



BOARD OF SELECTMEN

Meeting Agenda

November 16, 2015

Boxborough Town Hall

Grange Meeting Room

1. CALL TO ORDER, 7 PM

2. ANNOUNCEMENTS

3. PUBLIC HEARING, 7:05 PM

FY 2016 Tax Classification Hearing - Adoption of Residential Factor (Ruth Anderson, Town Assessor will present)

Move to adopt a residential factor of one, i.e. a single tax rate, and to authorize the Town Assessor to digitally sign the LA-5 form on behalf of the Board for submission to the Department of Revenue

VOTE:

4. APPOINTMENTS

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

a) Citizens concerns

5. MINUTES

- a) Regular session, October 19, 2015
- b) Workshop meeting, October 24, 2015
- c) Regular session, November 2, 2015
- d) Executive session, November 2, 2015

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

6. SELECTMEN REPORTS

7. OLD BUSINESS

8. NEW BUSINESS

a) Resignation of Inspector of Buildings/Code Administration Officer, David Lindberg and discussion regarding process and timeline for recruitment of successor and provision of interim coverage
Move to accept with regrets the upcoming resignation of David Lindberg, Inspector of Buildings/Code Administration Officer and to support the process for recruitment of a successor proposed by the Town Administrator

VOTE:

b) Review proposed revisions to the Board of Selectmen Policy on Membership and Activities of Appointed Town Boards
Move to approve the proposed revisions to the Board of Selectmen Policy on Membership and Activities of Appointed Town Boards as proposed on November 16, 2015 (... or as further revised)

VOTE:

c) Community Preservation Project Applications
NB: No action is required, but if the BoS would like, they may provide input to the Conservation Preservation Committee by November 23 at 4 PM

d) Preparation for joint meeting (November 30, 7 PM) of Acton-Boxborough School Committee, Finance Committee and Board of Selectmen

9. CORRESPONDENCE

ACCEPT & POF

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

10. PRESS TIME

11. CONCERNS OF THE BOARD

12. EXECUTIVE SESSION

Move to adjourn to executive session in the Town Administrator's office to discuss the value of real estate and to adjourn immediately thereafter

**ROLL CALL
VOTE:**

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

13. ADJOURN



LEGAL NOTICE

BOXBOROUGH BOARD OF SELECTMEN

PUBLIC HEARING

FISCAL 2016 TAX CLASSIFICATION HEARING

Pursuant to MGL Chapter 40 §56, the Board of Selectmen will hold a Public Hearing in the Grange Meeting Room, Town Hall, 29 Middle Road, Boxborough, Massachusetts, on Monday, November 16, 2015, at 7:05 pm on the adoption of a Residential Factor, thereby determining the percentages of the tax burden borne by each class of real and personal property for Fiscal 2016. At said hearing, the Assessor shall provide all information and data relevant to making such determination and the fiscal effect of the available alternatives.

Per order,

Board of Selectmen

**TAX BURDEN
LEGAL NOTICE
BOXBOROUGH BOARD OF
SELECTMEN
PUBLIC HEARING
FISCAL 2016 TAX CLASSIFICATION
HEARING**

Pursuant to MGL Chapter 40 §56, the Board of Selectmen will hold a Public Hearing in the Grange Meeting Room, Town Hall, 29 Middle Road, Boxborough, Massachusetts, on Monday, November 16, 2015, at 7:05 pm on the adoption of a Residential Factor, thereby determining the percentages of the tax burden borne by each class of real and personal property for Fiscal 2016. At said hearing, the Assessor shall provide all information and data relevant to making such determination and the fiscal effect of the available alternatives.

Per order,
Board of Selectmen

AD#13351982
Acton Beacon 1/15, 11/12/15



Boxborough, Massachusetts
Fiscal Year 2016
Classification Hearing
Monday, November 16, 2015

Prepared for: Boxborough Board of Selectmen

Vincent Amoroso, Chair
Robert Stemple, Clerk
Susan Bak
Leslie Fox
James Gorman

Prepared by: Ruth Anderson, MAA
Town Assessor

November 16, 2015

To the Board of Selectmen and the Citizens of Boxborough:

As Town Assessor, I am pleased to announce that the Commissioner of Revenue has certified values for Fiscal Year 2016. This was a Certification Year for Boxborough, meaning that I performed a full revaluation of all properties in Boxborough to conform to triennial certification requirements.

Tonight I am pleased present information and options for the Board of Selectmen to determine whether there shall be a single tax rate for all classes of property within the Town for Fiscal Year 2016. This process is known as the adoption of a residential factor.

The Commissioner of Revenue has certified that the locally assessed values of real and personal property in Boxborough represent full and fair cash valuation as of January 1, 2015 for Fiscal Year 2016. Supporting analysis was based on sales of property in Boxborough during calendar year 2014. Values were approved by the Department of Revenue on October 23, 2014. With the completion of our triennial certification, the next two fiscal years will be interim years in which adjustments will be made as necessary after market analysis. Our next scheduled full revaluation will be Fiscal 2019.

The purpose of this Classification Hearing is to determine the percentage share of the tax levy that each class of property will bear. The Board of Selectmen do not set the tax rate; rather, they vote whether to split the tax rate among property classes. The adopted percentage is then used by the Assessor to determine which proportion of the tax levy will be paid by each class of property and calculate the tax rate. Once a vote is taken, I will ask the Board to sign the LA-5 form, and also to grant me authorization to digitally sign the LA-5 form in the Division of Local Services Gateway program.

Pursuant to Massachusetts General Laws, Chapter 40, Section 56, a classification hearing allows a community to have different tax rates for different classes of property, and allows the Board of Selectmen to make the decision as to whether or not to shift the tax burden from one class of property to another. The statute provides a maximum allowable portion of the tax levy to be borne by the commercial, industrial and personal property classes (CIP). In Boxborough, the allowable shift is 150%. The CIP property classes account for just under 24% of our total tax base. Boxborough has maintained a single tax rate since Fiscal Year 1986, at which time the CIP property classes made up 29% of the tax base.

Included in this packet, you will find information on historic rates and values for the Town of Boxborough, including various hypothetical scenarios for your consideration in whether or not to split the tax rate. I have also included a copy of the proposed Tax Rate Recapitulation Sheet that will be submitted to the Department of Revenue if the Board votes to maintain a singular tax rate, the Classification Tax Allocation (LA-5), and the Assessment Classification Report (LA-4).

TOWN OF BOXBOROUGH GENERAL DATA AND STATISTICS

The assessment date for Fiscal Year 2016 is January 1, 2015. New growth is calculated through June 30, 2015 per Section 40 of Chapter 653 of the Acts of 1989.

Property Classifications

- Class 1 – Residential**
- Class 2 – Open Space**
- Class 3 – Commercial**
- Class 4 – Industrial**
- Class 5 – Personal Property**

Under a single tax rate, each class of property is taxed at the same rate per thousand dollars of value. Under a split tax rate option, the residential rate is applied to residential and open space property, and the commercial rate is applied to commercial, industrial and personal property classes, which also include those forestry, agricultural/horticultural, and recreational properties classified under Chapters 61, 61A and 61B.

ADJUSTMENTS
TO
VALUE

For Fiscal 2016, Boxborough saw an overall increase in value over Fiscal 2015 of 4.2%. The following charts represent the changes in total valuation by property class, including market adjustments and new growth:

CLASS 1 RESIDENTIAL

	ADJUSTED FISCAL 2015 VALUE	MARKET ADJUSTMENT	NEW GROWTH	FISCAL 2016 VALUE	VALUE CHANGE	PERCENTAGE CHANGE
SINGLE FAMILY	\$626,927,860	\$22,569,900	\$2,702,940	\$652,200,700	\$25,272,840	4.03%
CONDOMINIUM	\$84,816,400	\$6,843,400	\$21,000	\$91,680,800	\$6,864,400	8.09%
MULTI- FAMILY	\$8,329,400	\$1,082,300	\$579,000	\$9,990,700	\$1,661,300	19.95%
VACANT LAND	\$6,114,667	\$423,933	\$589,300	\$7,127,900	\$1,013,233	16.57%

**CLASS 3, 4, 5
COMMERCIAL, INDUSTRIAL, PERSONAL PROPERTY**

	ADJUSTED FISCAL 2015 VALUE	MARKET ADJUSTMENT	NEW GROWTH	FISCAL 2016 VALUE	VALUE CHANGE	PERCENTAGE CHANGE
COMMERCIAL	\$77,069,859	\$5,522,386	\$729,558	\$83,321,803	\$6,251,944	8.11%
INDUSTRIAL	\$127,579,360	(\$3,168,163)	\$0	\$124,411,197	(\$3,168,163)	-2.48%
PERSONAL PROPERTY	\$32,854,874	\$0	\$7,353,986	\$35,694,786	\$2,839,912	8.64%

OVERALL CHANGE

	ADJUSTED FISCAL 2015 VALUE	MARKET ADJUSTMENT	NEW GROWTH	FISCAL 2016 VALUE	VALUE CHANGE	PERCENTAGE CHANGE
TOTAL TOWN	\$977,053,728	\$33,586,968	\$11,975,784	\$1,018,102,406	\$41,048,678	4.20%

Please note that "Adjusted Fiscal 2015 Value" relates to the total value of the prior fiscal year after taking into account certain adjustments over the course of the year, such as conversions from one use to another, as well as abatements processed.

THE REAL ESTATE MARKET

The real estate market in Boxborough saw significant changes during the 2014 calendar year, which formed the basis for values in Fiscal 2016. Below is a sales comparison for calendar years 2013, 2014 and 2015 (through October) which shows number of sales, average sale prices, number of days properties were on the market, and price per square-foot for both single family properties and condominiums. You will note that, while the number of valid sales in each category dropped, the average sale price and price per square-foot rose significantly.

Single Family Home Sales

	# of Valid Sales	Average Days on Market	Average Sale Price	Average Price/SF
Fiscal 2015 (Calendar Year 2013)	55	71.42	\$531,921	\$210.69
Fiscal 2016 (Calendar Year 2014)	33	99.97	\$644,912	\$217.00
Fiscal 2017 (Calendar Year 2015) [Through 10/31/15]	51	60.65	\$605,565	\$222.78

Condominium Sales

	# of Valid Sales	Average Days on Market	Average Sale Price	Average Price/SF
Fiscal 2015 (Calendar Year 2013)	39	71.92	\$137,347	\$120.64
Fiscal 2016 (Calendar Year 2014)	37	54.51	\$154,722	\$137.00
Fiscal 2017 (Calendar Year 2015) [Through 10/31/15]	36	40.81	\$147,082	\$147.31

These numbers support the overall increase in values for this fiscal year for properties in the Residential class.

You will note that sales remain steady, with slight drops in pricing in calendar year 2015 so far, which will form the basis for analysis of values for Fiscal 2017.

VALUATION
AND
LEVY

TOWN OF BOXBOROUGH

HISTORIC ASSESSED VALUES BY CLASS

FISCAL YEAR	CLASS 1 RESIDENTIAL	CLASS 3 COMMERCIAL	CLASS 4 INDUSTRIAL	CLASS 5 PERSONAL PROPERTY	TAX RATE
2016	\$774,674,620	\$83,321,803	\$124,411,197	\$35,694,786	\$16.36
2015	\$739,270,008	\$74,982,861	\$129,891,560	\$32,854,874	\$16.65
2014	\$708,315,134	\$75,493,992	\$129,656,875	\$30,266,632	\$17.69
2013	\$711,136,122	\$77,494,492	\$126,975,375	\$29,343,438	\$17.69
2012	\$711,519,586	\$75,754,031	\$128,070,575	\$28,972,060	\$17.87
2011	\$716,783,627	\$74,329,816	\$129,915,715	\$22,556,930	\$17.38
2010	\$722,063,119	\$81,176,198	\$138,354,394	\$19,737,030	\$16.53
2009	\$784,289,120	\$90,390,037	\$145,949,404	\$18,360,190	\$14.84
2008	\$811,347,716	\$85,080,563	\$141,119,639	\$14,647,710	\$14.14
2007	\$796,389,798	\$80,697,358	\$141,013,607	\$9,994,460	\$13.87
2006	\$782,105,788	\$84,876,375	\$142,770,314	\$10,044,100	\$13.24
2005	\$708,686,571	\$80,829,539	\$128,815,714	\$8,866,140	\$13.10
2004	\$668,458,861	\$81,433,421	\$123,734,762	\$8,577,870	\$13.32

Based upon a residential factor of one (a single tax rate), the anticipated Fiscal 2016 tax rate would be \$16.36 per \$1,000 of value, a decrease of \$0.29.

COMPARISON OF
NEIGHBORING
COMMUNITIES

In comparing the Town of Boxborough with its neighbors, the Selectmen and the citizenry through Town Meeting, have historically not spent to the allowable levy limit. This practice has enabled the Town to maintain necessary services while seeing a drop or nominal increases in the average single family tax bill over the past three fiscal years. The following chart illustrates the number of single family homes, the average value, tax rates, and the average tax bill on a single family home for our bordering communities, as well as statewide averages.

BOXBOROUGH				
FISCAL YEAR	# SINGLE FAMILY HOMES	AVERAGE SINGLE FAMILY VALUE	TAX RATE	AVERAGE SINGLE FAMILY TAX BILL
2011	1,172	\$507,184	\$17.38	\$8,815
2012	1,172	\$508,136	\$17.87	\$9,080
2013	1,174	\$509,984	\$17.69	\$9,022
2014	1,175	\$505,250	\$17.69	\$8,938
2015	1,179	\$531,407	\$16.65	\$8,848

ACTON				
FISCAL YEAR	# SINGLE FAMILY HOMES	AVERAGE SINGLE FAMILY VALUE	TAX RATE	AVERAGE SINGLE FAMILY TAX BILL
2011	4,886	\$500,492	\$18.08	\$9,049
2012	4,889	\$499,163	\$18.55	\$9,259
2013	4,906	\$505,237	\$19.10	\$9,650
2014	4,916	\$505,494	\$19.45	\$9,832
2015	4,923	\$531,639	\$19.05	\$10,128

HARVARD				
FISCAL YEAR	# SINGLE FAMILY HOMES	AVERAGE SINGLE FAMILY VALUE	TAX RATE	AVERAGE SINGLE FAMILY TAX BILL
2011	1,659	\$561,415	\$15.47	\$8,685
2012	1,666	\$545,679	\$16.24	\$8,862
2013	1,667	\$547,036	\$16.68	\$9,125
2014	1,680	\$546,598	\$17.09	\$9,341
2015	1,759	\$522,835	\$17.79	\$9,301

LITTLETON				
FISCAL YEAR	# SINGLE FAMILY HOMES	AVERAGE SINGLE FAMILY VALUE	TAX RATE	AVERAGE SINGLE FAMILY TAX BILL
2011	2,818	\$368,977	\$15.33	\$5,656
2012	2,827	\$370,625	\$16.08	\$5,960
2013	2,838	\$366,412	\$16.98	\$6,222
2014	2,863	\$367,397	\$17.41	\$6,396
2015	2,870	\$371,489	\$18.10	\$6,724

STOW				
FISCAL YEAR	# SINGLE FAMILY HOMES	AVERAGE SINGLE FAMILY VALUE	TAX RATE	AVERAGE SINGLE FAMILY TAX BILL
2011	2,055	\$428,744	\$17.05	\$7,310
2012	2,057	\$429,156	\$17.90	\$7,682
2013	2,055	\$423,931	\$18.37	\$7,788
2014	2,047	\$424,668	\$19.17	\$8,141
2015	2,075	\$428,160	\$19.98	\$8,555

STATEWIDE				
FISCAL YEAR	# SINGLE FAMILY HOMES	AVERAGE SINGLE FAMILY VALUE		AVERAGE SINGLE FAMILY TAX BILL
2011	1,298,920	\$361,629		\$4,537
2012	1,301,555	\$358,687		\$4,711
2013	1,304,680	\$354,292		\$4,846
2014	1,307,697	\$355,315		\$5,020
2015	1,311,494	\$369,113		\$5,214

**TOWN OF BOXBOROUGH
PROPERTY TAX LEVY**

TAX RATE RECAPITULATION

The levy is the amount of money a community can raise through taxation of real and personal property. The following chart shows the historic assessments, levies, and tax rates for the Town of Boxborough.

FISCAL YEAR	AVERAGE SINGLE FAMILY HOME TAX BILL	% CHANGE FROM PREVIOUS YEAR	AVERAGE SINGLE FAMILY ASSESSMENT	TOTAL VALUE ALL PROPERTY	TAX LEVY	TAX RATE
2016	\$8,982	1.51%	\$548,990	\$1,018,102,406	\$16,656,155	\$16.36
2015	\$8,848	-1.02%	\$531,400	\$976,999,303	\$16,253,518	\$16.65
2014	\$8,939	-0.92%	\$505,250	\$940,732,633	\$16,641,560	\$17.69
2013	\$9,022	-0.64%	\$510,000	\$944,949,427	\$16,719,808	\$17.69
2012	\$9,080	2.96%	\$508,136	\$944,316,252	\$16,875,732	\$17.87
2011	\$8,819	5.38%	\$507,184	\$943,586,088	\$16,403,457	\$17.38
2010	\$8,369	3.31%	\$506,349	\$961,330,741	\$15,894,409	\$16.53
2009	\$8,101	1.29%	\$545,872	\$1,038,988,751	\$15,418,593	\$14.84
2008	\$7,998	3.72%	\$565,637	\$1,052,195,628	\$14,878,046	\$14.14
2007	\$7,711	5.62%	\$554,000	\$1,028,095,223	\$14,259,680	\$13.87
2006	\$7,301	9.62%	\$551,921	\$1,109,796,577	\$13,502,106	\$13.24
2005	\$6,660	2.92%	\$508,396	\$927,197,964	\$12,146,293	\$13.10
2004	\$6,471	3.72%	\$485,810	\$882,204,914	\$11,733,325	\$13.32

While the average single family tax bill will see an increase this year over Fiscal 2015, it is still below the most recent high level of \$9,080 in Fiscal 2012, due to a significant increase in the value of property.

TOWN OF BOXBOROUGH

RELATIONSHIP OF CLASS VALUES

This chart shows the historic relationship of values between classes of property in Boxborough. The ratio of Residential vs. Commercial/ Industrial/ Personal Property has remained fairly constant in the last five fiscal years. A general rule-of-thumb when contemplating a split in the tax rate is to consider a split when the CIP properties hold **more** than 25% of the total value of a municipality.

FISCAL YEAR	RESIDENTIAL/OPEN SPACE Class 1, 2		COMM/IND/PERS PROP Class 3, 4, 5		TOTALS
	TOTAL VALUE	PERCENTAGE	TOTAL VALUE	PERCENTAGE	
2016	\$774,674,620	76.09%	\$243,427,786	23.91%	100.00%
2015	\$739,270,008	75.67%	\$237,729,395	24.33%	100.00%
2014	\$708,315,134	74.98%	\$235,326,499	25.02%	100.00%
2013	\$711,136,122	75.25%	\$233,813,305	24.75%	100.00%
2012	\$711,519,586	75.35%	\$232,796,666	24.65%	100.00%

SPLITTING THE TAX RATE

This hearing requires a vote on the adoption of a residential factor pursuant to Massachusetts General Law Chapter 40 § 56.

Below are options to consider for the residential factor and the accompanying tax rate implications. The tax burden CIP shift can be up to 150%.

FISCAL YEAR 2016 TAX RATE OPTIONS

<u>Single Tax Rate - Residential Factor of 1</u>	
TAX RATE	\$16.36
Average Single Family House Value	\$548,990
Average Single Family Tax Bill	\$8,981.48
Average Commercial/Industrial Value	\$1,475,038
Average Commercial/Industrial Tax Bill	\$24,131.62

<u>Split Rate with CIP Shift of 105% - Residential Factor of 98.428</u>	
TAX RATE	RESIDENTIAL \$16.10 CIP \$17.18
Average Single Family House Value	\$548,990
Average Single Family Tax Bill	\$8,838.74
Average Residential Savings	\$142.74
Average Commercial/Industrial Value	\$1,475,038
Average Commercial/Industrial Tax Bill	\$25,341.15
Average Commercial/Industrial Increase	\$1,209.53

<u>Split Rate with CIP Shift of 110% - Residential Factor of 96.858</u>	
TAX RATE	RESIDENTIAL \$16.10 CIP \$18.30
Average Single Family House Value	\$548,990
Average Single Family Tax Bill	\$8,701.49
Average Residential Savings	\$279.98
Average Commercial/Industrial Value	\$1,475,038
Average Commercial/Industrial Tax Bill	\$26,550.68
Average Commercial/Industrial Increase	\$2,419.06

Split Rate with CIP Shift of 130% - Residential Factor of 90.573

TAX RATE	RESIDENTIAL \$15.03 CIP \$21.63
Average Single Family House Value	\$548,990
Average Single Family Tax Bill	\$8,136.03
Average Residential Savings	\$845.44
Average Commercial/Industrial Value	\$1,475,038
Average Commercial/Industrial Tax Bill	\$31,374.06
Average Commercial/Industrial Increase	\$7,242.44

Split Rate with CIP Shift of 150% - Residential Factor of 84.288

TAX RATE	RESIDENTIAL \$13.96 CIP \$24.96
Average Single Family House Value	\$548,990
Average Single Family Tax Bill	\$7,570.57
Average Residential Savings	\$1,410.90
Average Commercial/Industrial Value	\$1,475,038
Average Commercial/Industrial Tax Bill	\$36,197.43
Average Commercial/Industrial Increase	\$12,065.81

SPLIT RATE TAX IMPLICATION DETAIL

The following spreadsheet details the actual tax implications to Commercial and Industrial property owners if the tax rate is split. This table is broken down by owner, so that the full range of increase for each taxpayer can be noted. Shaded rows note taxpayers who fall beneath the average value of \$1,475,038.

With the ratio of Residential to Commercial/Industrial properties in Boxborough being 3:1 (roughly 75% Residential to 25% Commercial/ Industrial/Personal Property), it is important to note that for every dollar saved by the Residential taxpayer, CIP taxpayers will pay an additional three dollars in tax. Depending on the rate of the shift, the average Residential taxpayer would save between \$142.74 and \$1,410.90, while the average CIP taxpayer would pay an additional \$1,209.53 to \$12,065.81.

The adoption of a Residential Factor is strictly a policy decision, which is why it rests with the elected policy makers of the community. While it would be helpful for all concerned parties to have a crystal ball that would let us know the long-range repercussions of splitting the tax rate, no such tool exists. Communities in Massachusetts that have a split rate have maintained that custom for several years, or even decades. The decision before the Board is how they wish to regard the commercial and industrial taxpayers that have chosen to establish their businesses here at this time. It is impossible to predict whether businesses will relocate from Boxborough if they are taxed at a higher rate. However, it is worth noting that a shift in the taxes payable by local businesses will not necessarily remain in a vacuum. The additional expense will likely be assumed by local customers as it is passed on to the rest of the community through higher prices.

Also included is a list of the Top Ten Taxpayers in Boxborough.

USE	OWNER	FY16 VALUE	SINGLE RATE TAX	TAX SHIFT 1.05	TAX SHIFT 1.10	TAX SHIFT 1.30	TAX SHIFT 1.50	INCREASE 1:1.05	INCREASE 1:1.5
316	111 & 495, LLC	2,000,100	\$32,721.64	\$34,341.72	\$36,001.80	\$42,542.13	\$49,082.45	\$1,620.08	\$16,360.82
404	1145 MASS AVE REALTY, LLC	1,095,600	\$17,924.02	\$18,811.45	\$19,720.80	\$23,303.41	\$26,886.02	\$887.44	\$8,962.01
325	629 MASSACHUSETTS AVENUE, LLC	2,101,400	\$34,378.90	\$36,081.04	\$37,825.20	\$44,696.78	\$51,568.36	\$1,702.13	\$17,189.45
404	A-B PROPERTIES LLC	7,196,600	\$117,736.38	\$123,565.62	\$129,538.80	\$153,071.68	\$176,604.56	\$5,829.25	\$58,868.19
392	ACORN TREE AND LANDSCAPING INC	20,500	\$335.38	\$351.99	\$369.00	\$436.04	\$503.07	\$16.61	\$167.69
392	ACORN TREE AND LANDSCAPING INC	35,900	\$587.32	\$616.40	\$646.20	\$763.59	\$880.99	\$29.08	\$293.66
390	ACORN TREE AND LANDSCAPING INC	224,500	\$3,672.82	\$3,854.67	\$4,041.00	\$4,775.12	\$5,509.23	\$181.85	\$1,836.41
316	ACORN TREE AND LANDSCAPING INC	506,800	\$8,291.25	\$8,701.76	\$9,122.40	\$10,779.64	\$12,436.87	\$410.51	\$4,145.62
392	BEHRAKIS DRAKE G.	128,800	\$2,107.17	\$2,211.50	\$2,318.40	\$2,739.58	\$3,160.75	\$104.33	\$1,053.58
337	BEHRAKIS DRAKE G.	337,100	\$5,514.96	\$5,788.01	\$6,067.80	\$7,170.12	\$8,272.43	\$273.05	\$2,757.48
340	BEHRAKIS DRAKE G.	4,739,800	\$77,543.13	\$81,382.37	\$85,316.40	\$100,815.55	\$116,314.69	\$3,839.24	\$38,771.56
404	BILLCHELM REALTY 70 LLC	5,616,200	\$91,881.03	\$96,430.15	\$101,091.60	\$119,456.57	\$137,821.55	\$4,549.12	\$45,940.52
404	BILLCHELM REALTY LLC	7,787,200	\$127,398.59	\$133,706.22	\$140,169.60	\$165,633.74	\$191,097.89	\$6,307.63	\$63,699.30
342	BLECK STUART H TRUSTEE	513,000	\$8,392.68	\$8,808.21	\$9,234.00	\$10,911.51	\$12,589.02	\$415.53	\$4,196.34
316	BOXBORO PROPERTIES LLC /	320,900	\$5,249.92	\$5,509.85	\$5,776.20	\$6,825.54	\$7,874.89	\$259.93	\$2,624.96
391	BOXBOROUGH MASS AVE, LLC	136,500	\$2,233.14	\$2,343.71	\$2,457.00	\$2,903.36	\$3,349.71	\$110.57	\$1,116.57
444	BOXBOROUGH TOWN CENTER LLC	378,800	\$6,197.17	\$6,504.00	\$6,818.40	\$8,057.08	\$9,295.75	\$306.83	\$3,098.58
390	BOXBOROUGH TOWN CENTER LLC	1,181,100	\$19,322.80	\$20,279.49	\$21,259.80	\$25,122.00	\$28,984.19	\$956.69	\$9,661.40
351	BRIGHT HORIZONS CHILDREN CTR	1,133,500	\$18,544.06	\$19,462.20	\$20,403.00	\$24,109.55	\$27,816.09	\$918.14	\$9,272.03
332	BYKHOVSKY DMITRI V.	2,350,800	\$38,459.09	\$40,363.24	\$42,314.40	\$50,001.52	\$57,688.63	\$1,904.15	\$19,229.54
442	CISCO SYSTEMS, INC	200	\$3.27	\$3.43	\$3.60	\$4.25	\$4.91	\$0.16	\$1.64
403	CISCO SYSTEMS, INC	10,000	\$163.60	\$171.70	\$180.00	\$212.70	\$245.40	\$8.10	\$81.80
442	CISCO SYSTEMS, INC	19,400	\$317.38	\$333.10	\$349.20	\$412.64	\$476.08	\$15.71	\$158.69
392	CISCO SYSTEMS, INC	52,000	\$850.72	\$892.84	\$936.00	\$1,106.04	\$1,276.08	\$42.12	\$425.36
403	CISCO SYSTEMS, INC	57,300	\$937.43	\$983.84	\$1,031.40	\$1,218.77	\$1,406.14	\$46.41	\$468.71
442	CISCO SYSTEMS, INC	69,000	\$1,128.84	\$1,184.73	\$1,242.00	\$1,467.63	\$1,693.26	\$55.89	\$564.42
403	CISCO SYSTEMS, INC	76,700	\$1,254.81	\$1,316.94	\$1,380.60	\$1,631.41	\$1,882.22	\$62.13	\$627.41
403	CISCO SYSTEMS, INC	80,000	\$1,308.80	\$1,373.60	\$1,440.00	\$1,701.60	\$1,963.20	\$64.80	\$654.40
403	CISCO SYSTEMS, INC	159,300	\$2,606.15	\$2,735.18	\$2,867.40	\$3,388.31	\$3,909.22	\$129.03	\$1,303.07
403	CISCO SYSTEMS, INC	204,800	\$3,350.53	\$3,516.42	\$3,686.40	\$4,356.10	\$5,025.79	\$165.89	\$1,675.26
403	CISCO SYSTEMS, INC	277,400	\$4,538.26	\$4,762.96	\$4,993.20	\$5,900.30	\$6,807.40	\$224.69	\$2,269.13
403	CISCO SYSTEMS, INC	365,100	\$5,973.04	\$6,268.77	\$6,571.80	\$7,765.68	\$8,959.55	\$295.73	\$2,986.52
403	CISCO SYSTEMS, INC	405,200	\$6,629.07	\$6,957.28	\$7,293.60	\$8,618.60	\$9,943.61	\$328.21	\$3,314.54
403	CISCO SYSTEMS, INC	406,900	\$6,656.88	\$6,986.47	\$7,324.20	\$8,654.76	\$9,985.33	\$329.59	\$3,328.44
440	CISCO SYSTEMS, INC	425,600	\$6,962.82	\$7,307.55	\$7,660.80	\$9,052.51	\$10,444.22	\$344.74	\$3,481.41
442	CISCO SYSTEMS, INC	433,800	\$7,096.97	\$7,448.35	\$7,808.40	\$9,226.93	\$10,645.45	\$351.38	\$3,548.48
403	CISCO SYSTEMS, INC	456,000	\$7,460.16	\$7,829.52	\$8,208.00	\$9,699.12	\$11,190.24	\$369.36	\$3,730.08
391	CISCO SYSTEMS, INC	474,800	\$7,767.73	\$8,152.32	\$8,546.40	\$10,099.00	\$11,651.59	\$384.59	\$3,883.86
442	CISCO SYSTEMS, INC	475,600	\$7,780.82	\$8,166.05	\$8,560.80	\$10,116.01	\$11,671.22	\$385.24	\$3,890.41
440	CISCO SYSTEMS, INC	593,700	\$9,712.93	\$10,193.83	\$10,686.60	\$12,628.00	\$14,569.40	\$480.90	\$4,856.47
442	CISCO SYSTEMS, INC	635,600	\$10,398.42	\$10,913.25	\$11,440.80	\$13,519.21	\$15,597.62	\$514.84	\$5,199.21
442	CISCO SYSTEMS, INC	992,300	\$16,234.03	\$17,037.79	\$17,861.40	\$21,106.22	\$24,351.04	\$803.76	\$8,117.01
441	CISCO SYSTEMS, INC	999,300	\$16,348.55	\$17,157.98	\$17,987.40	\$21,255.11	\$24,522.82	\$809.43	\$8,174.27
442	CISCO SYSTEMS, INC	1,562,400	\$25,560.86	\$26,826.41	\$28,123.20	\$33,232.25	\$38,341.30	\$1,265.54	\$12,780.43
404	CISCO SYSTEMS, INC	2,197,100	\$35,944.56	\$37,724.21	\$39,547.80	\$46,732.32	\$53,916.83	\$1,779.65	\$17,972.28
404	CISCO SYSTEMS, INC	2,251,000	\$36,826.36	\$38,649.67	\$40,518.00	\$47,878.77	\$55,239.54	\$1,823.31	\$18,413.18
404	CISCO SYSTEMS, INC	10,435,600	\$170,726.42	\$179,179.25	\$187,840.80	\$221,965.21	\$256,089.62	\$8,452.84	\$85,363.21
404	CISCO SYSTEMS, INC	12,919,900	\$211,369.56	\$221,834.68	\$232,558.20	\$274,806.27	\$317,054.35	\$10,465.12	\$105,684.78
404	CISCO SYSTEMS, INC	20,029,100	\$327,676.08	\$343,899.65	\$360,523.80	\$426,018.96	\$491,514.11	\$16,223.57	\$163,838.04
404	CISCO SYSTEMS, INC	21,855,600	\$357,557.62	\$375,260.65	\$393,400.80	\$464,868.61	\$536,336.42	\$17,703.04	\$178,778.81
440	CODMAN HILL COMPANY	442,600	\$7,240.94	\$7,599.44	\$7,966.80	\$9,414.10	\$10,861.40	\$358.51	\$3,620.47
400	COSGROVE JAMES	1,183,200	\$19,357.15	\$20,315.54	\$21,297.60	\$25,166.66	\$29,035.73	\$958.39	\$9,678.58
340	DAIGLE KERRY M	322,800	\$5,281.01	\$5,542.48	\$5,810.40	\$6,865.96	\$7,921.51	\$261.47	\$2,640.50
392	DEXTER TERRY J	4,200	\$68.71	\$72.11	\$75.60	\$89.33	\$103.07	\$3.40	\$34.36
392	DEZUTTER JAMES E	2,800	\$45.81	\$48.08	\$50.40	\$59.56	\$68.71	\$2.27	\$22.90
392	DUFOR GEORGE F	68,200	\$1,115.75	\$1,170.99	\$1,227.60	\$1,450.61	\$1,673.63	\$55.24	\$557.88
404	ETCR INC	1,096,100	\$17,932.20	\$18,820.04	\$19,729.80	\$23,314.05	\$26,898.29	\$887.84	\$8,966.10
392	FAIRLANE PROPERTIES, INC.	44,300	\$724.75	\$760.63	\$797.40	\$942.26	\$1,087.12	\$35.88	\$362.37
404	FAIRLANE PROPERTIES, INC.	8,054,300	\$131,768.35	\$138,292.33	\$144,977.40	\$171,314.96	\$197,652.52	\$6,523.98	\$65,884.17
404	FAIRLANE PROPERTIES, INC.	8,404,500	\$137,497.62	\$144,305.27	\$151,281.00	\$178,763.72	\$206,246.43	\$6,807.65	\$68,748.81
342	GOLD STEPHEN, TR	1,033,700	\$16,911.33	\$17,748.63	\$18,606.60	\$21,986.80	\$25,367.00	\$837.30	\$8,455.67
340	GOLDEN POND OFFICE 25A, LLC	238,400	\$3,900.22	\$4,093.33	\$4,291.20	\$5,070.77	\$5,850.34	\$193.10	\$1,950.11
340	GOLDEN POND OFFICE 25B, LLC	288,000	\$4,711.68	\$4,944.96	\$5,184.00	\$6,125.76	\$7,067.52	\$233.28	\$2,355.84
392	GUTIERREZ ARTURO J	18,200	\$297.75	\$312.49	\$327.60	\$387.11	\$446.63	\$14.74	\$148.88
392	GUTIERREZ ARTURO J	52,000	\$850.72	\$892.84	\$936.00	\$1,106.04	\$1,276.08	\$42.12	\$425.36
392	GUTIERREZ ARTURO J	116,000	\$1,897.76	\$1,991.72	\$2,088.00	\$2,467.32	\$2,846.64	\$93.96	\$948.88
391	GUTIERREZ ARTURO J	256,300	\$4,193.07	\$4,400.67	\$4,613.40	\$5,451.50	\$6,289.60	\$207.60	\$2,096.53
391	GUTIERREZ ARTURO J	264,300	\$4,323.95	\$4,538.03	\$4,757.40	\$5,621.66	\$6,485.92	\$214.08	\$2,161.97
391	GUTIERREZ ARTURO J	686,500	\$11,231.14	\$11,787.21	\$12,357.00	\$14,601.86	\$16,846.71	\$556.07	\$5,615.57
391	GUTIERREZ ARTURO J	845,100	\$13,825.84	\$14,510.37	\$15,211.80	\$17,975.28	\$20,738.75	\$684.53	\$6,912.92
316	GUTIERREZ ARTURO J, TR	318,700	\$5,213.93	\$5,472.08	\$5,736.60	\$6,778.75	\$7,820.90	\$258.15	\$2,606.97
390	GUTIERREZ ARTURO J, TR	575,600	\$9,416.82	\$9,883.05	\$10,360.80	\$12,243.01	\$14,125.22	\$466.24	\$4,708.41
390	GUTIERREZ ARTURO J, TR	905,700	\$14,817.25	\$15,550.87	\$16,302.60	\$19,264.24	\$22,225.88	\$733.62	\$7,408.63
392	HARVARD SPORTSMEN'S CLUB, INC.	7,700	\$125.97	\$132.21	\$138.60	\$163.78	\$188.96	\$6.24	\$62.99
392	HARVARD SPORTSMEN'S CLUB, INC.	12,000	\$196.32	\$206.04	\$216.00	\$255.24	\$294.48	\$9.72	\$98.16
392	HARVARD SPORTSMEN'S CLUB, INC.	44,800	\$732.93	\$769.22	\$806.40	\$952.90	\$1,099.39	\$36.29	\$366.46
316	HIGH QUALITY LANDSCAPE CONST.	507,600	\$8,304.34	\$8,715.49	\$9,136.80	\$10,796.65	\$12,456.50	\$411.16	\$4,152.17

TOP 10 TAXPAYERS - FISCAL YEAR 2016

PROPERTY OWNER	REAL ESTATE VALUE	REAL ESTATE TAXES	PERSONAL PROPERTY VALUE	PERSONAL PROPERTY TAXES	TOTAL ASSESSMENT	TOTAL TAXES (RE & PP)
CISCO SYSTEMS INC	\$78,868,733	\$1,290,292			\$78,868,733	\$1,290,292
PIEDMONT OPERATING PARTNERSHIP LP	\$17,523,200	\$286,680			\$17,523,200	\$286,680
FAIRLANE PROPERTIES INC	\$16,482,200	\$269,649			\$16,482,200	\$269,649
TR BOXBOROUGH CORP	\$13,338,300	\$218,215			\$13,338,300	\$218,215
RFP VI BOXBOROUGH-O LLC	\$8,924,000	\$145,997	\$684,988	\$11,206	\$9,608,988	\$157,203
LIGHTOWER FIBER NETWORKS I LLC			\$8,331,997	\$136,311	\$8,331,997	\$136,311
BILLCHELM REALTY LLC	\$7,787,200	\$127,399			\$7,787,200	\$127,399
A-B PROPERTIES LLC	\$7,196,600	\$117,736			\$7,196,600	\$117,736
BILLCHELM REALTY 70 LLC	\$5,625,900	\$92,040			\$5,625,900	\$92,040
DRAKE BEHRAKIS	\$5,077,900	\$83,074			\$5,077,900	\$83,074
TOTALS	\$160,824,033	\$2,631,081	\$9,016,985	\$147,518	\$169,841,018	\$2,778,599
TOP 10 TAXPAYER PERCENT OF LEVY = 1.67%						

SETTING THE TAX RATE

The question often arises of how the tax rate is calculated. Contrary to one school of thought, neither the Selectmen nor the Assessor can arbitrarily raise or lower a tax rate in order to build a school or purchase a snow plow. Spending is determined and approved by the voting public through Town Meeting, creating a total amount required by meet the accepted budget. The amount required to be raised through taxation to meet the needs of the approved budget is called the levy. There is a limit to the amount of money that can be levied in any given year, based on the prior year's levy limit, new growth, and any voted overrides.

Values are established by the Assessor and approved by the Department of Revenue after extensive review. The result of dividing the total amount required for the levy by the total assessed value of all taxable property in Boxborough is the actual tax rate.

The following pages illustrate the determination of the levy, the levy limit, and the tax rate, as well as how the overall value of property in Boxborough affects taxes.

Levy Limit Calculation

TO CALCULATE THE FY2016 LEVY LIMIT

A. FY2015 Levy Limit	\$17,823,559	
A1. ADD Amended FY2015 Growth	\$0	
B. CALCULATE (A + A1) x 2.5%	\$445,589	
C. ADD FY2016 New Growth	\$199,397	
D. ADD FY2016 Override	\$0	
E. FY2016 Subtotal	\$18,468,545	
FY2016 Levy Ceiling (Total assessed value x		
F. 2.5%)	\$25,452,560	\$18,468,545
		FY2016 Levy Limit

TO CALCULATE THE FY2016 MAXIMUM ALLOWABLE LEVY

A. FY2016 Levy Limit	\$18,468,545	
B. FY2016 Debt Exclusion(s)	\$610,825	
C. FY2016 Capital Expenditure Exclusion(s)		
D. FY2016 Stabilization Fund Override		
E. FY2016 Other Adjustment		
F. FY2016 Water/Sewer		
G. FY2016 Maximum Allowable Levy	\$19,079,370	\$19,079,370
		FY2016 Maximum Levy

Maximum Allowable Levy

The maximum allowable levy for Fiscal Year 2016 is
\$19,079,370

This includes the debt exclusion of \$610,825

The excess levy capacity is \$2,423,214

HOW IS THE AMOUNT OF TAX TO BE COLLECTED DETERMINED?

	<u>% OF TOTAL \$\$ NEEDED</u>	<u>MONEY COMES FROM</u>
HOW MUCH MONEY DO WE NEED (Total Town Budget)? \$ 19,863,016		Budget and other articles approved by voters at Town Meeting
OTHER SOURCES (BESIDES TAXES) OF REVENUE		
State Receipts \$ 544,465	2.74%	School distribution, lottery apportionment, etc., less Cherry sheet assessment
Town Receipts \$ 1,629,000	8.20%	Motor vehicle excise tax, permit fees, etc.
Free Cash \$ 1,033,396	5.20%	Savings
Other	0.00%	Stabilization Fund, Overlay Surplus, Unexpended funds from prior year
HOW MUCH REMAINS TO BE COLLECTED FROM TAXPAYERS? \$ 16,656,155	<u>83.86%</u>	[76.09% residential, 8.18% commercial, 12.22% industrial, 3.51% personal property]
	100.00%	

TOWN OF BOXBOROUGH

Fiscal Year 2016 Average Single Family Tax Bill	\$8,982
Number of Single Family Parcels	1,188
Average Assessed Value of Single Family Home (Not including 809 condo units)	\$548,990
Fiscal Year 2015 Average Single Family Tax Bill	\$8,848
Number of Single Family Parcels	1,179
Average Assessed Value of Single Family Home	\$531,400

STATE AVERAGE SINGLE FAMILY TAX BILL

Fiscal Year 2015	\$5,214
Fiscal Year 2014	\$5,044
Fiscal Year 2013	\$4,896

HOW DOES OVERALL PROPERTY VALUE AFFECT MY TAXES?

		Amount to be raised by taxation (constant)		Total Assessed Value	Tax rate / 1000	Home Value			TAX BILL
HOW IS THE TAX RATE SET?	Current (FY2016)	\$16,656,155	DIVIDED BY	\$1,018,102,406	\$16.36	\$500,000	$500,000 \times .01636$	=	\$8,180

WHAT IF PROPERTY VALUES GO UP?	30% increase in valuation	\$16,656,155	DIVIDED BY	\$1,323,533,128	\$12.58	\$650,000	$650,000 \times .01258$	=	\$8,177
--------------------------------	---------------------------	--------------	------------	-----------------	---------	-----------	-------------------------	---	---------

WHAT IF PROPERTY VALUES GO DOWN?	30% decrease in value	\$16,656,155	DIVIDED BY	\$712,671,684	\$23.37	\$350,000	$350,000 \times .02337$	=	\$8,179
----------------------------------	-----------------------	--------------	------------	---------------	---------	-----------	-------------------------	---	---------

IF

TOTAL AMOUNT TO BE RAISED REMAINS CONSTANT, AND
ALL PROPERTY APPRECIATES AT THE SAME RATE

THEN

TAX BILL ESSENTIALLY STAYS THE SAME

**THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
TAX RATE RECAPITULATION**

FISCAL 2016

**OF
BOXBOROUGH**
City / Town / District

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from IIe)	\$	<u>19,863,016.36</u>
Ib. Total estimated receipts and other revenue sources (from IIIe)		<u>3,206,861.00</u>
Ic. Tax levy (Ia minus Ib)	\$	<u>16,656,155.36</u>
Id. Distribution of Tax Rates and levies		

CLASS	(b) Levy percentage (from LA - 5)	(c) IC above times each percent in col (b)	(d) Valuation by class (from LA - 5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	76.0901%	12,673,685.27	774,674,620	16.36	12,673,676.78
Net of Exempt					0.00
Open Space	0.0000%	0.00	0		0.00
Commercial	8.1840%	1,363,139.75	83,321,803	16.36	1,363,144.70
Net of Exempt					0.00
Industrial	12.2199%	2,035,365.53	124,411,197	16.36	2,035,367.18
SUBTOTAL	96.4940%		982,407,620		16,072,188.66
Personal	3.5060%	583,964.81	35,694,786	16.36	583,966.70
TOTAL	100.0000%		1,018,102,406		16,656,155.36

Board of Assessors of

BOXBOROUGH

City / Town / District

MUST EQUAL 1C

NOTE : The information is preliminary and is subject to change.

Ruth T Anderson, Assessor, Boxborough, 978-264-1720

Assessor

11/5/2015 11:01 AM

Date

Boxborough has a Board of one.

(Comments)

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By Amy Handfield

Date :

Approved :

Director of Accounts

TAX RATE RECAPITULATION

FISCAL 2016

BOXBOROUGH

City / Town / District

II. Amounts to be raised

Ila. Appropriations (col.(b) through col.(e) from page 4)	\$	19,613,220.00
Iib. Other amounts to be raised		
1. Amounts certified for tax title purposes	0.00	
2. Debt and interest charges not included on page 4	0.00	
3. Final court judgements	0.00	
4. Total overlay deficits of prior years	0.00	
5. Total cherry sheet offsets (see cherry sheet 1-ER)	8,696.00	
6. Revenue deficits	0.00	
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00	
8. Authorized Deferral of Teachers' Pay	0.00	
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00	
10. Other (specify on separate letter)	2,000.00	
TOTAL Iib (Total lines 1 through 10)		10,696.00
Iic. State and county cherry sheet charges (C.S. 1-EC)		66,372.00
Iid. Allowance for abatements and exemptions (overlay)		172,728.36
Iie. Total amount to be raised (Total Ila through Iid)	\$	19,863,016.36

III. Estimated receipts and other revenue sources

Illa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	\$	260,374.00
2. Massachusetts school building authority payments		284,091.00
TOTAL IIIa		544,465.00
IIIb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col(b), Line 24)	1,437,000.00	
2. Offset Receipts (Schedule A-1)	0.00	
3. Enterprise Funds (Schedule A-2)	0.00	
4. Community Preservation Funds (See Schedule A-4)	192,000.00	
TOTAL IIIb		1,629,000.00
IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col.(c))	1,033,396.00	
2. Other available funds (page 4, col.(d))	0.00	
TOTAL IIIc		1,033,396.00
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2015	0.00	
b. Free cash..appropriated on or after July 1, 2015	0.00	
2. Municipal light source	0.00	
3. Teachers' pay deferral	0.00	
4. Other source :	0.00	
TOTAL IIId		0.00
IIIe. Total estimated receipts and other revenue sources (Total IIIa through IIId)	\$	3,206,861.00

IV. Summary of total amount to be raised and total receipts from all sources

a. Total amount to be raised (from Iie)	\$	19,863,016.36
b. Total estimated receipts and other revenue sources (from IIIe)	\$	3,206,861.00
c. Total real and personal property tax levy (from Ic)	\$	16,656,155.36
d. Total receipts from all sources (total IVb plus IVc)	\$	19,863,016.36

LOCAL RECEIPTS NOT ALLOCATED *
TAX RATE RECAPITULATION

BOXBOROUGH

City/Town/District

	(a) Actual Receipts Fiscal 2015	(b) Estimated Receipts Fiscal 2016
==> 1 MOTOR VEHICLE EXCISE	749,918.00	640,000.00
2 OTHER EXCISE		
==> a.Meals	0.00	0.00
==> b.Room	221,674.00	200,000.00
==> c.Other	58,817.00	0.00
==> 3 PENALTIES AND INTEREST ON TAXES AND EXCISES	25,068.00	16,000.00
==> 4 PAYMENTS IN LIEU OF TAXES	50,856.00	50,000.00
5 CHARGES FOR SERVICES - WATER	0.00	0.00
6 CHARGES FOR SERVICES - SEWER	0.00	0.00
7 CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
8 CHARGES FOR SERVICES - SOLID WASTE FEES	111,383.00	100,000.00
9 OTHER CHARGES FOR SERVICES	110,934.00	116,500.00
10 FEES	19,321.00	12,200.00
11 RENTALS	44,897.00	40,500.00
12 DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13 DEPARTMENTAL REVENUE - LIBRARIES	0.00	0.00
14 DEPARTMENTAL REVENUE - CEMETERIES	4,800.00	3,000.00
15 DEPARTMENTAL REVENUE - RECREATION	40,877.00	21,000.00
16 OTHER DEPARTMENTAL REVENUE	4,108.00	2,800.00
17 LICENSES AND PERMITS	171,364.00	177,000.00
18 SPECIAL ASSESSMENTS	0.00	0.00
==> 19 FINES AND FORFEITS	33,826.00	33,500.00
==> 20 INVESTMENT INCOME	5,065.00	4,500.00
==> 21 MEDICAID REIMBURSEMENT	0.00	0.00
==> 22 MISCELLANEOUS RECURRING (PLEASE SPECIFY)	0.00	0.00
23 MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	177,344.00	20,000.00
24 TOTALS	\$ 1,830,252.00	\$ 1,437,000.00

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2016 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Jennifer Barrett, Accountant, Boxborough, 978-264-1716

10/29/2015 11:24 AM

Accounting Officer

Date

* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or revolving funds on Schedule A-3. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.

==> Written documentation should be submitted to support increases/ decreases of FY 2015 estimated receipts to FY2016 estimated

CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING

TAX RATE RECAPITULATION

BOXBOROUGH

City / Town / District

FISCAL 2016

APPROPRIATIONS							AUTHORIZATIONS	
							MEMO ONLY	
City / Town Council or Town Meeting Dates	FY*	(a) Total Appropriations of Each Meeting	(b) ** From Raise and Appropriate	(c) From Free Cash See B-1	(d) From Other Available Funds See B-2	(e) From Offset Receipts (See A-1), Enterprise Funds (See A-2), or Community Preservation Fund (See A-4)	(f) *** Revolving Funds (See A-3)	(g) Borrowing Authorization
05/11/2015	2015	75,000.00	0.00	75,000.00	0.00	0.00	0.00	0.00
05/11/2015	2015	85,197.00	0.00	85,197.00	0.00	0.00	0.00	0.00
05/11/2015	2016	18,922,401.00	18,389,824.00	532,577.00	0.00	0.00	0.00	0.00
05/11/2015	2016	112,000.00	0.00	0.00	0.00	112,000.00	0.00	0.00
05/11/2015	2016	100,000.00	0.00	100,000.00	0.00	0.00	0.00	0.00
05/11/2015	2016	100,000.00	0.00	100,000.00	0.00	0.00	0.00	0.00
05/11/2015	2016	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00
05/11/2015	2016	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00
05/11/2015	2016	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00
05/11/2015	2016	14,460.00	0.00	14,460.00	0.00	0.00	0.00	0.00
05/11/2015	2016	31,662.00	0.00	31,662.00	0.00	0.00	0.00	0.00
05/11/2015	2016	83,500.00	0.00	83,500.00	0.00	0.00	0.00	0.00
05/11/2016	2016	0.00	0.00	0.00	0.00	0.00	0.00	650,000.00
05/11/2016	2016	0.00	0.00	0.00	0.00	0.00	0.00	111,000.00
05/11/2015	2016	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00
05/11/2015	2016	0.00	0.00	0.00	0.00	0.00	0.00	300,000.00
05/11/2015	2016	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00
05/11/2015	2016	0.00	0.00	0.00	0.00	0.00	0.00	60,000.00
05/11/2015	2016	60,000.00	0.00	0.00	0.00	60,000.00	0.00	0.00
05/11/2015	2016	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00
05/11/2015	2016	8,000.00	0.00	0.00	0.00	8,000.00	0.00	0.00
Totals		19,613,220.00	18,389,824.00	1,033,396.00	0.00	190,000.00		
		Must Equal Cols. (b) thru (e)						

I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.

BOXBOROUGH

Elizabeth Markiewicz, Town Clerk, Boxborough, 978-264-1727

10/29/2015 10:33 AM

City/Town/District

Clerk

Date

**DEPARTMENT OF REVENUE
BUREAU OF ACCOUNTS
CLASSIFICATION TAX ALLOCATION
BOXBOROUGH**

City / Town / District

Fiscal Year : 2016

Return to : Bureau of Accounts, Boston, Springfield, Worcester

1. The selected Residential Factor is ----- 1.000000

If you desire each class to maintain 100% of its full values tax share,
indicate a residential factor of "1" and go to question 3.

2. In computing your residential factor, was a discount granted to Open Space ?

Yes _____ No X

If Yes, what is the percentage discount ? _____

3. Was a residential exemption adopted ?

Yes _____ No X

If Yes, please complete the following :

Class 1 Total Assessed Value	=	774,674,620	X	0	=	
Class 1 Total Parcel Count *		0		Selected Res. Exemption %		Residential Exemption

* Include all parcels with a Mixed-Use Residential designation

Applicable number of parcels to receive exemption 0

Net value to be exempted 0

4. Was a small commercial exemption adopted ?

Yes _____ No X

% Selected 0

If Yes, please complete the following :

No. of parcels eligible 0

Total value of parcels 0

Total value to be exempted _____

5. The following information was derived from the LA-7. Please indicate in column D percentages (accurate to 4 digits to the right of the decimal point) which result from your selected residential factor. (If a residential factor of "1" has been selected you may leave Column D blank.)

A	B	C	D
Class	Certified Full and Fair Cash Value Assessments	Percentage Full Value Shares of Total Tax Levy	New Percentage Shares of Total Tax Levy
Residential	774,674,620.00	76.0901 %	76.0901 %
Open Space	0.00	0.0000 %	0.0000 %
Commercial	83,321,803.00	8.1840 %	8.1840 %
Industrial	124,411,197.00	12.2199 %	12.2199 %
Personal Property	35,694,786.00	3.5060 %	3.5060 %
TOTAL	1,018,102,406.00	100.0000 %	100.0000 %

NOTE : The information is preliminary and is subject to change.

6. I hereby attest that notice was given to taxpayers that a public hearing on the issue of adopting the tax levy percentages for fiscal year 2016 would be held on 11/16/2015 (date), 7:05 pm (time), at 29 Middle Road, Boxborough, MA (place), by publication of legal notice in local newspaper on 11/5 and 11/12/2014. (describe type of notice).

City/Town/District Clerk

7. We hereby attest that on 11/16/2015 (date), 7:05 pm (time), at 29 Middle Road, Boxborough, MA (place) a public hearing on the issue of adopting the percentages for fiscal year 2016, that the Board of Assessors presented information and data relevant to making such determination and the fiscal effect of the available alternatives at the hearing and that the percentages set forth above were duly adopted in public session on 11/16/2015 (date).

8. The LA-5 excess capacity is calculated as 2,423,214.64
 We have been informed by the Assessors of excess levy capacity of 2,423,214.64

For cities : City Councilors, Aldermen, Mayor
 For towns : Board of Selectmen
 For districts : Prudential Committee or Commissioners

_____	_____	_____
	(Date)	(Comments)
_____	_____	_____
	(Date)	(Comments)
_____	_____	_____
	(Date)	(Comments)
_____	_____	_____
	(Date)	(Comments)
_____	_____	_____
	(Date)	(Comments)
_____	_____	_____
	(Date)	(Comments)

MASSACHUSETTS DEPARTMENT OF REVENUE

DIVISION OF LOCAL SERVICES

ASSESSMENT/CLASSIFICATION REPORT FY2016

BOXBOROUGH

City/Town/District

as of January 1, 2015

PROPERTY TYPE	ACCT/ PARCEL COUNT	CLASS 1 Residential Assessed Value	CLASS 2 Open Space Assessed Value	CLASS 3 Commercial Assessed Value	CLASS 4 Industrial Assessed Value	CLASS 5 Personal Property Assessed Value
101	1,188	652,200,700				
102	809	91,680,800				
MISC 103,109	2	1,033,300				
104	13	5,938,900				
105	1	1,034,200				
111-125	5	3,017,600				
130-32,106	138	7,127,900				
200-231	0		0			
300-393	81			60,173,526		
400-452	43				122,731,207	
CH 61 LAND	17		0	10,222		
CH 61A LAND	24		0	265,243		
CH 61B LAND	23		0	277,180		
012-043	21	12,641,220	0	22,595,632	1,679,990	
501	23					10,851,483
502	46					17,105,151
503	0					0
504,550-2	1					1,543,675
505	6					4,835,500
506	0					0
508	4					1,358,977
TOTALS	2,445	774,674,620	0	83,321,803	124,411,197	35,694,786
REAL AND PERSONAL PROPERTY TOTAL VALUE						1,018,102,406
EXEMPT VALUE						101,821,700

NOTE : The information was Approved on 10/23/2015.

Submitted by: Board of Assessors

Ruth T Anderson, Assessor, Boxborough, 978-264-1720

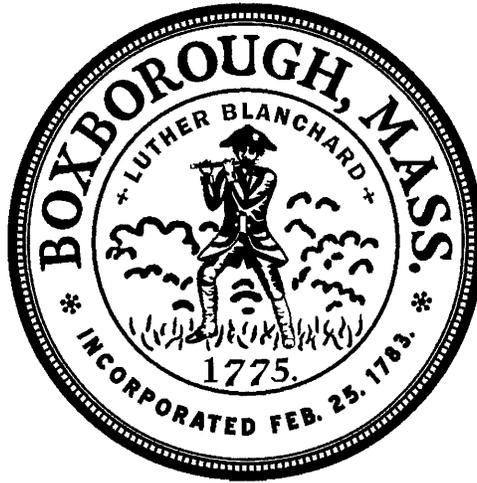
(Board of Assessors)

10/16/2015 10:19 AM

(Date)

Boxborough has a Board of one.

(Comments)



AS I CONTINUE TO MOVE THROUGH MY THIRD YEAR AS TOWN ASSESSOR IN BOXBOROUGH, I WOULD LIKE TO TAKE THIS OPPORTUNITY TO THANK THE BOARD OF SELECTMEN, THE TOWN ADMINISTRATOR AND THE REST OF THE STAFF AT TOWN HALL, AS WELL AS THE RESIDENTS, FOR CONTINUING TO PROVIDE A SUPPORTIVE WORK ENVIRONMENT THAT MAKES IT A PLEASANT PLACE TO COME TO WORK EVERY DAY. I AM FORTUNATE TO BE ABLE TO MAKE THIS COMMUNITY MY PROFESSIONAL HOME.

THANK YOU!



BOARD OF SELECTMEN
Meeting Minutes
October 19, 2015

APPROVED: _____

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

ABSENT: Robert Stemple

ALSO PRESENT: Selina Shaw, Town Administrator, and Cheryl Mahoney, Department Assistant

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

Chair Amoroso called the meeting to order at 7:02 PM in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

Chair Amoroso read the announcements

PUBLIC HEARING

- At 7:09 PM, Chair Amoroso opened a public hearing to consider the removal of the street light from pole #2-2X, located in the vicinity of 575 Middle Road, behind the Boxborough Museum. A list of those present for this hearing is attached and incorporated by reference. Fire Chief Randolph White opened the discussion. One of the recommendations provided by the Public Safety Communications Committee (PSCC) was to remove this pole, which necessitated this hearing. The PSCC was created to investigate issues raised by neighbors about a proposed installation of a communication pole in this area. During PSCC discussions, neighbors suggested that this street light was a nuisance and they would like to see it removed. Neither this pole nor the attached light are necessary for the proposed communications project. Chief White went on to describe the communication improvements that could now be provided to the Museum as the communication project moves forward. The Selectmen provided their input. Chair Amoroso then invited public comments. John Yauckoes of 561 Middle Road opposed the removal of this light and sees no justification for this action. He asserted that illuminating public buildings is the cornerstone of public safety. He walks the family's dogs at night and has seen cars in this lot that leave when he approaches the area. There may be suspicious activities occurring. Police Chief Warren Ryder, who had just arrived, responded to Mr. Yauckoes' concerns. There are several other Town-owned properties, such as Flerra Meadows and Steele Farm, that do not have illuminated lots. The Historical Commission supports the removal of this light and is working on installing motion sensor-activated lighting at the Museum. John Rosamond, 429 Hill Road and a PSCC member, noted that without exception, all of the other abutters that had provided input want this light removed. There was discussion as to what other security improvements were possible. As there was no further discussion, Chair Amoroso closed the hearing. Member Gorman moved to request Littleton Electric Light and Water Department to remove the street light from pole #2-2X, located in the vicinity of 575 Middle Road behind the Boxborough museum, as well as to remove the pole on which the light is situated. Seconded by Member Fox. **Approved 4-0.**

APPOINTMENTS

- Stefano Caprara was present to be considered for appointment as an alternate member on the Zoning Board of Appeals (ZBA). Caprara advised that he is an attorney with experience in real estate and contract law. Further to the recommendation of the ZBA Chairman, Chair Amoroso moved to appoint Stefano Caprara to serve as an alternate member on the Zoning Board of Appeals for a term commencing immediately and ending on June 30, 2016. Seconded by Member Bak. **Approved 4-0.**
- Personnel Board Chair Anne Canfield and Board members Hugh Fortmiller and Becky Neville were present to discuss their findings related to the job description for Department Assistant. Canfield thanked the Town's Department Assistants and their respective Department Heads/Board Chairs for their help in this review process. She referred to their October 19th Memorandum which was provided in the agenda packet. The Personnel Board was asked to consider a job description for a new proposed position, Department Administrator. As part of their investigation, they reviewed the current Department Assistant job description (approved in 2007); surveyed and interviewed six of the seven current Department Assistants, and spoke to their respective supervising Department Heads and/or Board Chairs. Based on the input received, they determined that the 2007 Department Assistant job description was pretty much on target for all of the Town's support positions, and they suggested just

some minor changes to make the document current. There was discussion as to certain tasks that some of the Selectmen felt were beyond the norm. Canfield referred to the memo to explain that the distinction is that Department Assistants do not implement directives, nor is executive decision-making involved in the responsibilities discussed. It was noted that personnel who had good communication with their supervisors and received consistent feedback seemed content with their responsibilities. There was discussion on the multi-level support position structure that existed prior to the 2005 consultant's evaluation. Canfield noted that, although these Department Assistants have varying skill levels and responsibilities, the pay grades are designed to compensate those that have more experience. Sticking with one defined support position allows the Town to maintain the integrity of its personnel structure. There was discussion about working environments at the various facilities. The Town Hall support staff are able to pitch in and provide cross-support to their co-workers. The DPW Department Assistant, however, does not have the same support, and her workspace at the DPW facility is a poor working environment that has extreme smells [i.e., fumes] and noise [i.e., heavy equipment], and it is, in actuality, a temporary structure erected many years ago that needs to be replaced. These conditions are detrimental and make the DPW Department Assistant's job very difficult, and these issues need to be addressed. There was a general discussion about the issues involved in renovating the DPW building. The Personnel Board was thanked for their input. It was determined that the proposed updates to the existing job description would be voted on at the next Selectmen's meeting.

- Police Chief Warren Ryder was present to review several proposed Police Department policies and procedures, namely the *Oath of Office*, *Code of Conduct: Non-Sworn Personnel*, *Mission Statement and Organizational Values*, *Disposal of Criminal Justice Information*, *Shift Briefing (Roll Call)*, *Safe Haven Act*, and *Anti-Harassment and Discrimination*. The Department is in the process of reviewing their policies and procedures. During this re-assessment, it was determined that several policies needed to be put into place. These proposed policies were developed from Massachusetts General Law and from verbiage provided by various law enforcement sources. There was discussion regarding the purpose of some of the proposed policies. Revisions, both substantive and grammatical, were suggested by the Selectmen. It was noted that Town Counsel's input would be helpful on several items in these documents. Chief Ryder advised that he typically does not submit policies for Town Counsel's review; however, he can certainly do so. He further advised that he does have other draft policies pending. The Board determined that all of these pending draft policies should be forwarded to TA Shaw for submission to Town Counsel. The Selectmen will invite Chief Ryder back in to continue this discussion once Town Counsel have provided input.
- Police Chief Warren Ryder and Fire Chief Randolph T. White were present to update the Board on Public Safety Communications Upgrades. Chief Ryder gave background on the 2014 Town Meeting-approved project. At that time, the intent was to use microwave technology for direct communication; however, the PSCC recommendations will significantly reduce the broadcast pole's height, so microwave technology is no longer an option. The alternative is using fiber optics to link to the sites, Swanson Rd., Hager property and Middle Rd. (Museum) to the Police Station, which will now require work crews to lay this fiber along with the requisite police details. ~~[This would likely push the project over budget.]~~ Part of this project will also be the connecting the wide area network (WAN) to the Museum to provide internet and phone service to the building. This portion of the fiber optic link installation may be covered using Cable funds. Exterior work at the Museum should be completed before the winter. ~~If everything goes as planned, they might be able to hold off on deploying the proposed second phase, the installation of digital ready systems.~~ The Request for Bid Quotes has been published under Massachusetts State Contracts, with responses due after November 1. Generator specifications for the site are also out for bid. The basic equipment installation shall be accomplished within budget. Replacement of Police radios will be conducted as part of the normal turnover process.
- There were no Citizens' Concerns.

MINUTES

- Member Gorman moved to accept the minutes for the regular session, October 5, 2015, as revised. Seconded by Member Bak. **Approved 4-0.**

SELECTMEN REPORTS

- Member Fox reported that the Selectmen's input on the Draft Master Plan and Implementation Plan has been submitted to the Master Plan Update Committee (MPUC) and that the Board's input has generated additional discussions. The MPUC is meeting to review the collective feedback on Tuesday. He further noted that the previous Master Plan was a decent document; the failure problem seems to be due to the lack of follow-through.
- Member Bak reported that the Vocational Education Advisory Committee (VEAC) was very impressed by their tour of Minuteman Regional High School on Monday. The intention is now to tour Nashoba Valley Technical High School. The VEAC is meeting tomorrow morning (October 20).
- Chair Amoroso reported that he had heard back from some of our neighboring towns regarding the Minuteman building project. The Acton Selectmen support the project and a district-wide ballot. He will be participating with other member town selectmen

in an upcoming meeting in Weston to discuss Minuteman issues. At this meeting, he intends to push for a straw poll on these issues. The Minuteman School Committee (MMSC) has yet to vote on whether hold a district-wide vote, which requires two-thirds approval by the MMSC to pass.

- Member Gorman reported that he had received a complaint from a resident about the recent proliferation of temporary signs along Route 111. He will reach out to Building Inspector/Code Administration Officer (BICAO) Lindberg regarding this.

He also reported that they discussed the potential of alternative site(s) at their recent Space Needs Advisory Group (SNAG) meeting. Chief Ryder advised that they are awaiting additional information on this. It was also suggested that the DPW could eventually repurpose the Fire Station if an alternative site was secured.

Member Gorman also reported that the basic restoration work has been completed on the North Cemetery crypt(s), and the site is secured. Other areas of concern were identified during this project, but they can wait for now.

OLD BUSINESS

- The Board reviewed the proposed Carry-in Liquor Policy (BYOB). Chief Ryder remained for this discussion. Some of tonight's revisions were based on the input provided by Chief Ryder. He noted a BYOB policy should communicate to these license-holders that the Boxborough Police are there to provide assistance if they cannot manage an unruly patron. There was also discussion of the "re-sealed container, *aka doggie-bag*" regulation and further revisions to the proposed language. Chair Amoroso moved to approve the Carry-in Liquor Policy_rev2_101915, as further revised. Seconded by Member Gorman. **Approved 4-0.**

- BXBTB Video Production Supervisor Kirby Dolak was present to discuss cable coverage of other town boards. Dolak advised that this item was generated by the capital planning process, the Grange Meeting Room improvements, and the resulting infrastructure improvement discussions. Dolak reviewed the permutations under which BXB-TV currently broadcasts meetings. There are infrastructure and equipment updates, staffing requirements, and general renovations that would be needed to improve our broadcast capabilities. These items would need capital planning. He also noted the components that would be necessary if the Town chooses to broadcast other Boxborough meetings. At this time, Boxborough has chosen to broadcast only on its Government Channel and not to activate its other public access channel(s). The Selectmen noted that having On-Demand access for recorded meetings would be useful. It was suggested that input could be sought from the Town boards on this. Dolak spoke to his experience with Littleton's recording and broadcasting multiple Town meetings and where they are in their capital planning process regarding broadcast improvements. There was discussion about the variables involved in multi-meeting broadcasting, using various meeting sites, mobility issues, and levels of broadcast capability/quality. Dolak asked what is the Town's goal – to simply document meetings, or to create other alternate recording studio locations beyond the Grange Room. The Selectmen requested that Dolak develop cost options perspectives. There was discussion as to what components would be considered essential in developing a proposal. Dolak suggested that an "equipment tier" structure for any proposal would be the most efficient.

- The Board took up the Acton-Boxborough Regional School Committee (ABRSC) request for the Selectmen to designate representatives to the ABRSC's newly formed School Capital and Space Planning Subcommittee, as presented by ABRSC member Maria Neyland at their October 5th meeting. Chair Amoroso moved to designate Finance Committee members Gary Kushner and Ted Kail to serve on the Acton-Boxborough Regional School Committee's School Capital and Space Planning Subcommittee. Seconded by Member Bak. **Approved 4-0.**

NEW BUSINESS

- Member Fox moved to authorize Vincent M. Amoroso, Chair of the Boxborough Board of Selectmen, to designate Les Fox, Selectman and Metropolitan Area Planning Council (MAPC) representative, to vote in the Boston Region Metropolitan Planning Organization (MPO) elections being held at the MAPC Fall Council Meeting on October 29, 2015. Seconded by Member Bak. **Approved 4-0.**

CONCERNS OF THE BOARD

- The Chair recognized TA Shaw. She suggested that the Board eliminate their Nov. 30th meeting as it is unclear whether this third meeting date in November is still necessary. The Board decided to cancel their scheduled November 30th meeting.

EXECUTIVE SESSION

- At 8:57 PM, Chair Amoroso moved to adjourn to executive session in the Town Administrator's office to discuss strategy with respect to collective bargaining (MassCOP Local 200–Boxborough Police Officers) and to adjourn immediately thereafter. He further stated that to conduct such a session in an open meeting might have a detrimental effect on the bargaining position of the

Board. Seconded by Member Bak. **Approved 4-0 by Roll Call: Fox “aye;” Bak “aye;” Gorman “aye;” and Amoroso “aye.”**



Approved: _____

**Town of Boxborough
Board of Selectmen
Goals Workshop Minutes
October 24, 2015**

PRESENT: Vince Amoroso, Chair; Bob Stemple, Clerk; Susan Bak, Member; Les Fox, Member; Jim Gorman, Member

ALSO PRESENT: Selina Shaw, Town Administrator

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

Call to Order

Chair Amoroso called the meeting to order at 8:00 AM in the Board Room of the Boxborough Holiday Inn, 242 Adams Place.

The Board reviewed the items in the packet: the "Goals and Projects List," which is prefaced by the overarching goals and followed by a number of specific projects and the minutes from the goals workshop, held on September 27, 2014. The Board agreed to remove a number of items from the list, as will be discussed below.

Goals and Project List

- **Goals:** The Board was not able to review the goals on a quarterly basis; however, progress was made reviewing the status in December 2014 and July 2015.
- **Appreciation Event:** Good turnout generally. Discussed need to better manage the quantities of hamburgers and hotdogs; will plan for 1 hamburger and .5 hot dog per guest. Would like to provide better quality of hot dogs in future; Hebrew National was suggested. After some discussion on alternatives to show appreciation to employees, e.g. gift certificates, it was agreed to continue with the BBQ for staff and employees. Managing of gift certificates for FT and PT employees would be cumbersome to manage. Discussion regarding clean-up; heavy burden for the three selectmen present at the end of the event. General agreement that all hands are needed to assist with the clean-up effort and to schedule event so that all would be available to assist. Chair Amoroso designed and ordered beverage cozies; they were not available in time for the BBQ, but are currently being distributed to attendees. Chair Amoroso suggested that cozies also be provided at Fifer's Day. Agreed to continue to send holiday greetings to staff. TA will send Board last year's letter for comment.
- **Information Technology:** It was agreed to include the WAN/VOIP on the goals/projects list for another year, as progress continues to be tracked on IT support activities. Next year, with two years of steady-state operations behind us, the item will likely be removed from the list.

The Selectmen agreed that cable operations warranted its own entry on the goals/projects list. The Town continues to deliver and improve expanded services, with Littleton Community Cable managing the cable operations for the town since May. BoS meetings are now available for viewing on demand. TA is working with Production Manager on cable capital plan. In order to develop the plan, need to have a better understanding of the extent to which cable recordings of other meetings/events in the town are

desired. Discussion regarding recording and streaming of meetings of “other” boards’ meetings. TA will seek input from town boards.

- **Capital Plan:** The Inspector of Buildings and Finance Committee member Ted Kail continue to work on developing a comprehensive plan, which would integrate the asset management plan developed by Inspector of Buildings David Lindberg with the FinCom’s capital improvement plan. Selectmen discussed the options of maintaining separate but linked plans or one comprehensive plan, but no conclusion was reached.
- **5-Year Personnel Plan:** The Board and TA discussed the savings that had been reaped since the Town’s long-serving Tax Collector retired. The Treasurer had assumed the duties of the Tax Collector (will need to seek Town Meeting approval on establishing a formal Treasurer/Collector position) and has been able to perform those duties with assistance, as needed, from existing support staff. With regionalization, the TA reported that the Treasurer’s workload with respect to benefits administration had decreased. The TA reported that she currently saw no need for increased staffing at Town Hall. Selectman Gorman reported that the Fire Department would not be increasing staffing in the foreseeable future. In lieu of two PT workers, the DPW recently hired a new FT worker as had been authorized by Town Meeting.
- **Fire Cistern Replacement:** It was agreed to remove this item from the goals/projects list; the cisterns are checked annually in the normal course of business. There was discussion regarding exploring the possibility of installing a hydrant which would be connected by a pipe from the Hager well down to Mass Avenue as a means to provide a more efficient water flow for filling the tanker truck. Selectman Gorman will pursue with the Fire Chief and explore the availability of grants.
- **Town Hall Improvements:** Discussed the CPC project that the Inspector of Buildings had submitted for the Grange meeting room. The Selectmen asked that CPC Chair, Owen Neville, provide an update to the BoS on CPC. Selectman Bak will follow up with Owen.
- **Historical Museum Basement:** Selectman Gorman provided an update and reported that there was some disagreement on whether the moisture issue had been completely remedied. Likely, there will be need to acquire a dehumidifier. It was agreed to remove this item from the goals/projects list because it is a routine matter.
- **LEPC:** Selectman Gorman reported that LEPC was semi-dormant. TA asked about LEPC certification that had been pursued several years ago. Selectman Gorman will pursue with the Fire Chief.
- **Master Plan:** Selectman Fox reported on this matter and noted that there would be a joint BOS/Planning Board meeting in the near-term to review the Plan. Selectman Fox also informed the BoS that it had been agreed that the BoS and Planning Board would take on the responsibility to oversee the implementation process and would discuss at joint meetings 2 – 3 times a year at which stakeholder boards would be invited to participate. A new goal (or rather a revised one) will be added – “Master Plan Review” (in place of Master Plan Update. Brief discussion about the Jefferson at Beaverbrook development, which was underway. The Board was curious to get an understanding of potential impact on the schools, and asked the TA to follow up with Acton officials on the impact of the Avalon development on the A-B schools and Minuteman.
- **Economic Development:** Selectman Fox noted that the Master Plan process had captured some sentiment that the Town should not seek development simply to increase the tax base; rather a number of residents had expressed the need for certain amenities in town that would improve the quality of life. Possibly an ad hoc committee will be appointed to pursue. It was agreed to remove this item from the goals/projects list.
- **Collective Bargaining Agreements:** Successor agreements (July 1, 2015 – June 30, 2018) are in place. The Board agreed to remove from the goals/projects list.

- **Department Head Negotiations:** TA reported that contracts were in place for all the department heads, with hers next to be negotiated. She will meet in the near term to discuss with Chair Amoroso and her BoS liaison, Susan Bak.
- **Department Head Reviews:** Chair Amoroso took the lead on discussing. The Board embarked on the process many months ago. Various members of the Board had expressed dissatisfaction with the impediments to the process caused by the constraints imposed by compliance with open meeting and public records laws. Chair Amoroso sought further input on the matter from Town Counsel, but the response seemed more confusing and was not helpful. Selectman Fox noted that the Housing Board had also expressed dissatisfaction with services received. Chair Amoroso will follow up with the town's chief counsel at K & P, John Giorgio. The Board agreed to leave the item on the goals/projects list for the next year.
- **Water Exploration:** The Board agreed that because the item is captured in the Master Plan, there is no need for a separate item on the goals/projects list.
- **OPEB – GASB 45:** It was noted that with regionalization, the Town has roughly two-thirds less employees. The Board agreed that it seemed reasonable to reduce that town's annual contribution to the OPEB Trust Fund by a percentage related the number of school employees that moved on to the Region. TA will work with Treasurer. Because the matter falls under the regular course of business, the BoS agreed to remove it from the goals/project list.
- **Regional Transfer Station:** Selectmen agreed that this item should be removed from the goals/projects list.
- **Disposition of Tax Title Properties:** TA reported that the list of foreclosed and tax title properties had been sent to the land use boards to provide them an opportunity to review and express potential interest in any of the properties. The matter will be brought forward for discussion at the BoS meeting on November 2.

Brief discussion regarding possible acquisition of parcel(s) for public works and public safety facilities. The Board agreed to add two items, one for each facility, to the goals/projects list.

- **Stow Road Task Force:** RFP is in final stages. Likely will bring forward in December for BoS input.
- **Outreach to Public on Town Services:** It was agreed to remove this ongoing item from the goals/projects list.
- **Code of conduct/values for Board of Selectmen and town committees:** This has been completed and will be removed from the goals/projects list.

The Board agreed to add "Minuteman" to the goals/projects list. Selectman Bak asked the Board if the Vocational Education Advisory Committee was expected to provide Town Meeting with a recommendation for moving forward. Chair Amoroso said that the Committee should provide Town Meeting with its findings, but should not provide a recommendation.

Adjourn

Just before 11 AM, it was moved and seconded to adjourn. **Approved 5 – 0.**

FY 2016 BoS Goals and Projects

Goals

All citizens will be accorded respect, courtesy, and fair due process by Town employees and members of all boards and commissions dealing with the public. Policies will be created for key government functions, based upon generally accepted practices throughout the Commonwealth.

Promote transparency in town government. Continue to provide information about town government, including related documents (e.g. minutes, bylaws, contracts), on town's website.

Expand the communication channels among the BoS, department heads and boards/commissions - by instituting formal quarterly meetings with department heads and meetings at least semi-annually with all boards. Liaisons should meet with department heads on a monthly basis. Expand communication channels among the selectmen, keeping all members informed.

Reinforce a high level of accountability flowing down from the BoS to the departments by creating overall goals for the town government and flowing specific contributing objectives and priorities to the department heads. Performance reviews will be based upon an accounting of actual performance against the agreed-upon objectives and priorities. Refine performance tool.

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

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

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed (if not ongoing project)	Notes
Annual Goals Workshop	BoS Chair	BoS/TA			Annually in September; status of goals to be reviewed quarterly				
Appreciation Event	Vince Amoroso	BoS			Annually in September	Fun time for volunteers and staff			<i>Better hot dogs - Hebrew National. Plan for 1 hamburger, 1/2 hot dog, 1/2 sausage per attendee. Cozies for Fifer's Day. Continue with holiday greetings.</i>

FY 2016 BoS Goals and Projects

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed (if not ongoing project)	Notes
Information Technology (incl WAN and VoIP)	Les Fox	Les Fox/Dept. heads		ongoing		Immediate needs and long-term strategy for networks (including servers), email, desktops, security, licensing and cable.	Ongoing		Continue to monitor steady-state operations, review costs to repair & determine best approach forward (consultant, employee or hybrid) for FY 18 and beyond
						Training session for staff on trouble-shooting common problems.	Guardian has been asked to arrange		TA pursuing with Guardian and Town staff
						VoIP maintenance and support	Ongoing		Part of complete IT support
Cable Operations		Les Fox/TA				Upgrading of cable system	Ongoing		TA working with BXB-TV Production Manager on 5 year capital plan. Seeking input from town boards on recording and streaming meetings to web
Capital Asset Management Plan	Jim Gorman	Inspector of Buildings				Narrative describing each of the assets, the life cycle and current overall status of the town's infrastructure as well as plans for managing the replacement/repair of those assets. Should also include Inventory of town roads, with condition, anticipated useful life, repair schedule and potential funding for those	Ongoing		Still a work-in-progress. BI continues to work with Ted Kail. Expect a draft this fall.
Capital Plan	FinCom	Ted Kail				Excel linked spreadsheet by years and departments in detail, including annual debt service	Ongoing		To tie together with capital asset mgt plan, perhaps an addl column could be added to provide description of each item and how it is used.
5-Year Personnel Plan	BoS liaisons to dept. heads	Primary dept. heads				Comprehensive town-wide integrated plan of personnel resource utilization			This should be a fluid document to be reviewed annually.

FY 2016 BoS Goals and Projects

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed (if not ongoing project)	Notes
Town Hall Improvements	Susan Bak	BI/DPW Director/TA				Replace Grange Meeting Room floor			To be completed with rest of GMR improvement.
						Drop ceiling - replace			CPC and Town Meeting turned down funding in FY 16; wanted a comprehensive plan. Submitted to CPC for FY 17
						Grange meeting room stage			
						Foundation and paving improvements (T Hall, DPW and Hist museum)	Paving completed. Landscaping plan in the works.		
LEPC/Emergency Mgt	Jim Gorman				Ongoing	Updated CEMP, semi-annual meetings			Status of LEPC certification unknown. J. Gorman will follow up with Fire Chief.
						Emergency preparedness guide for residents	No progress		Not discussed.
Master Plan Review	BoS (and Planning Board) to provide "oversight"	Stakeholder boards			2 - 3 times per year	Implementation of Master Plan recommended goals			BoS/Planning Board to hold meetings 2-3 times per year with stakeholder boards to review implementation of Master Plan.
Department Head Negotiations	Amoroso and Bak (TA) Chair and Liaison (PC) Chair and Liaison (DPW) Chair and Liaison (FC)				Various	Negotiated contract and salary			TA contract to be negotiated. [Police Chief & DPW Director have been negotiated through June 2017; Fire Chief through August 2018].
Department Head Reviews	BoS				Not determined		Process for releasing still being discussed		
Disposition of Foreclosed & Tax Title Properties	Susan Bak	TA, Town Treasurer		Fall 2011	Spring 2016	Possible revenue to town			Continue to review properties and determine next steps (auction... transfer to another town entity). Further discussion with land use boards planned for December 2015.
Stow Road Task Force	Les Fox			Fall 2011	2015	Develop a plan for moving forward with aff housing project	In final stages of review		To be brought forward for BoS comment by year end?

FY 2016 BoS Goals and Projects

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed (if not ongoing project)	Notes
Procurement Delegation	James Gorman	TA				Recommendation on potential delegation of some levels of procurement	<i>TA provided recommendations.</i>		TA preparing policy "manual" and will work with department heads on training.
Minuteman Regional High School	Vince Amoroso, Susan Bak	Vocational Education Advisory Comm			Spring 2016	Information to Town Meeting to enable informed decision regarding voc ed for Boxborough residents			
Public Safety Facility	BoS	Police and Fire Chiefs, TA				Plan to provide improved facility (ies) to meet needs of public safety			
DPW Facility	BoS	DPW Director, TA				Plan to provide improved facility to meet needs of DPW			



BOARD OF SELECTMEN

Meeting Minutes

November 2, 2015

APPROVED: _____

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

ABSENT: Robert Stemple

ALSO PRESENT: Selina Shaw, Town Administrator and Cheryl Mahoney, Department Assistant

Chair Amoroso called the meeting to order at 7:00 P.M. in the Grange Meeting Room of Town Hall.

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

ANNOUNCEMENTS

- Chair Amoroso read the announcements

APPOINTMENTS

- Inspector of Buildings, David Lindberg was present to follow-up on previous discussions regarding proposed revisions to inspectional permit fees (building, electrical and plumbing, permit tracking software and electrical and plumbing inspector compensation). He referred to the materials in the agenda packet. He has taken the data he previously provided in his comparative spreadsheets and reformatted it to fit in the Permit Fee Schedule templates his department currently uses. He clarified and explained some of the new categories for the Selectmen. He noted that there was also an outstanding clerical error that these new schedules address concerning "Temporary Structure" fees. This re-categorization and structure was designed to make the process easier for applicants. There was discussion about the proposed fee structure and how it compares the fee structures used in other communities. Lindberg advised that there is no uniform fee schedule or guidelines among the communities in Mass. These new schedules were structured based on input from our inspectors; and tried their best to make it equitable and fair. On a related note, he advised that communities also have differing ways of compensating their inspectors. Member Bak moved to revise the fees for building permits, electrical permits, and plumbing/gas permits as proposed by the Inspector of Buildings, said fees to be implemented effective January 1, 2016. Seconded by Member Gorman. **Approved 4-0.** Lindberg also briefed the Selectmen as to his concerns about the software service currently being used by his department; that he is investigating upgrades and alternative vendors. He will be coming forward in the future with a proposal.
- Town Treasurer/Tax Collector, Patrick McIntyre was present to discuss foreclosed and tax title properties. Town Planner Adam Dusheneau and members of various land use boards were also present for this discussion. McIntyre referred to the list of foreclosed and tax title properties provided in the Selectmen's agenda packet. It was further noted that this material was also forwarded to the Chairs of the respective land use boards. He provided updates on the status of several of the properties. The Housing Board has indicated that they may be interested in offering the 405 Middle Rd parcel for a Habitat of Humanity project. Planner Dusheneau advised that though it is not a "buildable lot" it may still be viable site, but more investigation is needed. He confirmed that Habitat for Humanity had previously looked at this parcel but declined to proceed due to concerns about the property, but there have been changes recently to Habitat's leadership and this is now being re-visited. Board of Health Chair, Marie Cannon interjected that there could be water/septic compliance issues that could make development prohibitive. Ducheseau noted that at this point, this is just a possibility and these issues and others would have to be investigated if they proceed. McIntyre advised that he would like to hold an auction this spring for some of these properties, such as the commercial parcels on Codman Hill Road and parcel along and/or adjoining the Reed Farm Road. McIntyre reviewed the auction process; how the Town currently holds title to the listed parcels and the procedures required to convey these respective parcels [i.e. auction, Town Meeting vote]. There was a discussion concerning "bundling" of some of the auctioned parcels. General input was provided by some of the land use board members that were present. Chair Amoroso asked that these boards provide the Selectmen with these and any other comments or concerns they might have in a written memo within 30 days, so the Selectmen can make some decisions as to the disposition of these properties before the end of the year. It was confirmed that the Conservation Commission provided just such a memo and it was included with tonight's agenda materials. The Tax Collector also asked to compile additional information on the practice of "bundling" parcels at auction.

- Boxborough Historical Society (BHSI) President, Jeanne Kangas was present to discuss a capital campaign regarding the Steele Farm property. Kangas noted that the BHSI, in conjunction with the Trustees of Reservation, holds the preservation restriction on the property on behalf of the Town. They are responsible for the preservation and protection of this property. To this end, the BHSI Board wants to initiate a capital campaign. The initial focus of their efforts will be on the necessary repairs to the Wetherbee Farmhouse, which on the National Registration of Historic Places. Based on estimates received there is a significant cost to restore this building. This farmhouse is historically significant and an icon for our Town. Similar to the efforts to restore our nation's Liberty Bell, the BHSI would like to launch a private endeavor to fund the restoration of the farmhouse. Tonight is the first step, as the Selectmen are the owners of the property; the BHSI is seeking the Selectmen's support for this effort. Another benefit would be making this property; once again, a usable space for the Town as space is currently at a primary. The building is currently in poor condition and if we don't work to preserve it now we will lose that option. This capital campaign would be an opportunity to find out if residents support preserving the farmhouse. BHSI is a 501(c)(3) charitable corporation so donations would be tax deductible. A segregated "capital" bank account has been established. The BHSI has also identified and is exploring, both public and private; grant funding sources; that could help with capital project planning and/or the actual work. The Selectmen voiced some concerns – such as, what would be the cost of this project, the campaign's target amount; and if the Town be expected to "buy-in" to this project. They also cited the failure of the Whitcomb House preservation fund; another private effort. The Selectmen determined that no action would be taken at this time. They asked that the BHSI provide them with more information; fleshing this out and addressing these concerns before they consider supporting this proposal.
- Personnel Board Chair, Anne Canfield and members Becky Neville & Hugh Fortmiller were present for the Selectmen's follow-up discussion concerning the Town's Department Assistant's job description. It was noted that this agenda item is simply to approve updates to the existing job description as no motion had been prepared as part of the original, October 19th discussion. Member Bak moved to approve the revised job description for the position of Department Assistant, as approved by the Personnel Board on October 7, 2015. Seconded by Member Fox. **Approved 4-0.**
- Police Chief Warren Ryder and Lieutenant Warren O'Brien were present for a further discussion of updates to the Dept.'s policies and procedures (Oath of Office; Code of Conduct: Non-Sworn Personnel; Mission Statement and Organizational Values; Disposal of Criminal Justice Information; Shift Briefing (Roll Call); Safe Haven Act; Anti-Harassment and Discrimination). Town Counsel has provided their input on these policies and provided their proposed edits. It was noted that Member Gorman had also provided some editorial/grammatical comments have been further incorporated. Chief Ryder advised that based on the input received, further work is needed on the Anti-Harassment and Discrimination policy language so he asked that this item be pulled. Member Fox moved to adopt the following Police Department policies and procedures as presented to the Board of Selectmen on November 2, 2015: "Oath of Office;" "Code of Conduct: Non-Sworn Personnel;" "Mission Statement and Organizational Values;" "Disposal of Criminal Justice Information;" "Shift Briefing (Roll Call);" and "Safe Haven Act." Seconded by Member Gorman. **Approved 4-0.** Chief Ryder advised that this review is an on-going process and he will have several policies, along with the Anti-Harassment and Discrimination policy which he will be submitting for consideration.
- Chief Ryder remained to discuss a draft report on Regionalization of Police Services that has been prepared. Lt. O'Brien was also present. Chair Amoroso provided background on how the need for this research was identified at a Joint Selectmen/Finance Committee meeting - about whether it was worthwhile to see if it was in the best interest of the Town to initiate a formal exploration of possibly regionalizing police services. Tonight's report is the culmination of the Chief's preliminary research. Chief Ryder spoke to the report's most significant points. Conceptually regionalization makes sense, the reality is would be difficult to develop and initiate. There is a lot of resistance from the very factions that would need to come together to make this a reality. To make this marketable to our community the cost savings would need to be significant enough to offset the loss of autonomy and control. Further, any return on the initial investment would be far down the road. Also, though there is legislation that supports this, despite several attempts, no community has exercised this statute. "Sharing" of services does exist but only in the most rural areas of the state. Though the data does not indicate further investigation, at this time, is supportable this report is useful as it identifies cost areas and the roadblocks. Chief Ryder will circulate this draft to the Board so that the Selectmen can provide their feedback. It can then be finalized so it is available for any future discussions. He advised that Chief White is developing a similar report concerning Fire services.
- There were no Citizens concerns.

MINUTES

- The Board passed over approval of the minutes for the Regular session of October 19, 2015, and the Workshop meeting of October 24, 2015.

- Member Gorman moved to accept the minutes for the Executive sessions of October 19, 2015, and October 24, 2015 as written. Seconded by Member Fox. **Approved 4-0.**

SELECTMEN REPORTS

- Member Fox reported that MAGIC has launched “Climate Change Resiliency” campaign. Their intent is to create a regional Plan that will work to identify what actions towns might want to take in forward planning for potential environmental changes. Several Boxborough residents are participating in this effort.
- He also reported that he is working with Master Plan Update Comm. Chair, John Markiewicz on the Plan’s Mission Statement. The MPUC has determined that there will be not be an Implementation group, but rather there will be periodic planning discussions run by the Selectmen and Planning Board.
- Member Bak reported on the information obtained by members of the Voc. Ed. Advisory Comm. that had met with the Nashoba Valley Tech School Supt. and a member of their School Comm. Nashoba has 85% In-District enrollment with a \$15,000 per student assessment, the lowest in state. Out-of-District Tuition is \$12,000, excluding transportation or capital contribution. Along with the traditional trades programs they recently launched VetTech and Engineering programs. They have 85% college placement. Nashoba has a capital plan and they were reimbursed 50% on their last MSBA renovation project. There was discussion about Ayer recent joining of the Nashoba District; how Nashoba’s District Agreement addresses approving a new community and the obvious cost disparity compared to other schools.
- Chair Amoroso reported that he and Member Fox attended the meeting recently held in Weston for the Minuteman District Selectmen to discuss matters related to the District. The focus of discussion was the proposed building project; the related bonding and Town Meeting approval versus a Districtwide ballot. The Minuteman School Comm. has yet to vote on whether to go with a Town meeting vote or ballot. At the Weston meeting Chair Amoroso presented further amendments to the District Agreement that he had circulated earlier in the year, and has subsequently updated. This was a protracted but productive discussion which he hopes addressed and alleviated some of the attendees concerns. He feels these amendments are the way forward. They also discussed how to proceed in communicating this new proposal to the towns that previously approved the amended agreement; thereby gaining their support. He outlined the procedure and the votes that would be necessary for the School Comm. to move forward with a ballot. He also discussed the differing perspectives of the School Comm. member as to whom they represent. He feels a lot more optimistic than when he started this process and that they are making progress. Stakeholders that, previously, seemed entrenched are now willing to discuss his proposal.
- Member Gorman reported that he has discussed, with DPW Director Garmon and BICAO Lindberg, the concerns raised during Personnel Board’s report on the Dept. Asst. survey as to the working conditions at the DPW facility. The renovations that would be necessary to improve the office’s work environment would not be easy or cheap. It has been suggested that an office trailer could be rented; and office functions re-located there until a more permanent solution can be achieved. However, even this could run into issues. Finding a resolution to this will not be simple. He further advised that the DPW road paving inventory is in process.

The Board took item #7c, out of order.

NEW BUSINESS

- Member Fox opened discussion on the approval of Conservation Restriction(s) – Jefferson at Beaverbrook. Town Planner Adam Dushesneau was present for this discussion. Town Counsel has reviewed these materials and provided input and edits, as necessary. There was discussion of the subject areas, the Jefferson at Beaverbrook development and the conditions set forth in the documents & accompanying plans. Member Fox moved to approve and authorize the Conservation Commission to accept on behalf of the Town, for the purposes set forth in G.L. c.40, s.8C, a grant of certain interests in land off Massachusetts Avenue and Hill Road in the Town from Jefferson at Beaver Brook, LLC, as set forth in a Declaration and Grant of Restrictive Covenants and Easements presented to the Board this day for review and depicted on a plan of land accompanying said Declaration entitled: “Easement Plan of Land in Boxborough, Massachusetts,” dated October 26, 2015, prepared by Vanasse Hangen Brustlin, Inc. for TDI Real Estate Acquisition, LLC. Seconded by Member Gorman. **Approved 4-0.**
- The Board took up the resignations of Lauraine Harding and Carla Bacharach from their respective boards; thanking them for their service to the Town.
 - Chair Amoroso moved to accept with regrets and place on file effective immediately the resignation of Lauraine Harding from the Council on Aging. Seconded by Member Bak. **Approved 4-0.**
 - Chair Amoroso moved to accept with regrets and place on file effective immediately the resignation of Carla Bacharach from the Public Celebrations and Ceremonies Committee. Seconded by Member Bak. **Approved 4-0.**

EXECUTIVE SESSION

- At 9:21 PM, Chair Amoroso moved to adjourn to executive session in the Town Administrator's office to discuss the value of real estate and to adjourn immediately thereafter. He further stated that to conduct such session in an open meeting may have a detrimental effect on the negotiating position of the Board. Seconded by Member Bak. **Approved 4-0** by Roll Call: Fox "aye;" Bak "aye;" Gorman "aye;" and Amoroso "aye."

8a



ADMINISTRATION

Memo

To: Board of Selectmen
From: Selina Shaw, Town Administrator
Re: Resignation of David Lindberg, Inspector of Buildings/Code Administration Officer
Cc: Personnel Board
Date: November 16, 2015

As reported in my November 6th email to the Board, David Lindberg tendered his resignation to me, effective on November 25, or thereabouts. This will be a true loss to the community and to the Town Hall team. Dave has well served the town for almost three years as the Inspector of Buildings/Code Administration Officer, and also was responsible for managing the town's facilities. He began a project to spruce up the Town Hall, the next phase of which is the renovation of the Grange Meeting Room, which I hope we will be able to see to fruition in the coming year. He has overseen the recent improvements to the Steele Farm barn and coordinated with the Fire Chief and consultant engineer on the installation of the emergency generator at the Blanchard School. He drafted a descriptive asset management plan for the town, which will either be merged or linked to the Finance Committee's capital plan. Most recently, he has begun the permitting process for the 200+ rental development off of Cunningham Road.

I have advertised the position with a couple of the building commissioner professional associations, on the town's website, the Massachusetts Municipal Association's website, as well as a directly mailing to building officials in the state, with an application deadline of November 30.

I recommend the establishment of a search team to be comprised of the current Inspector of Buildings, the Town Planner, the Fire Chief, a member each from the Board of Selectmen and Personnel Board and myself. I would like to conduct interviews the week of December 7 and/or December 14. I will be speaking with my colleagues in neighboring communities as well as with the state's Board of Building Regulations and Standards to discuss options for providing interim coverage while I recruit a qualified candidate to fill the position. I hope that we will be able to have Dave's successor on board early in the New Year or sooner.

I look forward to your input on the plan moving forward.

Thank you for your consideration of this matter.

November 6, 2015

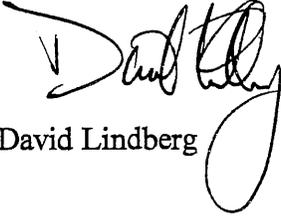
Dear Selina,

Please accept this letter as notification of my resignation as Inspector of Buildings for the Town of Boxborough. My last day will be November 25, 2015.

Thank you for the opportunity to serve the community and your administration. I have enjoyed the people, the position, and all that I have learned and experienced here.

Please let me know how I can best help in this time of transition.

Warmest regards,


David Lindberg

Town of Boxborough
Inspector of Buildings/Code Administration Officer

Boxborough is seeking an Inspector of Buildings/Code Administration Officer. The position is also responsible for Facilities Management across the town facilities. This 40 hour per week position is responsible for administering and ensuring compliance with the state building and related codes and the town's zoning bylaw and other applicable laws, bylaws, codes or regulations; serving as the town's code administration officer; developing and overseeing facility maintenance program; supervising support staff and wire and gas & plumbing inspectors. Prepares and administers annual operating budget for the building department, reviews and makes recommendations regarding fees; communicates regulations and program policies and procedures to staff, departmental customers, and the general public; explains, interprets and provides guidance regarding all applicable codes to property owners, architects, engineers, contractors, developers and other interested parties. Coordinates plan reviews, inspections and enforcement actions. Works with land use boards and Town Planner to regularly review status of permits. Works with town department heads to develop and oversee maintenance plans and actions for town buildings and formulate capital improvement plans for town facilities.

Requires a Bachelor's degree in a field related to building construction and/or design; or at least five years of experience in supervision of building construction or design, or any combination of education and experience. General knowledge of the accepted requirements for building construction, fire prevention, lighting, ventilation and safe egress; general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure. Must be certified by the BBRS as a Local Inspector and be able to obtain certification as a Building Commissioner or Inspector of Buildings within 18 months of hire. Requires a valid Massachusetts Class D Driver's License. Must possess excellent interpersonal skills and the ability to communicate effectively orally and in writing, as well as manage a computerized permitting system. EEO/AA. Salary: \$65,276 - \$79,532 + benefits (DOQE).

A copy of the position's job description can be found at [http://www. boxborough-ma.gov](http://www.boxborough-ma.gov).

Please submit a resume, cover letter and proof of BBRS certification(s) to be received no later than November 30, 2015 to: Town Administrator, 29 Middle Road, Boxborough, MA 01719 or by e-mail (preferred) to: sshaw@boxborough-ma.gov.



TOWN OF BOXBOROUGH
BOARD OF SELECTMEN POLICY ON
MEMBERSHIP AND ACTIVITIES
OF APPOINTED TOWN BOARDS

I. POLICY & APPLICABILITY

The following policy is intended to govern the membership and activities of all Town boards, committees and commissions that are comprised of citizen volunteers appointed by the Board of Selectmen, hereinafter referred to as “boards.” Should any provision of this policy conflict with the provisions of any general or special law or regulation of the Commonwealth or of any Town bylaw, the terms of the general or special law, regulation or bylaw shall be controlling and shall supersede those of this policy.

II. COMPOSITION

Boards shall be comprised of an odd number of members, whenever possible. When the terms of office of a board are for more than one year, such terms of office shall be so arranged that as nearly an equal number of terms as is possible will expire each year.

If a board has a variable number of members, the Selectmen shall seek input from the board on the desirability to increase or decrease the membership above or below the then current level, at such times when the then-current number of members may become ineffective in fulfilling the board’s responsibilities. Additionally, the board may at any time make a recommendation to the Selectmen to increase or decrease the current membership.

III. FILLING OF VACANCIES

Whenever a vacancy shall occur in the membership of a board, the chair of said board shall forthwith give written notice of such vacancy to the Selectmen. The board may recommend to the Selectmen in writing a suitable candidate or candidates for appointment to fill the vacated position(s). The Town Administrator shall publish a notice of the vacancy in local media, the Town website, and other suitable locations. Interested individuals will be asked to directly contact the Town Administrator who shall bring forward the names to the Selectmen for consideration at an upcoming meeting.

IV. RESIGNATION FROM OFFICE

A board member who is no longer able to serve for whatever reason should resign promptly so that the vacancy may be filled. The member shall submit a written resignation to the Town Clerk, with a copy to the Board Chair and the Selectmen.

V. ASSOCIATE MEMBERS

Boards may create positions of associate membership as may be appropriate to the board. Such positions are encouraged as they can help develop new prospective candidates for future appointments as voting members, and also provide opportunity for continued participation and continuity with members who have not been reappointed for whatever reason. Associate members shall not, however, be entitled to vote or deliberate on any matter that is before the board.

VI. OFFICERS

A Board shall annually, at its first regularly scheduled meeting in the fiscal year, select from its membership such officers as deemed necessary by the board; at a minimum, this shall include a Chair and Vice Chair or Clerk. Boards should rotate membership through their elected offices, with no member serving more than two years in succession in any given office. Boards are encouraged to adopt rotation policies of their own, consistent with the desire expressed herein for a regular change in leadership.

VII. REMOVAL FROM OFFICE

When considering removal from office, the Selectmen shall act in accordance with the following procedure:

- A. A written notice of the intent to remove and a statement of the cause or causes therefore shall be delivered in hand, or by certified mail, return receipt requested, to the last known address of the person sought to be removed.
- B. Within five days following delivery of such notice, the board member may request a public hearing at which such person may be represented by counsel, shall be entitled to present evidence, call witnesses and to question any witness appearing at the hearing.
- C. Between one and twenty one days after the public hearing is adjourned, or if the board member fails to request a public hearing between six and twenty one days after delivery of the notice of intent to remove, the Selectmen shall take final action, either removing the member, or notifying such person that the notice is rescinded.

Nothing in this section shall be construed as granting a right to such a hearing when a person who has been appointed for a fixed term is not reappointed when the term for which such person was appointed has expired.

VIII. OPEN MEETING LAW [MGL c ~~30A~~ 39 §~~18-25~~ 23B]

All ~~appointed town officials- board and committee members~~ shall comply with the Open Meeting Law, which requires that all meetings of elected or appointed boards, committees and sub-committees shall be open to the public unless falling under one of the ~~ten~~ exemptions for which a board may convene executive session as specified in G.L. c. 30A, §21. The law generally does not apply to chance meetings or social occasions; however such meetings cannot be used to circumvent the Open Meeting Law. The law also does not generally apply to governmental bodies created by a single person who has authority to undertake action individually ~~to administrative meetings or to a group appointed by a single administrator to advise on administrative matters.~~

Boards shall deliberate and take action in a public forum meeting for which members of the public have been provided adequate notice in accordance with the meeting notice requirements of the Open Meeting Law. Meeting notices shall contain the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. Such notice shall be filed with the Town Clerk, with enough time to permit the posting of the notice at least 48 hours prior to the meeting, excluding including Saturdays, but excluding Sundays and legal holidays. No quorum of a board shall meet in private for the purpose of deciding on or deliberating on any matter unless it meets an exception under a properly posted executive session and the requirements of entering executive session are met. No votes taken in open session shall be by secret ballot. Board ~~members~~ should take care not to ~~shall not~~ use e-mail or telephone to conduct business, deliberate or otherwise act to circumvent the Open Meeting Law.

Executive session may be held for one of ~~ten~~ reasons listed below. Before convening in executive session, the board must first convene in open session for which notice has been duly posted of the meeting, including the executive session. A majority of the members must vote, by roll call, to convene in executive session; the motion must state one of the ~~nine~~ ten reasons as well as whether the board will be returning to open session or adjourning. All votes taken in executive session must be recorded roll call votes.

Reasons for convening in executive session are as follows:

1. To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties. ~~To discuss the reputation, character, physical condition or mental health of an individual, rather than the professional competence of an individual, provided that the individual is accorded notice and certain rights.~~
2. ~~To consider the discipline or dismissal of, or to hear complaints or charges brought against an individual provided that the individual is accorded notice and certain rights.~~
23. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; ~~To discuss collective bargaining or litigation strategy if open discussion may have a detrimental effect on the position of the governmental body; to conduct strategy sessions in preparation for negotiations with non union personnel; to conduct collective bargaining and contract negotiations with nonunion personnel.~~
3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.
4. To discuss deployment of security personnel or devices, or strategies with respect thereto.
5. To investigate alleged charges of criminal misconduct or to discuss-consider the filing of criminal complaints.

6. ~~To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. To consider the purchase, exchange, taking, lease, or value of real property if open discussion may have a detrimental effect on the position of the governmental body.~~
7. To comply with, or act under, the ~~provisions~~ authority of, any general or special law or federal grant-in-aid requirements (generally private).
8. ~~To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening. To hold an initial screening (including interviews if they are part of the initial screening process) of candidates for employment if an open meeting would have a detrimental effect in obtaining qualified candidates.~~
9. To meet with a mediator regarding any litigation or decision.
10. To discuss trade secrets or confidential, competitively-sensitive or other proprietary information.

IX. MINUTES [MGL c 39-30A §2223B and Meeting Minutes Policy for the Town of Boxborough, adopted by the BoS 8/23/99]

Boards shall create accurate minutes of open meetings and executive session in a written format. At a minimum, the minutes shall contain the date, time, place, names of members present and absent, a summary of topics discussed on each subject, a list of documents and other exhibits used at each meeting, and an exact record of motions, votes and official actions taken at each meeting. It is not necessary ~~or even advisable~~ to transcribe the meeting verbatim; rather, the minutes need only provide enough substance to allow readers to understand the nature and status of the matters discussed at the meeting. Audio tapes may be made of the meetings, but written minutes must also be prepared. Draft minutes of open sessions are considered public record from the moment that they are created. Open session minutes shall be promptly prepared and accepted in the course of a subsequent meeting of the board, and a copy filed with the ~~Town Administrator on behalf of the Board of Selectmen.~~ Town Clerk, who shall post on the town's website. Executive session meeting minutes must be reviewed at reasonable intervals by the Chair to determine whether they should be considered for public release.

X. CONFLICT OF INTEREST [MGL c 268A]

All elected and appointed town officials and employees are subject to the Conflict of Interest Law which ensures that public employees' private financial interests and personal relationships do not conflict with their public obligations. The law is broadly written to prevent a public employee from becoming involved in a situation that could result in a conflict or give the appearance of a conflict. ~~Upon swearing in by the Town Clerk, The Town Clerk shall provide all town officials and employees with a Summary of the Conflict of Interest Law provided by the Attorneystate Ethics Commission-General.~~ The appointed official shall acknowledge receipt of the Conflict of Interest Law and shall complete such mandatory training as required by statute. The Selectmen ~~shall~~ may provide additional group training on the Conflict of Interest Law as needed.

The law restricts what a public employee may do on the job, after hours, and after leaving public service. It prohibits a variety of actions, including bribery, extra pay, receipt of gifts or privileges because of committee members' official actions, and acting as an agent or attorney for anyone in a claim against or doing business with the Town. The law prohibits all municipal employees from participating in a particular matter in which committee members or any of the following have a financial interest:

Immediate Family - This includes the employee and his/her spouse, and their parents, children, brothers and sisters. Cousins, nephews, nieces, aunts, uncles, etc. are not considered immediate family members. Also, under the definition of immediate family, some brothers-in-law are immediate family, while others are not; if your brother-in-law is your spouse's brother, he is immediate family, but if he is your sister's husband, he is not immediate family for purposes of the conflict law.

Partner or Business Associates - A business organization in which the committee member serves as an officer, director, trustee, partner, or employee (including a non-profit organization), any person or organization with whom the committee member is negotiating or has any arrangement concerning prospective employment. If board members have a conflict of interest or an appearance of conflict in any matter before their board, they should not be counted in the quorum nor participate in or be present for any pertinent discussion or votes.

The law provides for the legal determination of conflict of interest status for any employee submitting a request to the appointing authority or State Ethics Commission. The law also provides for continued services in certain circumstances if full disclosure is made

or a special exemption is granted by the Board of Selectmen. If members have any questions about their activities, they should file a written request through the Town Administrator. The response will be in writing and will become a matter of public record.

XI. CONDUCT

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

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

Sources:

Appointed Committee Handbook, Town of Norwell, September 2004

City Council Personal Code of Conduct, Mountain View, CA, July 6 2004

Handbook for Members of Town boards, Provincetown, June 2005

Massachusetts General Laws, c ~~39-30A~~ §§~~23A & 23B~~ 18-25, c 268A

Model code of conduct for public officials, GRECO

Open Meeting, Public Records, and Conflict of Interest Laws, Lauren Goldberg, Esq., September ~~26, 2005~~ 24, 2009

[Open Meeting Law Guide, Office of Attorney General Maura Healey, March 18, 2015](#)

[State Ethics Commission, Education and Training Guidelines](#)

Town Charter Uxbridge, May 2002



TOWN OF BOXBOROUGH
BOARD OF SELECTMEN POLICY ON
MEMBERSHIP AND ACTIVITIES
OF APPOINTED TOWN BOARDS

I. POLICY & APPLICABILITY

The following policy is intended to govern the membership and activities of all Town boards, committees and commissions that are comprised of citizen volunteers appointed by the Board of Selectmen, hereinafter referred to as “boards.” Should any provision of this policy conflict with the provisions of any general or special law or regulation of the Commonwealth or of any Town bylaw, the terms of the general or special law, regulation or bylaw shall be controlling and shall supersede those of this policy.

II. COMPOSITION

Boards shall be comprised of an odd number of members, whenever possible. When the terms of office of a board are for more than one year, such terms of office shall be so arranged that as nearly an equal number of terms as is possible will expire each year.

If a board has a variable number of members, the Selectmen shall seek input from the board on the desirability to increase or decrease the membership above or below the then current level, at such times when the then-current number of members may become ineffective in fulfilling the board’s responsibilities. Additionally, the board may at any time make a recommendation to the Selectmen to increase or decrease the current membership.

III. FILLING OF VACANCIES

Whenever a vacancy shall occur in the membership of a board, the chair of said board shall forthwith give written notice of such vacancy to the Selectmen. The board may recommend to the Selectmen in writing a suitable candidate or candidates for appointment to fill the vacated position(s). The Town Administrator shall publish a notice of the vacancy in local media, the Town website, and other suitable locations. Interested individuals will be asked to directly contact the Town Administrator who shall bring forward the names to the Selectmen for consideration at an upcoming meeting.

IV. RESIGNATION FROM OFFICE

A board member who is no longer able to serve for whatever reason should resign promptly so that the vacancy may be filled. The member shall submit a written resignation to the Town Clerk, with a copy to the Board Chair and the Selectmen.

V. ASSOCIATE MEMBERS

Boards may create positions of associate membership as may be appropriate to the board. Such positions are encouraged as they can help develop new prospective candidates for future appointments as voting members, and also provide opportunity for continued participation and continuity with members who have not been reappointed for whatever reason. Associate members shall not, however, be entitled to vote or deliberate on any matter that is before the board.

VI. OFFICERS

A Board shall annually, at its first regularly scheduled meeting in the fiscal year, select from its membership such officers as deemed necessary by the board; at a minimum, this shall include a Chair and Vice Chair or Clerk. Boards should rotate membership through their elected offices, with no member serving more than two years in succession in any given office. Boards are encouraged to adopt rotation policies of their own, consistent with the desire expressed herein for a regular change in leadership.

VII. REMOVAL FROM OFFICE

When considering removal from office, the Selectmen shall act in accordance with the following procedure:

- A. A written notice of the intent to remove and a statement of the cause or causes therefore shall be delivered in hand, or by certified mail, return receipt requested, to the last known address of the person sought to be removed.
- B. Within five days following delivery of such notice, the board member may request a public hearing at which such person may be represented by counsel, shall be entitled to present evidence, call witnesses and to question any witness appearing at the hearing.
- C. Between one and twenty one days after the public hearing is adjourned, or if the board member fails to request a public hearing between six and twenty one days after delivery of the notice of intent to remove, the Selectmen shall take final action, either removing the member, or notifying such person that the notice is rescinded.

Nothing in this section shall be construed as granting a right to such a hearing when a person who has been appointed for a fixed term is not reappointed when the term for which such person was appointed has expired.

VIII. OPEN MEETING LAW [MGL c 30A §18-25]

All town board and committee members shall comply with the Open Meeting Law, which requires that all meetings of elected or appointed boards, committees and sub-committees shall be open to the public unless falling under one of the ten exemptions for which a board may convene executive session as specified in G.L. c. 30A, §21. The law generally does not apply to chance meetings or social occasions; however such meetings cannot be used to circumvent the Open Meeting Law. The law also does not generally apply to governmental bodies created by a single person who has authority to undertake action individually.

Boards shall deliberate and take action in a public meeting for which members of the public have been provided adequate notice in accordance with the meeting notice requirements of the Open Meeting Law. Meeting notices shall contain the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. Such notice shall be filed with the Town Clerk, with enough time to permit the posting of the notice at least 48 hours prior to the meeting, excluding Saturdays, Sundays and legal holidays. No quorum of a board shall meet in private for the purpose of deciding on or deliberating on any matter unless it meets an exception under a properly posted executive session and the requirements of entering executive session are met. No votes taken in open session shall be by secret ballot. Board members shall not use e-mail or telephone to conduct business, deliberate or otherwise act to circumvent the Open Meeting Law.

Executive session may be held for one of ten reasons listed below. Before convening in executive session, the board must first convene in open session for which notice has been duly posted of the meeting, including the executive session. A majority of the members must vote, by roll call, to convene in executive session; the motion must state one of the ten reasons as well as whether the board will be returning to open session or adjourning. All votes taken in executive session must be recorded roll call votes.

Reasons for convening in executive session are as follows:

1. To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties.
2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.
3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.
4. To discuss deployment of security personnel or devices, or strategies with respect thereto.
5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints.
6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.
7. To comply with, or act under, the authority of, any general or special law or federal grant-in-aid requirements.
8. To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this

clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening.

9. To meet with a mediator regarding any litigation or decision.
10. To discuss trade secrets or confidential, competitively-sensitive or other proprietary information.

IX. MINUTES [MGL c 30A §22 and Meeting Minutes Policy for the Town of Boxborough, adopted by the BoS 8/23/99]

Boards shall create accurate minutes of open meetings and executive session in a written format. At a minimum, the minutes shall contain the date, time, place, names of members present and absent, a summary of topics discussed on each subject, a list of documents and other exhibits used at each meeting, and an exact record of motions, votes and official actions taken at each meeting. It is not necessary to transcribe the meeting verbatim; rather, the minutes need only provide enough substance to allow readers to understand the nature and status of the matters discussed at the meeting. Audio tapes may be made of the meetings, but written minutes must also be prepared. Draft minutes of open sessions are considered public record from the moment that they are created. Open session minutes shall be promptly prepared and accepted in the course of a subsequent meeting of the board, and a copy filed with the Town Clerk, who shall post on the town's website. Executive session meeting minutes must be reviewed at reasonable intervals by the Chair to determine whether they should be considered for public release.

X. CONFLICT OF INTEREST [MGL c 268A]

All elected and appointed town officials and employees are subject to the Conflict of Interest Law which ensures that public employees' private financial interests and personal relationships do not conflict with their public obligations. The law is broadly written to prevent a public employee from becoming involved in a situation that could result in a conflict or give the appearance of a conflict. The Town Clerk shall provide all town officials and employees with a Summary of the Conflict of Interest Law provided by the state Ethics Commission. The official shall acknowledge receipt of the Conflict of Interest Law and shall complete all mandatory training as required by statute. The Selectmen may provide additional group training on the Conflict of Interest Law as needed.

The law restricts what a public employee may do on the job, after hours, and after leaving public service. It prohibits a variety of actions, including bribery, extra pay, receipt of gifts or privileges because of committee members' official actions, and acting as an agent or attorney for anyone in a claim against or doing business with the Town. The law prohibits all municipal employees from participating in a particular matter in which committee members or any of the following have a financial interest:

Immediate Family - This includes the employee and his/her spouse, and their parents, children, brothers and sisters. Cousins, nephews, nieces, aunts, uncles, etc. are not considered immediate family members. Also, under the definition of immediate family, some brothers-in-law are immediate family, while others are not; if your brother-in-law is your spouse's brother, he is immediate family, but if he is your sister's husband, he is not immediate family for purposes of the conflict law.

Partner or Business Associates - A business organization in which the committee member serves as an officer, director, trustee, partner, or employee (including a non-profit organization), any person or organization with whom the committee member is negotiating or has any arrangement concerning prospective employment. If board members have a conflict of interest or an appearance of conflict in any matter before their board, they should not be counted in the quorum nor participate in or be present for any pertinent discussion or votes.

The law provides for the legal determination of conflict of interest status for any employee submitting a request to the appointing authority or State Ethics Commission. The law also provides for continued services in certain circumstances if full disclosure is made or a special exemption is granted by the Board of Selectmen. If members have any questions about their activities, they should file a written request through the Town Administrator. The response will be in writing and will become a matter of public record.

XI. CONDUCT

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

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

Sources:

Appointed Committee Handbook, Town of Norwell, September 2004

City Council Personal Code of Conduct, Mountain View, CA, July 6 2004

Handbook for Members of Town boards, Provincetown, June 2005

Massachusetts General Laws, c 30A §§18-25, c 268A

Model code of conduct for public officials, GRECO

Open Meeting, Public Records, and Conflict of Interest Laws, Lauren Goldberg, Esq., September 24, 2009

Open Meeting Law Guide, Office of Attorney General Maura Healey, March 18, 2015

State Ethics Commission, Education and Training Guidelines

Town Charter Uxbridge, May 2002

8c

Selina Shaw

From: Adam Duchesneau <aduchesneau@boxborough-ma.gov>
Sent: Thursday, November 05, 2015 9:30 PM
To: Adam Duchesneau
Subject: Review Request: CPC Applications
Attachments: 2015-01 Final Application - Preservation of Town Records.pdf; 2015-02 Final Application - Regional Housing Services.pdf; 2015-03 Final Application - Rental Voucher Program.pdf; 2015-04 Final Application - Grange Hall Renovations.pdf; 2015-05 Final Application - Blanchard School Nature Play Space.pdf; 2015-06 Final Application - Liberty Field Courts.pdf; 2015-07 Final Application - O'Grady Skate Park Expansion.pdf

Town Boards, Committees, Commissions, and Departments,
Please find attached the seven (7) Community Preservation Committee (CPC) Final Applications for CPA Funding which have been submitted seeking approval from the CPC to seek approval for project funding at the May 2016 Town Meeting. The CPC is requesting that you submit any comments, concerns, or feedback regarding these applications to me by:

Monday, November 23, 2015
@ 4:00 PM
(via email or hard copy)

The applications and their funding requests are as follows:

- # 2015-01: Preservation of Town Records (\$11,000)
- # 2015-02: Regional Housing Services (\$5,465)
- # 2015-03: Rental Voucher Program (\$26,280)
- # 2015-04: Grange Hall Renovations (\$106,775)
- # 2015-05: Blanchard School Nature Play Space (\$69,228)
- # 2015-06: Liberty Field Courts (Site Survey/Design Plan) (\$12,000)
- # 2015-07: TJ O'Grady Skate Park Expansion (\$40,000)

These applications will be discussed by the CPC at a public hearing on Thursday, December 3, 2015 at 7:15 PM in Town Hall, 29 Middle Road.

Please feel free to contact the Applicants directly if you have questions or need clarification about their projects. Additionally, if you have concerns, further comments, or would like to reinforce your Board or Committee's comments, the CPC encourages you to attend the public hearing regarding these applications on December 3, 2015 and comment further.

Please let me know if you have any questions or need additional information for your review. Thanks.

Adam

Adam L. Duchesneau, AICP
Town Planner
Town of Boxborough | 29 Middle Road | Boxborough, MA 01719
t 978-264-1723 | f 978-264-3127 | ADuchesneau@Boxborough-MA.gov
Boxborough: A Rural, Engaged Community for All

RECEIVED

OCT 26 2015

2015-01
Boxborough
Planning Department



TOWN OF BOXBOROUGH
COMMUNITY PRESERVATION COMMITTEE
FINAL APPLICATION FOR CPA FUNDING

Applicant: Elizabeth Markiewicz
Applicant's Address: 29 Middle Rd
Applicant's Email: emarkiewicz@boxborough-ma.gov
Applicant's Phone: 978-264-1727
Town Committee (if applicable): Town Clerk
Project Name: Preservation of Town Records

Purpose (select all that apply):

Open Space _____ Recreation _____ Community Housing _____ Historic Resources

Project Budget

CPA Funds Requested \$ 11,000
Amount of Other Funding \$ _____
Total Project Budget \$ 11,000

(If this is a multi-year project, present the costs for the first fiscal year.)

Estimated Date of Project Commencement: July 2016

Estimated Date of Project Completion: September 2016

For Historic Resources Projects Only – Please check the box below to acknowledge the accompanying statement.

I/We have read the US Secretary of the Interior's Standards for the Treatment of Historic Properties and understand that planning for, and execution of, this project must meet these standards.

Signature of Applicant: [Signature]

Date: 10/26/15

Signature of Property Owner (if different): _____ Date: _____

Submit Completed Final Applications To:
Boxborough Community Preservation Committee, c/o Planning Department, Town Hall, 29 Middle Road, Boxborough MA 01719

**Town of Boxborough, Massachusetts
Request for Community Preservation Act Funding
FY2017**

Department: Town Clerk
Contact Person: Liz Markiewicz

Date: 10/26/2015
Phone: 978-264-1727

**Request for funding for Conservation of Historical Records:
Project Summary and Narrative**

Amount requested for FY17: \$11,000

Description of Project:

This request is for \$11,000 to fund the second phase of a three-year project to preserve historic records of the town. The first phase was completed in October 2015, at a cost of \$10,484. A representative from the Records Preservation Services department of Kofile Preservation examined our records and provided an estimate of the cost of conservation. (See attached.) The process includes deacidification, mending and reinforcement of paper as necessary, resewing and rebinding. For an extra fee of \$225-\$275 or so per book, each page will be photographed before rebinding and made into a CD for web access.

Rationale/Need for request:

One of the obligations of towns within the Commonwealth is the preservation of public records. Under MGL 66:9 "every person having custody of any public record books of the commonwealth...shall cause fair and legible copies to be seasonably made of any books which are worn, mutilated or are becoming illegible, and cause them to be repaired, rebound or renovated."

Many of our historic records are in very poor condition. Bindings, covers, and individual pages of documents have deteriorated and the writing is becoming illegible. Without prompt attention, we are in danger of losing vital information from the town's past.

Financial Impact to the Town:

Phase	Conservation	CD	Shipping	Total	Status
I	\$9,134	\$1,275	\$75	\$10,484	Complete
II	\$8,864	\$1,100	\$100	\$10,064	
III	\$7,654	\$1,005	\$100	\$9,764	
Total	\$25,652	\$3,380	\$300	\$32,712	

Conservation Proposal
Boxborough, MA
July 18, 2013

	<u>Conservation</u>	<u>35mm security film</u>	<u>Scan to CD</u>
<u>Phase 1</u>			
Town Records 1835-1866	\$1,526.00 sew	\$225.00	\$225.00
Town Records 1866-1896	1,925.00 sew	275.00	275.00
Town Records 1896-1918	1,925.00 sew	275.00	275.00
Town Records 1918-1933	2,008.00 Mylar, 2 vols.	250.00	250.00
Town Records 1932-1947	1,750.00 sew	250.00	250.00
Totals	\$9,134.00	\$1,275.00	\$1,275.00

Phase 1 total: \$11,684.00

Phase 2

Town Records 1947-1955	750.00 sew	100.00	100.00
Town Records 1955-1961	750.00 sew	100.00	100.00
Town Records 1961-1969	1,688.00 Mylar, 2 vols.	150.00	150.00
Town Records 1970-1975	1,249.00 Mylar, 1 vol.	150.00	150.00
Town Order Book 1853-1876	979.00 sew	150.00	150.00
Selectmen's Orders 1876-1911	1,738.00 Mylar, 2 vols.	200.00	200.00
Town Order Book 1820-1833	960.00 Mylar, 1 vol.	150.00	150.00
Board of School 1881-1898	750.00 sew	100.00	100.00
Totals	\$8,864.00	\$1,100.00	\$1,100.00

Phase 2 total: \$11,064.00

KOFILE PRESERVATION

One Allen Martin Drive, Essex, VT 05452 800-639-3027 802-878-3335 Fax: 802-878-0932 www.kofile.us

Conservation Proposal
Boxborough, MA
July 18, 2013

	<u>Conservation</u>	<u>35mm security film</u>	<u>Scan to CD</u>
<u>Phase 3</u>			
Boxborough Library 1891-1951	750.00 Mylar, 1 vol.	100.00	100.00
Marriages, Deaths & Births 1880-1938 (Important Event)	750.00 Mylar, 1 vol.	100.00	100.00
Marriages, Births, Deaths c. 1843-1869	750.00 Mylar, 1 vol.	100.00	100.00
Rebellion Record (book, index and workbook)	750.00 Mylar, 1 vol.	100.00	100.00
Deaths 1874-1971	750.00 Mylar, 1 vol.	100.00	100.00
Mortgages 1890-1947	1,050.00 Mylar, 1 vol.	140.00	140.00
Lien Statements & Attachments 1857-1891	1,104.00 Mylar, 1 vol.	140.00	140.00
Tax Record 1830	750.00 sew	100.00	100.00
6 small booklets – no covers			
Valuation Records 1834-1840			
Combine above two	1,000.00 Mylar, 1 vol.	125.00	125.00
Totals	\$7,654.00	\$1,005.00	\$1,005.00

Phase 3 total: \$9,664.00

Phase 4, 5, 6: 22 volumes of Valuation Records 1861-1975

Prices do not include shipping

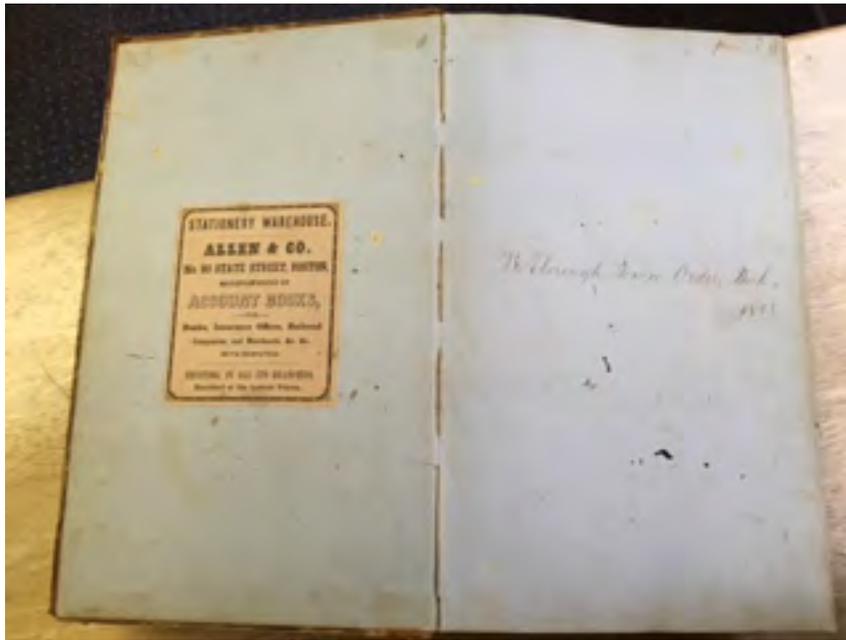
KOFILE PAISERVATION

One Allen Martin Drive, Essex, VT 05452 800-639-3027 802-878-3335 Fax: 802-878-0932 www.kofile.us

List of Town Records to be Conserved

Town Record	Year Conserved	Priority	Cost
Records of the Society: 1775-1783	2008		\$6,165
Town Records: 1784-1839	2008		(actual)
Overseers of the Poor: 1819-1877	2008		
Town Expenses & Other Records: 1821-1886	2008		
Births, Vol.2: 1874-1971	2008		
Marriages, Vol. 2: 1874-1971	2008		
Town Records: 1835-1866	2015	Phase 1	\$10,484
Town Records: 1866-1896	2015	Phase 1	(actual)
Town Records: 1896-1918	2015	Phase 1	
Town Records: 1918-1932	2015	Phase 1	
Town Records: 1932-1947	2015	Phase 1	
Town Records: 1947-1955		Phase 2	\$11,000
Town Records: 1955-1961		Phase 2	(est)
Town Records: 1961-1969		Phase 2	
Town Records: 1970-1975		Phase 2	
Town Order Book: 1820-1833		Phase 2	
Town Order Book: 1853-1876		Phase 2	
Selectmen's Orders: 1876-1911		Phase 2	
School Board: 1881-1951		Phase 2	
Boxborough Library: 1891-1951		Phase 3	\$10,000
Marriages, Deaths & Births: 1880-1938		Phase 3	(est)
Register of Marriages, Births, Deaths: 1843-1896		Phase 3	
Rebellion Record (book, index and workbook)		Phase 3	
Deaths: 1874-1971		Phase 3	
Lien Statements & Attachments: 1857-1891		Phase 3	
Tax Record: 1830		Phase 3	
Valuation Records: 1834-1840		Phase 3	
6 small books (school board, library minutes) c. 1890's		Phase 3	

BEFORE



AFTER



BEFORE



AFTER



RECEIVED

OCT 29 2015

2015-02

Boxborough Planning Department OK ALD



TOWN OF BOXBOROUGH

COMMUNITY PRESERVATION COMMITTEE

FINAL APPLICATION FOR CPA FUNDING

Applicant: Al Murphy

Applicant's Address: 411 Hill Rd.

Applicant's Email: almur10@verizon.net

Applicant's Phone: (978) 263-8666

Town Committee (if applicable): Housing Board

Project Name: Regional Housing Services

Purpose (select all that apply):

Open Space _____ Recreation _____ Community Housing X Historic Resources _____

Project Budget

CPA Funds Requested \$ 5,465

Amount of Other Funding \$ _____

Total Project Budget \$ 5,465

(If this is a multi-year project, present the costs for the first fiscal year.)

Estimated Date of Project Commencement: Jan. 1, 2016

Estimated Date of Project Completion: Dec. 31, 2016

For Historic Resources Projects Only – Please check the box below to acknowledge the accompanying statement.

I/We have read the US Secretary of the Interior's Standards for the Treatment of Historic Properties and understand that planning for, and execution of, this project must meet these standards.

Signature of Applicant: Al Murphy

Date: 10/29/2015

Signature of Property Owner (if different): _____ Date: _____

Submit Completed Final Applications To:

Boxborough Community Preservation Committee, c/o Planning Department, Town Hall, 29 Middle Road, Boxborough MA 01719

Community Preservation Committee
2015 – 2016 Final Application for CPA Funding
Regional Housing Services

I. Brief Project Summary

For the past two years, Boxborough has been a part of a Regional Housing Services (RHS) collaboration that jointly provides services related to the monitoring and maintenance of affordable housing, as well as local resident support for those seeking affordable housing services. The Housing Board is requesting that \$5,465.00 of CPA money be used to fund Year 3 of the RHS contract (January 1, 2016 to December 31, 2016). The Town of Hudson serves as the lead entity in this Intermunicipal Agreement, which also includes the Towns of Bolton, Littleton, Stow, and Boxborough. The services are provided by Metro West Collaborative Development, Inc. (Metro West) of Watertown, MA and include the creation of a repository of project legal documents, maintenance of proper procedures, and assistance with refinancing, resales, and assessments. The services also include special projects that are needed by specific towns and local resident support. The RHS helped prepare Boxborough's Housing Production Plan, which was approved by the Department of Housing and Community Development (DHCD) in June of 2015. Its future activities may include administrative assistance for a rental voucher program and the registration of additional affordable housing units with DHCD.

II. Narrative

The RHS provide much needed administrative assistance for the monitoring of affordable units on Boxborough's Subsidized Housing Inventory (SHI), assistance in creating programs to generate new affordable units, valuation of affordable ownership units for assessment purposes, resolution of compliance violations, and community outreach and planning regarding affordable housing services. The Housing Board has been, and will continue to be, responsible for ensuring these services are carried out and both the Housing Board and Board of Selectmen are supportive of these services as indicated in their meeting minutes referenced below. As specified in the CPA legislation, the definition of community preservation includes "...the creation and preservation of community housing", which is exactly the type of services the RHS contract provides to the Town. The Town of Littleton, a community which is part of the Intermunicipal Agreement, is already using CPA funds to pay for their portion of the RHS contract.

Once affordable housing units are created there is a substantial amount of yearly monitoring work that needs to be performed in order to ensure these units do not drop off the Town's SHI which is monitored by DHCD. This is critical to advancing the Housing Board's and Town's goal of making at least 10% of the dwelling units in the community affordable to households with an Area Median Income (AMI) of 80% or less. Once this 10% goal is reached, the Town will have immunity from any future Chapter 40B development proposals until at least the 2020 Census. Metro West has been performing this work for the Town over the last two years and is also the primary point of contact for all affordable housing issues in town. Metro West's services help to minimize the amount of time Town staff needs to spend on these routine matters, which provides staff the ability to reallocate their time to work on other issues. The new Chapter 40B development, Jefferson at Beaver Brook, is currently under construction and in 2016 an affordable housing lottery will be held for the affordable dwelling units in the project. Metro

West will assist in handling the Town's responsibilities in this lottery process. Additionally, as each rental unit is completed in the project, the appropriate paperwork needs to be filed with DHCD in order for these units to be registered on the Town's SHI. The Housing Board and Board of Selectmen have already approved the renewal of the Intermunicipal Agreement for Year 3 of the RHS contract and the only remaining hurdle in carrying out the RHS contract during 2016 is securing a funding source to finance the work.

III. CPC Selection Criteria and Needs Assessment

Funding Year 3 of the RHS contract (January 1, 2016 to December 31, 2016) will allow the town to maintain its community character by promoting and maintaining diversity in its housing stock. The community impact of funding the RHS addresses the unmet community need of providing enough affordable housing in town and meets the needs of multiple populations by helping to provide a variety of housing options. The RHS contract is also consistent with the Town's Housing Production Plan as it is consistent with all three of the Plan's identified goals and the following action items called out in the Plan:

1. Support the development of rental housing through the Comprehensive Permit process and identify strategies that would allow extremely low-income and very-low income households to access this housing through existing tenant based rental assistance programs.
2. Perform annual monitoring of units on the Town's Subsidized Housing Inventory to ensure compliance with affordability restrictions.

The RHS contract is also consistent with the Town's Master Plan, Boxborough2030 (currently still in draft form), in many areas. The RHS contract promotes Aspiration # 4 in the Plan, which reads,

“...to provide a balanced mix of housing, businesses, and services to enhance this high quality of life....”

It is also consistent with Aspiration # 6 of the Plan, which calls for making the town affordable and accessible. Aspiration # 6 states

“The community will ensure that local policies, housing supply, and housing prices support the ideal of a more inclusive, welcoming Boxborough so that current and prospective residents at all income levels, abilities, and in all stages of life can live here.”

The services provided by the RHS contract will help to achieve these items. More specifically, the RHS contract is consistent with individual Action Items in the Plan including 3.1.4.2., 3.4.3.1., 6.1.1.3., and 6.1.1.11., all of which call for exploring programs that support the creation of affordable housing units in town. The RHS contract is also directly consistent with Action item 6.1.1.10 which reads,

“Perform annual monitoring of units on the Town's Subsidized Housing Inventory to ensure compliance with affordability restrictions.”

Moreover, funding the RHS contract will directly contribute to the Housing Board's goal of making at least 10% of the Town's housing stock affordable to those below 80% AMI. The RHS help to ensure the long-term affordability of its current affordable units by implementing deed restrictions where needed and making certain existing affordable units stay on the Town's SHI.

Furthermore, although still in draft form, the RHS meet all three of the Housing Production Goals identified in the Needs Assessment of the Town's draft Community Preservation Plan, which are as follows:

1. Lead and support a more diverse mix of affordable and market-rate rental and home-ownership housing that will allow older residents to downsize to smaller homes and will allow younger families and households to move to Boxborough.
2. Lead and support the development of affordable and market-rate housing that prioritizes housing quality while preserving Boxborough's open space resources.
3. Lead and support the preservation of housing that meets the needs of Boxborough residents across all income groups.

IV. Budget

The Housing Board is requesting CPA funds in the amount of \$5,465.00 for spending during FY 2017 to pay for the Town's portion of Year 3 of the RHS contract. It is anticipated that the Intermunicipal Agreement will continue beyond 2016 and the Housing Board will likely be back in the future with yearly CPA funding requests on the order of \$5,500.00 each year. The Town of Littleton, another community that is part of the Intermunicipal Agreement, already uses CPA funds to pay for their portion of the RHS contract. For a detailed description of how these CPA funds will be used in Year 3, please refer to the attached Final Consultant Hours & Pricing Chart.

V. Feasibility

Both the Board of Selectmen and the Housing Board have already approved the renewal of the Intermunicipal Agreement for Year 3 of the Regional Housing Services contract (January 1, 2016 to December 31, 2016). This is reflected in the Housing Board's meeting minutes of June 11, 2015 and the Board of Selectmen's meeting minutes of June 29, 2015. As such, the only remaining hurdle in carrying out the RHS during 2016 is securing a funding source to finance the work that will be performed by Metro West.

VI. Sustainability

The Regional Housing Services are sustainable in the sense they will assist in maintaining the existing affordable housing units on the Town's SHI. This will allow the Town to continue to move forward toward its goal of making at least 10% of the dwelling units in town affordable to households with an AMI of 80% or less. Once this goal is reached, the Town will be immune to any future Chapter 40B development proposals until at least the 2020 Census. Additionally, these funds will allow Metro West to continue to provide their services to the Town, which allows Town staff to reallocate their time to other projects and initiatives.

VII. Timeline

The requested CPA funding for the RHS contract will pay for Boxborough's share of Year 3 (January 1, 2016 to December 31, 2016) of the Intermunicipal Agreement. The funding for the RHS contract will be needed as soon as possible to pay for Metro West's services in 2016. At some point in 2016, the communities involved in the Intermunicipal Agreement will need to determine if they would like to continue this arrangement beyond 2016, and it is anticipated this will be the case.

VIII. Letters of Support

Both the Board of Selectmen and the Housing Board have already approved the renewal of the Intermunicipal Agreement for Year 3 of the RHS contract (January 1, 2016 to December 31, 2016). This is reflected in the Housing Board's meeting minutes of June 11, 2015 and the Board of Selectmen's meeting minutes of June 29, 2015.

Boxborough Housing Board
Minutes, Thursday, 11 June 2015
Town Hall, 29 Middle Road

Housing Board Members Present: Al Murphy, Chair, Michael Fetterman, Ron Vogel, Diane Friedman

Invited Attendees: Adam Duchesneau

The meeting was called to order at 7:30 PM

I. Minutes

Minutes for the 9 April 2015 BHB Meeting were approved

II. Informational Items

- A. The Housing Production Plan has been approved
- B. Abutters to Stow Road property Heather Fleming and husband Cord Awry want to save a large old magnolia tree on the property and are exploring the feasibility of doing so. Ron stated probably no CPA funding would be available for this. We discussed having the developer consider the issue.

III. Old Business

- A. The BHB discussed the use of CPA funding. Ron agreed that the cost of housing board members going to conferences could be supported. The BHB also discussed paying year 3 of the Regional Housing Services, paying for some needs of the Stow Road property and putting monies into the Affordable Housing Trust to buy land. Projects need to be discussed at our July meeting because the CPC needs to have the rough drafts of the proposals by Sept or Oct.
- B. Stow Road RFP - K & P recommended more quantitative criteria than did Susan Connelly of MHP. Al and Les Fox talked with a representative from the Inspector General's office to resolve the matter. In addition, we need to add auxiliary documents to the RFP.

IV. New Business

- A. The BHB discussed how tax assessments should be determined for affordable units that are monitored by the BHB. Al moved that our policy should be that affordable units will be assessed at the lowest of:
 - 1. The market-rate value (as determined by the assessor), discounted by 25%, or,
 - 2. The Maximum Resale Price, as specified by the Affordable Housing Restriction of the unit.Ron seconded the motion, and the motion passed unanimously.
- B. The BHB decided that the owner of the unit at 232 Swanson Road, Unit 628, will have 120 days to and sell the unit as an affordable unit. Adam will draft a letter to notify him, Nathan Robinson from Regional Housing Services will help.
- C. The BHB will use the \$4,209.45 from Affordable Housing Trust funds to help pay for the second year of Regional Housing Services
- D. Diane made a motion that the Town continue with the Year 3 services with Metro West Collaborative Development. Michael seconded the motion, and it passed unanimously.

The meeting was adjourned at 9:15 pm

Respectfully submitted by Diane Friedman



BOARD OF SELECTMEN
Meeting Minutes
June 29, 2015

APPROVED: July 20, 2015

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

ALSO PRESENT: Selina Shaw, Town Administrator and Cheryl Mahoney, Department Assistant

Chair Amoroso called the meeting to order at 7:00 p.m. in the Grange Meeting Room of Town Hall.

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

ANNOUNCEMENTS

Chair Amoroso read the announcements

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

NEW BUSINESS

- The Selectmen took up the Retirement letter of Tax Collector Maripatt Shemowat, thanking her for her many years of service to the Town. There was a round of applause. Chair Amoroso moved to accept and place on file the letter of retirement, effective June 30, 2015, from Maripatt Shemowat, who has dutifully served the Town as Tax Collector for the past 30 years. Seconded by Member Bak. **Approved 5-0.**

APPOINTMENTS

- Patrick McIntyre was present for his reappointment as Town Treasurer and so that he could be appointed to act in the capacity of Tax Collector. There was discussion regarding him taking on the additional responsibilities and the additional time that will be required during this transition. There was also discussion regarding the requisite compensation for these additional responsibilities.
 - Further to the recommendation of the Town Administrator, Member Bak moved to reappoint Patrick McIntyre to the position of Town Treasurer, and also to appoint Patrick to serve as Tax Collector, for a term effective July 1, 2015, and ending on June 30, 2016. Seconded by Member Gorman. **Approved 5-0.**
 - Further to the recommendation of the Personnel Board and the Town Administrator, Member Bak moved that Patrick McIntyre be placed on Step 3 of Grade 15 effective July 1, 2015. Seconded by Member Gorman. **Approved 5-0.**
- Police Chief Warren Ryder, Police Lieutenant candidate Warren O'Brien, his family and friends and a contingent of Boxborough and other local officers were present. Chief Ryder spoke to O'Brien's background, his professional credentials and his history with the Boxborough Police Department. This promotion is well-deserved, and there was a round of applause. Further to the recommendation of Police Chief Warren Ryder, Member Fox moved to appoint Warren O'Brien to the position of Police Lieutenant for a term commencing July 1, 2015, and ending on June 30, 2016. Seconded by Member Gorman. **Approved 5-0.** Town Clerk Liz Markiewicz swore in Lieutenant O'Brien, and his wife and son pinned on his Lieutenant insignia.
- Town Assessor Ruth Anderson was present to follow up on proposed street address changes. Fire Chief Randolph White and members of the public were also present. Assessor Anderson referred to the materials provided regarding this proposal, both her current memorandum and the materials previously presented to the Selectmen. It

is the assessor's responsibility to identify issues, such as street numbers that are noncompliant with the Street Numbering Bylaw and to bring these issues to the Selectmen so they can then make a determination. Pursuant to the Selectmen's instruction, she reached out to the affected property owners, inviting them to provide input regarding this proposal. She discussed the feedback that was received from four residents and said that her original proposal remains unchanged. These addresses should be brought into compliance for the reasons outlined in her initial memorandum. Chief White spoke to the public safety, 911 Response programming concerns and of a similar renumbering project that took place on Swanson Road several years ago. The Selectmen discussed the proposal and the feedback received. Several Pine Hill Road residents were present and also provided their input. The Assessor was instructed to send supplemental communication to the renters living in the condominiums located at 73 Liberty Square Rd.; inviting them to also provide feedback concerning this proposed renumbering. The Assessor was asked to update to the Selectmen in the fall, so the Selectmen can determine how to proceed. Member Gorman moved to instruct the Assessor not to change the addresses for the four property owners that objected to this renumbering proposal. Seconded by Chair Amoroso. **Approved 5-0.**

- The Selectmen took up the appointment and reappointment of various board members to three-year terms effective July 1, 2015, through June 30, 2018, unless otherwise noted:
 - Acton-Boxborough Cultural Council Co-Chair Sunanda Sahay and ABCC proposed appointee Sheila Hanrahan were present. Hanrahan spoke to her background, years in Town and previous volunteer efforts at the Blanchard School. Chair Amoroso moved to appoint Sheila Hanrahan to the Acton-Boxborough Cultural Council. Seconded by Member Gorman. **Approved 5-0.**
 - Chair Amoroso also moved to reappoint Christian Habersaat as an alternate member to the Zoning Board of Appeals for a one-year term, from July 1, 2015 through June 30, 2016. Seconded by Member Gorman. **Approved 5-0.**
 - Chair Amoroso also moved to reappoint Simon Bunyard to the Board of Registrars. Seconded by Member Gorman. **Approved 5-0.**
 - Ron Vogel spoke to his years in Town and his experience with various boards over the years, including the Boxborough Affordable Housing Trust and his reappointment to the BAHT. Chair Amoroso moved to reappoint Ron Vogel to the Boxborough Affordable Housing Trust for a two-year term, from July 1, 2015, through June 30, 2017. Seconded by Member Bak. **Approved 5-0.**
 - John Rosamond was present regarding his reappointment to the Community Preservation Committee. Chair Amoroso moved to reappoint John Rosamond to the Community Preservation Committee. Seconded by Member Bak. **Approved 5-0.**
 - Though John Neyland was unable to attend, Chair Amoroso also moved to reappoint John Neyland to the Community Preservation Committee. Seconded by Member Gorman. **Approved 5-0.**
 - Dennis Reip was present seeking reappointment to the Conservation Commission. He spoke to his services on the ConsCom and some of their recent activities. Chair Amoroso moved to reappoint Dennis Reip to the Conservation Commission. Seconded by Member Bak. **Approved 5-0.**
 - Council on Aging Chair Frank Powers and members Frank Sibley and Liz West were present to discuss CoA activities and Sibley's and West's respective reappointments to the CoA. Sibley noted that he has served on the CoA since 2007, and West advised that she has served on practically every committee in her 40-plus years in Town.
 - Chair Amoroso moved to reappoint Frank Sibley to the Council on Aging. Seconded by Member Stemple. **Approved 5-0.**
 - Chair Amoroso moved to reappoint Elizabeth West to the Council on Aging. Seconded by Member Gorman. **Approved 5-0.**
 - Chair Amoroso moved to reappoint Robert Stemple to the Design Review Board. Seconded by Member Fox. **Approved 5-0.**
 - Energy Committee members Richard Garrison and Abigail Reip were present to discuss EnCom activities and their respective reappointments. They are pleased with the LittleBox Solar Initiative, through which approximately 45 residents attended the EnCom's Meet the Installer event in Boxborough.
 - Chair Amoroso moved to reappoint Richard Garrison to the Energy Committee. Seconded by Member Stemple. **Approved 5-0.**
 - Chair Amoroso moved to reappoint Abigail Reip to the Energy Committee. Seconded by Member Bak. **Approved 5-0.**

- Though Larry Grossman was unable to attend, Chair Amoroso also moved to reappoint Larry Grossman to the Energy Committee. Seconded by Member Bak. **Approved 5-0.**
- Carla Bacharach was present to be considered for appointment to the Public Celebrations and Ceremonies Committee. She spoke to her background, years in Town and previous volunteer efforts at the Blanchard School, Emerson Hospital and the Discovery Museum. Chair Amoroso moved to appoint Carla Bacharach to the Public Celebrations and Ceremonies Committee. Seconded by Member Bak. **Approved 5-0.**
- There was discussion on appointing a representative to the MART Advisory Board. Current MART Rep. Frank Powers was present and stated that continuing as the MART Rep., he feels, is in conflict with his new Van driving responsibilities. The Selectmen will continue to consider this matter.
- Laura Rakauskas, President, Acton-Boxborough Monday Night Quarterbacks, and Peter Rakauskas were present to discuss the A-B Monday Night Quarterbacks' athletic field permit and fee waiver request. Ms. Rakauskas explained this volunteer booster organization's efforts to raise funds and promote all football activities at A-B, also promoting the spirit of the A-B program. She described the program for which they are looking to use the Flerra Meadow athletic fields. Except for 2014, this program has been run at Flerra for several years with no issues. This is a school-sanctioned activity. As this is a no-fee activity, which is to benefit A-B youth, and as this is a volunteer/non-profit group, they are seeking a waiver of fees. The Recreation Commission has approved this use and their fee waiver request. There was discussion about how they should apply for this usage and fee waiver in the future. They were asked to apply annually. Chair Amoroso moved to waive the fee for the Acton-Boxborough Monday Night Quarterbacks to use the soccer field at Flerra for the purpose of holding high school football agilities from 5:00-8:00 p.m. on August 17 -21, 2015. Seconded by Member Fox. **Approved 5-0.**
- There were no Citizens concerns.

MINUTES

- Member Gorman moved to accept the minutes for the Regular sessions of May 11, 2015, and May 12, 2015, as written and June 15, 2015, as revised. Seconded by Member Fox. **Approved 5-0.**

SELECTMEN REPORTS

- Member Fox reported that he and TA Shaw had met with Littleton Cable to discuss the process to get some public meetings broadcast through on-demand services, archiving/retention procedures and the duration for which these recordings will remain available. This is a work in progress, but we are hoping to initiate before the fall.

He also reported that he, TA Shaw and Chief Ryder met with Guardian regarding their support contract going forward.

Member Fox reported that he had attended the Energy Committee's Meet the Installer event at the Blanchard School. He estimates that about 50 people were in attendance. He was impressed with the Clean Energy personnel conducting the presentation.

- Member Bak reported that the Community Preservation Committee is in the process of developing a one-page application form and brief outline of the application process. They are also working to develop a timeline and overall plan going forward.
- Chair Amoroso reported on Minuteman School District items – The Board has been copied on various communications regarding Minuteman. Member Bak will be chairing a vocational education study committee.
- Member Gorman reported that he and Member Fox had attended a recent SNAG meeting where the participants reviewed the feedback received at Town Meeting. The two departments will be reviewing their "needs" details to prioritize items. However, this is not as straightforward as you might think. Member Fox added that his take away from Town Meeting is that SNAG has to take a more grassroots approach.

He also reported that he had attended the Public Safety Communications Project public meeting. A lot of information was made available at the meeting, and there was a good discussion.

Member Gorman reported that he and TA Shaw met regarding the Town's trash hauling and tipping contracts. New three-year agreements have been successfully negotiated, with better terms for tipping than our previous contract.

He also reported that there was a significant increase in traffic on Hill Road last week. It seems that Hill Road became a de facto detour during MassDoT's ongoing work on I-495 and Route 2. As far as he knows, the Town was not notified that traffic was being rerouted. Does MassDoT have to notify communities when they take these actions?

Member Gorman also commented that he would like to see all Committees' charges on their respective webpages, along with any Bylaws that apply to specific boards. TA Shaw noted that these exist for the most part but will have the webpages reviewed.

- Member Stemple advised that the Vizla Fun Day had to be cancelled due to rain and will be rescheduled.

OLD BUSINESS

- The Board reopened discussion on the creation of the Public Safety Communications Committee, the setting of its charge, the term of the committee and the possible appointment of members. Fire Chief Randolph White and members of the public were present for this discussion. [Town Planner Duchesneau was present for the latter part of this discussion.] Chair Amoroso provided background on the matter before the Board, a summary of the Board's previous Public Safety Communication project discussions and the proposed modifications to the initial specifications that have been identified as necessary to maintain the "line of sight" requirements. This will be an advisory group which will review the original project proposal, public safety requirements, and subsequent revisions, along with the other concerns that have been brought forth, and will then report back to the Selectmen. The Selectmen reviewed the Committee's proposed charge drafted by Member Gorman. The audience also provided their input on the proposed language. Minor changes were made. It was determined that this committee shall consist of no more than seven members; however, it was noted that the composition should be broad, with representation from the Hill/Middle Road neighborhood, those that reside in areas that currently experiencing coverage deficits and those that can provide technical expertise. Those that were interested in serving were invited to explain how their participation would be beneficial to this effort. The Selectmen asked Frank Hubley, Eric Wong, George Elanbaas, John Rosamund, Malcolm Reid, Maria Neyland and Jeanne Steele Kangas to serve on the Committee. The TA reported that Marie Cannon had also agreed to serve but was unable to be present for the BoS meeting. The Selectmen stressed that time is of the essence here and asked the committee to hold their first meeting as soon as possible. There was a brief discussion regarding the article amount and what has been expended to date. Chair Amoroso moved to approve the charge of the Public Safety Communications Committee as revised and to appoint Frank Hubley, Eric Wong, George Elanbaas, John Rosamund, Malcolm Reid, Maria Neyland and Jeanne Steele Kangas to serve on the Public Safety Communications Committee for a term of one year. Seconded by Member Fox. **Approved 5-0.**

At the request of FinCom Chair Dilip Subramanyam, the Selectmen took Agenda Item 7d (i-x), out of order.

NEW BUSINESS (Continued)

- The Selectmen took up several Reserve Fund Transfer Requests and Reserve Fund Transfers and Inter-departmental transfer pursuant to MGL Ch. 44 §33B:
 - In keeping with best practices an audit of the Tax Collector's "accounting system" was necessitated by Ms. Shemowat's retirement. Member Stemple moved to forward to the Finance Committee for approval the request to transfer \$1,400 from the Reserve Fund to account #001-135-5301-0000 (Accountant Audit). Seconded by Member Bak. **Approved 5-0.**
 - Member Fox moved to forward to the Finance Committee for approval the request to transfer \$111 from the Reserve Fund to account #001-145-5711-0000 (Treasurer Travel). Seconded by Member Bak. **Approved 5-0.**
 - Member Bak moved to forward to the Finance Committee for approval the request to transfer \$1,596.15 from the Reserve Fund to account #001-146-5110-0000 (Collector Salary). This is to cover accrued vacation time for the retiring Tax Collector and a minor year-end shortfall in the salary line. Seconded by Member Stemple. **Approved 5-0.**

- FY 15 Legal Expenses were higher than anticipated. Chair Amoroso moved to forward to the Finance Committee for approval the request to transfer \$8,000 from the Reserve Fund to account #001-151-5311-0000 (Legal Services). Seconded by Member Gorman. **Approved 5-0.**
- There was discussion regarding the Technology budget, the consultant's billing practices, the lack of timely incremental billing for multi-phased projects and the need for departments to advise the TA on work orders so that invoiced services would not come as a surprise. The TA expects the process to be smoother going forward in FY 16. Member Gorman moved to forward to the Finance Committee for approval the request to transfer \$14,752.07 from the Reserve Fund to account #001-156-5306-0000 (Technology Consulting). Seconded by Member Bak. **Approved 5-0.**
- The Board took up Inter-departmental transfers. This fiscal practice was enabled by the State's municipal reform act around 2010. This type of transfer can occur only in the last two months of the fiscal year.
 - Pursuant to MGL Ch. 44 §33B, Member Stemple moved to transfer \$1,000 from 001-192-5115-000, Town Hall Clerical Salary, to 001-192-5241-0000, Town Hall Building/Grounds Maintenance Service. Seconded by Member Gorman. **Approved 5-0.**
 - Pursuant to MGL Ch. 44 §33B, Member Fox moved to transfer \$325 from 001-241-5112-0000, Building Inspector Salary, to 001-241-5599-0000, Building Inspector Office Supplies. Seconded by Member Bak. **Approved 5-0.**
 - Pursuant to MGL Ch. 44 §33B, Member Bak moved to transfer \$11,949 from 001-220-5116-0000, Fire Salary - Per Diem FF, to 001-215-5134-0000, Dispatch Overtime Full-time. Seconded by Member Fox. **Approved 5-0.**
 - Chair Amoroso moved to rescind the vote taken on June 1, 2015 to forward a reserve fund transfer request to the Finance Committee to cover a deficit in Snow and Ice Vehicle Maintenance Supply. Seconded by Member Fox. **Approved 5-0.**
 - Pursuant to MGL Ch. 44 §33B, Chair Amoroso moved to transfer \$12,055 from 001-422-5114-0000, DPW Salary, to 001-423-5442-0000, Snow and Ice Vehicle Maintenance Supply. Seconded by Member Gorman. **Approved 5-0.**
 - Pursuant to MGL Ch. 44 §33B, Member Gorman moved to transfer \$1,075 from 001-630-5126-0000, Rec Comm Part-time Salary, to 001-630-5241-0000, Rec Comm Contracted Services. Seconded by Member Bak. **Approved 5-0.**

OLD BUSINESS (Continued)

- Member Fox opened discussion on extending the term of the Intermunicipal Agreement for Regional Housing Consultant Services. Town Planner Adam Duchesneau was present for this discussion. Tonight's action is to follow up on previous discussions regarding the status of this IMA when the Selectmen were advised to expect the current request. These services were extremely helpful in updating the Town's Housing Production Plan, and there are other initiatives that may be available to the Town through this program. This expense is being funded through the Affordable Housing Trust. There was one minor correction identified – the contact person needs to be changed to the current Town Planner, Adam Duchesneau. Further to the recommendation of the Housing Board, Member Fox moved to renew the Intermunicipal Agreement by and between the Towns of Hudson, Littleton, Boxborough, Stow and Bolton for the purpose of sharing the services and costs of a common Regional Housing Consultant for a third one-year term, commencing on January 1, 2016, and expiring on December 31, 2016. Seconded by Member Stemple. **Approved 5-0.**

NEW BUSINESS (Continued)

- The Selectmen reviewed the input received from Town Counsel concerning the performance evaluation process. Current law governing these matters severely hinders us. It is not helpful or practical when dealing with the realities of the process. There was discussion as to how to manage the current performance evaluations and how to administer this process going forward. It was determined that more direction is needed from Town Counsel on this.
- TA Shaw reported on the status of the Selectmen's goals. She commented on the status of the Grange Meeting Room improvements and noted that residents at Town Meeting had voiced their desire that the improvements not be done in a piecemeal fashion. The Inspector of Buildings has been working on a comprehensive plan for the room. It was also noted that the status of the Local Emergency Planning Committee (LEPC) certification should be reviewed. The goals will be reviewed again in the next few months.

- The Selectmen took up the Employee Reappointments. Chair Amoroso moved to appoint the following for a term commencing July 1, 2015, and ending on June 30, 2016:

Employee	Title/Position
Donald Morse	Animal Control Officer–Other
Donald Morse	Cemetery Superintendent
Phyllis Tower	Animal Control Officer–Dogs & Cats
David Birt	Election Warden
Owen Neville	Election Warden
Phyllis Tower	Field Driver
Patrick McIntyre	Tax Collector
Jennifer B. Barrett	Town Accountant
Ruth T. Anderson	Town Assessor
Adam Duchesneau	Town Planner
Patrick McIntyre	Town Treasurer
David G. Lindberg	Inspector of Buildings/ Code Administration Officer
Craig Martin	Call Inspector of Buildings/ Code Administration Officer
Charles Weeks	Inspector of Wires
William C. Morehouse	Assistant Inspector of Wires
Gary Corey	Inspector of Gas & Plumbing

Employee	Title/Position
Norman Card, Jr.	Assistant Inspector of Gas & Plumbing
Kopelman & Paige. PC	Town Counsel
Robert Bielecki	Patrol Officer
Patrick S. Colburn	Patrol Officer
Philip M. Gath	Patrol Officer
Jeffrey C. Landgren	Patrol Officer
Robert R. Romilly, Jr.	Patrol Officer
Nicholas A. DiMauro	Sergeant
Brett A. Pelley	Sergeant
Gordon N. Clark	Special Police Officer
Robert DaCosta	Special Police Officer
Steven P. Duffy	Special Police Officer
Frank Gordon	Special Police Officer
Peter Kinnas	Special Police Officer
Patrick E. Mortimer	Special Police Officer
Katelyn Pfeifer Special	Special Police Officer
Phyllis Tower	Lock-up Attendant
Richard Tower	Lock-up Attendant
Amy Waxman	Lock-up Attendant

Seconded by Member Fox. **Approved 5-0.**

- Member Fox opened discussion on the Intermunicipal Agreement (IMA) with the Town of Littleton for the provision of Animal Control Officer Services. The Town entered into an IMA with Littleton for Animal Control Officer Services last year. The agreement being presented is, for the most part, an extension of the previously agreed-to terms, with changes to some of the compensation terms, increasing some amounts, specifically as to those for after-hours services. Member Fox moved that the Board of Selectmen vote, pursuant to MGL C.40, §4A, to authorize execution of an Intermunicipal Agreement with the Town of Littleton for the provision by Boxborough of animal control officer services for Littleton at a base cost of \$17,000, for a term commencing July 1, 2015 and running through June 30, 2016. Seconded by Member Stemple. **Approved 5-0.**
- Member Fox moved to submit a joint application with the Towns of Acton, Littleton, Maynard and Westford for a Community Compact with the Baker/Polito Administration for the CrossTown Connect Transportation Management Association as a “best practice” for transportation. Seconded by Member Gorman. Member Fox opened the discussion by noting this statewide initiative may provide the town with the opportunity to share resources and receive some form of technical assistance. The TA commented that no funding or specific resource commitments have yet been identified by the state. The Chair raised concerns about entering into an agreement with the “Administration” versus one with the Commonwealth. The Selectmen requested additional information and would like to see sample language of a compact document.

- Discussion was opened on amending our Memorandum of Understanding (MoU) with the A-B Regional School District, specifically regarding DPW services provided to the Blanchard School. TA Shaw explained that A-B Region personnel contacted DPW and requested their assistance to push back snow at the Blanchard parking lot this past winter. The requested services were provided; however, it came to light that requesting the DPW to perform these tasks as well as the associated compensation had not been addressed in the MoU which was executed last year. The TA asked Town Counsel to prepare revisions to the MoU to address these circumstances. DPW Director Garmon and ABRSD Facilities Manager Head reviewed the covered tasks and agreed on the terms. However, the A-B Regional School Committee has not had an opportunity to provide their input on the revised MoU. The Selectmen will defer any action until ABRSC has provided their input.
- The Selectmen reviewed their Liaison assignment for FY 16. Except for the reassignment of Clerk responsibilities to Member Bak, these assignments are unchanged; references to those boards that are no longer active were deleted from the list.

CORRESPONDENCE

- The various communications regarding the Minuteman School District will be discussed at a later date.

CONCERNS OF THE BOARD

- There was discussion regarding the Town's paving project schedule and the status of the current paving project. The DPW will be asked to prepare an updated schedule for posting.
- Member Bak asked that the Board provide her with input regarding the formation of the vocational education study group so a charge can be developed. TA Shaw will compile any input.

ADJOURN

- The meeting adjourned at 10:15 p.m.

RECEIVED

OCT 29 2015

2015-03

Boxborough
Planning Department

OK
MD



TOWN OF BOXBOROUGH

COMMUNITY PRESERVATION COMMITTEE

FINAL APPLICATION FOR CPA FUNDING

Applicant: Channing Wagg and Al Murphy

Applicant's Address: 382 Hill Road and 411 Hill Road

Applicant's Email: chanwagg@msn.com and almur10@verizon.net

Applicant's Phone: (978) 263-7828 and (978) 263-8666

Town Committee (if applicable): Well-Being Committee and Housing Board

Project Name: Boxborough Rental Voucher Program

Purpose (select all that apply):

Open Space _____ Recreation _____ Community Housing X Historic Resources _____

Project Budget

CPA Funds Requested \$ 26,280

Amount of Other Funding \$ _____

Total Project Budget \$ 26,280

(If this is a multi-year project, present the costs for the first fiscal year.)

Estimated Date of Project Commencement: July 1, 2015

Estimated Date of Project Completion: Expect the program to be ongoing

For Historic Resources Projects Only – Please check the box below to acknowledge the accompanying statement.

I/We have read the US Secretary of the Interior's Standards for the Treatment of Historic Properties and understand that planning for, and execution of, this project must meet these standards.

Signature of Applicant: F. Channing Wagg, Al Murphy

Date: 10/29/2015

Signature of Property Owner (if different): _____ Date: _____

Submit Completed Final Applications To:

Boxborough Community Preservation Committee, c/o Planning Department, Town Hall, 29 Middle Road, Boxborough MA 01719

BOXBOROUGH RENTAL VOUCHER PROGRAM
APPLICATION TO THE COMMUNITY PRESERVATION COMMITTEE
2015 – 2016

I. Brief Project Summary

We propose a Boxborough Rental Voucher Program (BRVP) that will use funding from the Community Preservation Act (CPA) for the purpose of reducing the rental cost burden of certain, qualifying Boxborough households. The neediest Boxborough households have extremely low income levels and cannot be helped by Boxborough's existing affordable-housing initiatives. In some cases, their circumstances have already brought them to the attention of the Community Services Coordinator. (So far, Lauren has identified six households - nine individuals - that could benefit from this program.) Helping these persons is within the purview of, at least, the Well-Being Committee and the Housing Board, which jointly support and propose this program.

We estimate that the Boxborough Rental Voucher Program will cost \$26,280 for the first year. In future years, we plan to tailor the program as reasonable based upon our initial year experience.

CPA supplemental-rent programs now exist on Martha's Vineyard, in Eastham (Cape Cod) and Waltham is planning to implement such a program. Consequently, we have no doubts about the legal feasibility of a BRVP, and we know it is needed here.

We plan to use an outside organization to administer the program. A number of details remain to refined: eligibility rules, payment mechanics, the incorporation of a "First-Final-Security" design for potential renters and how to provide financial counseling to recipients, if deemed necessary.

II. Program Description

The funding provided by the CPA for this aspect of community housing is more flexible than funding from many other sources. Specifically, the CPA will enable us to address the problems of homelessness, the risk of unduly burdensome rents and the associated but often overlooked problem of substandard housing. Although State and Federal programs currently exist with much the same goals, such as the Federal Section 8 Program or the Massachusetts Rental Voucher Programs, they are oversubscribed and have long waiting lists.

The BRVP is enabled by the CPA and is being developed by the Community Services Coordinator, the Housing Board, and the Well-Being Committee. The Housing Board and Well-Being Committee have voted to support this program and are co-applicants for the BVRP.

Appendix A provides details about our current thinking on the elements of the BVRP.

In summary, the program will help seniors, disabled adults, and families with minor children reduce their rental burden. The BVRP will target households that have incomes below the Very-Low-Income Level, 50% of the Area Median Income (AMI), which are lower than the incomes of those typically helped by a Chapter-40B development. An important objective of the BVRP will be to work with households so that they can attain self-sufficiency by reducing their rental

cost burden (absent rental assistance) to at least 50% of their total income. Case management will - and other counseling may - be a requirement of participation.

The BVRP will provide a fixed amount of assistance each month. Our current thinking is that assistance of \$250/month represents a compromise that provides an appreciable fraction of the rent while enabling us to help a significant number of households. We will require that landlords enter into a new lease agreement to ensure that rents do not increase as result of the rental assistance. Rental units will be inspected to ensure that they are up to code.

More details are in Appendix A. This is a new program; it is in a formative stage. We expect that some details will be refined in accordance with our experience and discussion with experts. Nevertheless, our overall objective will remain to "help up" Boxborough Residents so that they can reduce their rental burden to acceptable levels.

Upon Annual Town Meeting approval, the program will be publicized through flyers, newspaper articles, and the Acton-Boxborough United Way affiliated agencies.

Appendix B is a draft Confidential Application Form that will be completed by interested households. A sub-committee of Housing Board and Well-Being Committee members will determine eligibility for the program's assistance in concert with the Town of Boxborough Community Services Coordinator and with the help of an outside administrative organization. A waiting list of potential recipients will be maintained by the Town of Boxborough Community Services Coordinator.

The recipient will meet with the Community Services Coordinator on an agreed-to schedule and the household's circumstances will be monitored. Each participant may re-apply at the annual open application date in the spring of each year. The Community Services Coordinator will report results at least annually.

III. Town Goals and Needs

The BRVP will serve as an adjunct to the existing federal Section 8 and Massachusetts Rental Voucher programs to stabilize in their housing those residents who are at the income levels – or lower – referenced above.

This program carries forward the goals and objectives of the Housing Production Plan and the Boxborough Master Plan. The draft Boxborough Master Plan, Boxborough 2030, states as an objective:

Support the development of rental housing through the Comprehensive Permit process and identify strategies that would allow extremely low-income and very low-income households to access this housing through existing tenant based rental assistance programs.

An excerpt from the draft 2016 Community Preservation Plan states that:

About 36% [of Boxborough's current housing] is affordable to low-income households, and about 22% of the housing is affordable to very-low-income household.

The obverse is also true: in the respective cases, about 64% and 78% of the housing is not affordable to households in the cited income brackets.

Further, face-to-face contacts in the office of the Community Services Coordinator indicate there is a cohort of Boxborough residents who are rent burdened well in excess of 50% of their income. The BRVP, as a product of Housing Board and Well Being Committee thinking, is designed to assist these struggling members of the Boxborough Community.

IV. Budget

The funding for the BVRP can be divided into direct program costs and administrative costs. Our best current understanding of the activities in these areas and the costs of these activities are given below.

A. Direct Program Costs

In view of Lauren's experience, the proposed program is sized to provide rental assistance to six households. We propose to provide each household with assistance of \$250/month, a compromise that provides an appreciable fraction of the rent while helping a significant number of households. If we help six households for a full year at this level, the total expense is \$18,000 per year.

B. Administrative Costs

Boxborough is presently part of a regional services collaborative effort. Its purpose is to help each of the five towns involved with their affordable housing efforts. Metro West Collaborative Development, Inc. (Metro West CD) is currently implementing the activities of this effort. The BVRP is well within the scope of the regional-services effort. We have discussed the administrative component of the BVRP with Metro West CD and have obtained a description of the help that Metro West CD could provide, together with the costs.

During the first year, administrative help will include program development and unit inspection. In later years, on an ongoing basis, it will include eligibility determination, eligibility review, and disbursement of the housing payments. At the beginning of each month, Metro West CD will verify that the BRVP recipient is residing in the rental unit and authorize the Boxborough Town Accountant to issue a check to the participating property owner.

Below in Table I is a three-year budget for administrative support of the BVRP through Metro West CD. It is sized at six recipients. This funding, if granted, will simply be added to the existing Regional Services contract.

TABLE I
ESTIMATED ADMINISTRATIVE COSTS

CPA Funding Request	2015 -2016	2016 – 2017	2017-2018
Program Development	\$1,500	0	0
Housing Quality Standard Inspection	\$1,500	0	0
Eligibility Determination	\$1,320	\$1,320	\$1,320
Monthly Administration (housing-assistance payment, accounting, etc.)	\$3,960	\$3,960	\$3,960
Total	\$8,280	\$5,280	\$5,280

C. Total Costs

For convenience, the total costs of the BVRP are summarized in Table II below.

TABLE II
TOTAL BVRP COSTS

CPA Funding Request	2015 -2016	2016 – 2017	2017-2018
Direct Program Cost	\$18,000	\$18,000	\$18,000
Program Development	\$1,500	0	0
Housing Quality Standard Inspection	\$1,500	0	0
Eligibility Determination	\$1,320	\$1,320	\$1,320
Monthly Administration (housing-assistance payment, accounting, etc.)	\$3,960	\$3,960	\$3,960
Total	\$26,280	\$23,280	\$23,280

V. Feasibility

Amendments to the CPA in 2012 made clear that rental assistance programs are an eligible activity under the CPA. Several Massachusetts communities, including Eastham and Martha's Vineyard, have established such programs, as mentioned above. While there is some variation in the elements of these existing programs, they will serve as useful examples in developing a rental assistance program that is best suited to Boxborough.

VI. General Future Needs

There are households comprised of the disabled, the elderly and minor children in Boxborough who are struggling under inordinately heavy rental burdens to the detriment of all in the household or family. This program is intended to help them - for as long as it makes sense to do so - to reach and maintain a manageable level of such a burden on the household's finances to the betterment of all involved.

We, the applicant/s on behalf of this program, cannot say with certainty what the ongoing demand will be for rental assistance via the proposed program design. We hope the need will

diminish, but it might increase. It is virtually certain that this program will evolve. It might even become apparent that a different sort of program is needed. Our experience with the BVRP will be educational as well as charitable.

VII. Timeline

We hope that the program can be initiated at the start of the next fiscal year and that it will continue for at least three years. If approved, we will start seeking applicants immediately after Town Meeting approval.

VIII. Support

The BVRP was approved by the Boxborough Housing Board per Minutes of its meeting, September 10, 2015

The BVRP was approved by the Boxborough Well Being Committee per Minutes of its meeting, September 15, 2015

APPENDIX A - PROPOSED PROGRAM CHARACTERISTICS

I. General PROGRAM description

The Boxborough Rental Voucher Program (BVRP) will help seniors, disabled adults, and families with minor children reduce their rental burdenⁱ. The BVRP will target households that have incomes below the Very-Low-Income Level, 50% of AMIⁱⁱ, which are lower than the incomes of those typically helped by a Chapter-40B development. For example, the annual income of a three-person household is \$44,350 at 50% AMI and is \$26,600 at 30% AMI.

In addition to providing rental assistance, an important objective of the BVRP will be to help households attain self-sufficiency by working with them to reduce their rental cost burden (absent rental assistance) to at least 50%. The ability to achieve this condition will be considered on an individual basis at the time of the initial application for assistance. Case management will - and other counseling may - be a requirement of participation.

II. ELIGIBILITY CONDITIONS AND PREFERENCES:

A sub-committee of Housing Board and Well-Being Committee members will determine and/or recommend eligibility for the program's assistance in concert with the Town of Boxborough Community Services Coordinator. A waiting list of potential recipients will be maintained by the Town of Boxborough Community Services Coordinator.

The eligibility requirements comprise:

- A. A household will be eligible to apply for the BRVP if it contains a Boxborough resident on the first day of the calendar year in which such benefits are to be received, and,
- B. The total household income must be at or below 50% AMI applicable to its size, and,
- C. The household is party to a lease requiring monthly payments in excess of 50% of the household's total income, and,
- D. The lessor providing housing in exchange for the said monthly payment will agree to enter into a program-approved lease which includes the following provisions –
 1. The property will be inspected by the Boxborough Building Inspector,
 2. The lease will commence when the household first receives BVRP assistance and be in effect for at least one year thereafter,
 3. There will be no increase in rent as a consequence of BVRP assistance, and
 4. The lease applies only to rental property in the Town of Boxborough.

III. TERMS OF DISQUALIFICATION

- A. The recipient (tenant) is evicted for cause.
- B. The recipient (tenant) falls behind on rental payments in an amount equal to three (3) months rent.

IV. OTHER CONDITIONS:

- A. Recipients must adhere to their lease provisions and maintain their positions on waiting lists for Section 8, Massachusetts Rental Voucher Program and other appropriate public housing assistance.
- B. No more than one Boxborough Rental Voucher will be issued to a household.
- C. Participation will be granted on a one-year basis and may be extended upon the recommendation of the Boxborough Community Services Coordinator.
- D. The Community Services Coordinator will make a report on the program at least annually.
- E. Use of Community Preservation Act funding for this program will be approved at the Town of Boxborough Annual Town Meeting.

**APPENDIX B - CONFIDENTIAL APPLICATION FORM
BOXBOROUGH RENTAL VOUCHER PROGRAM ASSISTANCE**

Part ONE of TWO

APPLICANT INFORMATION:

NAME: _____, Date of Birth: _____
Tel. Number: _____, Cell Phone #: _____
Language spoken at home: _____
Would you like interpreter services? YES: _____ NO: _____

CURRENT ADDRESS:

Street and No.: _____, Town: _____, State: _____
No. years: at this address: _____, as a Boxborough resident: _____

HOUSEHOLD INFORMATION

Total number of persons in the household:
Adults: _____, Children under age 19: _____
If your spouse / partner lives or plans to live within this household please
Provide their name: _____, Date of Birth: _____
Tel. Number: _____, Cell Phone #: _____

RENT and INCOME INFORMATION

Monthly rent amount: _____
Full name of person to whom rent is paid: _____
Monthly income of household: _____
Source/s of Income: _____

Are you or anyone in the household now receiving any of the following?

	<u>YES</u>	<u>NO</u>
SNAP:	_____	_____
Social Security Disability (SSDI):	_____	_____
Women, Infants, Children (WIC) Food & Nutrition Service:	_____	_____
Social Security Supplemental Income:	_____	_____
Fuel Assistance:	_____	_____
MassHealth:	_____	_____
Federal Section 8 OR Mass Rental Voucher Program:	_____	_____
Veteran's Disability Payments:	_____	_____

Applicant Signature: _____, **Date:** _____

CONFIDENTIAL APPLICATION
BOXBOROUGH RENTAL VOUCHER PROGRAM ASSISTANCE
Part TWO of TWO

	<u>YES</u>	<u>NO</u>
Are you currently on a waiting list for federal or state or local subsidized housing?	_____	_____
Will you agree to maintain your position on such list/s if selected for a voucher?	_____	_____
If not on a waiting list for federal, state or local subsidized housing will you agree to be listed as a condition of consideration for this program?	_____	_____

Please circle any of the priority status conditions listed below for which you, your spouse or your partner qualify. Please circle as appropriate:

Extremely Low Income / Elderly (age 60+) / Disabled / Homeless

Optional applicant demographic information NOT USED FOR SELECTION PRIORITY)

Race: _____
Hispanic / Non-Hispanic: _____
Country where you were born: _____

Please circle as appropriate:

Are you a citizen of the United States by: Birth / naturalization / military service
Are you a permanent resident of the United States? _____

REFERENCES

1. _____
2. _____
3. _____

MAY WE CONTACT THE ABOVE AND ALSO CONDUCT A BACKGROUND CHECK?

YES NO

Applicant Signature: _____, **Date:** _____

COMMUNITY SERVICES COORDINATOR NOTES;

ⁱ Rental Cost Burden is the percentage of a household's income that is paid for rent. A household that spends 30% to 50% of its income on rent is rental cost burdened. A household that spends over 50% of its income for rent is severely cost burdened.

ⁱⁱ Area Median Income (AMI) levels are percentiles of the Boston Metropolitan Statistical Area Median Income. As utilized here, these apply to the Town of Boxborough.

RECEIVED

OCT 29 2015
2015-04
Boxborough
Planning Department



TOWN OF BOXBOROUGH
COMMUNITY PRESERVATION COMMITTEE
FINAL APPLICATION FOR CPA FUNDING

Applicant: DAVID LINDSBERG
Applicant's Address: TOWN HALL
Applicant's Email: DLINDSBERG@BOXBOROUGH-MA.GOV
Applicant's Phone: 978-264-1725
Town Committee (if applicable): _____
Project Name: GRANGE ROOM RENOVATION

Purpose (select all that apply):

Open Space _____ Recreation _____ Community Housing _____ Historic Resources

Project Budget

CPA Funds Requested \$ 106,775.
Amount of Other Funding \$ 54,600.
Total Project Budget \$ 161,375.

(If this is a multi-year project, present the costs for the first fiscal year.)

Estimated Date of Project Commencement: JULY 1, 2016
Estimated Date of Project Completion: DEC 31, 2016

For Historic Resources Projects Only – Please check the box below to acknowledge the accompanying statement.

I/We have read the US Secretary of the Interior's Standards for the Treatment of Historic Properties and understand that planning for, and execution of, this project must meet these standards.

Signature of Applicant: [Signature] Date: OCT 29 2015
Signature of Property Owner (if different): [Signature] Date: 10/29/15

Submit Completed Final Applications To:
Boxborough Community Preservation Committee, c/o Planning Department, Town Hall, 29 Middle Road, Boxborough MA 01719

**2016 REQUEST FOR FUNDING
COMMUNITY PRESERVATION COMMITTEE**

**THE GRANGE MEETING ROOM
PRESERVATION & RESTORATION**

This project is being brought to the Community Preservation Committee to request funding for the preservation and restoration project in the Grange meeting room. It has been supported by the Historical Commission and duly vetted by Town Counsel as being eligible for CPA funding under the "Historic Resources" element.

PURPOSE: The intent of this project is to create a lobby or reception area at the east end of the Grange Room. This new room would provide an area for those waiting to enter for a meeting or event to congregate without distracting those already inside. Likewise, it will be a waiting area for the two offices that will be created at that end of the building. Further, it will greatly enhance the efficiency with which the townspeople are able to vote, as it will allow the Town Clerk to develop a queue that makes better use of the space and does not extend down the stairs. Advancing this project is critical to continuing with a series of actions designed to increase the efficiency of Town Hall space.

HISTORY: When the building was originally constructed, the primary point of entrance and egress was through the double doors at the west end of the room. The stage filled most of the east end, flanked by two small rooms on either side. When the addition to the rear was built in 1989, the stage area was significantly altered to accommodate the corridor that now connects to the new addition.

At that same time, the Massachusetts Architectural Access Board ruled that: 1) the new primary entrance to Town Hall would be through the new connector foyer and be properly identified with signage, 2) make accessibility to the second floor available through the use of a porch lift, and 3) the front steps out to Middle Road could now only be used for emergency egress.

JUSTIFICATION: The original Town Hall was constructed in 1901. Since that time, wear and tear has taken a toll on the appearance of the hall. A suspended ceiling with inefficient fluorescent lighting has replaced the original plastered ceiling. The fir flooring has suffered over 100 years of heavy use and is beyond repair. The plaster and wood walls are cracked, damaged, and in need of paint.

PROPOSAL: In addition to the changes described above, the floor, ceiling, and walls are in need of attention. Proposed is a new hardwood floor, plastered ceiling with energy efficient period lighting, and fresh paint on the walls. A large retractable video screen will be installed to facilitate multimedia presentations by various boards, committees, or

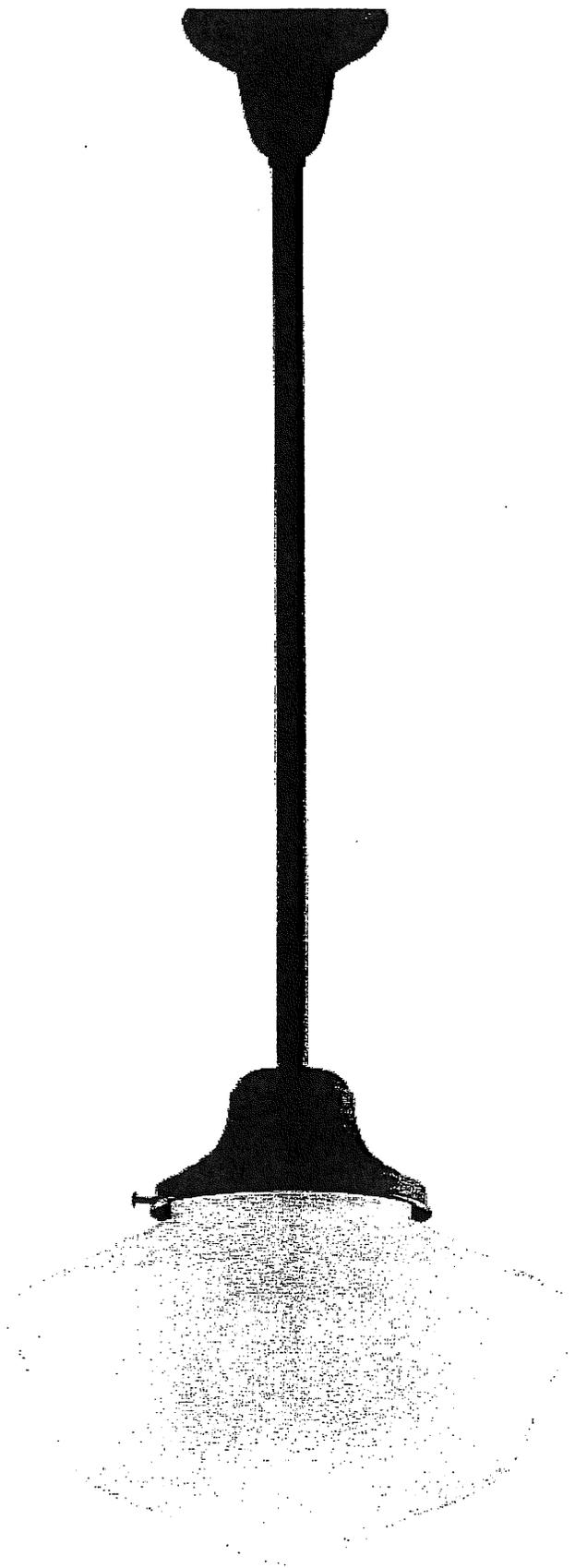
others interested in high visibility presentations. Additionally, the ability to broadcast over local cable television will be greatly enhanced. Various data, communications, and CATV cables will be run under the floor during the execution of this project. Architectural elements, such as the two wood columns from the stage, will be retained to maintain the original spirit of their 1901 installation.

PROJECT BUDGET:

Construction costs:	\$ 82,500.
Prevailing wages (estimated) :	<u>28,875.</u>
	111,375.
Contingency:	10,000.
Technology:	<u>40,000.</u>
	\$ 161,375.
Funding:	
Technology Capital Acct.	- 40,000.
ATM2010 Warrant article	
For floor replacement	- <u>14,600.</u>
CPA FUNDING REQUEST	\$ 106,775.

Thank you for your consideration.

David Lindberg
Inspector of Buildings





DRAWINGS PROVIDED BY:
GREAT SPACES, INC
BOXBOROUGH, MA

PROJECT DESCRIPTION:
TOWN OF BOXBOROUGH
GRANGE HALL

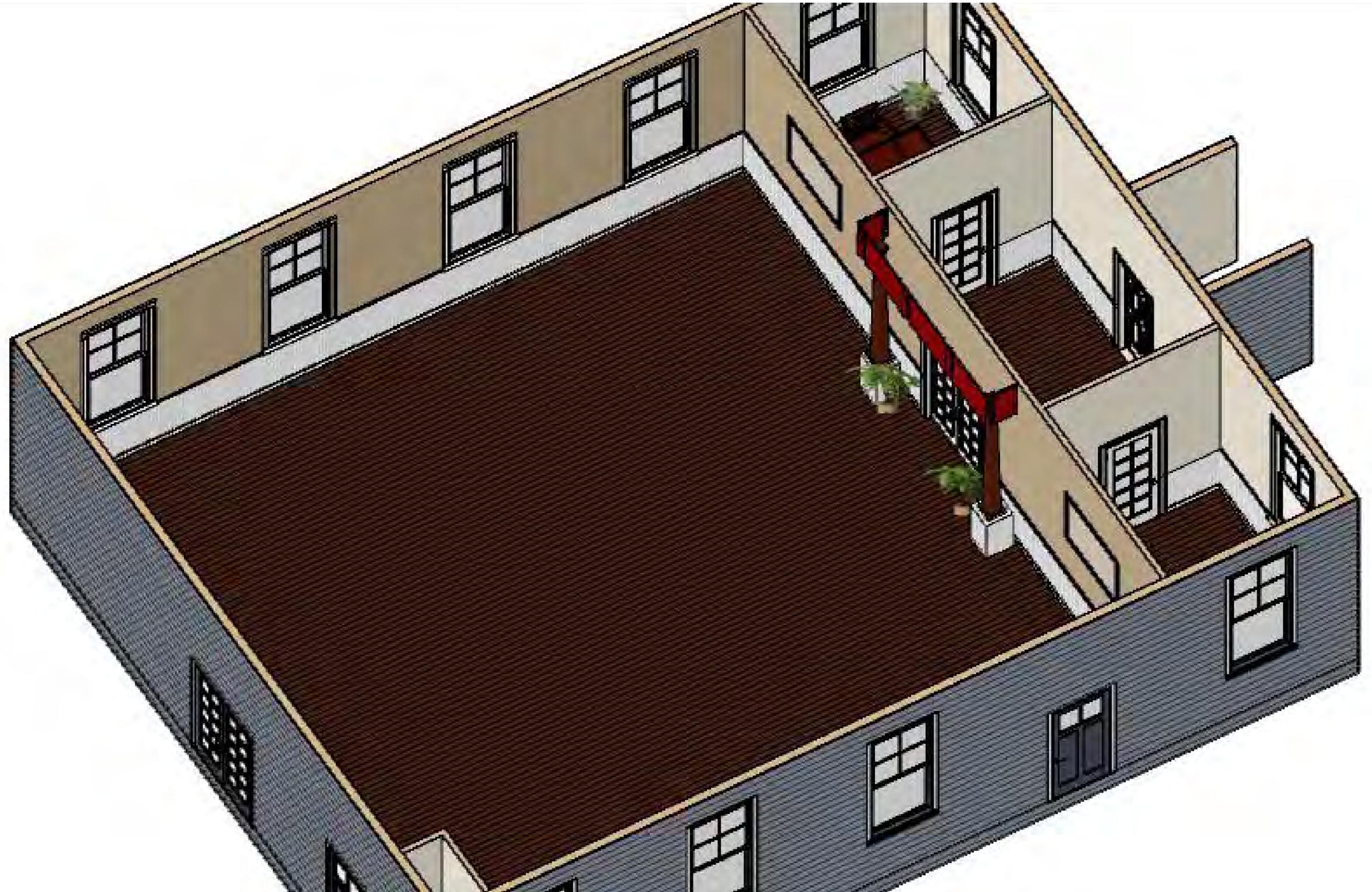
SHEET TITLE:
PERSPECTIVE VIEW

NO.	DESCRIPTION	BY	DATE

SCALE:
NTS

DATE:
5/5/2015





DRAWINGS PROVIDED BY:
GREAT SPACES, INC
BOXBOROUGH, MA

PROJECT DESCRIPTION:
TOWN OF BOXBOROUGH
GRANGE HALL

SHEET TITLE:
BIRD'S EYE VIEW

NO.	DESCRIPTION	BY	DATE

SCALE:	DATE:
NTS	5/5/2015

--

**CPC Grant - Document Language
Audio – Projection – Wiring of Systems**

**Grange Hall
Boxborough Town Hall
Boxborough, MA**

As prepared by
**Robert Haigh
Kevin long
Access A/V, LLC
Concord, NH**

The renovations in Grange Hall include audio and projection installations as outlined in this document. This portion of the renovation will go to bid to qualified AV Equipment Installers.

General Conditions

All proposals are subject to the terms, conditions and specifications herein set forth:

Overview: Provide for the installation, training and tech support of a wireless audio system and projection system in Grange Hall as per the attached requirements and specifications provided in this document. Pre-wiring of specific video cables for future PTZ cameras is additionally requested within this RFP.

Any inquiries related to technical or contractual matters must be submitted in writing to:

**Kirby Dolak
Cable Services- Town of Boxborough
29 Middle Road
Boxborough, MA 01719**

The Purchasing Agent will identify the most advantageous proposal based upon the evaluation of the proposals received. The Purchasing Agent will forward a recommendation for award to the Town Manager based upon the most advantageous proposal received considering evaluation rankings and cost proposals received.

**AUDIO / PROJECTION SYSTEMS, GRANGE HALL
SPECIFICATIONS:**

The Town of Boxborough is requesting proposals for installation, training and tech support of a Wireless Audio System and projection system at Boxborough Town Hall, 29 Middle Road Boxborough, Massachusetts.

The Grange Hall Chamber is the facility where elected officials, town staff, and the public meet to conduct official town business; and where key policy decisions are made that affect the entire community. The primary use of this facility is to host Selectmen meetings. A secondary use of this facility is as a meeting center for other government agencies/groups, adjudication hearings, town committees, public hearings, and public workshops. The audio and projection equipment needs for Grange Hall must meet the needs of meeting participants and for the interconnection of live video production equipment which will be incorporated at a later date.

AV Contractor will provide the Following:

- Provide a single point of contact for the design, engineering and installation of a fully functioning and reliable audio and projection systems.
- Review equipment list, Conceptual Design and goals set forth in this document to provide Installation, training and tech support of an Audio and Projection System. Provide any missing equipment that each Contractor deems necessary to provide a Turnkey Solution.
- Build and test the audio equipment rack / cabinet on site. Wireless system must provide a clean feed for Recording, live Broadcast and sound reinforcement for the room.
- Supply all materials, project management and supervision to provide the Town with a Turnkey Solution.
- Install speakers, microphones, mixers, feedback eliminator, Amp, Assisted Listening System, cabling and all other components to provide a system that is easy to use for staff with different levels of technical knowledge.
- Speaker installation is expected to take 4 visits: pre installation walk thru, installation of wire, Speaker installation and final testing/Town inspection.
- Provide a detailed check list of system functions and conduct a system check with Town personnel.
- Install projector, run all A/V wires to projector, audio cabinet, floor plate and Video control booth.
- Install projection screen. Installation of screen box + wiring for up/down switch provided by the Town.
- Provide a floor box for Atlona HDMI/VGA plate. Installation of box and conduit provided by the Town
- integrate audio and HDMI from projector with existing live cablecast audio and video system.
- Provide training and evening tech support when most meetings take place.
- Provide a one year parts and labor warranty and 48 hour turn around on Loaner equipment if service is required.

Conceptual Design/Engineered Solution:

1. Create a high quality audio and sound reinforcement system to facilitate meetings and presentations—the recording of which may be cablecast, broadcast and made available on the Internet either in simulcast or for later distribution.
2. Audio and Projection systems should be designed to be operated by novice users and be able to run independent of video production requirements.
3. Address ADA requirements.
4. Provide for audio and projection feeds to video production requirements.
5. Provide wiring for future PTZ camera system.

Current Configuration of Grange Hall

The room is an open, square space with a small stage at one end. The space measures approximately 38' x 38' with a 12'+ drop ceiling. Large windows are present on two sides of the space. The room is older construction with plaster and horsehair walls and wooden floors. Design plans call for the removal of the stage and new pillared entrance way put in its place. The ceiling design calls for a 13' 3" plaster ceiling. Windows will remain in place. In one corner of the room is a small office dedicated to media production and playback operations. This room also serves as the building IT distribution location. A floor plan of the room will be made available upon request.

Scope of Work – AV- Projection

It is the desire of the town to coordinate the pre-wiring of components as necessary during the renovation and construction period to minimize impact on completed final project and to remove any requirements for wiring mold or other visually impactful concerns. The AV contractor will need to be available on short notice to install wiring according to the project schedule.

The project design plans call for a floor pocket and conduit under the wood flooring and a wall cable chase to be installed by the project general contractor (GC) for connections to projector and Video control booth. The AV firm will install the required floor plate and cabling for projection system. The cable run to projector from floor pocket is approximately 50.' An electrical, recessed 10' projection screen is called for in the design. Screen box will be mounted within the plaster ceiling by the GC.

A ceiling mounted LED projector of 3500 lumens or greater with 20,000 hour operation to be installed with control panel . The GC will provide a dedicated 20 amp receptacle for projector, install electrical to the screen + wall mounted up/down switch and receptacle near the floor pocket. The HDMI/VGA signal from the floor pocket will be sent to the projector, Audio rack (audio only) and control room.

A floor model equipment rack will be located near the cable chase. Equipment racks needs to be capable of locking for security purposes and should fit the room's esthetic design. Equipment racks will need a quiet fan cooling system, be able to house all components for sound and projection systems including mixers; amps; power supplies; ADA equipment, conversion and distribution products and other related equipment.

Eight wireless tabletop gooseneck mics will assure full coverage of presenter tables and podiums in variable room configurations. Base station charger will be provided for easy charging of batteries. Audio Mixer will be an Auto-mic mixer with individual mic control and monitoring via a network or laptop, dual program output mixes for speaker system and recording/live signal feed. Wiring to control room is within the scope of work for this project. Twelve ceiling mounted anti-feedback 8" speakers shall provide adequate room coverage for public address. An Audio processor will address feedback issues. Audio Mixer mic levels need to be controlled in the rack and via a laptop in the control room.

The Scope of Work includes pre-wiring of PTZ camera cable runs which include: 12 gauge shielded Power cable, HDSDI cable (Belden 1694a) + RS232 control cables from 4 camera locations back to the control room for a future project.

Evidence of Ability to Perform

Minimum of seven (5) years' experience installing similar wireless audio systems, providing evening tech support and Loaner equipment is required from all AV Contractors. Before the award of any contract, each respondent may be required to demonstrate to the satisfaction of the town that it has the necessary technical training, previous trouble shooting capabilities and Loaner equipment to provide the services specified herein. The town may make reasonable requests deemed necessary and proper to determine the vendor's ability to accomplish the scope-of-work, and the respondent shall furnish to the town all information for this purpose. The town shall be solely responsible for making this determination.

Warranty

Contractor warranties the audio/video presentation systems furnished to be free from defects in workmanship, (i.e. cables, equipment, connections, structures) for a period of 1 year from the date of acceptance or first beneficial use, whichever comes first. If during that time, the system fails to perform as specified, contractor will correct the problem at no charge. Warranty service for such a failure will include a 48-hour onsite response time and loaner equipment provided within 7 days if equipment requires service. All materials contained within this system shall be supported by comprehensive manufacturer's warranties against defects in parts and workmanship. A copy of all manufacturers' warranties will be included with the project documentation.

Qualifications and References

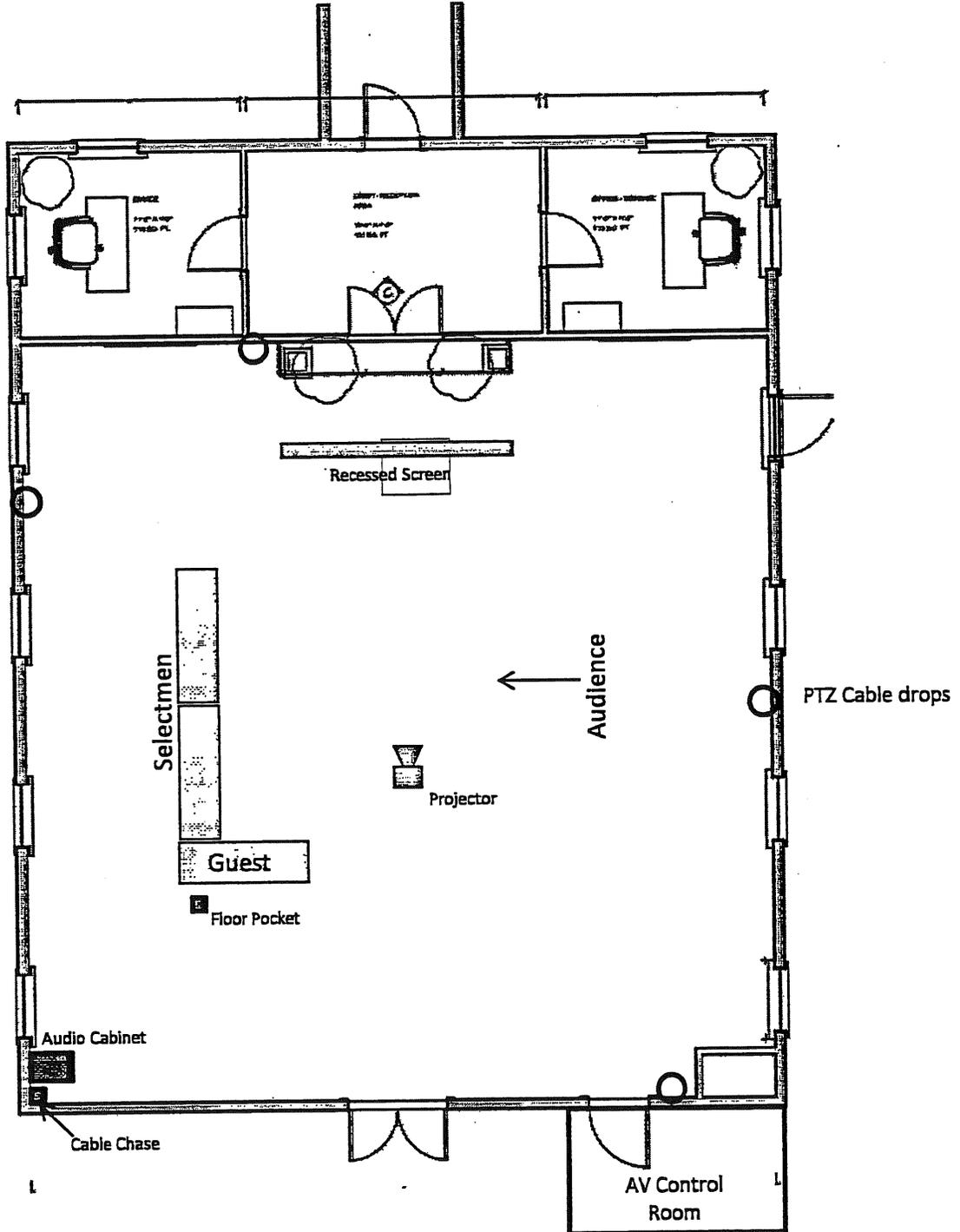
At a minimum, AV installer's documentation must contain the following;

- General information about the firm's experience, product, service and trouble shooting capabilities, trouble shooting capabilities and any Manufacturer training seminars attended by Technical staff.
- Office Headquarters and Local or Regional Office if any;
- Organizational Chart and identification of key staff qualifications with responsibility for technical support, training and sales staff. Identify the points of contact for tech. problem resolution, training and sales support including their level and assignment within the chain of command;
- At least three references from clients who have similar products, equipment, systems and service as specified for this proposal currently installed and operating in their organization. A contact name, organization, address and telephone number must be provided for each client reference as well as the nature and extent of products/services provided them.
- Particular consideration will be given to those firms who provide evening technical support services. Please note hours and services and costs, if any.
- Particular consideration will be given to vendors who stock replacement or loaner equipment as may be required during warranty period. Please provide pictures of all loaner equipment that would be provided as part of this contract.

Substitute Equipment Technical Specifications

Identify the products, equipment, systems and services proposed that best meet the Technical Specifications of the RFP. Equipment specifications must equal or exceed those identified. If products deviates from the technical specification or requirement it must be noted and a brief explanation provided. The Town will decide at it's discretion if products meet the needs for this installation.

Boxborough, MA
Grange Hall
Audio - Projection



Boxboro, MA
Grange Hall
Audio - Projection

Project Equipment

# of Items	Manufacturer and model	Model	Function	Cost Estimate
1	Shure MXW- S8G15/C-Z10 8 gooseneck wireless system		8 Channel wireless mic System	\$ 12,300.00
1	Shure SCM820- Dan 8 channel auto mic mixer		8 channel auto mic mixer	\$2,100.00
1	FSR stage box		Floor box	\$380.00
1	Panasonic PT-RZ370U + Extron wall mount controller + Chief Mount		Projector + controller	\$3,980.00
1	Da-Lite 34613 130" diagonal recessed, electric screen		130" diagonal Recessed Screen	\$3,900.00
2	Atlona AT-HDTX, AT-HDRX, ATHDDA2 + two AT-UHD-EX-70-KIT		HDMI distribution system	\$1,980.00
1	Middle Atlantic rack with front + rear door and quiet cooling system		Locking Floor Rack	\$2,000.00
12	Soundtube CM800i/WH		Ceiling Speakers	\$3,420.00
1	TOA BG2120		Speaker Amp	\$475.00
1	Behringer DEQ2496		EQ, feedback eliminator	\$400.00
1	Cables, hardware, accessories			\$1,680
1	Installation, training, loaner program			\$6,000.00
1	Williams Sound PPA 457 PRO		Assisted Listening kit	\$1,300.00
			TOTAL	\$39,915.00



**TOWN OF BOXBOROUGH COMMUNITY
PRESERVATION COMMITTEE FINAL
APPLICATION FOR CPA FUNDING**

RECEIVED

OCT 28 2015
2015-05
Boxborough
Planning Department

Applicant: Acton-Boxborough Regional School District

Applicant's Address: 16 Charter Road, Acton, MA 01720

Applicant's Email: gbrand@abschools.org

Applicant's Phone: 978-264-4700

Town Committee (if applicable):

Project Name: Nature Playspace at Blanchard School

Purpose (select all that apply): Open Space ___ Recreation X Community Housing ___ Historic Resources ___

Project Budget :

CPA Funds Requested	\$ 69,228
AB District In-kind	\$ 12,020 plus several Eagle Scout projects, and volunteer labor
Total Project Budget	\$ 81,248

(If this is a multi-year project, present the costs for the first fiscal year.)

Estimated Date of Project Commencement: July 1, 2016

Estimated Date of Project Completion: November 30, 2016

For Historic Resources Projects Only – Please check the box below to acknowledge the accompanying statement.

I/We have read the US Secretary of the Interior's Standards for the Treatment of Historic Properties and understand that planning for, and execution of, this project must meet these standards.

Signature of Applicant: [Signature] Date: 10/28/15

Signature of Property Owner (if different): [Signature] Date: 10/28/15

cc. J.D. Head, ABRSD Director of Facilities

Deborah Bookis, Director of Curriculum and Assessment

Eileen Sullivan, Curriculum Specialist (retired), consultant

Holly Ben Joseph, Landscape Architect

Cathy Fochtman, Town of Acton Director of Recreation



Acton-Boxborough Regional School District
Superintendent's Office
16 Charter Road
Acton, MA 01720
978-264-4700 www.abschools.org

Glenn A. Brand, Ed.D.
Superintendent of Schools

October 29, 2015

Town of Boxborough Community Preservation Committee
Boxborough, MA 01719

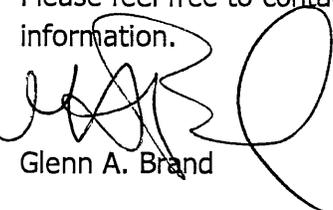
Re: Application for CPA funds for 2016

We are pleased to submit this application for funding through the CPA grant process for 2016. We are fortunate that Boxborough believes in green spaces for recreation, and believes in the value of play. We hope that our vision, described herein, of creating nature-based place space at Blanchard Elementary School, will be seen as providing a long-term benefit for the residents of Boxborough. Of particular importance is the fact that this playground will be a handicapped-accessible addition to the existing playground at the school, and will be open to the community during non-school hours, providing an accessible option for children with physical limitations.

The planning phase of this project has been completed, and initial drawings and budget have been developed by the landscape architect, taking into account the ideas of the Blanchard faculty and staff. It is our plan to do a great deal of the site prep work with our existing facilities staff, using an outside contractor for specific tasks that are not within our capabilities, particularly as regards safety and handicapped accessibility.

You may be aware that we are currently constructing similar playgrounds at all of the elementary school buildings in Acton, thanks to the support of the Acton Town meeting and CPA funds. The ability to move the Blanchard project forward would be wonderful. These funds would allow the project to be completed during the summer of 2016.

Please feel free to contact Deborah Bookis at 978-264-3313 or me if you need further information.


Glenn A. Brand

Our Mission is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.

PROJECT SUMMARY

The purpose of the project is to create a handicapped-accessible nature-based playspace on the school grounds of the Blanchard School. The project fits the Boxborough CPC guidelines “for the acquisition, creation, preservation, rehabilitation, and restoration of land for recreational use”, and meets the general selection criteria/Community Needs/Impact of “Increase/expand recreational facilities”

The planning phase of the project has been completed, using ABRSD funds along with CPA funding from the Town of Acton. Planning meetings were held at the Blanchard School in 2014. Conceptual sketches and plans, prepared by a landscape architect who specializes in such construction, are included in the application. The playspace will be built in the northeast corner of the Blanchard School property, connecting the existing play areas with the wetland areas to the east of the building. (see attached maps)

BUDGET:

CPA Funds Requested	\$ 69,228
AB District In-kind	\$ 12,020 plus several Eagle Scout projects, and volunteer labor
Total Project Budget	\$ 81,248

GOALS:

The district, along with the Blanchard School staff, recognizes a need for expanded recreational opportunities at recess in order give students and families:

- more choice in their outdoor recess and after-school activities
- more self-directed play opportunities in order to foster decision-making and problem-solving abilities
- more opportunities to interact with nature-based materials and activities
- more options for students and families who are less interested in competitive games and sports

STATEMENT OF NEED:

The Town of Boxborough has a great variety of conservation land, and the Blanchard School is sited within easy access to a beautiful wetland, yet students are generally “allowed” in those areas only under the direction of teachers or parents, and much of the area is not accessible to students with disabilities. The addition of this playspace will greatly enhance the accessible recreational opportunities in Boxborough and will afford students and families an enticing and interactive means of enjoying the out-of-doors.

There has been a great deal of research in recent years regarding the importance of nature-based experiences for the health and well-being of children and families.

A report from the Natural Learning Institute at the College of Design at NC State University - *Benefits of Connecting Children with Nature: Why Naturalize Outdoor Learning Environments* (January 2012)¹ lists the following benefits:

- Supports multiple development domains. Nature is important to children’s development in every major way—intellectually, emotionally, socially, spiritually and physically.
- Supports creativity and problem solving.- children engage in more creative forms of play in the green areas.
- Enhances cognitive abilities.- increases children’s ability to focus and enhances cognitive abilities
- Improves academic performance
- Reduces Attention Deficit Disorder (ADD) symptoms. (Kuo and Taylor, 2004). ...and (children) are more civil to one another and more creative
- Improves eyesight. (American Academy of Ophthalmology, 2011)
- Improves social relations
- Improves self-discipline
- Reduce stress

¹ [http://naturalelearning.org/sites/default/files/Benefits%20of%20Connecting%20Children%20with%20Nature InfoSheet.pdf](http://naturalelearning.org/sites/default/files/Benefits%20of%20Connecting%20Children%20with%20Nature%20InfoSheet.pdf)

CPC SELECTION CRITERIA:

BOXBOROUGH 2030: We see this project contributing to the following Community Aspirations:

1. "Maintains its rural character and celebrates its heritage: Boxborough cherishes its rural heritage. **Preservation of the ecological, agricultural, historic, and scenic resources that contribute to the community's rural character is of critical importance to the community. New development and redevelopment of existing structures will be physically designed to blend with the town's rural landscape.**"
2. "Provides high quality services and amenities: Boxborough is known for offering a high quality of life for its residents. The community endeavors to provide a balanced mix of housing, businesses and services to enhance this high quality of life. **Boxborough residents prize the community's regional school system and high quality municipal services.**"
3. "Is conscientious about consumption: The community is conscientious about its energy consumption and seeks to reduce its carbon footprint through improvements in energy efficiency, high standards for building practices, reductions in its communitywide energy usage, and reduced reliance on fossil fuels." *(It is our belief that the first step in creating an informed and responsible citizenry is to create strong connections to the natural environment as early as possible in the lives of children.)*
4. "Is affordable and **accessible:** The community will ensure that local policies, housing supply, and housing prices support the ideal of a more inclusive, welcoming Boxborough so that current and prospective residents at all income levels, abilities, and in all stages of life can live here." *(We believe that the inclusion of accessible recreation spaces will enhance the community both as a school and public playground.)*

BOXBOROUGH OPEN SPACE AND RECREATION PLAN:

"According to these (National Park Service) standards, based on existing facilities and a population of nearly 5,000 residents, Boxborough needs... 2-3 additional playgrounds" and this project will also help to meet the *General Goal* "To provide quality recreation programs for all residents and future residents of Boxborough."

FISCAL IMPACT

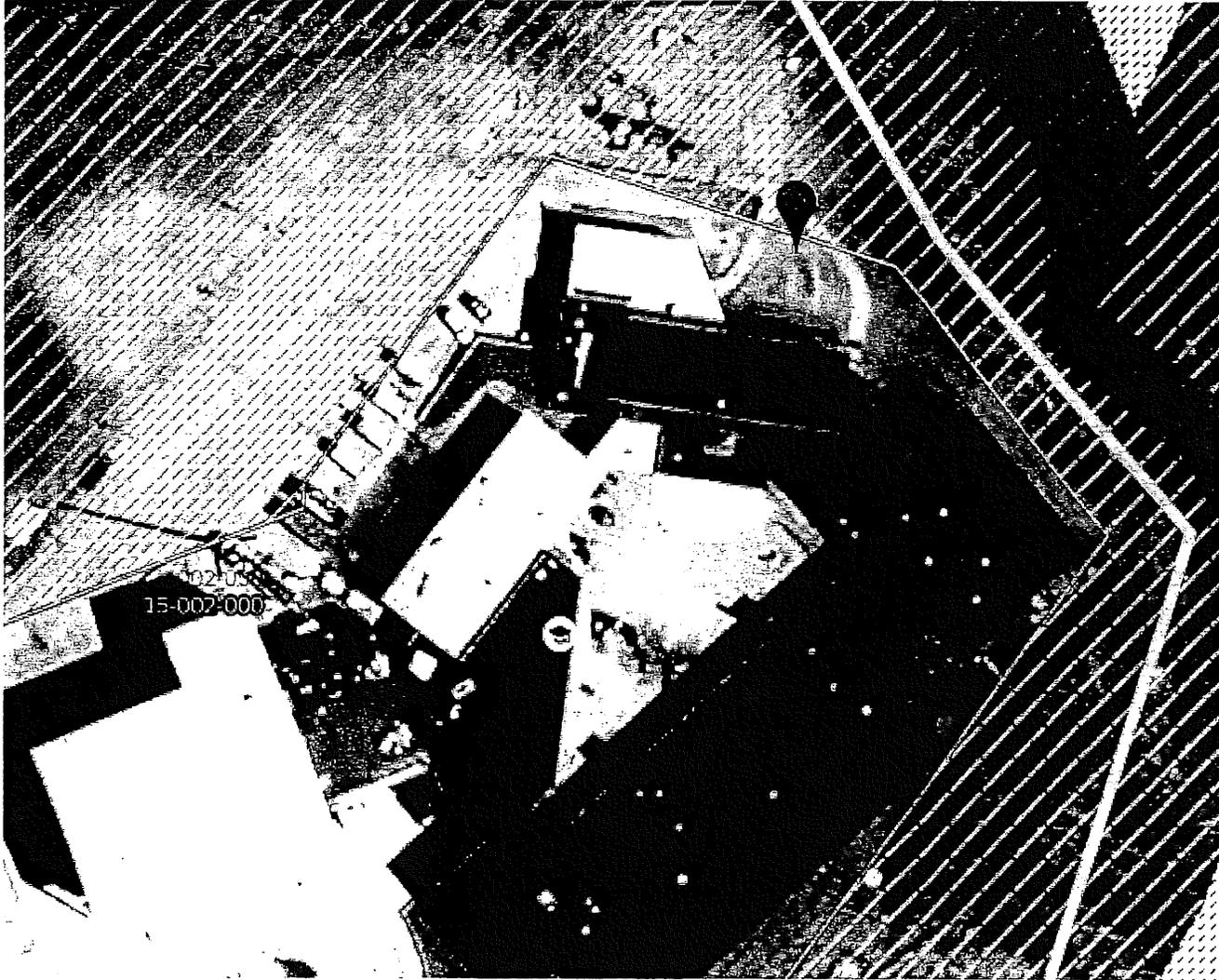
Define initial cost:	CPA Funds requested \$69,228
Establish ongoing maintenance and program costs:	The Regional School District will assume ongoing maintenance and program costs.
Analyze debt commitment:	There will be no debt incurred.
Minimize financial impact on taxpayers:	If approved by Town Meeting, funding will be sufficient, along with volunteer labor, to complete the project. No impact on taxpayers.
Identify multiple funding sources and leverage:	The Regional Schools will provide significant support from the facilities staff in preparing the site and working alongside the contractor to manage and support the project.
Generate revenue:	There are no plans for generating revenue.
Analyze feasibility:	The district is constructing these spaces at all of the Acton school sites and has proven capable of accomplishing the task. The plans have been developed, though more specific contractor plans will be included in work still needed.
Define the degree of urgency:	While this is not technically urgent, the completion of this project will greatly enhance the outdoor experiences of students and families in Boxborough.
Explain required timeline or impending deadlines:	Once funding is secured, the following steps will be needed: <ul style="list-style-type: none"> ▪ Construction-specific plans will be developed with consultation/permission of the Conservation Commission in order to ensure compliance with regulations. ▪ Contract will be put out for bid. ▪ Site preparation will begin once the school year concludes for 2015-1016 ▪ Barring delays, construction will be completed in September, 2016
Describe the complexity of execution:	<ul style="list-style-type: none"> ▪ This will not be a complex project to complete .

Appendix 1: Schematic plans for Blanchard School Nature Playspace.



MAP OF PROJECT AREA, 417 MASSACHUSETTS AVENUE, BOXBOROUGH, MA (GIS PROPERTY ID 15-001-000):

It will be necessary to review plans with regard to the wetland construction setback. No construction is planned for within the setback area, but the main entryway will need a consult, as well as permission for incorporating existing benches into the overall design, and the possibility of adding some stones for a seating area. In addition, we plan on enhancing the area near the fence with native wetland plantings in order to connect the playspace with the existing wetland.



BUDGET (More detailed budget available if needed)

Blanchard - Conceptual Design Cost Estimate

Acton-Boxborough RSD, MA

Prepared by: Holly Ben-Joseph, Landscape Architect

Item	Totals	AB district in-kind
1 SITE PREPARATION & DEMOLITION		\$ 5,205.00
2 EARTHWORK	\$ 3,884.00	\$ 1,800.00
3 SURFACING & LOGWORK	\$ 6,473.00	\$ 2,880.00
4 STEEL WORK + SIGN	\$ 2,500.00	
5 STONework	\$ 2,100.00	\$ 1,035.00
6 PLAY ELEMENTS & OTHER STRUCTURES	\$ 13,965.00	\$ 1,000.00
7 FORT+ TUNNEL + BRIDGE	\$ 6,000.00	
8 SAND/DIRT AREA	\$ 2,288.00	\$ 100.00
9 PLANTING	\$ 1,250.00	
SUBTOTAL ABOVE	\$ 38,460.00	\$ 12,020.00
Prevailing Wage 40%	\$ 15,384.00	
Subtotal	\$ 53,844.00	
CONTINGENCY 10%	\$ 5,384.40	
CONTRACTOR TOTAL	\$ 59,228.40	
LANDSCAPE ARCHITECT FEE	\$ 10,000.00	
IN KIND CONSTRUCTION? MATERIALS- ABRSD	\$ 12,020.00	
PROJECT TOTAL	\$ 81,248.40	
BOXBOROUGH CPC request	\$ 69,228.40	

FEASIBILITY

The planning and design phase of this project is completed, and construction is planned for the summer of 2016, as to provide the least amount of interference with school activities.

SUSTAINABILITY

This project will not have a direct impact on sustainability. It will be built with environmentally friendly materials, and planted areas will be well mulched to reduce water use. As the project is adjacent to a wetland, the architect and builder will work with the Conservation Commission in order to insure compliance with regulations.



Acton-Boxborough Regional School District

Blanchard Memorial School
493 Massachusetts Avenue
Boxborough, MA 01719
978-263-4569

<http://blanchard.abschools.org>



MR. DANA LABB, PRINCIPAL

dlabb@abschools.org

DR. KAREN TOWER, ASST. PRINCIPAL

ktower@abschools.org

MS. KATHY BOWER, ADM. ASST.

kbower@abschools.org

MS. GAIL KESSLER-WALSH, GUIDANCE COUNSELOR

gwalth@abschools.org

The Blanchard Memorial School is a community reaching for the STARRs (Support, Teamwork, Attitude, Respect, Responsibility) with excellence of mind, imagination and body.

October 28, 2015

Dear Owen Neville,

As the Principal Blanchard Memorial School it is my responsibility and pleasure to offer this letter of enthusiastic support for the development of a nature playground on our school grounds. In combination with the Acton-Boxborough district goal of providing an environment that promotes social development and emotional and physical well-being for the entire school community, our School Improvement Plan includes a targeted goal to improve the social and emotional health and well-being of our students and staff by offering diverse extracurricular opportunities accessible to all students that provide for student growth. It is our belief that interacting with nature can help strengthen students' abilities to play together with others, and learn to be problem-solvers. We have long been believers in taking students outdoors to enhance their learning, and this playground will allow us to enhance their recess time as well as more formal instruction time.

The idea that this space will be accessible to students and families with mobility issues, as many of our nature trails are difficult to navigate, is opportune

Sincerely,

Dana F. Labb

Principal

Blanchard Elementary School

RECEIVED

OCT 29 2015
2015-06
Boxborough
Planning Department



**TOWN OF BOXBOROUGH
COMMUNITY PRESERVATION COMMITTEE
FINAL APPLICATION FOR CPA FUNDING**

Applicant: Kevin Lehner
Applicant's Address: 632 Depot Rd., Boxborough, MA 01719
Applicant's Email: kevinlehner@verizon.net
Applicant's Phone: 617-645-6685
Town Committee (if applicable): Recreation Commission
Project Name: Basketball and Tennis Courts at Liberty Field

Purpose (select all that apply):

Open Space _____ Recreation X Community Housing _____ Historic Resources _____

Project Budget

CPA Funds Requested \$ 12,000.00
Amount of Other Funding \$ _____
Total Project Budget \$ 110,000.00

(If this is a multi-year project, present the costs for the first fiscal year.)

Estimated Date of Project Commencement: July 2016

Estimated Date of Project Completion: Dependent on complete funding, it could be completed approximately 3-4 months after funded.

For Historic Resources Projects Only – Please check the box below to acknowledge the accompanying statement.

I/We have read the US Secretary of the Interior's Standards for the Treatment of Historic Properties and understand that planning for, and execution of, this project must meet these standards.

Signature of Applicant: Kevin Lehner Date: 10/28/2015

Signature of Property Owner (if different): _____ Date: _____

Submit Completed Final Applications To:
Boxborough Community Preservation Committee, c/o Planning Department, Town Hall, 29 Middle Road, Boxborough MA 01719

Town of Boxborough



Recreation Commission

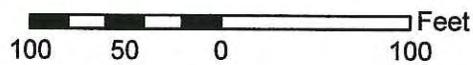
The Recreation Commission is requesting funding for a site survey/ design plan for the possible construction on a basketball and a tennis court to be located at Liberty Field.

The complete cost of the project is yet unknown since we have not formally gone out to bid. In February 2014 we received a very preliminary quote from William E. Murray in the range of \$86,400.00+ which was almost two years ago. Mateflex of Utica NY has given a preliminary quote of \$89,000.00 which is also not a formal quote. Game On Sports Surfaces of Marshfield, MA has also given a very preliminary informal quote of \$110,000.00 without having seen the site.

Holly Ben-Joseph a Landscape Architect located in Acton has given a ball park figure for landscape design and existing conditions survey of around \$12,000.00. This is higher than the \$7,100.00 figure we received two years ago from William E. Murray of Littleton. Once we receive funding for the site survey/ design plan, we will submit a formal request for proposal through the Town Administrator's office.



Liberty Field



RECEIVED

OCT 29 2015
2015-07
Boxborough
Planning Department



TOWN OF BOXBOROUGH
COMMUNITY PRESERVATION COMMITTEE
FINAL APPLICATION FOR CPA FUNDING

Applicant: Kevin Lehner - Recreation Commission
Applicant's Address: 632 Depot Rd., Boxborough, MA 01719
Applicant's Email: kevinlehner@verizon.net
Applicant's Phone: 617-645-6685
Town Committee (if applicable): Recreation Commission
Project Name: T.J. O'Grady Skate Park

Purpose (select all that apply):

Open Space _____ Recreation X Community Housing _____ Historic Resources _____

Project Budget

CPA Funds Requested \$ 40,000.00
Amount of Other Funding \$ 225,000.00
Total Project Budget \$ 265,000.00

(If this is a multi-year project, present the costs for the first fiscal year.)

Estimated Date of Project Commencement: August 2016
Estimated Date of Project Completion: October 2016

For Historic Resources Projects Only – Please check the box below to acknowledge the accompanying statement.

I/We have read the US Secretary of the Interior's Standards for the Treatment of Historic Properties and understand that planning for, and execution of, this project must meet these standards.

Signature of Applicant: Kevin Lehner Date: 10/28/2015

Signature of Property Owner (if different): _____ Date: _____

Submit Completed Final Applications To:
Boxborough Community Preservation Committee, c/o Planning Department, Town Hall, 29 Middle Road, Boxborough MA 01719

Town of Boxborough



Recreation Commission

At our February 2015 meeting the Boxborough Recreation Commission voted unanimously to support the final phase construction of the T.J. O'Grady Skate Park located on Hayward Road in Acton for use by our joint communities. We are now hoping to get the town's support in the final construction of the project.

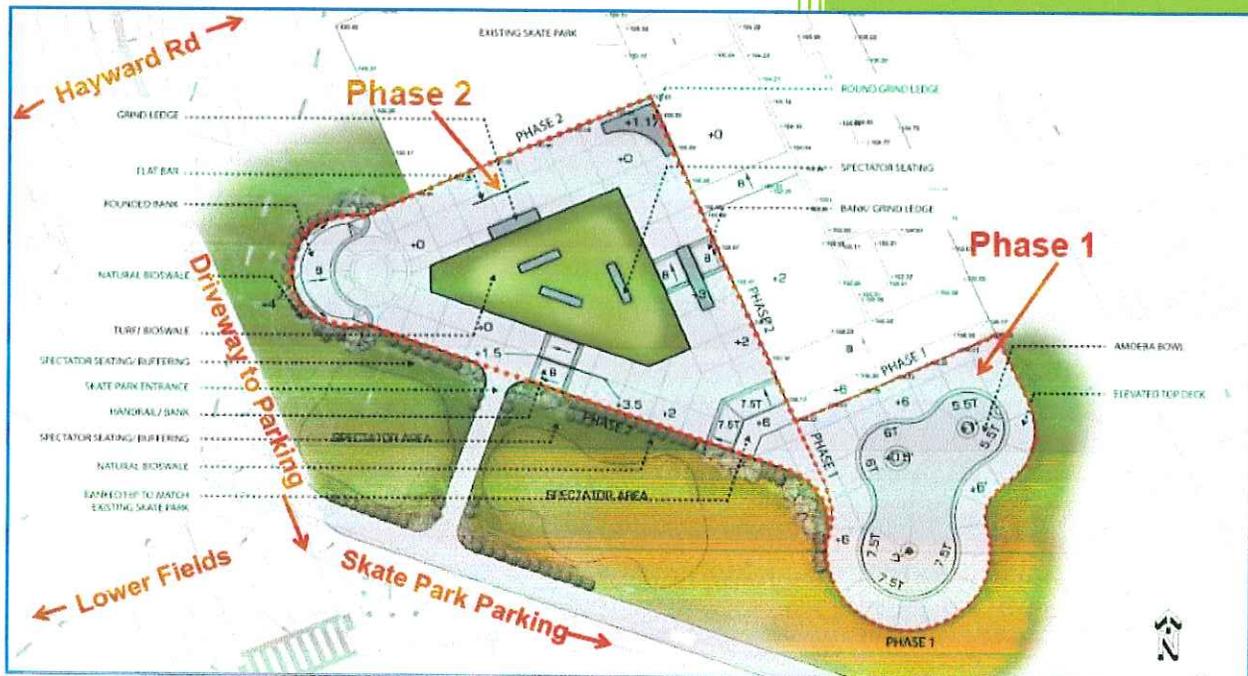
In 2005 the Boxborough Recreation Commission came before the town requesting \$40,000.00 to aid in the initial construction of the skate park. At the time, funding from Boxborough was denied at town meeting and the skate bowl which was part of the original design was not constructed. The Acton Recreation Department is currently applying for CPA funding from the Town of Acton to aid in the completion of the skate park which includes construction of the skate bowl, a world-class triangular skating course as well as a viewing area for onlookers and handicap accessible park amenities. The balance of the total \$265,000.00 cost of the skate park project is coming from the Town of Acton.

We are hoping the town will vote to support this endeavor which will benefit both communities



2015

Skatepark Expansion – Phase 2, Skate Plaza



CPA Application

Town of Acton

11/16/2015

PROJECT APPLICATION FORM – 2016

Applicant: Town of Acton

Submission Date: 11/16/15

Applicant's Address, Phone Number and Email

Purpose: (Please select all that apply)

Stephen L. Ledoux, Acton Town Manager
472 Main Street
Acton, MA 01720
sledoux@acton-ma.gov

- Open Space
- Community Housing
- Historic Preservation
- Recreation

Town Committee (if applicable): Recreation Commission

Project Name: Skatepark Expansion – Phase 2, Skate Plaza

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

Amount Requested: \$175,000

Project Summary:

Estimated Date for Commencement of Project: August 2016

Estimated Date for Completion of Project: October 2016

The T.J. O'Grady Memorial Skate Park is located at 66 Hayward Road in Acton, MA. It officially opened for public use on Monday, November 21, 2005 to celebrate the life of T.J. O'Grady. T.J. was a 14-year-old Acton-Boxborough R.J. Grey Jr. High student who passed away tragically on this date in 1998 while skateboarding on a street in Boxborough. T.J. had a passion for history, friends and skateboarding. He co-founded the Grey JHS Skateboard Club. This skate park was a dream of T.J.'s and was built to provide a great place for people to safely practice their sport. Its location is key - it abuts the Acton Boxborough Regional High School grounds, enabling students to walk Hayward Rd or cross the lower fields to access it. After six years of sustained determination, the park was originally funded with an appropriation of Acton tax dollars, Community Preservation Act funds, generous donations from the corporations and citizens of Acton and the Friends of the T.J. O'Grady Committee, along with endless volunteer hours who helped bring this facility to its inception.

Ten years later, the Skate Park continues to grow. The Town of Acton donated their Skate Park parking lot and admitted an active driveway through their skate facility to benefit the Acton-Boxborough Regional High School's Lower Fields project in 2012. The skating community is excited that they too will now benefit by having Action Sports Design/Stantec, the designers of the Charles River Skate Park, add exciting new features to T.J. O'Grady Skate Park. During the process of the Lower Fields upgrade, the boundaries of the Skate Park were reconfigured, enabling the Town to expand the skating features into the site of the original parking lot.

The Natural Resources Department completed the T.J. O'Grady Skate Park Expansion Design by Action Sports Design/Stantec, and a two-phased construction plan has emerged. Phase 1, the construction of a skate bowl, is being prepared to go out to bid. It was funded by a 2012 Town of Acton CPA Skate Bowl grant for \$210,000. This Phase 1 project included the construction of 11 parking

spaces and infrastructure improvements for \$110,000 in the Lower Fields parking area, in tandem with the opening of the Lower Fields facility. The remaining funds will construct the skate bowl.

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

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

If the project is not funded, an incomplete town skateboarding facility next to Acton Boxborough Regional High School & Friends of the Lower Fields - FOLF's cutting edge Lower Fields facility will remain. This upgrade will bring our skate park in keeping with the appearance of the Lower Fields, which shares the parking area with the Skate Park.

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

- 1,730 S.F Bowl Section - \$ 75,000 PHASE 1 - currently going out to bid
- 4,000 S.F. Plaza Section - \$175,000 PHASE 2 - applying for 2016 CPA funding
\$160,000 for the plaza construction, \$15,000 for the landscaping

Leveraged funds: The Recreation Department paid for the \$15,000 overall design engineered by ASD/Stantec. Mitzi Garcia-Weil of the Boxborough Recreation Commission has applied for a \$40,000 Boxborough CPA grant; the submittal date was October 29, 2015.

8d

**Boxborough Three-Board Meeting
of the
Acton-Boxborough Regional School Committee (ABRSC)
Boxborough Board of Selectmen
Boxborough Finance Committee**

Agenda

Date: Monday, November 30, 2015

Time: 7:00-9:00 p.m.

Location: Sargent Memorial Library Meeting Room

Agenda:

1. Call to Order (7:00)
2. Welcome/Introduction -- Kristina Rychlik
 - 2.1. Planning for the FY 17 Budget Process
 - 2.2. Goal Sharing
 - 2.3. Critical Budget Issues
3. Acton-Boxborough Regional School Committee Presentation/Questions – Kristina Rychlik (7:15)
4. Boxborough Board of Selectmen Presentation/Questions – Vince Amoroso (7:45)
5. Dessert Break (8:15)
6. Boxborough Finance Committee Presentation/Questions – Dilip Subramanyam (8:30)
7. Wrap Up
8. Adjourn (9:00)



**Internal Communications and Outgoing Communications
November 16, 2015**

1. Communications from xfinity [Comcast]:
 - a. Letter from Sr. Mgr. of Gov't & Regulatory Affairs, Ben Pearlman, dated October 30, 2015, advising of Changes to XFINITY TV Service channels.
 - b. Letter from Sr. Mgr. of Gov't & Regulatory Affairs, Ben Pearlman, dated October 31, 2015, advising of increases to their installation rates.
 - c. Email communication from Christina Macey, Comcast Cable, dated November 4, 2015, to Town Administrator Selina Shaw, accompanying their latest Quarterly Franchise Statement [July-Sept.2015] and confirming their Quarterly Franchise payment of \$10,184.85.

2. Letter from Minuteman School Comm. Secretary, David Horton, dated November 4, 2015, to Selectmen Chair Amoroso regarding the Town Meeting Article to amend Agreement to accept Wayland's withdrawal from the District and advising that the Lexington STM voted to reject the proposed amendment. *



MINUTEMAN
A REVOLUTION IN LEARNING

(2)

*

received
11-9-2015

November 4, 2015

Vince Amoroso, Chair
Board of Selectmen
Town of Boxborough
29 Middle Rd.
Boxborough, MA 01719

Dear Mr. Amoroso:

By letter dated July 16, 2015, the Minuteman Regional School Committee requested that your Board include in the warrant for your town's next annual or special Town Meeting an article calling for the acceptance of an amendment setting forth the terms by which the Town of Wayland may withdraw from the Minuteman Regional School District. At that time, I advised you that the proposed amendment, and Wayland's withdrawal from the District, would only take effect if the town meetings of all sixteen of the District's member towns, as well as the Commissioner of Education, approved the amendment.

This letter is to let you know that the Town of Lexington was the first member town to consider the proposed amendment, and at its Town Meeting on Monday, November 2, 2015, voted to reject the proposed amendment by a vote of 129-25. Lexington's vote does not change the Regional School Committee's request made to your Board under Section IX of the Regional Agreement, as detailed in my July 16, 2015 letter, but we wanted to make you aware of the result of Lexington's vote.

Please feel free to contact Superintendent Edward Bouquillon if you or your Board have any questions or would like any further information regarding this matter.

Sincerely,

David Horton, Secretary
Minuteman School Committee

cc: Selina Shaw, Town Administrator

96



**Minutes, Notices and Updates
November 16, 2015**

Minutes

1. Finance Committee minutes from the meeting held October 19, 2015.
2. Vocational Education Advisory Committee minutes from the meeting held October 20, 2015
3. Zoning Board of Appeals minutes from the meeting October 20, 2015
4. Conservation Commission minutes from the meeting held October 21, 2015.

Notices

1. Notice of a Public Celebrations & Ceremonies Committee meeting held November 5, 2015
2. Notices of A-B School Regional School Committee meetings:
 - a. Regular School Committee meeting held November 5, 2015
 - b. Legislative Issues & Initiatives Subcommittee meeting held November 10, 2015
 - c. Regular School Committee meeting held November 10, 2015 [Prep. For Acton STM]
3. Notice of a Recreation Commission meeting held November 10, 2015
4. Notice of an Agricultural Commission meeting held November 10, 2015
5. Notice of an Energy Committee meeting held November 12, 2015
6. Notice of an Acton-Boxborough Cultural Council meeting to be held November 17, 2015
7. Notice of a Library Trustees meeting to be held November 17, 2015
8. Notice of a Steele Farm Advisory Committee meeting to be held November 24, 2015
9. Notice of a Personnel Board meeting to be held November 24, 2015
10. Decision No. 2015-03 from the Zoning Board of Appeals, dated November 3, 2015, granting the application, subject to the listed conditions, filed by Phaneuf Realty Trust (Lawn Barber, Inc.) for a Special Permit to erect a freestanding sign at the property located at 1034 Mass. Ave. owned by Phaneuf Realty Trust and Neil & Kerstin Phaneuf.

11. Decision No. 2015-07 from the Zoning Board of Appeals, dated November 3, 2015, granting the application, subject to the listed conditions, filed by JPI Partners, LLC for a Variance for the property located at 1415 Mass. Ave. owned by Jefferson @ Beaver Brook, LLC.
12. Notice of the issuance of an Order of Conditions, [DEP File No.113-525] to Lewis Bushie for the property located at 173 Liberty Square Road, Assessor's Map 15, Parcel 40.
13. Legal Notices from Zoning Board of Appeals for a Public Hearing to be held December 1, 2015 to consider an application filed by Glen Kaufmann of Meridian Homes, Inc. for a Special Permit to raze an existing barn at the property owner by Glen Kaufmann and located at 205 Flagg Hill Road, Assessor's Map 20, Parcel 66.
14. Notice of a MAGIC "Local Planning for Climate Resilience" Public Forum to be held at the Acton Town Hall, November 19, 2015.
15. Notices of Filing and Public Hearing from the Mass. Dept. of Public Utilities concerning the petition filed by dba National Grid seeking approval of its 3 year Energy Efficiency Plan for 2016-2018.
16. Notice from Veterinary Dental Services announcing their Open House December 5, 2015, launching their new facility at 530 Mass. Ave.

9c



General Correspondence
November 16, 2015

1. Letter and flyer from National Grid's Program Mgr., Kathleen McNamara, dated October 2015, providing an overview of their gas pipeline damage prevention program and guide to officials recognizing and responding to pipeline emergencies.