



BOARD OF SELECTMEN
Meeting Agenda - Revised
November 28, 2016
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 7:30 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

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

- a) Gerry Noel, Inspector of Buildings, to discuss proposed improvements to the Grange Meeting Room, 7:35 PM

TO BE TAKEN UP AFTER PUBLIC HEARING:

- b) Steele Farm Advisory Committee Chair, Ed Whitcomb, regarding preservation of Steele Farm house, 8:10 PM
Tentative
- c) Citizens concerns

4. PUBLIC HEARING, 8:00 PM

To consider proposed revisions to the Personnel Administration Plan, Article VII, Hours of Work and Overtime, sections 4 & 5

5. MINUTES

- a) Executive session, November 7, 2016, #1 **ACCEPT & POF**
- b) Executive session, November 7, 2016, #2 **ACCEPT & POF**
- c) Release of executive session minutes 2010 - 2015
- i. *Move to release executive session minutes for the dates noted on the addendum, in their entirety* **VOTE:**
- ii. *Move to release executive session minutes for the dates noted on the addendum, as redacted pursuant to the applicable exemption, which is also noted on the addendum* **VOTE:**
- iii. *Move not to release executive session minutes for the dates noted on the addendum, and pursuant to the applicable exemption, which is also noted on the addendum* **VOTE:**

6. SELECTMEN REPORTS

7. OLD BUSINESS

- a) Veterans Memorial Committee – appointment of Public Celebrations and Ceremonies Comm designee
Further to the recommendation of the Public Celebrations and Cemetery Committee, move to appoint Owen Neville to the Veterans Memorial Committee for a term commencing immediately and ending on June 30, 2017 **VOTE:**
- b) Boxborough Building Committee – appoint of alternate Conservation Commission designee
Further to the recommendation of the Conservation Commission, move to appoint Hoff Stuart to serve as an alternate member on the Boxborough Building Committee for a term commencing immediately and ending on June 30, 2017 **VOTE:**

8. NEW BUSINESS

- a) Animal Control Officer Job Description

Further to the recommendation of the Personnel Board, move to approve the job description for the Animal Control Officer

VOTE:

[The Personnel Board is reviewing the position for its proposed placement on the Classification and Compensation Schedule and will bring forward a recommendation at a future meeting]

- b) Appointment of Kevin Gordon as a full-time non-probationary police officer

Further to the recommendation of Police Chief Warren Ryder, move to appoint Kevin Gordon, who has now completed his probationary period, as a full-time Police Patrol Officer for a term commencing immediately and ending on June 30, 2017

VOTE:

- c) Review of Special Town Meeting guest editorial for publication in The Beacon on December 8

Move to submit the Special Town Meeting guest editorial as written (... or as revised)

VOTE:

- d) Review and discussion of quarterly budget and operations tracking memo

Move to send the memo regarding quarterly budget and operations tracking, as prepared by the Chair, (... or as revised) to department heads

VOTE:

- e) Preliminary review and input on Board of Selectmen (Dept. 122) and Legal (Dept. 151) Budgets

- f) Retirement of Town Administrator effective July 31, 2018 – start discussion on plans to move forward, e.g. model of governance, etc.

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 strategy with respect to litigation and to adjourn immediately thereafter

ROLL CALL

VOTE:

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

13. ADJOURN

Upcoming Board of Selectmen Meetings

12/5; 12/19; 1/9/17, 1/23, 2/6, 2/13, 2/27, 3/6 (tentative), 3/13, 3/20, 4/3, 4/10 (tentative), 4/24, 5/8 (pre-ATM), 5/9 (pre-ATM), 5/22, 6/5

BLF: 2/1/17

STM: 12/12

ATM: 5/8, 5/9

3b

Selina Shaw

From: ewhitcomb1@comcast.net
Sent: Thursday, November 10, 2016 12:51 PM
To: Selina Shaw
Cc: Bruce Hager; Jeanne Kangas; Jim Moss; bstemple@hotmail.com
Subject: Selectmen agenda November 28

Selina,
The SFAC expect the report from Red Hawk by the end of November, hopefully, we will get it and then be able and would like to present it to the Selectmen on the 28th. If we don't get it in time then could we present on the 5th? The SFAC is supposed to give a presentation to the CPC on December 1st. The timing is tight but we'll hope for the best.

Thanks,

Ed
Sent from my iPhone

Personnel Administration Plan

**LEGAL NOTICE
BOXBOROUGH BOARD OF SELECTMEN
AND PERSONNEL BOARD
PUBLIC HEARING
PROPOSED REVISIONS TO
THE PERSONNEL ADMINISTRATION PLAN**

The Board of Selectmen and Personnel Board will hold a public hearing on Monday, November 28, 2016 at 8:00 PM in the Grange Meeting Room, Boxborough Town Hall, 29 Middle Road, to consider proposed revisions to the Personnel Administration Plan, Article VII, Hours of Work and Overtime, sections 4 and 5. The proposed revisions will be available for review on the Town's website at www.boxborough-ma.gov and on the bulletin board outside the Town Clerk's Office.

All are welcome to attend.

Per Order
Board of Selectmen

SEL/PERSONNEL ADMINISTRATION PLAN

**LEGAL NOTICE
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SELECTMEN
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All are welcome to attend.

Per Order
Board of Selectmen

AD#13504110
Acton Beacon 11/17/16

**Summary of Proposed Amendment to Article VII, Sections 4 and 5
of the Town's Personnel Administration Plan**

The amendment to Article VII, section 4 and 5 of the Town's Personnel Plan is a housekeeping item, which is intended to clarify an ambiguity that was created in 2009 when language concerning Per Diem Firefighters/EMTs was added. Because Per Diem Firefighters/EMTs work shifts of varying hours (generally 10/14 hours) and not eight hours in a day, it had been recommended to and was approved by Town Meeting in 2009 to amend the second item in section 4. The modifying clause, "when required in an emergency or safety threatening situation" was meant to apply to all non-exempt employees. However, the manner in which the voted amendment was transcribed into the Personnel Plan provided for an ambiguous interpretation. Separating Section 4 into parts a. and b. as proposed above will provide for clarity. Parts c. and d. are being proposed to define the term "emergency" as well as to state whose responsibility it is to so declare.

The proposed revision to section 5 will provide for consistency between the payment of overtime compensation described in section 4 with paid time off in lieu of such payment further described in section 5.

ARTICLE VII. HOURS OF WORK AND OVERTIME

Section 1. The regular workweek of all regular full-time employees shall consist of forty (40) hours in any one week.
Amended:
ATM 2006

Section 2. The regular work period for Per Diem Firefighter/EMTs shall consist of a maximum of 50 hours.
Amended:
ATM 1995
Renumbered:
ATM 2006

Section 3. The regular work period for Special Police Officers shall consist of a maximum of 40 hours.
Amended:
ATM 1995
Renumbered:
ATM 2006

Section 4. a. A non-exempt employee, EXCLUDING a Per Diem FF/EMT, shall be paid at one and one-half (1.5) times his/her regular rate for work;

Amended:
ATM 2002
ATM 2006
ATM 2009

1. in excess of forty (40) hours worked in one (1) week, and/or
2. in excess of eight (8) hours in one (1) day, when required in an emergency or safety threatening situation, and/or
3. all work performed on Saturday and Sunday when NOT part of the regularly scheduled workweek.

b. A Per Diem Firefighter/EMT shall be paid at one and one-half (1.5) times his/her regular rate for work:

1. in excess of fifty (50) hours worked in one (1) week, and/or
2. in excess of his/her shift hours, when required in an emergency or safety threatening situation, and/or
3. all work performed on Saturday and Sunday when NOT part of the regularly scheduled workweek.

c. An emergency shall be defined as "a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action."

d. An emergency is deemed to occur when so declared by the Employee's Department Head or governing board, or a designee of the aforementioned individual/board.

Incidental overtime, such as incurred helping a citizen who asked for service late in the day, should be compensated with an equal amount of time arriving late or leaving early another day during the same week.

Amended:
ATM 2009

All overtime must be pre-approved by the Department Head or designee.

Overtime shall be equitably distributed among personnel in each department who ordinarily perform such related work in the normal course of their work week. Employees who are offered overtime work and refuse will be credited with having had their turn.

Section 5.

All sub-sections
Amended:
STM 10/5/87

In lieu of the overtime compensation provided in Section 4, a regular full-time employee may receive paid time off at the rate of 1.5 times each overtime hour worked in excess of forty hours during any pay week, provided that:

- a. The employee secured the approval thereof of the employee's Department Head.
- b. In the event that an employee gives the Department Head notice, at least four weeks in advance, of the time that the employee wishes to take, the Department Head shall approve such request, unless at the Department Head's sole discretion, an emergency exists. In the event said notice shall be given less than four weeks in advance, the Department Head may deny such request so long as the Department Head's decision is not unreasonable.

No employee may take more than five days off in lieu of compensation during any fiscal year.

Section 6.

Amended:
ATM 1995

Exempt Employees are those Administrative, Professional, and Executive employees, as defined by the Federal Fair Labor Standards Act, and they are exempt from the provisions concerning the length of the work-week. Their annual salary is considered adequate compensation for the completion of those tasks required by their job.

Section 7.

Amended:
ATM 2000

All non-exempt employees, including per diem, are paid overtime for working on holidays.

Section 8.

Amended:
ATM 2015

DPW Snow and Ice Removal.

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

7a

Selina Shaw

From: Trena M Minudri [REDACTED]
Sent: Thursday, November 17, 2016 2:15 PM
To: Selina Shaw
Cc: Owen Neville
Subject: PCCC and Veterans Memorial

Hi Selina:

The PCCC met last night and unanimously supported Owen as our representative to the Veterans Memorial Committee.

Cheers,

Trena

Selina Shaw

7b

From: Mary Nadwairski <mnadwairski@boxborough-ma.gov>
Sent: Wednesday, November 16, 2016 11:53 AM
To: Selina Shaw
Cc: Dennis Reip; Hoff Stuart
Subject: ConsCom alternate for BBC

Selina,

Hoff has agreed to be an alternate for the BBC.
Hopefully this can be considered by the BoS.

Mary O. Nadwairski
ZBA & ConsCom
Mon/Tu/Wed
Thur 12:00 – 4:00
978.264.1722
www.boxborough-ma.gov

Animal Control Officer (ACO)

Definition:

The ACO performs animal care, investigative, and administrative work in the enforcement of state and federal statutes and various Town Bylaws relating to the control and regulation of domestic animals and other related work as required.

Distinguishing Characteristics:

Works under the direction of the Chief of Police through the command structure of the Police Department.

Performs a variety of duties according to department policies and procedures; work requires the application of independent judgement to analyze unusual situations and determine the best course of action. Unusual situations requiring clarification of policies and procedures are referred to the Police Chief.

Errors could cause a moderate delay in operations; the correction of errors typically involves using the resources of others in the Department and possibly other Town departments.

The ACO has contacts with the general public, the Town Clerk's office, and other Town departments and officials. The ACO works to establish cooperation with others, frequently under stressful conditions. The ACO needs to answer the public's questions with courtesy, patience, tact, and sensitivity to concerned animal owners. The ACO is often required to explain laws, regulations, and the Department's procedures and services.

Most work is performed outdoors under various weather conditions. There is also the likelihood of exposure to potentially dangerous animals and diseases. The work load is subject to seasonal changes.

The ACO is on call to respond to emergencies. The ACO operates the ACO vehicle and uses standard office equipment and specialized equipment such as cages, snare poles, and traps.

Examples of Work:

Enforces the Town's Animal Control Bylaws; investigates dog complaints and cruelty to animal complaints; prepares follow-up reports on unlicensed dogs; issues warnings and citations.

Apprehends and restrains loose animals; responds to calls for and removes, if necessary, injured, diseased and dead animals.

Responds to calls and removes trapped wildlife; responds to citizens' inquiries regarding laws and regulations, licensing requirements, and procedures.

Performs related administrative work; maintains records and prepares reports.

Performs other position-related duties, as assigned.

QUALIFICATIONS

RECOMMENDED MINIMUM QUALIFICATIONS:

I – Education and Experience

High School diploma; technical training and two years of experience handling and caring for animals; or an equivalent combination of education and experience.

II – Knowledge, Ability and Skills

Knowledge: General knowledge of Massachusetts General Laws and Town Bylaws governing the control and regulation of animals; knowledge of animal care procedures and animal handling procedures and practices.

Ability: Ability to communicate effectively and tactfully with the public to explain regulations, take enforcement action, and investigate complaints; ability to capture and restrain various domestic and wild animals, including large, aggressive dogs; ability to work independently; ability to maintain records and prepare reports.

Skills: Must maintain confidentiality of information and restrict the use of such information to work duties. Must be proficient in obtaining the facts of a case and in interviewing and interrogating effectively. Must have the ability to defend against physical attacks from persons or animals.

III - Special Requirements

Must successfully complete the 12-week program at the Massachusetts Animal Control Officers Academy.

Must pass a CORI (Criminal Offender Record Information) check in accordance with the security requirements for unrestricted access to CJIS agencies.

Must have a valid motor vehicle operator's license.

IV - Physical Requirements

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. Frequent moderate physical effort is required to perform duties. The ACO should be in good physical condition as the job may occasionally require running, climbing, crawling, etc.

Specific vision requirements include close vision, distance vision, and the ability to adjust focus. The ACO should be able to lift and /or move animals weighing up to 100 lbs. Requires access to other town departments.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Position description received by: _____ Date: _____

8b

Selina Shaw

From: Chief Warren B. Ryder <Wryder@Boxborough-MA.Gov>
Sent: Friday, November 04, 2016 10:35 AM
To: sshaw@boxborough-ma.gov; 'Cheryl Mahoney'
Cc: rbkick@yahoo.com
Subject: RE: BPD Officer Kevin Gordon - Probationary Period up 12/31/16

Selina,

Officer Gordon has successfully passed his probationary period and I would like to have him appointed to the regular full time police officer position.

Thank you,
WR

Warren B. Ryder
Chief of Police



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

Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

2016 Boxborough Special Town Meeting Preview Draft 11/22/2016 V.1

The December 2016 Boxborough Special Town Meeting will start at **7:00 pm** on Monday December 12 in the Blanchard School gymnasium. This Special Town Meeting has nine articles. It is planned that six of these (Articles 2, 3, 5, 6, 7, and 8) will be on a Consent Agenda. The Selectmen, in consultation with Town Counsel, the Moderator and the Finance Committee, believe they are uncontroversial and can be properly voted without debate. These articles will be voted as a group if no registered voter objects. Because Articles 4 & 9 were late additions to the warrant, the Finance Committee could not meet to discuss them before the warrant went to print; therefore, they will not be included on the Consent Agenda.

Article 1 proposes the acquisition of approximately 16 acres on West Whitcomb Road for Conservation purposes. The total cost will be \$510,000. However, because the acquisition would be contingent on receiving a 56% reimbursement grant from the state and private funds have been donated for the deposit, the net cost to the Town would be \$197,400. This will require a two-thirds vote since it involves borrowing.

Article 2 proposes to amend the Dog Licensing Bylaw to provide for more realistic timelines and fines that are less onerous to dog owners, while still providing an incentive for prompt payment.

The third and fourth articles are housekeeping. The former provides for payment of prior fiscal year bills, while the latter would clarify an ambiguous section of the Personnel Administration Plan regarding the payment of overtime.

Article 5 would enable the Police Chief to hire an additional full-time officer to maintain staffing at 2 officers per shift, and would reduce overtime costs attributable to paying time and a half when ordering in an officer to provide full coverage.

The sixth article requests an appropriation to bring equipment at Flerra Playground into compliance with safety standards.

Article 7 seeks Town Meeting authorization to enable the Selectmen to enter into a payment-in-lieu-of-taxes agreement (PILOT) with the developer of a solar carport at 1300 Massachusetts Avenue.

The Municipal Modernization Act made the 8th article possible and would allow for the establishment of an indemnity fund to pay for medical expenses and salaries for police officers and firefighters injured in the line of duty. The fund could also provide for payment of wages for replacement staff for those injured employees.

Article 9 seeks \$22,649 in funding for a consultant for the Boxborough Building Committee to examine the facilities needs for the Fire, Public Works and Police Departments.

Funding for the articles will come from free cash (\$34,000), the remaining balance in an article (\$7,649) and borrowing.

Boxborough's town officials, boards and committees encourage all voters to attend the Special Town Meeting on December 12 and participate in their town government. We also urge everyone to review the warrant ahead of time and, if they have questions, to call the appropriate elected or appointed town officials. A copy of the warrant is available at boxborough-ma.gov and has been mailed to all households with registered voters.

Signed

John Fallon Boxborough Town Moderator &
Vincent Amoroso, Susan Bak, Rick Barrett, Les Fox, Robert Stemple Boxborough Board of Selectmen

2016 Boxborough Special Town Meeting Preview Draft 11/22/2016 V.2

The December 2016 Boxborough Special Town Meeting will start at **7:00 pm** on Monday December 12 in the Blanchard School gymnasium. This Special Town Meeting has nine articles. It is planned that six of these (Articles 2, 3,5,6,7, and 8) will be on a Consent Agenda. The Selectmen, in consultation with Town Counsel, the Moderator and the Finance Committee, believe they are uncontroversial and can be properly voted without debate. These articles will be voted as a group if no registered voter objects. Because Articles 4 & 9 were late additions to the warrant, the Finance Committee could not meet to discuss them before the warrant went to print; therefore, they will not be included on the Consent Agenda.

Article 1 proposes the acquisition of approximately 16 acres on West Whitcomb Road for Conservation purposes. The total cost will be \$510,000. However, because the acquisition would be contingent on receiving a 56% reimbursement grant from the state and private funds have been donated for the deposit, the net cost to the Town would be \$197,400. This will require a two-thirds vote since it involves borrowing.

Article 4 proposes housekeeping changes to clarify an ambiguous section of the Personnel Administration Plan regarding the payment of overtime.

Article 9 seeks \$22,649 in funding for a consultant for the Boxborough Building Committee to examine the facilities needs of the Town departments.

Boxborough's town officials, boards and committees encourage all voters to attend the Special Town Meeting on December 12 and participate in their town government. We also urge everyone to review the warrant ahead of time and, if they have questions, to call the appropriate elected or appointed town officials. A copy of the warrant is available at boxborough-ma.gov and has been mailed to all households with registered voters.

Signed

John Fallon Boxborough Town Moderator &
Vincent Amoroso, Susan Bak, Rick Barrett, Les Fox, Robert Stemple Boxborough Board of Selectmen



BOARD OF SELECTMEN

Memo

To: Town Administrator, Police Chief, Fire Chief, DPW Director
From: BOS
Cc: Finance Committee
Re: Quarterly budget and operations tracking
Date: November 29, 2016

The Board of Selectmen and Finance Committee would like to improve the view of departmental budget trends and operations issues that we currently receive via ad-hoc reports of the liaisons, and the end-of-year budget exercise for the next fiscal year. We believe this will help us all – Selectmen, Finance Committee and the department heads – do a better job of tracking against budgets and plans, managing current year budgets and be better prepared for the annual warrant and budget cycle. We want to be aware of issues as they arise and be on the lookout for any telltale signs; we want to minimize surprises and help prepare sound budgets for the next year. Budget management should be on the forefront for every budget manager.

At a minimum, we would like the department heads to prepare budget status reports, beginning with a six-month retrospective covering July 1 – December 31, 2016. This first 6-month report will coincide with your FY 18 budget presentation to the Board of Selectmen and Finance Committee and should be incorporated as a part of each department's budget narrative. The next cumulative report, which will cover July 1, 2016 – March 31, 2017 and should be submitted by mid-April 2017. As we approach the year end, cumulative tracking reports should be prepared on a monthly basis - by May 15th for the period July 1, 2016 - April 30, 2017, by June 15th for the period July 1, 2016 – May 31, 2017 and by July 15th for the period July 1, 2016 – June 30, 2017. This final report will be the starting point for your budget preparations for FY 2019. The reports should be sent directly to all members of the BOS and FinCom. We will review them together at our quarterly joint meetings. Certainly, if you find that you have an unforeseeable expense, or an emergency arises, you should address the issue immediately with your BoS and FinCom liaisons. Do not wait until the end of the reporting period.

These status reports should be very brief:

- **Budgets:** Summarize the actuals available from the cumulative monthly reports distributed by the Town Accountant. Note and explain significant variances from planned spending, both over and under budget. Pay particular attention to the historically most variable parts of your budgets – typically personnel related (e.g., overtime, training) and maintenance (both equipment and buildings).

- **Operations:** Report on any notable issues related to operations, especially staffing related to coverage, training, turnover, etc. Identify issues that might require significant increases in budget, or special funding articles, and why. If equipment is in danger of failing or incurring extraordinary maintenance costs, call it out.
- **Management:** What are your plans to manage these notable issues or budget variances? What will you be forced to do without in your departmental plans in order to stay within your budget? If there has been significant underspending, what might that indicate?
- **Other:** Any additional items that in your opinion are worth special attention.

To emphasize, these status reports should be brief. If spending is on-track, simply say so. We are looking for early signals of any trends or issues to minimize surprises, and to help prepare sound budgets for the next year.

Next year, the process will start earlier with a quarterly review in mid-October.

**FY2018 Budget Worksheet
151-Legal**

| Account Number | Account Name | FY18 Submitted Budget | FY17 Budget | FY18 vs FY17 | FY18 vs FY17 | FY17 YTD 10/1 | FY16 Budget | FY16 Actual |
|---|------------------------------|-----------------------|-------------|--------------|--------------|---------------|-------------|-------------|
| | | | | | | | | |
| 001-151-5311-0000 | Legal Services | 65,000 | 45,000 | 20,000 | 44.44% | 2,826 | 50,000 | 44,320 |
| 001-151-5399-0000 | Legal Expenses | 2,600 | 3,500 | (900) | -25.71% | 46 | 3,500 | 2,257 |
| | Other Misc Expenses -History | | | | | | | |
| | Total Salary | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 |
| | Total Other | 67,600 | 48,500 | 19,100 | 39.38% | 2,872 | 53,500 | 46,577 |
| | Total Legal | 67,600 | 48,500 | 19,100 | 39.38% | 2,872 | 53,500 | 46,577 |
| Notes: | | | | | | | | |
| Three collective bargaining agreements will be negotiated in FY 18. Proposed increase is based on | | | | | | | | |
| actuals for the past year plus the amount expended for bargaining during the last round of negotiations | | | | | | | | |
| @ \$20,625 | | | | | | | | |

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**FY2018 Budget Worksheet
122-Selectmen**

| Account Number | Account Name | FY18 Submitted Budget | FY17 Budget | FY18 vs FY17 | FY18 vs FY17 | FY17 YTD 10/1 | FY16 Budget | FY16 Actual |
|---|--------------------------------|-----------------------|--------------|--------------|--------------|---------------|--------------|--------------|
| 001-122-5110-0000 | Selectmen Salaries | 2,000 | 2,000 | 0 | 0.00% | | 2,000 | 2,000 |
| 001-122-5306-0000 | Selectmen Consulting | | 0 | 0 | 0.00% | | 0 | 1,159 |
| 001-122-5317-0000 | Selectmen Printing Services | 92 | 96 | (4) | -4.17% | | 48 | 100 |
| 001-122-5420-0000 | Selectmen Office Supplies | 172 | 62 | 110 | 177.42% | | 11 | 60 |
| 001-122-5490-0000 | Selectmen Events | 700 | 710 | (10) | -1.41% | 170 | 600 | 706 |
| 001-122-5711-0000 | Selectmen Travel | 300 | 300 | 0 | 0.00% | | 300 | 144 |
| 001-122-5712-0000 | Selectmen Training/Conferences | 460 | 420 | 40 | 9.52% | | 460 | 210 |
| 001-122-5730-0000 | Selectmen Dues | 1,230 | 1,230 | 0 | 0.00% | 1,212 | 700 | 1,195 |
| | Other Misc Expenses -History | | | | | | | |
| | Total Salary | 2,000 | 2,000 | 0 | 0.00% | 0 | 2,000 | 2,000 |
| | Total Other | 2,954 | 2,818 | 136 | 4.83% | 1,382 | 2,119 | 3,574 |
| | Total Selectmen | 4,954 | 4,818 | 136 | 2.82% | 1,382 | 4,119 | 5,574 |
| Notes: | | | | | | | | |
| Modest increase over FY 17, primarily attributable to misc exp for comm with no budget | | | | | | | | |
| Printing Services: Bus. cards @ \$46 for potentially 2 new selectmen in May 2018 | | | | | | | | |
| Office Supplies: Nameplates @ \$11 for potentially 2 new selectmen; stationary for holiday greetings; \$100 to cover to cover misc exp for committee with no budget (e.g., Veterans Memorial) | | | | | | | | |
| Travel: Mileage and parking associate with outside meetings attended by selectmen | | | | | | | | |
| Training/Conferences: 2 selectmen at MMA Annual Meeting @ \$170; 2 selectmen at DLS Muni Law Seminar or New Officials Finance Forum @ \$60 | | | | | | | | |
| Dues: MMA @ \$730 & 495/MW Partnership @ \$500 | | | | | | | | |


15th November 2016

Boxborough Board of Selectmen
29 Middle Road
Boxborough, MA 01719

Dear Les, Susan, Vince, Rick and Bob,

When I negotiated my current contract, I agreed to inform you as soon as I had determined my date of retirement in order that the Board would have ample time to consider how best to fill the position of Town Administrator and to recruit my successor. I will be retiring effective the close of business on July 31, 2018.

When I was appointed Town Administrator ten years ago, it was agreed not to backfill the position of Assistant Town Administrator; the Selectmen took on a greater role in liaising with the volunteer boards, as well as with the Police and Fire Chiefs, and DPW Director. The Board will need to determine if this model is sustainable moving forward, and will have to examine and weigh the options that will best suit the needs of the community.

I am honored and very grateful to have had the opportunity to serve the residents and businesses of this wonderful community for the last eighteen years, and look forward to continuing to serve for the next twenty-plus months.

Respectfully yours,





Internal Communications and Outgoing Communications
November 28, 2016

1. Letter from MassDOT's Chief Admin. & Acting Gen'l Mgr, Brian Shortsleeve, dated October 25, 2016, to BoS Chair Les Fox, regarding their "Salting at Commuter Rail 'Highway/Railway' Crossings" Annual Notice.
2. Coverletter from MAGIC Subregional Coordinator, Heidi Stucker, November 1, 2016, to TA Shaw, accompanying the MAGIC FY 17 Work Plan.
3. Copy of coverletter from K|P Law, Attorney Deborah Ecker, dated November 3, 2016, to Attorney Andrea Levy in response to a Keeper of Records Subpeona in a Worcester Probate & Family Court matter.
4. Memorandum from BoS Chair Les Fox, dated November 10, 2016, to the Boxborough members of the A-B Regional School Committee regarding the Designation of Vocational Education Preferred Schools. #
5. Communications from Greg Franks, xfinity [Comcast]'s Sr. Mgr of Gov't Affairs to the Boxborough Board of Selectmen:
 - a. Dated November 8, 2016, regarding the phased re-assignment of certain cable channels. From new Sr. Mgr. of Gov't Affairs, Greg Franks dated October 5, 2016, providing "Important Information about Comcast Set-top Boxes [promoting samples included]"
 - b. Dated November 17, 2016, regarding upcoming price changes. [accompanying materials]
6. Email communication, and PEG Grant Report 3rd Quarter 2016, regarding their 3rd Quarter PEG payment of \$15,474.42 from Viola Baboola, Verizon New England, Inc., dated November 15, 2016, to Town Administrator Selina Shaw.
7. Town Meeting Study Committee's Boxborough Town Meeting Survey Results Report. *
8. Letter from DEP Drinking Water Prg. Section Chief, Robert Bostwick, dated November 15, 2016, to TA Shaw advising that the Boxborough Municipal Bldgs. System Modification WS25A has been approved.

Previously distributed

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

7.



Boxborough Town Meeting Survey

Summer/Fall 2016

228 surveys collected (Largest return in Boxborough history)

Attendance

- 21 have never attended
- Of those who attend, 71 go every year, 58 occasionally, and 53 rarely

| <i>Reasons for attending</i> | |
|--|---|
| <ul style="list-style-type: none"> • Issues of importance: 63 • Budget/taxes: 62 • School: 33 • Zoning: 22 • General interest: 20 • Public safety 21 • Civic duty: 8 | <ul style="list-style-type: none"> • Environmental/developmental threats (2) • It's my town! • Attempt to influence others to do sensible stuff • Help town make right decisions • I haven't missed one in 20 years • Love this form of government & care about taxes • Vote against specious spending • Prop 2 1/2, school, town planning, master plan (would come in future for this) • Increased 495 traffic on Hill Road • All are important • Bike trails • Nothing • Schools, zoning, developmental sprawl • Sidewalks • No reconsideration on voted articles |
| <i>Reasons for NOT attending</i> | |
| <ul style="list-style-type: none"> • Lack of time: 70 • Lack of interest: 29 • Time/day of meeting: 26 • Work conflict: 18 • Complexity of issues: 11 • Childcare: 11 • Don't know when it's held: 7 • Chairs: 5 • Nothing: 5 | <ul style="list-style-type: none"> • 88 years old, used to go to every one. Now watch on TV. • Everyone is too long winded and wants to hear themselves talk. • Don't drive at night • Multi-evening process is too taxing • I forgot • Feel I can't impact how town officials spend, especially with CPA – a waste for special interests • Too long to sit through • Waste of time, hatred of meetings • Some issues are high priority; not sure all issues need to be decided at town meeting • Stupidity of some issue support. NO patience for stupidity of many issues • I used to go in Sudbury, and found it a waste of time. |

Process

- Recommended changes to town meeting:
 - Length of meeting: 21
 - Nothing: 17
 - Day of week: 6
 - Too late in evening: 6
- If moved to weekend, 138 no change or less likely to attend, 47 more likely.
- If one night only, 132 more likely to attend, 75 no change or less likely
 - *It seems unlikely all the town business could be completed in one night*
 - *Impossible? Possible! Second day is a drag*
 - *How? (x2)*
 - *But... we need time to treat issues thoroughly*

Other feedback:

- Need a board that's fiscally conservative
- Everything needs changing
- Dislike a forum that allows long-winded people to hold the floor
- I wish more of the mundane stuff could be handled by BOS, Fin Comm. Perhaps a few small informational meetings ahead of time so people wouldn't talk so interminably at ATM.
- Don't show it live on cable/Internet
- Any votes can be supplemented by mail
- Prioritization and organization of information
- May is tough – end of March might be better
- Not interested in all topics – should be a schedule, i.e. B&C discussed certain night
- Shorter reports/announcements
- Stronger review of pending issues. Frequently people are expected to remember issues from previous ATM.
- Too much bickering
- Online voting/attend electronically (Skype/GoToMeeting)
- If it is a complex issue, use social media to educate. Town meeting floor is to vote on issues, not time to educate.
- Town form of government is outdated and favors older people who have more time.



Minutes, Notices and Updates
November 28, 2016

Minutes

1. Minutes of Zoning Board of Appeals meetings held September 27, 2016 and November 1, 2016
2. Minutes of the Conservation Commission meetings held October 18, 2016 and November 2, 2016

Notices

1. Notice of ABR School District related meetings for the:
 - a. Budget Subcommittee held
 - i. Held November 9, 2016
 - ii. Held November 22, 2016
 - b. Negotiation Subcommittee [Executive Session]
 - i. Held November 14, 2016
 - ii. To be held December 6, 2016
 - c. Joint Meeting of the Acton Board of Selectmen; Acton Finance Comm. & ABR School Committee held November 15, 2016
 - d. Regular ABRSC held November 17, 2016
 - e. Notice of ABRSD Community Presentation of the District Master Plan Study Report to be held on December 8, 2016
 - f. AB SpEd PAC held November 16, 2016
 - g. Acton Health Insurance Trust to be held December 2, 2016
2. Notice of Acton-Boxborough Cultural Council meetings
 - a. Held November 14, 2016
 - b. To be held November 28, 2016
3. Notice of a Finance Committee meeting held November 14, 2016
4. Notice of Cemetery Commission meetings
 - a. Held November 16, 2016
 - b. Held November 21, 2016
5. Notice of Steele Farm Advisory Committee meetings
 - a. Held November 16, 2016
 - b. To be held November 29, 2016
6. Notice of a Recreation Commission meeting held November 17, 2016
7. Notice of a Boxborough Building Committee meeting held November 21, 2016

8. Notice of a Personnel Board meeting to be held November 28, 2016
9. Notice of a Town Committee Study Committee meeting to be held November 30, 2016
10. Legal Notice from the Board of Selectmen & Personnel Board for a Public Hearing to be held November 28, 2016 to consider proposed revisions to the Town's Personnel Administration Plan.
11. Legal Notice from the Community Preservation Committee for a Public Hearing to be held December 1, 2016 pursuant to MGL C. 44B §5(b)(1).
12. Notice from the DPW announcing the sale of surplus equipment.
13. Notice – Order of Resource Area Delineation from the Conservation Commission dated November 17, 2016, concerning the property owned by The Fair Oaks Park Realty Trust located at 886 Massachusetts Avenue.

9c



General Correspondence
November 28, 2016

1. *Developments in Municipal Law* – Fall 2016 Newsletter from Pierce, Davis & Perritanto, LLP, Attorneys at Law.