	09/17/01	2016		
Claudine	Lesk	04/06/15	2017		
Matthew	Rosner	04/25/11	2016		
Mitzi	Garcia-Weil	11/19/12	2015	2018	
VACANT			2017		
Steele Farm Committee - est. Sept 1994 ("Steele Land Advisory Comm"), BoS approved increase in term to 3 yrs, to be staggered, 6/5/05					
David	Birt	08/11/14	2017		
Bruce	Hager	10/31/05	2016		
Jeanne	Steele-Kangas	10/21/13	2015	2018	
Edward	Whitcomb	05/10/04	2015	2018	
VACANT			2017		<i>Unexpired Term of Judi Resnick</i>
VACANT				2018	

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From: AB [mailto:ab1712@yahoo.com]
Sent: Tuesday, June 09, 2015 7:24 AM
To: Selina Shaw
Cc: cmahoney@boxborough-ma.gov; Carla Bacharach
Subject: Re: Public Celebrations & Ceremonies Committee - Reappointment

Hi Cheryl/Selina:

Thank you. I would like to be considered for reappointment. I am able to attend the 6/15 meeting for appointments but will be on vacation on 6/29.

In addition, I would like to also nominate to PCCC Carla Bacharach. Carla is a long-term resident with a strong interest in Boxborough community and history and would be an excellent addition to our committee. We currently have open slots on the committee and Lori Lotterman is rolling off June 30th.

Please let me know what I need to do to request the BoS appoint Carla to our committee.

Thank you!

Trena

From: Selina Shaw <sshaw@boxborough-ma.gov>
To: Trena Minudri <ab1712@yahoo.com>
Cc: Selina Shaw <sshaw@boxborough-ma.gov>; cmahoney@boxborough-ma.gov
Sent: Wednesday, May 20, 2015 4:12 PM
Subject: Public Celebrations & Ceremonies Committee - Reappointment

Dear Trena,

With town meeting now behind us, it is time to plan for the fiscal year ahead. Town government depends on its volunteers in so many ways and could not operate without your tireless support. Thank you so much for all that you do for the town.

The Board of Selectmen will take up the annual appointment process, starting at their meeting on Monday, June 15 and continuing on Monday, June 29. Your appointment to the Public Celebrations & Ceremonies Committee will be expiring on June 30. The BoS will be meeting with their appointed volunteers who have expressed an interest in continuing their service, in order to discuss their interest in serving, as well as their goals for the committee. The meeting also gives the Board an opportunity to thank their volunteers for their tremendous support and contributions, without which the town could not operate.

Since I will be on vacation and not returning until June 11, please let Cheryl know if you would like to be considered for reappointment, and also let her know if you will be able to attend the selectmen's meeting on **June 15th** or if you'd prefer to come in on the **29th**. Cheryl will firm up the time a bit later. We are hoping to continue the process we started a few years ago with Town Clerk Liz Markiewicz present to perform a public swearing-in ceremony.

We look forward to hearing from you.

Regards,
Selina

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Cheryl Mahoney

From: Cheryl Mahoney <cmahoney@boxborough-ma.gov>
Sent: Monday, June 01, 2015 12:59 PM
To: Selina Shaw
Subject: Fitting Fitness in - Request Field Fee Waiver & BoS Agenda for June 15
Attachments: Fitting_Fitness_In_Summer2015.pdf

Selina,
Holly Kouvo has submitted the attached Field Use Application and field use fee modification request. She is again requesting a modification/revision of the field use field schedule – see Kevin’s email directly below confirming the arrangement.

She is requesting that the BoS consider this matter on 6/15/15 as members of the RecCom plan on being present for the re-appt. of several of their members.

Thanks,
Cheryl
978-264-1714

Please note my new phone number and email address, along with the Town's new web address www.boxborough-ma.gov.

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

Please consider the environment before printing this email

From: Kevin [<mailto:kevinlehner@verizon.net>]
Sent: Thursday, May 21, 2015 3:59 PM
To: Cheryl Mahoney; Mitzi Weil
Cc: Selina Shaw; Jennifer Barrett
Subject: Re: Fitting Fitness in - Field Fee Waiver Request

10% of gross. And yes nothing should be done until the ap/waver reduction request is in hand.

Sent from my BlackBerry 10 smartphone on the Verizon Wireless 4G LTE network.

From: Cheryl Mahoney
Sent: Thursday, May 21, 2015 3:48 PM
To: Kevin Lehner; Mitzi Weil
Cc: Selina Shaw; Jennifer Barrett
Subject: Fitting Fitness in - Field Fee Waiver Request

Kevin & Mitzi,

Just got a call from Holly Kouvo.

She asked to be put on the 6/15/15 BoS agenda – RE: her request to waive the Field Usage Fees for the Boot Camp she is offering through the RecCom.

She said that Mitzi had advised her that the RecCom had voted to recommend this waiver request.

That being said could you provide the details on this?

Specifically, how it is being “offered” by the RecCom and what is the amount that the RecCom is recommending she be allowed to pay?

She told me she would be emailing me the Field Use application with a e-cover requesting said waiver.

Once I have all of this I can forward it to the BoS Chair so he/she can determine whether to place it on the BoS agenda for 6/15/15.

Thanks,
Cheryl
978-264-1714

Please note my new phone number and email address, along with the Town's new web address www.boxborough-ma.gov.

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Please consider the environment before printing this email



May 27, 2015

Selina Shaw
Town Administrator
29 Middle Road
Boxborough, MA 01719

Received
5-27-2015

Dear Selina:

Fitting Fitness In would like to offer an early morning Women's Boot Camp on Monday & Wednesday mornings, 5:30-6:30am from July 6 – August 12, 2015 for the Boxborough Recreation Commission. I would like to petition to use Fifer's field 12 times during that time period for 10% commission paid based on the number of attendees with a minimum of 6 attendees (\$108). We currently pay 10% commission to run the Fusion Fitness class for the Boxborough Recreation Commission in the Community Center. The Recreation Commission has approved the boot camp and support the request for a reduced permit fee.

My boot campers do not wear cleats and we do not use heavy equipment. It is not a Military style boot camp. No damage is done to the fields. Please let me know the next Board of Selectman meeting that I may attend to receive approval.

Sincerely,

Holly Kouvo
Owner, Fitting Fitness In



Town of Boxborough
29 Middle Road
Boxborough, MA 01719
978-263-1116

Schedule of Field Permit Fees
Effective January 1, 2012

Field Fee (per field)	Boxborough Resident [Exclusive-use for organized activity]		Non-Boxborough Resident	
	(up to 2 hours)	(2 + hours)	(up to 2 hours)	(2+ hours)
Per Field	\$60	\$120	\$120	\$240
Multiple Day Use (10 Consecutive Days)	\$200	\$400	\$250	\$500
Multiple Day Use (11-20 Days)	\$250	\$500	\$300	\$600
Multiple Week Use (10 consecutive weeks/same day, same time)	\$200	\$400	\$250	\$500
Camps/Clinics	\$240 per field/day		\$240 per field/day	

Fees may be waived for certain permitted uses as specified in the *Boxborough Field Use Permit Policy*.

Boxborough Field Use Permit Policy **Effective January 1, 2012**

All Boxborough residents, businesses and organizations may enjoy the non-exclusive use of the town's recreation fields free of charge, and without a permit, during posted hours unless a permit has been issued pursuant to the *Boxborough Field Use Permit Policy*.

Scheduling of Fields

Town-owned fields (Flerra, Liberty, Fifer's) will be scheduled with the following priority:

1. Town festivities, e.g. Fifers Day
2. Organized youth sports organizations affiliated with Boxborough, e.g. ABYS, ABYB, etc., at the bi-annual (January/June) Field Scheduling Meeting
3. Boxborough Residents/Organizations/Businesses seeking exclusive use of the fields
4. Other Acton-Boxborough Youth Sports Groups (not covered in 2. above)
5. Private Youth and Adult Sports Groups
6. Other

Application Process

1. Regardless of the season, any organized group or individual requesting exclusive use of the fields must apply for a field permit in the Boxborough Town Hall.
2. Requester must provide a designated contact person for all communications.
3. Businesses and organizations must provide a copy of insurance, naming the town as an additional insured, which the town will maintain on file for each season.
4. The town will provide indemnification and hold harmless agreement forms to permit applicants. Groups and individuals shall be responsible for submitting completed forms for each of their participants to the town.
5. Each Acton-Boxborough Youth Sports Organization must submit a written copy of their field needs to Town Hall two weeks prior to the scheduled bi-annual seasonal meeting. Please inquire with the Town of Boxborough Recreation Commission for more details on date and time of the bi-annual meeting.
6. All permits must be approved by the Town Administrator or her designee, who will forward copies to the Recreation Commission and other departments as needed: DPW, police, fire, etc.
7. The Town will grant permits on a first come, first served basis, in accordance with the priorities established above. Once a permit has been granted, the field will not be re-assigned regardless of the priorities above, e.g., if a permit has been granted to an adult league, a Boxborough resident seeking exclusive use of the field will not bump the already permitted user.
8. Field permit shall not be in force until all information has been provided, fees paid (if applicable), the permit is signed, and the applicant has acknowledged receipt of the Boxborough Field Use Permit Policy by authorized signature below.

Waiver/Reduction of Fees

Requests for waiver or reduction of fees shall be submitted in writing to the Town Administrator along with the Field Permit Application. Town Administrator will forward all fee wiver/reduction requests to the Board of Selectmen for action.

The Town may waive/reduce fees for the following permitted uses, including but not limited to:

1. Festivities organized or sponsored by the Town of Boxborough
2. Programs initiated and sponsored by the Boxborough Recreation Commission
3. Acton-Boxborough Youth Sports Groups' practices and games

Fees will be **NOT** be waived for clinics and camps conducted by any groups which charge an additional registration fee to its participants. These groups must request field space and pay the appropriate permit fee even within the allotted time of the town youth sports groups.

Subletting of fields

Subletting is defined as:

1. Granting access to town fields by a permit holder under their permitted time to another individual or organization to conduct camps, clinics and tournaments with an outside agency. Permit holder shall refer outside agency to Town for issuance of a permit.
2. Granting access to town fields by a permit holder under their permitted time to any individual, sporting organization, camps and businesses, with or without compensation. Permit holder shall refer entity to Town for issuance of a permit.

Subletting of field permit is strictly prohibited. Use of fields is authorized only for the permit holder. Violators will be subject to permit revocation.

Cancellation Policy

1. The Town of Boxborough reserves the right to cancel any permit, whenever in its discretion, such cancellation is advisable. If the permit is cancelled, the permit holder has the right to reschedule on a mutually agreed upon date or entitled to a full refund.
2. If the permit holder cancels a field reservation, the town will issue a 100% refund if a reservation is cancelled more than 60 days prior to the event; 50% if cancelled 30 or more days prior to the event; no refund will be issued with less than 30 days notice of the event.

Field Closure and Inclement Weather Field Use

1. When a field has been ordered to be closed, for whatever reason, the field shall NOT be used under any circumstances until it has been determined by the DPW, if on weekdays, or by group users, in consultation with Recreation Commission designee on the weekend, that the field may re-open. Users shall make such determination responsibly and pursuant to paragraph 4 of this section.
2. On weekdays, the DPW or the Recreation Commission designee will communicate field closings to the permitted organizations. On weekends and after hours, the group users will make the determination and handle all communication. Communication may be made by phone but must be followed up by e-mail.

3. Each organization shall be responsible for communicating field closings to the referees, umpires, parents, participants and coaches in a timely fashion to avoid unnecessary inconvenience or improper use of closed fields.
4. Regardless of whether the field is officially closed or not, a practice or a game must not commence or continue on a field if:
 - a. The field has standing water on it (i.e. puddles).
 - b. Base paths on softball and baseball fields have any standing water.
 - c. The field is saturated with water. Saturation is when you step on the field and water seeps up into your footprint, like a sponge.
 - d. Lightning is present. There is no exception to this rule.
 - e. By playing on the field, the players would be damaging the field beyond normal wear and tear (e.g. tearing up the turf, creating muddy areas, etc.).
5. Once a game or practice begins, the referee, umpire or coach shall be responsible for a decision to suspend a game due to the above-mentioned or other conditions.
6. If the Town of Boxborough closes the field, the permit holder will be entitled to change field locations if an alternate field is available, reschedule the date or request a full refund for that day.

Removal of Trash

Carry in-carry out! It is the permit holder's responsibility to assure that fields are policed after use and no trash is left behind.

The permit is being issued for the exclusive use of the field only. Conditions of play such as lines and equipment are not part of the permitting process.

Failure to abide by the policy may result in suspension of the field permit or loss of field use privileges. By signing below, Organization Coordinator and his/her group agrees to abide by the *Boxborough Field Use Permit Policy*.

Holly Kowro Fitting Fitness In
 Representative's Name and Organization

Holly Kowro 5/26/15
 Representative's Signature & Date



TOWN OF BOXBOROUGH

29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 263-1116 · Fax: (978) 264-3127
www.town.boxborough.ma.us

Field Permit Application

Effective Date: January 1, 2012

COMPLETE SECTIONS I AND II ONLY. File application at the Boxborough Town Hall at least two weeks prior to the date desired, earlier if possible. Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Boxborough Field Use Permit Policy (available online or at the Boxborough Town Hall) before a Permit will be granted. Incomplete applications will not be accepted. Please allow up to two weeks for your application to be processed. Upon approval of application, a permit will be issued.

SECTION I

Application Date: 5/26/15 Email Address: Holly@FittingFitnessIn.com

Name of Organization: Fitting Fitness In

Contact Person: Holly Kovo Phone: Home (978) 897-2374

Address: 172 West Acton Rd Work (978) 502-8781

Town/City: Stow State: MA Zip Code: 01775

Organization: Resident Non-Resident Number of Participants: 6-15

Describe Activity: Boxborough Recreation Commission BootCamp

SECTION II

Facility/Field Requested: Please be sure to check facility and circle preferred configuration for soccer Configuration of fields at each location to be determined by Town

Flerra Soccer Liberty Soccer Fifer's Soccer
11 v 11 6 v 6 11 v 11 6 v 6 11 v 11 6 v 6
8 v 8 4 v 4 8 v 8 4 v 4 8 v 8 4 v 4

Flerra Baseball Liberty Baseball Other

DATE(S) REQUESTED:

1st Choice July 6- Aug 13 Monst Weds Time Requested: Start Time 5:30 AM End Time: 6:30 AM

2nd Choice Time Requested: Start Time End Time:

Will Food/Beverages be Served? NO If Yes, be specific:

Will Alcohol be Served?* NO Has a permit been obtained by the Board of Selectmen?

* A separate application for the liquor license must be obtained through the Town Administrator's Office.

Fire - Permit required for all cook-outs, and must be obtained through the Fire Department.

Has a permit been obtained by the Fire Department?

Please notify the Boxborough Recreation contact for cancellations so that we may plan accordingly.

The lessee or user of the facility/field shall hold the Town of Boxborough and all its agents harmless from any and all actions resulting from the leasing or utilization of the premises. The Town of Boxborough reserves the right to cancel any permission, whenever, in its discretion, such cancellation seems advisable.

Nolly Davis
(Representative's Signature)

5/26/15
(Date)

PERMIT FOR USE OF RECREATION FACILITIES

() THIS APPLICATION IS APPROVED FOR USE OF FACILITIES AS SCHEDULED

() THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS:

Permit issue by _____ Date _____
Town Administrator

Special Instructions: _____

Copy to:

_____ Grounds (Tom Garmon) _____ Police _____ Fire
_____ Town Administrator _____ Authorized Rep. _____ RecComm

Office use only: Application received on: ____/____/____ BY: _____

Permit Fee: \$ _____ Check # _____

Application approved / denied on ____/____/____

Applicant contacted on ____/____/____ by: Phone Email Mail

Second contact on: ____/____/____ by: Phone Email Mail

Application Withdrawn ____/____/____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/02/2014

PRODUCER Nikopoulos Insurance Agency PO Box 671 Harvard, MA 01451-0671 978.456.9700	THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Holly Kouvo dba Fitting Fitness in 172 West Acton Street Stow, MA 01775-	INSURER A: Philadelphia Indemnity Insurance Company	18058
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PROFESSIONAL LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	PHPK626479-004	09/30/2014	09/30/2015	EACH OCCURENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
						MED EXP (Any one person)	\$2,500
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$3,000,000
						PRODUCTS - COMP/OP AGG	\$3,000,000
A	X	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	PHPK626479-004	09/30/2014	09/30/2015	COMBINED SINGLE LIMIT (EA accident)	\$1,000,000
						BODILY INJURY (Per person)	
						BODILY INJURY (Per accident)	
						PROPERTY DAMAGE (Per accident)	
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	
						OTHER THAN AUTO ONLY: EA ACC	
						AGG	
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION				EACH OCCURENCE	
						AGGREGATE	
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OTHER
						E.L. EACH ACCIDENT	
						E.L. DISEASE - EA EMPLOYEE	
						E.L. DISEASE - POLICY LIMIT	
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS/ VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 It is understood and agreed that the following entity is added as an additional insured but only with respect(s) to the operations of the named insured except that liability resulting from the additional insured's sole negligence.

CERTIFICATE HOLDER

Town of Boxborough
 29 Middle Rd.
 Boxborough, MA 01719-

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Cheryl Mahoney

From: Ernst Oddsund <ernst@oddsund.com>
Sent: Friday, June 05, 2015 10:17 AM
To: Cheryl Mahoney
Cc: Selina Shaw
Subject: RE: Boxborough Field Usage - 5:30-6:30 AM 7/6/15-8/12/15

Sounds good then.

Ernst

On Jun 1, 2015 1:35 PM, "Cheryl Mahoney" <cmahoney@boxborough-ma.gov> wrote:

Ernst,

This is a local group that would like to do a small adult only "boot camp." No equipment – just exercising. We've been assured that there will be little, if any, wear/tear.

They will be using just for the one hour stated and gone by 6:30 AM at the latest.

They chose this time in order to get in a work-out before the participants regular day starts.

Please let me know if you have any other questions.

Thanks,

Cheryl

978-264-1714

*****Please note my new phone number and email address, along with the Town's new web address www.boxborough-ma.gov.*****

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

Please consider the environment before printing this email

3 b ii

Cheryl Mahoney

From: Christine Casebolt <ccasebolt@mac.com>
Sent: Monday, June 08, 2015 12:18 PM
To: Cheryl Mahoney
Cc: Laura Ristaino; Jennifer Barrett; Selina Shaw; Dave Lindberg; Alan Rohwer; Vince Amoroso
Subject: Blanchard 6th Grade BBQ - Flerra fee waiver request

Cheryl,

As discussed, the Blanchard 6th Grade Celebrations Committee is seeking a waiver of fees charged for the use of Flerra Field in order to hold the annual end-of-year celebration for Blanchard's 6th Grade class. As per the field use application, the event is planned for Monday, June 22nd 4-7 PM (rain date Wed June 24th).

Thank you for your consideration,

Christine Casebolt
Blanchard Celebrations Committee

Sent from my iPhone

Cheryl Mahoney

From: Cheryl Mahoney <cmahoney@boxborough-ma.gov>
Sent: Monday, June 08, 2015 8:51 AM
To: 'Laura Ristaino'
Cc: 'Christine Casebolt'; Jennifer Barrett (jbarrett@boxborough-ma.gov); Selina Shaw; Dave Lindberg (dlindberg@boxborough-ma.gov); Alan Rohwer (alan.rohwer@verizon.net); Vince Amoroso (amorosovm@gmail.com)
Subject: RE: Blanchard 6th Grade End of Year BBQ Request - Museum
Importance: High

Laura,

I have reached out to those involved in maintaining the Museum regarding your request.

Unfortunately, I have been advised that there are issues with the plumbing in the bathroom that will not be resolved before the dates that you requested. Therefore, you will be unable to use the Museum for this event.

If you are still considering using Flerra you need to get the Field Use application in today or tomorrow as we would need expedite the process to get you approval by the date of the event. Also if you are seeking a waiver of the fees, as Christine seemed to indicate last Thursday, this is a matter that must come before the Board of Selectmen and they would have to address it at their meeting on June 15th to have it waived in time for the event so we would need your waiver request and application in by the close of business on Tuesday, June 9th in order for it to be considered for the Selectmen's Agenda on June 15th.

Sorry to put you under the gun.

Please let me know what else I can do to help you with this matter.

Thanks,
Cheryl A. Mahoney
Administrative Support
Boxborough Town Hall
29 Middle Road
Boxborough, MA 01719
978-264-1714
978-264-3127 - FAX
www.boxborough-ma.gov

*****Please note my new phone number and email address, along with the Town's new web address www.boxborough-ma.gov.*****

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Please consider the environment before printing this email

From: Laura Ristaino [<mailto:lristaino@verizon.net>]
Sent: Thursday, June 04, 2015 1:38 PM
To: cmahoney@boxborough-ma.gov
Cc: Christine Casebolt
Subject: Blanchard 6th Grade End of Year BBQ Request

Hi Cheryl,

I am the 6th Grade Committees Coordinator or this year's Blanchard 6th Grade class working with Christine Casebolt who is chairing the social committee. We are unable to use the Blanchard School Grounds before 6pm this year which creates a problem in terms of ending at a late hour with an outdoor event. The Sargent library grounds are not available this year due to scheduling conflicts so we are looking for another site to host the party. Our first choice would be the parking area of the Boxborough Museum (with indoor access to the bathroom) and second choice would be the use of Flerra Fields. We are hoping to host the party on Monday June 22nd from 4-7 pm (set up would take place the hour before) with a rain date scheduled for Wednesday June 24th during the same hours. If you could help us to determine if either of these sites are a possibility, we would be grateful. Thanks in advance. Laura Ristaino lristaino@verizon.net, My cell phone is 978-621-1601 if you need to reach me.

Dept Asst.
 Cheryl Mahoney
 978-264-1712
 cmahoney@boxborough-ma.us



Town of Boxborough
29 Middle Road
Boxborough, MA 01719
978-263-1116

Schedule of Field Permit Fees
Effective January 1, 2012

Field Fee (per field)	Boxborough Resident [Exclusive-use for organized activity]		Non-Boxborough Resident	
	(up to 2 hours)	(2 + hours)	(up to 2 hours)	(2+ hours)
Per Field	\$60	\$120	\$120	\$240
Multiple Day Use (10 Consecutive Days)	\$200	\$400	\$250	\$500
Multiple Day Use (11-20 Days)	\$250	\$500	\$300	\$600
Multiple Week Use (10 consecutive weeks/same day, same time)	\$200	\$400	\$250	\$500
Camps/Clinics	\$240 per field/day		\$240 per field/day	

Fees may be waived for certain permitted uses as specified in the *Boxborough Field Use Permit Policy*.

Boxborough Field Use Permit Policy **Effective January 1, 2012**

All Boxborough residents, businesses and organizations may enjoy the non-exclusive use of the town's recreation fields free of charge, and without a permit, during posted hours unless a permit has been issued pursuant to the *Boxborough Field Use Permit Policy*.

Scheduling of Fields

Town-owned fields (Flerra, Liberty, Fifer's) will be scheduled with the following priority:

1. Town festivities, e.g. Fifers Day
2. Organized youth sports organizations affiliated with Boxborough, e.g. ABYS, ABYB, etc., at the bi-annual (January/June) Field Scheduling Meeting
3. Boxborough Residents/Organizations/Businesses seeking exclusive use of the fields
4. Other Acton-Boxborough Youth Sports Groups (not covered in 2. above)
5. Private Youth and Adult Sports Groups
6. Other

Application Process

1. Regardless of the season, any organized group or individual requesting exclusive use of the fields must apply for a field permit in the Boxborough Town Hall.
2. Requester must provide a designated contact person for all communications.
3. Businesses and organizations must provide a copy of insurance, naming the town as an additional insured, which the town will maintain on file for each season.
4. The town will provide indemnification and hold harmless agreement forms to permit applicants. Groups and individuals shall be responsible for submitting completed forms for each of their participants to the town.
5. Each Acton-Boxborough Youth Sports Organization must submit a written copy of their field needs to Town Hall two weeks prior to the scheduled bi-annual seasonal meeting. Please inquire with the Town of Boxborough Recreation Commission for more details on date and time of the bi-annual meeting.
6. All permits must be approved by the Town Administrator or her designee, who will forward copies to the Recreation Commission and other departments as needed: DPW, police, fire, etc.
7. The Town will grant permits on a first come, first served basis, in accordance with the priorities established above. Once a permit has been granted, the field will not be re-assigned regardless of the priorities above, e.g., if a permit has been granted to an adult league, a Boxborough resident seeking exclusive use of the field will not bump the already permitted user.
8. Field permit shall not be in force until all information has been provided, fees paid (if applicable), the permit is signed, and the applicant has acknowledged receipt of the Boxborough Field Use Permit Policy by authorized signature below.

Waiver/Reduction of Fees

Requests for waiver or reduction of fees shall be submitted in writing to the Town Administrator along with the Field Permit Application. Town Administrator will forward all fee wiver/reduction requests to the Board of Selectmen for action.

The Town may waive/reduce fees for the following permitted uses, including but not limited to:

1. Festivities organized or sponsored by the Town of Boxborough
2. Programs initiated and sponsored by the Boxborough Recreation Commission
3. Acton-Boxborough Youth Sports Groups' practices and games

Fees will be **NOT** be waived for clinics and camps conducted by any groups which charge an additional registration fee to its participants. These groups must request field space and pay the appropriate permit fee even within the allotted time of the town youth sports groups.

Subletting of fields

Subletting is defined as:

1. Granting access to town fields by a permit holder under their permitted time to another individual or organization to conduct camps, clinics and tournaments with an outside agency. Permit holder shall refer outside agency to Town for issuance of a permit.
2. Granting access to town fields by a permit holder under their permitted time to any individual, sporting organization, camps and businesses, with or without compensation. Permit holder shall refer entity to Town for issuance of a permit.

Subletting of field permit is strictly prohibited. Use of fields is authorized only for the permit holder. Violators will be subject to permit revocation.

Cancellation Policy

1. The Town of Boxborough reserves the right to cancel any permit, whenever in its discretion, such cancellation is advisable. If the permit is cancelled, the permit holder has the right to reschedule on a mutually agreed upon date or entitled to a full refund.
2. If the permit holder cancels a field reservation, the town will issue a 100% refund if a reservation is cancelled more than 60 days prior to the event; 50% if cancelled 30 or more days prior to the event; no refund will be issued with less than 30 days notice of the event.

Field Closure and Inclement Weather Field Use

1. When a field has been ordered to be closed, for whatever reason, the field shall **NOT** be used under any circumstances until it has been determined by the DPW, if on weekdays, or by group users, in consultation with Recreation Commission designee on the weekend, that the field may re-open. Users shall make such determination responsibly and pursuant to paragraph 4 of this section.
2. On weekdays, the DPW or the Recreation Commission designee will communicate field closings to the permitted organizations. On weekends and after hours, the group users will make the determination and handle all communication. Communication may be made by phone but must be followed up by e-mail.

3. Each organization shall be responsible for communicating field closings to the referees, umpires, parents, participants and coaches in a timely fashion to avoid unnecessary inconvenience or improper use of closed fields.
4. Regardless of whether the field is officially closed or not, a practice or a game must not commence or continue on a field if:
 - a. The field has standing water on it (i.e. puddles).
 - b. Base paths on softball and baseball fields have any standing water.
 - c. The field is saturated with water. Saturation is when you step on the field and water seeps up into your footprint, like a sponge.
 - d. Lightning is present. There is no exception to this rule.
 - e. By playing on the field, the players would be damaging the field beyond normal wear and tear (e.g. tearing up the turf, creating muddy areas, etc.).
5. Once a game or practice begins, the referee, umpire or coach shall be responsible for a decision to suspend a game due to the above-mentioned or other conditions.
6. If the Town of Boxborough closes the field, the permit holder will be entitled to change field locations if an alternate field is available, reschedule the date or request a full refund for that day.

Removal of Trash

Carry in-carry out! It is the permit holder's responsibility to assure that fields are policed after use and no trash is left behind.

The permit is being issued for the exclusive use of the field only. Conditions of play such as lines and equipment are not part of the permitting process.

Failure to abide by the policy may result in suspension of the field permit or loss of field use privileges. By signing below, Organization Coordinator and his/her group agrees to abide by the *Boxborough Field Use Permit Policy*.

Ben chard 6th Grade Celebrations Committee

Christina M. Casbeck
 Representative's Name and Organization

Christina M. Casbeck
 Representative's Signature & Date



TOWN OF BOXBOROUGH

29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 263-1116 · Fax: (978) 264-3127
www.town.boxborough.ma.us

Field Permit Application

Effective Date: January 1, 2012

COMPLETE SECTIONS I AND II ONLY. File application at the Boxborough Town Hall at least two weeks prior to the date desired, earlier if possible. Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Boxborough Field Use Permit Policy (available online or at the Boxborough Town Hall) before a Permit will be granted. Incomplete applications will not be accepted. Please allow up to two weeks for your application to be processed. Upon approval of application, a permit will be issued.

SECTION I

Application Date: 5 June 2015 Email Address: ccasebolt@mac.com
Name of Organization: Blanchard 6th grade Celebrations
Contact Person: Christine Casebolt Phone: Home () 978-263-4720
Address: 786 Depot Rd Work () 978-590-8565
Town/City: Boxborough State: MA Zip Code: 01719
Organization: Resident Non-Resident Number of Participants: ~ 100
Describe Activity: 6th grade end-of-year BBQ

SECTION II

Facility/Field Requested: Please be sure to check facility and circle preferred configuration for soccer
Configuration of fields at each location to be determined by Town

Flerra Soccer Liberty Soccer Fifer's Soccer
11 v 11 6 v 6 11 v 11 6 v 6 11 v 11 6 v 6
8 v 8 4 v 4 8 v 8 4 v 4 8 v 8 4 v 4
X Flerra Baseball Liberty Baseball X Other tent @ Flerra

DATE(s) REQUESTED:

1st Choice Mon 6/22 Time Requested: Start Time 3:30 End Time: 8:00
2nd Choice Wed 6/24 Time Requested: Start Time 3:30 End Time: 8:00

Will Food/Beverages be Served? Y If Yes, be specific: hamburgers, Hotdogs, Snacks

Will Alcohol be Served?* N Has a permit been obtained by the Board of Selectmen? _____

* A separate application for the liquor license must be obtained through the Town Administrator's Office.

Fire - Permit required for all cook-outs, and must be obtained through the Fire Department.
Has a permit been obtained by the Fire Department? pending
Please notify the Boxborough Recreation contact for cancellations so that we may plan accordingly.

The lessee or user of the facility/field shall hold the Town of Boxborough and all its agents harmless from any and all actions resulting from the leasing or utilization of the premises. The Town of Boxborough reserves the right to cancel any permission, whenever, in its discretion, such cancellation seems advisable.

Christina M Casabert
(Representative's Signature)

5 June 2015
(Date)

PERMIT FOR USE OF RECREATION FACILITIES

() THIS APPLICATION IS APPROVED FOR USE OF FACILITIES AS SCHEDULED

() THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS:

Permit issue by _____ Date _____
Town Administrator

Special Instructions: _____

Copy to:

_____ Grounds (Tom Garmon) _____ Police _____ Fire
_____ Town Administrator _____ Authorized Rep. _____ RecComm

Office use only: Application received on: ____/____/____ BY: _____

Permit Fee: \$ _____ Check # _____

Application approved / denied on ____/____/____

Applicant contacted on ____/____/____ by: Phone Email Mail

Second contact on: ____/____/____ by: Phone Email Mail

Application Withdrawn ____/____/____

Cheryl Mahoney

From: Cheryl Mahoney <cmahoney@boxborough-ma.gov>
Sent: Monday, June 08, 2015 11:41 AM
To: 'Ernst Oddsund'
Cc: Selina Shaw; Jennifer Barrett (jbarrett@boxborough-ma.gov)
Subject: Flerra Field Use Request - June 22 /Rain June 24

Importance: High

Ernst,
A field request has come in and I am hoping you can accommodate it.
The Blanchard School has to re-locate their 6th Grade graduation celebration and they were hoping to use Flerra.

They would like to use the area of where the Minutemen/RecCom set up the Tent and the baseball diamond.
They were looking at Monday, June 22nd 3:30-8:00 or a raindate of June 24th 3:30-8:00.

Anything you could do to help would be appreciated.

Cheryl A. Mahoney
Administrative Support
Boxborough Town Hall
29 Middle Road
Boxborough, MA 01719
978-264-1714
978-264-3127 - FAX
www.boxborough-ma.gov

*****Please note my new phone number and email address, along with the Town's new web address www.boxborough-ma.gov.*****

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

Please consider the environment before printing this email

Cheryl Mahoney

From: Christine Casebolt <ccasebolt@mac.com>
Sent: Tuesday, June 09, 2015 6:09 AM
To: tgarmon@boxborough-ma.gov
Cc: Cheryl Mahoney; Laura Ristaino
Subject: DPW Request - Use of Electrical at Ferra Field

Tom,

I am contacting you on behalf of the Blanchard School 6th Grade Celebrations Committee. We are in the process of planning the end-of-year celebration for Blanchard's 6th grade class which is scheduled to take place at Ferra Field on Monday, June 22nd (rain date Wed June 24th). We will be renting several large inflatable structures, a hot dog steamer, cotton candy machine, and a Sno-Kone machine, and would also like to provide music for the event. Is it possible for us to use the electrical panel at Ferra in order to run those items?

Thank you,

Christine Casebolt
Blanchard 6th Grade Celebrations Committee=



BOARD OF SELECTMEN
Meeting Minutes
June 1, 2015

APPROVED: _____

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

EXECUTIVE SESSION

- At 6:00 PM, Chair Amoroso moved 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. Seconded by Member Fox. **Approved 4-0** by a roll call vote: Bak, aye; Fox, aye; Gorman, aye; and Amoroso, aye (Member Stemple 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 7:33 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.

REORGANIZATION OF THE BOARD

- Chair Amoroso reviewed the purpose and process of this annual reorganization of the Board.
 - Chair Amoroso called for nominations for Chair. Member Fox nominated Vincent Amoroso as Chair of the Board of Selectmen. Seconded by Member Stemple. Hearing no other nomination Chair Amoroso closed the nominations. **Approved 5-0.**
 - Chair Amoroso called for nominations for the Clerk. Member Fox nominated Susan Bak as Clerk of the Board of Selectmen. Seconded by Member Stemple. Hearing no other nomination Chair Amoroso closed the nominations. **Approved 5-0.**

At this point the Selectmen took Item # 4e - Citizens concerns, out of order.

- The Selectmen were asked to defer this matter until later so that others who were planning on attending could be present.

APPOINTMENTS

- Police Chief Warren Ryder was present to provide input on concerns raised about the recent line painting on Liberty Square Road. He was just forwarded the email which cites these concerns late this afternoon. Liberty Square Road is one of the busiest roadways in town. This road has been lined since he has been on the force, but over time these lines fade. He asked that the DPW re-paint these lines. He cited the safety concerns that road lining addresses and spoke about the double fatality that occurred in 2011 on Liberty Square Rd. He also noted that a state program paid for this; not town funds. DPW Director Garmon has advised that he also does not recall a time when Liberty Square Rd. was not lined. There is no current statute or state regulation requiring a municipality to do this lining; however it is a matter of public safety. Some of the comments provided in the email were read. It was suggested that the Selectmen be advised of these road lining projects before they are undertaken. Member Gorman noted that, as the DPW Liaison, he had been informed but considered re-lining as regular maintenance so he had not communicated it to the rest of the Board. The Selectmen may discuss this further.
- Chief Ryder was also present to discuss Police Department accreditation process. Ryder explained the benchmarks and the processes that this accreditation will follow. One component is a review of the Department's policies to insure that they are in compliance with current law and/or best practices. He is seeking the cooperation of the Selectmen regarding the revising/updating of the Department's policies. He proposed that the Selectmen consider allowing him to make grammatical/minor edits to existing policy without having to bring that policy before the Selectmen for formal ratification. He would still forward these policies to the Selectmen for informational purposes.

- Inspector of Buildings, David Lindberg was present to discuss a proposed banner policy and proposed location. Some months back a discussion began about hanging banner across Mass. Ave. This proposed policy is not very complicated and should not be difficult to administer. He spoke to the proposed pole location: terms outlined in the policy and the requisite application. There was discussion about the criteria for reviewing a banner's content. The research done indicates that none of the banner policies in other communities are any more specific/restrictive than what is being proposed. The Building Inspector has discretion as to content and if there is a disagreement the Building Inspector can defer to the Selectmen. Chief Ryder advised that he has reviewed the proposed location and opined that there is minimal safety impact. However, Mass. Ave. is a state road and it is his understanding that, MassDOT does not support this type of usage. Audience members also provided their input. Planning Board member Owen Neville opined that he considers this "signage" under the Zoning Bylaws and perhaps ZBA input should be sought before this policy is adopted. The Selectmen tabled this until the Zoning Board of Appeals has had an opportunity to provide input.
- Steele Farm Advisory Committee (SFAC) Chair Bruce Hager and Judi Resnick, of the Vizsla Club of Central New England were present to request the use Steele Farm for the 3rd Annual Vizsla Fun Day. Resnick described the activities involved in their "Fun Day". Several club members are residents. The Club understands that Steele Farm will remain open to the public during their event and that they are to keep the dogs away from nesting birds. SFAC Chair Hager advised that that SFAC has unanimously approved this request and are not aware any issues/complaints with this event. Further to the endorsement of the Steele Farm Advisory Committee, Member Stemple moved to authorize the use of Steele Farm for the third annual Vizsla Fun Day on Sunday, June 28, 2015. Seconded by Member Gorman. **Approved 5-0.**

SFAC Chair Hager reminded those present that the Conway School will be holding their 2nd Public Input meeting here on Thursday night to discuss their Steele Farm Management Plan proposals.

- Chair Amoroso opened the floor to Citizens concerns. Jim Bacharach identified himself as the spokesperson of the group, who are here to present a letter signed by 93 residents outlining their concerns about the proposed placement of a wireless communications tower adjacent to the Boxborough Museum. Bacharach cited three overreaching topics – Safety, Thoroughness and Transparency and spoke to these topics. This letter also proposes that a committee be created to study the proposed project and their concerns. There was discussion regarding the information that was originally provided on this project back in 2014 and the alternations necessitated when a new consultant was retained & as the project progressed. Chief Ryder and Town Planner Adam Ducheneau were present and provided their input. Town Officials met with the consultant earlier today on this. There will be a public meeting to discuss the Public Safety Communication System Upgrade project on June 24th. At that time more detailed information will be available and residents can provide their input. Many of the concerns being voiced have been deliberated by those involved in this project and the resulting pros/cons could be communicated on June 24th. There was discussion on the current town regulations relate to this project. Those present were thanked for providing productive input. The Selectmen will discuss the formation of this study group and its make-up at their next meeting. It was suggested that those present, including the Selectmen, work to identify those that might be approached about serving. Residents that live in those neighborhoods with poor public safety radio coverage should also be approached about participating so there is a good cross-section represented. The hope is to have something in place by the informational meeting on June 24th. Mockup drawings and cost projections for the installation of the proposed original configuration will be provided to the Selectmen and should be available at the June 24th public meeting. The Chair opened the floor up for other comments. The Selectmen noted that the current communication system is obsolete, experiences drops or lacks coverage in some areas; therefore it must be replaced. Input and options shall be considered, however insuring the safety for all is the priority.

MINUTES

- Member Gorman moved to accept the minutes for the Regular session of April 13, 2015 and April 27, 2015, as revised. Seconded by Member Stemple. **Approved 5-0.**
- The Selectmen passed over approval of the Regular session minutes of May 11, 2015 & May 12, 2015.
- Member Fox moved to accept the minutes for the Executive session, May 14, 2015, as written. Seconded by Member Stemple. **Approved 3-0-2 (Chair Amoroso and Member Gorman abstained).**

SELECTMEN REPORTS

- Member Gorman reported on DPW activities. Weather permitting; the current paving project should be completed by end of week. He noted that there have been two single car accidents on these roads since the new surface was laid down. DPW continues its winter road restoration work; filling potholes down by Eldridge Rd. and Old Harvard Rd. If funds are remaining they are looking at working on sections of Hill Rd. DPW still waiting for quotes on crypt repairs and Hager Well repairs.

NEW BUSINESS

- Chair Amoroso moved 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. Seconded by Member Fox. **Approved 5-0.** The Selectmen executed the document.
- The Selectmen took up a Reserve Fund Transfer Request regarding Snow and Ice Vehicle Maintenance Supply budget. The DPW needed to replace the plow on their front end loader. The existing plow was aged and gave out due to the severe winter we just went through. The information to support this RFT should be presented to the Finance Comm. Member Gorman moved 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) . Seconded by Member Stemple. **Approved 5-0.**
- The Selectmen discussed the appointment of their designee to the Community Preservation Committee (CPC). This is currently held by Rita Grossman. Her appointment expires June 30, 2015. CPC Chair Owen Neville advised that this upcoming term would be for three years. He did not have any other candidates and suggested that Grossman be approached about continuing to serve.
- Member Fox opened discussion on submitted Statement(s) of Disclosure concerning Council on Aging (CoA) related activities. The Town currently has gaps in our Senior Van service driver rotation. Frank Powers has stepped up and offered to drive. Several years ago CoA board members were designated "special employees" so they can do just such an activity. However, State still requires certain disclosure filings for this. 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. Member Fox moved 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. Seconded by Chair Amoroso. **Approved 5-0.**
- Member Fox further noted that the Council on Aging Coordinator is also required to file a similar Statement of Disclosure of Financial Interest and request for determination. Member Fox moved 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. Seconded by Member Stemple. **Approved 5-0.**
- Member Gorman moved 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. Seconded by Member Stemple. **Approved 5-0.**
- Chair Amoroso provided an update on the Minuteman Regional School District and opened discussion about establishing a vocational education study group. He has been in communication with Supt. Bouquillon regarding further revisions to the District Agreement and the School Comm. Rep. from Sudbury has advised that their study group will be preparing a recommendation as to whether Sudbury should remain in the District. It was also noted that Wayland has requested the District prepare an amendment allowing them to withdraw from the District. Chair Amoroso would like to suggest that Boxborough form its own study group to identify the best vocational education options for our residents and that this be completed in time for next year's Town Meeting. He identified some of the elements that must be investigated and considered. The make-up and scope will be refined as the Selectmen continue to discuss this. Member Bak agreed to chair this group. It was clarified that she will be responsible for this group and Chair Amoroso will continue to work with the District on the building proposal and possible further amendments to the District Agreement, independent of the study group. Minuteman School Comm. Rep. Mahoney provide an update on the MASC building project. There was also discussion regarding the alternatives available under state law for the District, to obtain approval for bonding this project.

CONCERNS OF THE BOARD

- Member Bak noted that the review of the Department Head evaluations is still pending and needs to move forward. This will be discussed further on June 29th.

ADJOURN

- The meeting was adjourned at 9:45 PM.


BOXBOROUGH BUILDING DEPARTMENT

29 Middle Road, Boxborough, Massachusetts 01719

Phone: (978) 264-1725 • Fax: (978) 264-3127

David Lindberg, Inspector of Buildings

TO: Board of Selectmen
 DATE: June 11, 2015
 RE: Banner Policy & Permitting

Chairman Amoroso,

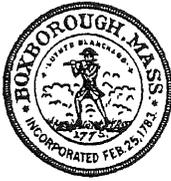
Further to the discussion that was started at the June 1, 2015 meeting of the Board of Selectmen, I would like to provide clarification on concerns raised by the public and members of your board.

1. Sign bylaw conformance: I have spoken at length with Town Planner Adam Duchesneau and we have determined that this policy is in conformance with the bylaw. The Boxborough Zoning Bylaws, Section 6305.5, allows "Temporary, non-commercial event signs in connection with any event sponsored or hosted by a place of worship, school, museum, library, charitable organization, the town, or similar public or semi-public institution, provided the sign is removed within seven (7) days following the completion of the event."
2. MassDOT: Chief Ryder correctly pointed out that MassDOT does not approve of such banners over state highways. He also correctly said that the state does not make any effort to prohibit them or seek their removal. In fact, dozens of communities across the Commonwealth have banners over state roads.
3. They don't belong here: I would suggest that banners are a little piece of Americana that is very appropriate for this community. Whether alerting residents to an upcoming town meeting, church fair, or Fifer's Day banners are a traditional method of spreading the word. Banners over roadways have been around far longer than the automobiles that pass under them.

The Town Administrator and I have worked to craft a *Banner Policy* that is clear and reasonable. It is a hybrid document based on features of other Massachusetts communities policies and is in the spirit of our Zoning Bylaws.

Respectfully submitted for your consideration,

David Lindberg
 Inspector of Buildings/Code Enforcement Officer



**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 -voter-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 as posted on the Building Department webpage 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 to the Building Department at least one (1) week prior to the installation date. Banners will be installed for a period not to exceed fourteen (14) days. The DPW will remove the banner and return it to the Building Dept.

The sponsor may choose to either:

1. Retrieve the banner from the Building Dept. within one (1) week of the removal. After one (1) week, a storage fee of Thirty Dollars (\$30.00) per week may apply
OR
2. Authorize the Town to dispose of banner

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

Sponsor will retrieve banner after event

Sponsor authorizes the Town to dispose of banner after event.

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
 2. Text and color

OFFICE USE ONLY

PERMIT APPROVED – The proposed banner appears to be in accordance with the Policy on Banners of the Town of Boxborough

PERMIT DENIED – The proposed banner appears NOT be permitted under 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 BUILDING DEPT. THE DPW WILL INSTALL AND REMOVE THE BANNER.



Reserve Fund Transfer Request

Date: June 9, 2015

It is requested by the undersigned that the sum of \$ 116.72 be transferred from the Reserve Fund to:

UMAS Acct. # 001-175-5711-0000
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's Expenses) Planning Board Travel

The balance in the line item as of June 9, 2015 is \$ 0.59. An amount of \$ 200.00 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.

In developing the FY15 Budget for the Planning Board, the former Town Planner allocated \$200.00 for travel expenses based upon the number of night and off-site meetings the Town Planner had attended in past years. Over the course of the FY15 year a number of projects and the formation of new committees (Master Plan Update Committee, Space Needs Advisory Group, etc.) have significantly increased the number of night and off-site meetings the Town Planner has needed to attend. Therefore, I am requesting that \$116.72 be transferred from the Reserve Fund to cover the outstanding travel costs for FY15.

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

<u></u>	(Signature)	<u>Town Planner</u>	(Title)
<u></u> 6/11/15	(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	_____	_____

Filter by: Segment 1: 001
 Segment 2: 175

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		
001-175-5110-0000	545.00	0.00		0.00	0.00	-272.50		
Planning Bd Salary	0.00	0.00	545.00	0.00	0.00	-272.50	272.50	50.00
001-175-5112-0000	64,311.00	0.00		0.00	0.00	-59,628.80		
Town Planner Salary	0.00	0.00	64,311.00	0.00	0.00	-59,628.80	4,682.20	92.72
001-175-5305-0000	1,500.00	1,500.00		0.00	0.00	-3,000.00		
Planning Bd Software Support	0.00	1,500.00	3,000.00	0.00	0.00	-3,000.00	0.00	100.00
001-175-5306-0000	720.00	0.00		0.00	0.00	-750.00		
Planning Bd Consulting	0.00	0.00	720.00	0.00	0.00	-750.00	-30.00	104.17
001-175-5312-0000	200.00	0.00		0.00	0.00	-174.98		
Planning Bd Legal Notices	0.00	0.00	200.00	0.00	0.00	-174.98	25.02	87.49
001-175-5599-0000	750.00	0.00		0.00	0.00	-668.21		
Planning Bd Other Office Exp	0.00	0.00	750.00	0.00	0.00	-668.21	81.79	89.09
001-175-5711-0000	700.00	0.00		0.00	0.00	-699.41		
Planning Bd Travel	0.00	0.00	700.00	0.00	0.00	-699.41	0.59	99.92
001-175-5712-0000	200.00	0.00		0.00	0.00	-199.00		
Planning Bd Conferences	0.00	0.00	200.00	0.00	0.00	-199.00	1.00	99.50
001-175-5730-0000	1,705.00	0.00		0.00	0.00	-1,775.00		
Planning Bd Dues	0.00	0.00	1,705.00	0.00	0.00	-1,775.00	-70.00	104.11
	70,631.00	1,500.00		0.00	0.00	-67,167.90		
9 Account(s) totaling:	0.00	1,500.00	72,131.00	0.00	0.00	-67,167.90	4,963.10	93.12

Salary } - 272.50
 } - 4682.20

 8.40

Finance Committee



Reserve Fund Transfer Request

Date: 6/11/2015

It is requested by the undersigned that the sum of \$ 57,034.00 be transferred from the Reserve Fund to:

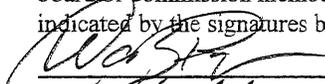
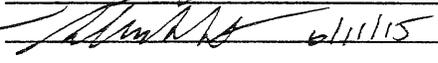
UMAS Acct. # 001-210-5134-0000
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Police Department Payroll/Overtime

The balance in the line item as of 6/11/2015 (Date) is \$(43,446.04). An amount of \$150,473. 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.

I offer this Reserve Fund Transfer estimate as the likely amount needed to finish out the year. The insurance reimbursement deposited into the general fund for an injured officer is \$32,857. Payout for balance of earned time for injured officer, 35 Scheduled open shifts before 7/1/15 and 10 officers scheduled for Fifer's Day events are all detailed on the attached sheet. I have included a \$2,000 contingency for unknown events, investigations, injuries, sick or other personal leaves that may occur in the next few weeks. Please see attached memo from 2/11/15.

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>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>	<u>Date:</u>	<u>Finance Committee</u>	<u>Date:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

A	Payroll Balance	32,682.54
B	Projected Regular Payroll	(61,529.60)
C	35 Scheduled OT Shifts	(12,775.00)
D	10 Fifers Day Shifts	(3,650.00)
E	DiMauro earned-time-payout	(9,761.40)
F	Contingency	(2,000.00)
		<u>(57,033.46)</u> RFT AMOUNT

* The Police/Fire injury insurance will reimburse the Town for \$32,857. These funds are deposited into the General Fund.

A As of the 6/4 payroll submission date the ending salaries and wages balance is \$32,682.54 (ALL SALARIES)

B The regular reoccurring salary amount (Before Overtime) is \$15,382.40 a week. There are four payroll weeks left in FY15.

C There are 35 vacant shifts on the schedule from 6/4 to 6/30. An average rate of \$45.63 is used to calculate the budget forecast. An average shift is \$365.

D 10 Officers are scheduled to work the Fifer's Day events. The average rate at 8 hours was used to calculate this amount.

E Under the current CBA officers continue to accrue earned time while out on injury. This was corrected in the new CBA. This officers retirement is in process and I will payout his FY15 balance of 200 hours vacation, 64 hours holiday, 16 hours personal, and 10 hours of comp. time.

F A contingency of \$2,000 was included to cover any unforeseen events, investigations, injuries, sick or other personal leaves that may occur in the next few weeks

Filter by: Segment 1: 001
 Segment 2: 210
 Segment 3: 5000, 5100, 5108, 5110, 5111, 5112, 5114, 5115, 5116, 5120, 5124, 5125, 5126, 5134, 5140, 5143, 5144, 5145, 5154, 5160, 5168, 5170, 5171, 5172, 5173, 5174, 5180, 5181

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		
001-210-5112-0000	115,000.00	0.00		0.00	0.00	-106,615.52		
Police Salary -Chief	0.00	0.00	115,000.00	0.00	0.00	-106,615.52	8,384.48	92.71
001-210-5114-0000	664,154.00	0.00		0.00	0.00	-602,772.43		
Police Salary -FT Officer	0.00	0.00	664,154.00	0.00	0.00	-602,772.43	61,381.57	90.76
001-210-5115-0000	51,511.00	0.00		0.00	0.00	-47,761.12		
Police Salary -Clerical	0.00	0.00	51,511.00	0.00	0.00	-47,761.12	3,749.88	92.72
001-210-5124-0000	12,055.00	0.00		0.00	0.00	-10,517.54		
Police Salary -Special Officer	0.00	0.00	12,055.00	0.00	0.00	-10,517.54	1,537.46	87.25
001-210-5125-0000	6,434.00	0.00		0.00	0.00	-3,781.23		
Police Salary -Lock Up Attendants	0.00	0.00	6,434.00	0.00	0.00	-3,781.23	2,652.77	58.77
001-210-5134-0000	150,437.00	0.00		0.00	0.00	-193,883.04		
Police OT	0.00	0.00	150,437.00	0.00	0.00	-193,883.04	-43,446.04	128.88
001-210-5144-0000	8,609.00	0.00		0.00	0.00	-5,042.92		
Police - Town Detail	0.00	0.00	8,609.00	0.00	0.00	-5,042.92	3,566.08	58.58
	1,008,200.00	0.00		0.00	0.00	-970,373.80		
7 Account(s) totaling:	0.00	0.00	1,008,200.00	0.00	0.00	-970,373.80	37,826.20	96.25



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

To: Board of Selectmen
From: Chief Warren B. Ryder
Date: February 11, 2015
Re: Overtime Expenses – Budget Update

The police department continues to run short on staff with an officer out on injury. This is stressing the budget and our officers' safety continues to be my top priority and largest concern. I offer the following explanations and options moving forward. In the interest of officer safety strongly suggest option one for full coverage.

Option 1: Full Coverage: The cost associated with covering all three shifts (every day) with two officers will be approximately \$23,120. (4.6 shifts /38.8 hours a week)

Option 2: Partial Coverage: Continue to run light on coverage with one officer on duty for 19.4 hours a week (2.3 shifts). This will need a RFT by the end of the fiscal year. This estimated salary overage up to June 30, 2015 would be \$11,560.

Option 3: Minimal Coverage: There will be 38.8 hours a week (4.6 shifts) with only one officer on duty.

Option 4: Potential for hiring a temporary position (\$17.37 /Hr. + Benefits)

(Please see the reverse side for FY15 Budget Facts, Figures and Estimates)

FY15 Budget Facts, Figures and Estimates

Planned/Scheduled unfilled shifts

74 – FY15 Budgeted unfilled shifts

78 – FY15 YTD unfilled shifts

Sick Time

3,080 Hours – Carrying Sick Time

508 Hours – Potential use (+/-) with a burn rate of 16.5%

Earned Time Off

1,939 Hours – Carrying up to June 30, 2015

1,000 Hours – Probable use (51.5%)

Other Coverage (Hours) for remainder of fiscal year

400 – Training

200 – Court (estimate)

60 – Investigations

80 – Other Emergencies

740 – TOTAL

2,248 Hours (281 shifts) of potential coverage until June 30, 2015

Cost for coverage

Average Overtime rate estimated at \$45./Hr. X 8hrs (shift) = \$360.

281 Shifts X \$360. = \$101,160

OT Budget = \$35,181 (97 shifts)

Insurance = \$33,000 (92 shifts) Insurance Reimbursement up to June 30, 2015 (\$1,000/Wk)

189 Shifts funded for coverage

-\$10,000 – Salary savings from retirement (senior officer retired replace with new officer)

\$33,120 - Full Coverage with 92 Additional shifts

-\$10,000 – Salary from retirement

\$23,120 – Total for full coverage

Part Time Temporary

17.37 /Hour (\$694./wk) plus benefits (\$288./wk - \$15,000 year)

CHECK # 027898

INSURED: 0236
 POLICY #: WC10-0236A
 CLAIM #: [REDACTED]
 CLAIMANT NAME: [REDACTED]
 DATE OF ACCIDENT: 4/3/2011
 LOCATION: 500
 IN PAYMENT OF: [REDACTED] ttd benefits 04/23/14-07/20/14
 PAYMENT TYPE: Accident Total Disability
 CHECK DATE: 12/4/2014
 CHECK AMOUNT: \$ 12,714.29
 TAX I.D. #: 012641725
 VENDOR CODE: Town of Boxborough

89 days
@ 142.8572/day

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

Police Fire Accident Program

Administered by Cabot Risk Strategies, LLC
For Federal Insurance Company

INSURBANC, FSB
51-7521/111

CHECK NO.

027898

PAY EXACTLY *Twelve thousand seven hundred fourteen and 29/100 Dollars*

DATE	AMOUNT
12/4/2014	\$12,714.29

Town of Boxborough
 Town of Boxborough
 Attn: Patrick McIntyre
 29 Middle Road
 Boxborough, MA 01719



VOID IF NOT CASHED WITHIN 90 DAYS

⑈027898⑈ ⑆011175211⑆ 0001006533⑈

CHECK # 030352

INSURED: 0236
 POLICY #: WC10-0236A
 CLAIM #: [REDACTED]
 CLAIMANT NAME: [REDACTED]
 DATE OF ACCIDENT: 4/3/2011
 LOCATION: 500
 IN PAYMENT OF: [REDACTED] etd benefits 11/13/14-03/30/15
 PAYMENT TYPE: Accident Total Disability
 CHECK DATE: 5/14/2015
 CHECK AMOUNT: \$ 19,714.29
 TAX I.D. #: 012641725
 VENDOR CODE: Town of Boxborough

138 days @ 142,8572 / day
Remainder of FY15
3/31 - 6/30
= 92 days
≈ \$13142.80

20 + 138 + 92 days
= 250 x 142,8572
= \$35,714.30

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND

Police Fire Accident Program
 Administered by Cabot Risk Strategies, LLC
 For Federal Insurance Company

INSURBANC, FSB
 51-7521/111

CHECK NO.
 030352

PAY EXACTLY *Nineteen thousand seven hundred fourteen and 29/100 Dollars*

DATE	AMOUNT
5/14/2015	\$19,714.29

Town of Boxborough
 Town of Boxborough
 Attn: Patrick McIntyre
 29 Middle Road
 Boxborough, MA 01719

[Signature]
 VOID IF NOT CASHED WITHIN 90 DAYS



Reserve Fund Transfer Request

Date: 5/27/15

It is requested by the undersigned that the sum of \$ 105.00 be transferred from the Reserve Fund to:

UMAS Acct. # 001-291-5341-0000 (*60) and 001-291-5799-0000 (*45)
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Animal Control Telephone / other

The balance in the line item as of 6/1/15 (Date) is \$ -34.82 / 12.24. An amount of \$ 250/150 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.

Increase in telephone monthly charge, increased mileage for animal disposal

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

<u>Donald C. Munn</u>	(Signature)	<u>Animal Control Officer</u>	(Title)
<u>[Signature]</u> <u>6/1/15</u>	(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	_____	_____

Filter by: Segment 2: 291

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

Ledger History - Variance - Expenditure Ledger

Account Number	Budget	Transfer:	Allocated	Journal Entry:	Receipt:	Payment:	Ending	% Var.
	Encumbered	This Period		This Period	This Period	This Period		
001-291-5116-0000	2,705.00	0.00		0.00	0.00	-1,352.19		
Animal Control PT	0.00	0.00	2,705.00	0.00	0.00	-1,352.19	1,352.81	49.99
001-291-5341-0000	250.00	0.00		0.00	0.00	-284.82		
Animal Control Telephone	0.00	0.00	250.00	0.00	0.00	-284.82	-34.82	113.93
001-291-5799-0000	150.00	0.00		0.00	0.00	-137.76		
Animal Control Other Expense	0.00	0.00	150.00	0.00	0.00	-137.76	12.24	91.84
	3,105.00	0.00		0.00	0.00	-1,774.77		
3 Account(s) totaling:	0.00	0.00	3,105.00	0.00	0.00	-1,774.77	1,330.23	57.16

Finance Committee



Reserve Fund Transfer Request

Date: 6-10-2015

It is requested by the undersigned that the sum of \$ 2,550.00 be transferred from the Reserve Fund to:

UMAS Acct. # 001-511-5241-0000

(Fund # - Dept # - Object - Detail)

Description (e.g. Selectmen's expenses) Landfill Monitoring

The balance in the line item as of 6-10-2015 (Date) is \$ 1165.00. An amount of \$ 3,600.00 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.

Test came back positive, therefore
re-sampling needs to be done
Subsequent years

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.

Mari C. Casner (Signature) Board of Health Chair (Title)
____ (Signature) _____ (Title)
____ (Signature) _____ (Title)
____ (Signature) _____ (Title)

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

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

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

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

Account Number	Account Name	For the Period		7/1/15 To	6/1/15	Payments To Date	Net	Available Balance	Percent Expended
		Original Budget	Budget Adjustments	Current Budget	Receipts To Date		Expenses To Date		
Board of Health									
001-511-5110-0000	BoH Salary	500.00	0.00	500.00	0.00	250.02	250.02	249.98	50.00%
001-511-5241-0000	Landfill Monitoring	3,600.00	0.00	3,600.00	0.00	3,435.00	3,435.00	165.00	95.42%
001-511-5302-0000	Nursing Services	4,900.00	0.00	4,900.00	0.00	4,871.12	4,871.12	28.88	99.41%
001-511-5399-0000	BoH Mosquito Control	16,500.00	0.00	16,500.00	0.00	9,724.96	9,724.96	6,775.04	58.94%
001-511-5599-0000	BoH Other Office Expense	130.00	0.00	130.00	0.00	0.00	0.00	130.00	0.00%
001-511-5602-0000	BoH Health Agent Services	10,900.00	0.00	10,900.00	0.00	10,881.28	10,881.28	18.72	99.83%
001-511-5730-0000	BoH Dues	150.00	0.00	150.00	0.00	150.00	150.00	0.00	100.00%
001-511-5799-0000	BoH Other Expense	210.00	0.00	210.00	0.00	0.00	0.00	210.00	0.00%
Sum	Board of Health	36,890.00	0.00	36,890.00	0.00	29,312.38	29,312.38	7,577.62	79.46%

Bills in process

- 7392
185.62
- 249.98

- 64.36

Need invoice 2485
plus deficit: 64.36

2549.36
Round to
2550.00

STATEMENT

**NASHOBA
ASSOCIATED BOARDS OF HEALTH**
Central Avenue
AYER, MASSACHUSETTS 01432

DATE	6/12/15
NUMBER	

Boxborough Board of Health
29 Middle Rd
Boxborough, MA 01719

TERMS:

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

\$ _____

DATE	CHARGES AND CREDITS	BALANCE	
	BALANCE FORWARD		
5/22/15	Landfill monitoring well testing 4 monitoring wells 1 surface sample (lab invoice attached)	2485	00

**NASHOBA
ASSOCIATED BOARDS OF HEALTH**

Thank You

PAY LAST AMOUNT
IN THIS COLUMN

Nashoba Analytical, LLC

31A Willow Road, Ayer MA 01432

To: Annette
From: Rachel

Tel: 978-391-4428 Fax: 978-391-4643

Website: <http://www.NashobaAnalytical.com>

Statement of Open Invoices

5/31/2015

2 PAGES

Client	Description	Invoice Date	Total
<i>Nashoba Assoc. Boards of Health</i>			
154884	NABH# NA4064 - Proctor, Bob, 47 Gibson Road, Lunenburg MA - Title V	5/1/2015	\$50.00
154896	NABH# NA4063 Nesman, Edwin, 454 Harvard Road, Bolton, MA - Comp	5/4/2015	\$100.00
155026	NABH #NA4065 - GROTONWOOD BAPTIST CAMP & CONF.CTR. (GROTON) - 4 TC	5/6/2015	\$44.00
155090	NABH# NA4066 - Roy, Dawn, 12 Old Battery Road, West Townsend MA - Comp/Rn/VOC	5/11/2015	\$255.00 ✓
155092	NABH# NA4067 - 30 Beach Ave, Lancaster, MA - 1 Comp	5/11/2015	\$100.00 ✓
155093	NABH# NA4068 - Zephir, Karen, 7 Lawson Ave, Lancaster, MA - 1 TitleV	5/7/2015	\$50.00
155094	NABH# NA4069 Zephir, Karen, 3 Bogan Ave, Lancaster, MA - 1 TitleV	5/7/2015	\$50.00
155142	Boxboro Landfills - 4 sites plus 1 VOC (see Jim G for #)	5/22/2015	\$2,485.00
155145	NABH# NA4070 - 47 Mayo Rd, Ashby MA - 1 Gen	5/13/2015	\$76.50
155179	NABH# NA4071 Athorn, Ronald, 205 Fitchburg Rd, Townsend MA - Comp/VOC/Rn	5/14/2015	\$267.50
155191	NABH# NA4074 - Howes, Joyce, 150 Fitchburg Road, Townsend MA - Radon	5/13/2015	\$30.00 ✓
155291	NABH# NA4073 White, Larry, Sara's Way P-6, Boxborough MA - 1 Comp	5/15/2015	\$100.00 ✓
155342	NABH# NA4075 - Piscitello, Vito, 94 Chestnut St, Papperell, MA - 1 Comp	5/18/2015	\$100.00 ✓
155350	NABH# NA4076 - Proctor, 12 Johnson Street, Lunenburg MA-Title V	5/15/2015	\$50.00 ✓
155359	NABH# NA4077 Camp Wanocksett Dublin NH - 2 TC	5/15/2015	\$22.00 ✓
155438	NABH# NA4078 Bolton TB - 1 ecoli	5/19/2015	\$25.00 ✓
155439	NABH# NA4079 Liffiston TB - 1 ecoli	5/19/2015	\$25.00 ✓
155440	NABH# NA4080 Lunenburg Emerald Place - 1 ecoli	5/19/2015	\$25.00 ✓
155441	NABH# NA4081 Lunenburg Hickory Hemlock - 1 ecoli	5/19/2015	\$25.00 ✓
155442	NABH# NA4082 Lunenburg Hickory Hill - 1 ecoli	5/19/2015	\$25.00 ✓
155443	NABH# NA4083 Ayer Sandy Pond Beach - 1 ecoli	5/19/2015	\$25.00 ✓
155444	NABH# NA4084 Groton TB - 1 ecoli	5/19/2015	\$25.00 ✓
155511	NABH# NA4085 - Ashburnham, Camp Winnekeag - 1 ecoli	5/20/2015	\$25.00 ✓
155582	NABH# NA4080 - Lyvers, Mark, 167 Bolton Road, Harvard, MA - 1 TC	5/22/2015	\$11.00 ✓
155617	NABH# NA4089 Hansen, Brian, 27 Sauna Row Rd, W Townsend MA - 1 TC/Rn	5/28/2015	\$41.00 ✓
155618	NABH# NA4087 142 Fieros Road, Townsend, MA - Comp/Rn/VOC	5/26/2015	\$255.00 ✓
155619	NABH# NA4088 Sunny Art, 205 Warren Rd, Townsend MA - Comp/VOC/Rn	5/28/2015	\$255.00 ✓
155620	NABH# NA4086 Laurel Estates Condo, 201 Brookline Rd, Townsend MA - Comp/VOC/Rn	5/26/2015	\$255.00 ✓

Attention:
Accounts Payable

Monday, June 01, 2015

JUN - 1 2015

Page 1 of 2

D.V.

7 a ✓

Finance Committee



Reserve Fund Transfer Request

Date: June 9, 2015

It is requested by the undersigned that the sum of \$6,660.00 be transferred from the Reserve Fund to:

UMAS Acct. #1-610-5241-0000_

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

Description (e.g. Selectmen's expenses) Library Building & Grounds Maintenance

The balance in the line item as of 6/9/15 is -\$3,439.02.02. An amount of \$12,500.00 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 two HVAC pumps have been rebuilt due to mechanical problems and glycol leaks several times since 2008. These original pumps are now 10 years old and it was recommended we replace the pumps if needed rather than additional cost of repairs. The wiring shorted out on pump #1 on 8/28/14. The pump needed to be replaced before it was needed to heat the library building. A new pump was installed on 10/17/14. The total cost was \$3,936.89.

Due to the severe winter snowstorms in January and February 2015, there was a large build-up of snow on the library roof. Since the library has two flat roofs along the north and south sides of the building, and the DPW was extremely busy with town roads, the Board of Library Trustees hired a company to remove the snow from the library roof as a precaution against roof leaks or possible collapse. The total cost was \$2,722.50.

Invoices not yet received for work done in FY'15 include new backflow preventers in mechanical room, plumbing leaks in two bathrooms, electrical repairs for faulty outside electrical outlet, replacement A/V cables, and possible repairs to meeting room shades. Any remaining funds will be returned to the General Fund.

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

<u>Mary J. Bolin</u>	(Signature)	<u>Chair</u>	(Title)
<u>Robert W. Matusco</u>	(Signature)	<u>Library Trustee</u>	(Title)
<u>Justinella McKee</u>	(Signature)	<u>Library Trustee</u>	(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.

Board of Selectmen

Date:

Finance Committee

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	_____	_____

Filter by: Segment 1: 001
 Segment 2: 610

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		
001-610-5112-0000	76,583.00	0.00		0.00	0.00	-71,007.92		
Library Director	0.00	0.00	76,583.00	0.00	0.00	-71,007.92	5,575.08	92.72
001-610-5116-0000	137,726.00	0.00		0.00	0.00	-127,047.98		
Library PT	0.00	0.00	137,726.00	0.00	0.00	-127,047.98	10,678.02	92.25
001-610-5210-0000	14,000.00	0.00		0.00	0.00	-12,230.11		
Library Electricity	0.00	0.00	14,000.00	0.00	0.00	-12,230.11	1,769.89	87.36
001-610-5212-0000	6,500.00	0.00		0.00	0.00	-7,393.33		
Library Heating	0.00	0.00	6,500.00	0.00	0.00	-7,393.33	-893.33	113.74
001-610-5241-0000	12,500.00	0.00		0.00	0.00	-11,795.47		
Library Bldg/Ground Maint Svc	0.00	0.00	12,500.00	0.00	0.00	-11,795.47	704.53	94.36
001-610-5305-0000	2,500.00	0.00		0.00	0.00	-3,272.83		
Library Software Support	0.00	0.00	2,500.00	0.00	0.00	-3,272.83	-772.83	130.91
001-610-5345-0000	375.00	0.00		0.00	0.00	-103.80		
Library Postage	0.00	0.00	375.00	0.00	0.00	-103.80	271.20	27.68
001-610-5351-0000	1,000.00	0.00		0.00	0.00	-664.82		
Library Programs	0.00	0.00	1,000.00	0.00	0.00	-664.82	335.18	66.48
001-610-5441-0000	3,000.00	0.00		0.00	0.00	-1,671.65		
Library Bldg/Ground Maint Supplies	0.00	0.00	3,000.00	0.00	0.00	-1,671.65	1,328.35	55.72
001-610-5520-0000	62,000.00	0.00		0.00	0.00	-49,791.72		
Library Materials	0.00	0.00	62,000.00	0.00	0.00	-49,791.72	12,208.28	80.31
001-610-5599-0000	2,800.00	0.00		0.00	0.00	-2,167.01		
Library Other Supplies	0.00	0.00	2,800.00	0.00	0.00	-2,167.01	632.99	77.39
001-610-5711-0000	800.00	0.00		0.00	0.00	-616.79		
Library Travel	0.00	0.00	800.00	0.00	0.00	-616.79	183.21	77.10
001-610-5730-0000	13,537.00	0.00		0.00	0.00	-1,360.00		
Library Dues	0.00	0.00	13,537.00	0.00	0.00	-1,360.00	12,177.00	10.05
13 Account(s) totaling:	333,321.00	0.00	333,321.00	0.00	0.00	-289,123.43	44,197.57	86.74

Salery }
 - 5575.08
 - 10678.02

 27944.47



Arch Painting, Inc.
 1 Presidential Way
 Suite 109
 Woburn, MA 01801
 Phone 781-933-9335

Invoice

Date	Invoice #
2/25/2015	133004

Mail To:
Sargent Memorial Library Maureen Strapko 427 Mass Ave Boxborough, MA 01719

Project
8982 EXT 427 Mass Ave Snow

Payment Terms
Due on Receipt of Invoice

P.O #

Description	Amount
Roof Top Snow Removal for Sargent Memorial Library - Hourly Basis	
Project Address : 427 Mass Ave, Boxborough, MA 01719	
Includes:	
February 24th	
3 Laborer's	1,402.50
8am - 4:30pm	
February 25th	
3 Laborer's	1,320.00
8am - 4pm	
All Balances are 'Due Upon Completion' unless otherwise noted above.	Total \$2,722.50
1.5% Monthly Finance fee will be applied to Open Balances over 30 days	Balance Due \$2,722.50



Invoice

October 17, 2014

CAM HVAC & Construction Inc.
 1000 W. Main Road
 Pawtucket, RI 02917
 Phone: 401-232-7230 Fax: 401-232-7290
 www.camhvac.com

Invoice #	1026-26394
Tech	TWIGGS
Due Date	11/16/2014
P.O. #	PER QUOTE
Job Date	10/8/2014

Bill To:
 Sargent Memorial Library
 427 Mass Avenue
 Boxborough, MA 01719

Job Name:
 Sargent Memorial Library
 427 Mass Avenue
 Boxborough, MA 01719

978-263-4680

978-263-1275

978-263-4680

978-263-1275

Item Code	Description	Hrs/Qty	Price	Amount
	Replaced Pump #1 with a new Taco Pump Boiler #2 Replaced Ignition Electrode			
	TECHNICIAN LABOR	8.00	85.00 HR	680.00
	TACO PUMP	1.00	2998.19 EA	2998.19
	POWERFLAME ELECTRODE	1.00	28.70 EA	28.70
	MISC. MATERIAL & GAUGES	1.00	60.00 TO	60.00
	FREIGHT	1.00	150.00 EA	150.00
	TRIP CHARGE	1.00	20.00 EA	20.00

Signature: _____
 Amount Due: 3936.89
 Vendor Acct # _____
 Invoice Date: _____ Invoice # _____
 Posting Account: 1-610-5341-0000

Material	Labor	Other	Subtotal	Total
3106.89	680.00	150.00	3936.89	\$3,936.89

Invoices are payable net 30 days. Invoices over 30 days will be subject to a service charge of 1.5% per month and a late fee of \$15.00. If collection becomes necessary, I fully agree to assume the full amount of the debt dues CAM HVAC & Construction Inc. plus any and all costs of collection including reasonable attorneys fees.

Terms: Net 30
 THANK YOU FOR YOUR BUSINESS

T a v i

Finance Committee



Reserve Fund Transfer Request

Date: 6/12/15

It is requested by the undersigned that the sum of \$ 100.00 be transferred from the Reserve Fund to:

UMAS Acct. # 001-691-5241-0000

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

Description (e.g. Selectmen's expenses) Hist Comm Bldg/Grounds Maint

The balance in the line item as of 6/9/15 (Date) is \$ -244.06. An amount of \$ 500 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.

Increase in Electrical rates, and Gas usage with new furnace over expended total budget. Additional work to replace Exit Signs that was not planned for, was thought to be able to be absorbed in total but not in entirety.

A previous request for \$4900 to replace the furnace was requested in Dec 2014

A previous request for \$500 to repair the alarm system was requested in April 2015

A previous request for \$842 to repair the lighting fixtures was requested in April 2015

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

	<u>6/3/15</u>	(Signature)	<u>Alan Rohwer - Hist Comm Chair</u>	(Title)
	<u>6/3/15</u>	(Signature)	<u>Dave Lindberg - Building Inspector</u>	(Title)
	<u>6/11/15</u>	(Signature)	<u>Selina Shaw - Town Administrator</u>	(Title)
		(Signature)		(Title)

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

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

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

John Musto Licensed Electrician

Lic # 31801E

Invoice

467 Middle Road
Boxborough, MA 01719
Phone: 978-263-7556

Date: 12/15/14

To: David Lindberg (Town of Boxborough)
2 Middle Rd
Boxborough, Ma 01719

DLindberg@boxborough.ma.gov

Description	Price
Museum exit signs	
Remove existing wall mount battery unit, install and wire two new LED exit signs / emergency lights with battery backup.	
Labor 5 hrs @ \$70.00 Materials \$172.00	\$350.00 \$172.00
 Signature	
\$ 567.00 Amount to Pay	Permit fee \$45.00
12/15/14 Invoice Date	
001-691-5241-0000 Posting Account	Total \$567.00

Note: Payment due upon completion.
Make checks payable to John Musto Electric
Permit fees not included.

Filter by: Segment 1: 001
 Segment 2: 691

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		
001-691-5210-0000	479.00	0.00		0.00	0.00	-476.86		
Hist Comm Electricity	0.00	0.00	479.00	0.00	0.00	-476.86	2.14	99.55
001-691-5212-0000	1,850.00	0.00		0.00	0.00	-1,837.64		
Hist Comm Heating	0.00	0.00	1,850.00	0.00	0.00	-1,837.64	12.36	99.33
001-691-5241-0000	500.00	6,242.00		0.00	0.00	-6,986.06		
Hist Comm Bldg/Grounds Maint	0.00	6,242.00	6,742.00	0.00	0.00	-6,986.06	-244.06	103.62
001-691-5799-0000	345.00	0.00		0.00	0.00	-124.00		
Hist Comm Other Expense	0.00	0.00	345.00	0.00	0.00	-124.00	221.00	35.94
	3,174.00	6,242.00		0.00	0.00	-9,424.56		
4 Account(s) totaling:	0.00	6,242.00	9,416.00	0.00	0.00	-9,424.56	-8.56	100.09



Reserve Fund Transfer Request

Date: 6/15/15

It is requested by the undersigned that the sum of \$ 1,550.00 be transferred from the Reserve Fund to:

UMAS Acct. # 001-912-5173-0000

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

Description (e.g. Selectmen's expenses) Police & Fire Accident Ins

The balance in the line item as of 6/2/15 (Date) is \$ -3,731.00. An amount of \$ 26,300 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.

Notification regarding actual premium of \$30,031 was received after budget had been submitted/approved. There is sufficient balance in the departmental budget (#912) to cover all but \$1,550 of the department deficit.

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

<u>[Signature]</u> <u>6/15/15</u>	(Signature)	Selina Shaw - Town Administrator	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

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

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

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

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

Account Number	Account Name	For the Period		7/1/15 To	6/1/15	Payments To Date	Net	Available Balance	Percent Expended
		Original Budget	Budget Adjustments	Current Budget	Receipts To Date		Expenses To Date		
Other Benefit Insurance									
001-912-5172-0000	Workers Comp Ins	10,000.00	0.00	10,000.00	0.00	7,467.02	7,467.02	2,532.98	74.67%
001-912-5172-MEGA	Mega Assessment	3,609.00	0.00	3,609.00	0.00	3,608.66	3,608.66	0.34	99.99%
001-912-5173-0000	Police & Fire Accident Ins	26,300.00	0.00	26,300.00	0.00	30,031.00	30,031.00	-3,731.00	114.19%
001-912-5174-0000	Unemployment	20,370.00	0.00	20,370.00	0.00	17,937.85	17,937.85	2,432.15	88.06%
Sum	Other Benefit Insurance	60,279.00	0.00	60,279.00	0.00	59,044.53	59,044.53	1,234.47	97.95%

6/2

$$\begin{array}{r} - 974 \\ \hline 260.47 \end{array}$$

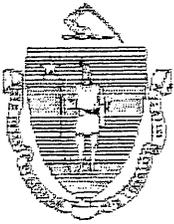
expected through 6/30 1800.

RFT

\$ 1550 w/ encumbr. remaining amt.

Ledger History - Detail - Expenditure Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Account: 001-912-5173-0000	Police & Fire Accident Ins		0.00	30,031.00	26,300.00	-3,731.00
	Block/Batch	Posted: 07/01/2014		0.00	26,300.00	26,300.00
Tran. Type: Beginning Balanc		By: jbarrett				
	Employee Benefit Retirement, Insurance, Medicare			0.00	26,300.00	26,300.00
Warrant: 2015-03	Block/Batch 2015/03 TH	Posted: 07/22/2014		30,031.00	0.00	-3,731.00
Tran. Type: Payable		By: jbarrett				
9906-55-84 Jul 14		Chubb and Son		30,031.00	0.00	-3,731.00
1 Account(s) totaling:			0.00	30,031.00	26,300.00	-3,731.00



THE COMMONWEALTH OF MASSACHUSETTS
 EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
 DEPARTMENT OF UNEMPLOYMENT ASSISTANCE



66437621

TOWN OF BOXBOROUGH
 29 MIDDLE RD
 Treasurer's Office
 BOXBOROUGH, MA 01719

EAN: 78306400
 May 21, 2015

Detail for Employer Account # 78306400

Due Date: 6/17/2015

Identification Number	Claimant's Name	Effective Date of Claim	Maximum Potential Charges	Week Paid (Ending Date)	Benefit Rate	Additional Amounts Included	Total Charge to your Account	Credits to your Account
***-**-0801	[REDACTED]	1/4/2015	\$3,553.58	3/28/2015	\$192.00	\$0.00	\$192.00	\$0.00
***-**-0801	[REDACTED]	1/4/2015	\$1,243.42	4/25/2015	\$187.00	\$0.00	\$187.00	\$0.00
***-**-0801	[REDACTED]	1/4/2015	\$1,243.42	4/18/2015	\$184.00	\$0.00	\$184.00	\$0.00
***-**-0801	[REDACTED]	1/4/2015	\$1,243.42	4/4/2015	\$192.00	\$0.00	\$192.00	\$0.00
***-**-0801	[REDACTED]	1/4/2015	\$1,243.42	4/11/2015	\$219.00	\$0.00	\$219.00	\$0.00

Explanation of Codes

- D = Dependency Allowance
- E = State Extended Benefits
- S = Section 30 Training Benefits

PREVIOUS BALANCE MAY INCLUDE DELINQUENT AMOUNTS ON WHICH INTEREST ACCRUES.
 CONTINUED DELINQUENCY WILL RESULT IN AGGRESSIVE COLLECTION ACTIVITY

Patricia M. J.
 Signature
 \$ 974 31849
 Amount to Pay Vendor Acct #
5/21/15 [REDACTED]
 Invoice Date Invoice #
001-912-5174-0000
 Posting Account



Internal Communications and Outgoing Communications
June 15, 2015

1. Communications from the Personnel Board:
 - a. Responses to employee input received during the 2015 Outreach meetings, distributed on June 9, 2015. *
 - b. Memorandum to the Board of Selectmen, dated June 9, 2015, regarding New Boxborough Police Position – Lieutenant. *
2. Email communication from Moderator, John Fallon, dated June 11, 2015, to the Board of Selectmen regarding the upcoming expiration of the Minuteman School Committee representative, Cheryl Mahoney’s term and her willingness to continue to serve but also to step aside so another can be appointed.*
3. Letter from DHCD Acting Associate Dir. Louis Martin, dated June 9, 2015, to Chairman Amoroso advising that the DHCD has approved Boxborough’s Housing Production Plan. It also provides an overview of some of the opportunities now available to the Town with this in place.*
4. Email communication of June 11, 2015 between Dept. Asst. Cheryl Mahoney and Chief Warren Ryder regarding “Response of Dog Officer to resident complaint”. [Boxborough Police Dept. Report Ref:15-100-CF, also provided] *
5. Letter from Boxborough Historical Society Pres. Jeanne Steele Kangas, dated May 30, 2015, to the Board of Selectmen reporting on the recent Freedom’s Way Hidden Treasures event and thanking the Board and town employees for their support and cooperation.

la

*

Cheryl Mahoney

From: Owen & Becky Neville <neville317@verizon.net>
Sent: Tuesday, June 09, 2015 12:32 PM
To: Cheryl Mahoney; Selina Shaw; Andrea Veros; Warren Ryder; Randy White; Vicki Franz; Tom Garmon; Maureen Strapko
Cc: Ken and Anne
Subject: Personnel Board response
Attachments: Responses to comments.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Dear All,
Over the winter the Personnel Board met with the employees who are covered by the Personnel Plan. Attached is the Personnel Board's response to questions and issues raised. In an attempt to save some trees we are hoping to distribute this electronically (I believe one hard copy has been provided to each department for posting). I am hoping you have a distribution list and can send this to the employee that are in your department. Please let me know if this is not possible or if you need additional hard copies.

Thanks,
Becky

Dear Valued Employee:

Thank you for participating in the Personnel Board outreach meetings held earlier this year. We know you had several questions, and want to make sure you have the answers you need. Please contact any Personnel Board member at any time if you have any further issues or concerns that need to be addressed.

The Boxborough Personnel Board

Anne Canfield, Chair	978 263-2664	canfield@rcn.com
Sheila Bauer	978 274-2493	sheilacbauer@gmail.com
Pat Flanagan	978 263-7404	pcflanagan@verizon.net
Hugh Fortmiller	978 929-2552	hfortmiller@gmail.com
Becky Neville	978 263-3285	Neville317@verizon.net
Susan Bak, BoS liaison	508 596-3319	sbak@comcast.net

Library staff

Comments and questions

Some of us, who are part-time employees (under 20 hours) would like to work more hours so that we are eligible for benefits. Increased hours would also provide greater flexibility for scheduling when employees are out of work due to an illness or vacation.

Response

All staffing decisions for the Library, including the number of hours worked by part-time employees, are made by the Library Board of Trustees, who are elected by the Town. We encourage you to discuss your concerns with the Library Director or any member of the Library Board of Trustees.

Comments and questions

Will the Town extend paid sick leave to part-timers as designated by the new Massachusetts Paid Sick Leave Law?

Response

The new Paid Sick Leave Law in Massachusetts does not apply to municipalities, unless the Town votes to accept the new law. On the advice of Town Counsel, the Personnel Board did not make any recommendations to the Board of Selectmen to adopt the new law, as there are several issues in the law that need to be addressed by the State Legislature.

Comments and questions

When will the employee link on the Town website be available?

Response

The Town plans on making the link available by July 1, 2015.

Comments and questions

For those employees who work less than 40 hours per week, how do you define a "workday"?

Response

A "workday" is not defined in the Personnel Plan. The Plan defines a regular work period as a 40 hour work week. The Library Director schedules part-time employees based on the hours of operation and the needs of the Library.

Library staff "continued"

Comments and questions

When will accrued vacation, sick time, etc. show up on pay stubs?

Response

We are pleased to report that accrued vacation and sick time information is now available on employee pay stubs.

Comments and questions

Where can copies of the Employee Handbook and Personnel Plan be found?

Response

The Personnel Plan can be found on the Town's website. Additionally, the Personnel Board provided the Library with a paper copy of the current Plan available through the Library Director.

The Personnel Board has recommended some changes to the Plan. Town Meeting voted to approve those changes. The Plan will be updated and posted on the website on July 1, the effective date of those changes.

The Personnel Board is working with the Town Administrator to update the Employee Handbook. The Board does not have a target date for completion.

Comments and questions

If the Personnel Board schedules outreach meetings again, would you consider breaking the groups into two meetings - one for full-time employees and a second for part-time employees?

Response

Logistically, this may not be possible. However, all future outreach meeting dates will be published and made available to all non-union employees. You are welcome to attend any scheduled meeting.

DPW: Snow-related

Comments and questions

When the DPW employees plow during a sustained snow storm at night, we are paid a higher rate. If plowing continues over night into the next day, when our regular DPW shift starts our pay rate reverts to our regular DPW pay (which is lower). We believe we should be paid at the higher plow rate for the duration of the storm.

Response

Thank you for bringing this to our attention. Based on your feedback, the Personnel Board made changes and recommendations to the Personnel Plan which addresses this issue. The changes in the Plan were approved at Annual Town Meeting. The new language reads as follows:

DPW Snow and Ice Removal.

This section shall apply only to DPW employees involved in the removal of snow and ice. A DPW employee who works in excess of eight (8) hours in any single work day will be paid at the rate of time and a half the employee's regular rate of pay, for the time worked in excess of eight (8) hours in that work day. If the employee is being paid at the rate of time and a half and continues to work into the employee's next shift, the employee will continue to be paid at time and a half until the continuous work period ends and the employee is relieved of duty. A rest period of not more than four (4) hours shall not cause the continuous work period to end and pay at time and a half shall resume when the employee returns to work from such rest period.

Comments and questions

We were docked 30 minutes for a lunch break during snowstorms, but did not take a break.

Response

In Massachusetts, all employees are required to take a 30 minute break after working six (6) hours. The Personnel Board will look into this further.

Comments and questions

We don't have time to run out and get food for lunch during major snowstorms. We think the Town should have food available in the highway barn (sandwich or cold cut platters). Both Acton and Littleton provide food during snowstorms.

Response

The Personnel Board agrees that during extraordinary circumstances like those experienced during the winter of 2014/2015, your department should provide food for you. The Board has brought this matter to the attention of your department head as well as the Board of Selectmen liaison for the DPW.

DPW: Non snow-related

Comments and questions

The circuit breaker in the staff room trips if you plug in more than one thing.

Response

This is a matter for your department head, and we encourage you to make him aware of any maintenance problems. We checked with your department head and understand that this problem has now been fixed.

Comments and questions

During the summer months, we would like to stagger our hours so we may start work earlier to lessen the impact of summer heat.

Response

This is a matter for your department head. We encourage you to discuss the possibility of a flexible work schedule during the summer with your Department Head.

Comments and questions

No one talked to us during the last Compensation and Classification Study, and our job descriptions are out of date.

Response

We're sorry to hear that you were not told that the Personnel Board was engaged in a Compensation and Classification Study that was conducted during 2013 and voted on during Annual Town Meeting in May 2014.

Generally speaking, job descriptions don't change very much from year to year. Your department head is responsible for updating your position description and submitting the description to the Personnel Board, who will review the changes, rate the position, and place it in the classification plan. However, if you believe your position has changed, you should discuss this with your department head. The Personnel Board has reached out to all Department Heads to remind them that the Board is available to review any revisions to employee job descriptions.

DPW: Non snow-related "continued"

Comments and questions

Most of us are at the top step. A 1.5% COLA and an increase in health insurance premiums of 9% means we are effectively taking a pay cut every year.

Response

We understand your concern, however there is no pay cut due to increases in your health insurance premiums in Fiscal 2016. DPW employees at the top step will receive an annual salary increase of approximately \$755 during Fiscal 2016.

We checked with the Town Treasurer and have learned that not all health plans increased premiums by 9%. For example, the Fallon family plan will go up 2%. Keep in mind that the Town pays 75% of the cost of health insurance for all Town employees.

Premiums for the upcoming fiscal year will increase as follows:

Family Plan	Employee share of annual increase in health insurance premiums
Harvard family plan	\$422
Tufts family plan	\$459
Fallon family plan	\$84

Town Hall staff

Comments and questions

Did the Personnel Board ever look into a sick-time bank?

Response

Yes. This was looked at several years ago. The Board came to the conclusion that the Town is not large enough to make a sick-time bank work. There are simply not enough contributors to ensure fairness to all employees.

Comments and questions

When will the employee website button be up and running?

Response

The Town plans on making the link available by July 1, 2015.

Comments and questions

Why doesn't the Personnel Board notify employees about upcoming issues to be discussed at Personnel Board meetings?

Response

All Personnel Board meetings and agendas are posted on the website and are open to employees and the general public. We hope you'll check the website and join us at our meetings.

Final Comment from the Personnel Board

At the recommendation of the Personnel Board, the Town voted to increase vacation time by two additional days for all eligible employees. As of July 1, 2015 the new vacation schedule is as follows:

- | | | |
|--------------------|---------|---------------------------------------|
| • After one year | 12 days | accrual rate of 8 hours per month |
| • After five years | 17 days | accrual rate of 11.33 hours per month |
| • After ten years | 22 days | accrual rate of 14.67 hours per month |

Thank you for your participation in the Personnel Board's outreach meetings. Your input is valuable to us as we continue to explore ways to make Boxborough a better place for our employees.

16



TO: Members of the Boxborough Board of Selectmen
 FROM: Members of the Boxborough Personnel Board
 RE: New Boxborough Police Position—Lieutenant
 DATE: June 9, 2015

The Personnel Board members believe it is important to explain our thoughts about the newly created position of police Lieutenant. This memo is a brief synopsis of our consensus opinion on the matter.

Chief Ryder met with the PB and very specifically expressed that he wanted the position of Lieutenant to be exempt. He stated in the absence of the Chief, the Lieutenant position acts in the capacity of Chief, and therefore should not to be a part of the Police Collective Bargaining Unit. After much discussion and further input from Chief Ryder, the Personnel Board members have reaffirmed that the position of Lieutenant is an exempt position. Below are some of the actions taken / and factors considered in reaching our decision:

FLSA

- Reviewed the exemptions under FLSA.
- Reviewed the tasks outlined by Chief Ryder in the position's job description.
- Chief Ryder presented the Lieutenant position to the PB as **acting in the place of the Chief of Police**.
- Chief of Police is an exempt position. If someone is regularly acting as the Chief of Police, than that position should also be classified as exempt.
- Exempt employees do not qualify for OT.

Personnel Administration Plan

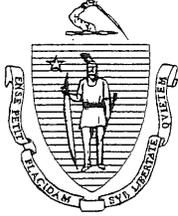
- There is no language in the Personnel Administrative Plan that allows payment of OT for an exempt position.
- There is no language in the Personnel Administrative Plan allows for "side agreements."
- Any change in the Plan would have to be voted at Annual Town Meeting.
- The Personnel Board does not endorse a change in the Plan that would allow for payment of overtime to (or side agreements with) exempt employees.

Concerns of the Personnel Board

- Any exception to pay OT to the Police Lieutenant, who is classified as an exempt employee, may require the Town to pay OT to other exempt employees.
- Personnel Board members believe changing the Plan to pay OT for exempt employees compromises the integrity of the Personnel Plan.
- We are concerned about the legal and financial ramifications of making changes to the Plan that allow for OT payment and side agreements for exempt positions.

In conclusion, the PB respects Chief Ryder's reasons for wanting the Lieutenant position to be considered exempt—and thus governed by the Personnel Administration Plan.

FYI: In lieu of OT, the PB recommended to Chief Ryder that he give the Lieutenant compensatory time for hours worked in excess of 40 hours.



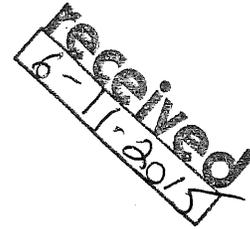
3

Commonwealth of Massachusetts
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

June 9, 2015

Vincent Amoroso, Chairman
Boxborough Board of Selectmen
29 Middle Road
Boxborough, MA 01719



Dear Mr. Amoroso:

The Department of Housing and Community Development (DHCD) approves the Town of Boxborough's Housing Production Plan (HPP) pursuant to 760 CMR 56.03(4). The effective date for the HPP is June 2, 2015, the date that DHCD received a complete (revised) plan submission. The HPP has a five year term and will expire on June 1, 2020.

Approval of your HPP allows the Town to request DHCD's Certification of Municipal Compliance when:

- Housing units affordable to low and moderate income households have been produced during one calendar year, totaling at least 0.5% (10 units) of year round housing units.
- All units produced are eligible to be counted on the Subsidized Housing Inventory (SHI). If you have questions about eligibility for the SHI, please visit our website at: www.mass.gov/dhcd.
- All units have been produced in accordance with the approved HPP and DHCD Guidelines.

I applaud your efforts to plan for the housing needs of Boxborough. Please contact Phillip DeMartino, Technical Assistance Coordinator, at (617) 573-1357 or Phillip.DeMartino@state.ma.us, if you need assistance as you implement your HPP.

Sincerely,

A handwritten signature in black ink, appearing to read "Louis Martin".

Louis Martin
Acting Associate Director

cc: Senator James B. Eldridge
Representative Jennifer E. Benson
Selina Shaw, Town Administrator, Boxborough
Adam L Duchesneau, Town Planner, Boxborough



From: Chief Warren B. Ryder [mailto:Wryder@Boxborough-MA.Gov]
Sent: Thursday, June 11, 2015 2:16 PM
To: sshaw@boxborough-ma.gov; 'Cheryl Mahoney'
Subject: RE: Response of Dog Officer to resident complaint

Yes, the report of the incident is attached. The matter is closed:

1. The complainant's allegations could not be substantiated.
2. The complainant was uncooperative with documenting (viewing/photographing) the injury.
3. The complainant did not seek medical attention.

Warren B. Ryder
Chief of Police

Boxborough Police Department
520 Massachusetts Avenue
Boxborough, MA 01719
978-264-1751 Admin Line
978-268-5123 Admin Fax

Town of Boxborough: A Rural, Engaged Community for All

Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law. M.G.L. c. 86 § 10.

From: Cheryl Mahoney [mailto:cmahoney@boxborough-ma.gov]
Sent: Thursday, June 11, 2015 12:46 PM
To: Warren Ryder
Cc: Selina Shaw
Subject: Response of Dog Officer to resident complaint

Chief Ryder,

A call was received today from Phil Kicelemos about ACO Tower and a dog bite complaint that he says he submitted to your department.

Mr. Kicelemos stated that he has previously complained about the dog wandering the neighborhood but ACO Tower has done nothing.

He said he had been bitten by this dog and that he had reported this incident to your department and nothing has been done.

Mr. Kicelemos feels that something needs to be done about ACO Tower's lack of response and he is frustrated that he has not be able to communicate directly with ACO Tower but has to go through public safety dispatch and/or your office.

Mr. Kicelemos has requested that the Selectmen be made aware of this matter.

Cheryl A. Mahoney
Administrative Support
Boxborough Town Hall

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

NARRATIVE FOR CHIEF WARREN B RYDER

Ref: 15-100-OF

Entered: 05/08/2015 @ 1236 Entry ID: WBR103
Modified: 05/20/2015 @ 1418 Modified ID: WBR103

12:00PM on Friday May 8, 2015 I (Chief Warren B. Ryder) received a message to call Philip Kicelemos of 307 Picnic Street, Boxborough regarding a past dog bite. I spoke with Mr. Kicelemos who stated the following:

- Sometime around "mid-day" on Tuesday May 5, 2015 he was walking down the shared driveway of 271/273 Picnic Street.
- A large black dog approached him and was barking.
- He stated that the dog belongs to James Glode of 259 Picnic Street, Boxborough.
- He observed three children playing on a trampoline at 259 Picnic Street.
- The dog bit him on right ankle breaking the skin on the inside area of his leg.
- One of the children that were playing at 259 Picnic Street (female 8-9 years old) came and took the dog.
- He did not seek medical attention for the injury.

I requested to view and photograph Mr. Kicelemos's injury and he refused. Mr. Kicelemos also stated that he will not call the Animal Control Officer (Phyllis Tower) because she is prejudice. He would not explain his comments any further.

This report will be forwarded to Animal Control Officer (ACO) Tower for further investigation.

On Monday May 11, 2015 I received the following report from Phyllis Tower Boxborough ACO:

I spoke with Jim Glode briefly. He recalled it happening during April vacation, but suggested to speak with his wife, Brenda. Brenda returned my call. Brenda stated it was during April vacation, not Tuesday the 5th. She was in the yard that day when the kids were on the trampoline. Mr. Kicelemos was rummaging around in the woods off the neighbors common driveway. He was dressed with a ski hat and gloves. The dog ran to the side of the lawn barking at him. He yelled out to the kids to have their father to keep the dogs leashed. Brenda stated the dog did not reach him.

*Phyllis Tower
Animal Control Officer*

END OF REPORT

Submitted by,

Warren B. Ryder
Chief of Police

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Minutes, Notices and Updates
June 15, 2015

Minutes

1. Personnel Board Minutes for meetings held May 5, 2015 and June 3, 2015.

Notices

1. Notice of a Well-Being Committee meeting held June 9, 2015
2. Notice of a Master Plan Update Committee meeting held June 9, 2015
3. Notice a Library Board of Trustees meeting held June 9, 2015
4. Notice of an Agricultural Commission meeting held June 9, 2015
5. Notice of a Recreation Commission meeting held June 10, 2015
6. Notice of an Acton-Boxborough Cultural Council meeting held June 10, 2015
7. Notice of an Energy Committee meeting held June 10, 2015
8. Notice of a Personnel Board meeting [possible quorum] at Selectmen's meeting to be held June 15, 2015
9. Notice of a Public Celebrations Committee meeting to be held June 16, 2015
10. Notice of a Public Safety Space Needs Advisory Group meeting to be held June 23, 2015
11. REVISED Notice of a Planning Board's Temporary Pole Installation & Public Meeting to be held June 24, 2015 [Previous notice attached]
12. Notices of A-B School Regional School District related meetings:
 - a. ABRSC Budget Subcommittee meeting held June 4, 2015
 - b. A-B Special Education Parent Advisory Council meeting held June 10, 2015
 - c. Regular School Committee meeting held June 11, 2015
13. Notice a Minuteman School Committee meeting to be held June 16, 2015

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General Correspondence
June 15, 2015

1. Q1 2015 Newsletter (Mass. Ed.), *Comcast Connections*, from Comcast Cable Communication.