

# 2004 ANNUAL TOWN REPORT



**TOWN OF BOXBOROUGH**

[www.town.boxborough.ma.us](http://www.town.boxborough.ma.us)

**TOWN OF BOXBOROUGH**

**ANNUAL REPORT**

**for the Year Ending  
December 31, 2004**

**ANNUAL TOWN MEETING**

**Monday, May 9, 2005**

**Blanchard Memorial School**

**7:30 P.M.**

**TOWN ELECTION**

**Monday, May 16, 2005**

**Town Hall**

**7:00 A.M. – 8:00 P.M.**

*A Special Thanks*  
*to*  
*Cisco Systems*  
*for the publication*  
*of this Report*

**IN MEMORIAM**

**Dorris M. Hilberg**

**1930 – 2004**

*Recreation Committee*

*Public Celebration Committee*

*Historical Museum Advisory Committee*

**Kathleen Vinal**

**1917 – 2004**

*Election Worker*

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## BOXBOROUGH FACTS AND FIGURES

INCORPORATED:	February 25, 1783
POPULATION:	4,789 (January 1, 2004)
AREA:	10.39 Square Miles
FORM OF GOVERNMENT:	Open Town Meeting – Board of Selectmen
VOTERS:	3,009 (Effective November 2, 2004)
CENSUS TRACT:	3,881
TAX RATE:	\$13.10 (FY05) \$13.32 (FY 04) \$12.78 (FY 03)
SCHOOLS:	Blanchard Memorial School (K – 6) Acton-Boxborough Regional Junior and Senior High Schools Minuteman Regional High School, Lexington
HOSPITALS:	Emerson Hospital, Concord Nashoba Community Hospital, Ayer UMass Memorial – Marlborough Hospital, Marlborough
POST OFFICE: (Contract Station)	1233 Massachusetts Avenue (within Boxborough Liquors and Convenience Store)
UTILITIES:	Cable Service – Comcast Electrical Service – Littleton Light Department and Hudson Light and Power Department, the latter serving a portion of southeastern area of Boxborough Natural Gas Service – Keyspan Telephone Service – Verizon The Town does not provide water or sewerage
TRANSPORTATION:	Commuter rail service is available in South Acton and Littleton
PUBLIC SAFETY:	Police Department Fire Department Ambulance Emergency Medical Technicians Public Safety Dispatch Center

## FEDERAL AND STATE OFFICIALS

### President of the United States

George W. Bush  
president@whitehouse.gov  
The White House  
1600 Pennsylvania Avenue, N.W.  
Washington, D.C.

Tel: 202-456-1414  
Fax: 202-456-2461

### United States Senators

Edward M. Kennedy  
senator@kennedy.senate.gov  
2400 JFK Building  
Boston, MA 02203  
Tel: 617-565-3170, or  
317 Russell Senate Office Building  
Washington, D.C. 20515  
Tel: 202-224-4543  
Fax: 202-224-2417

John F. Kerry  
john.kerry@kerry.senate.gov  
One Bowdoin Square  
Boston, MA 02114  
Tel: 617-565-8519  
Fax: 617-248-3870, or  
304 Russell Senate Office Building  
Washington, D.C. 20515  
Tel: 202-224-2742  
Fax: 202-224-8525

### Representative In Congress

Martin T. Meehan  
[mtmeehan@mail.house.gov](mailto:mtmeehan@mail.house.gov)  
11 Kearney Square  
Lowell, MA 01852  
Tel: 978-459-0101  
Fax: 978-459-1907, or

2447 Rayburn House Office Building  
Washington, D.C. 20515  
Tel: 202-225-3411  
Fax: 202-226-0771

## OFFICIALS OF THE COMMONWEALTH

**Governor**  
**Lt. Governor**  
**Secretary**  
**Treasurer**  
**Auditor**  
**Attorney General**  
**Senator, Middlesex & Worcester District**

Mitt Romney  
Kerry Murphy Healey  
William Francis Galvin  
Timothy P. Cahill  
A. Joseph DeNucci  
Thomas F. Reilly  
Pamela P. Resor  
State House Room 410  
Boston, MA 02133  
Tel: 617-722-1120  
Fax: 617-722-1089  
[Pamela.Resor@state.ma.us](mailto:Pamela.Resor@state.ma.us)  
James Eldridge  
State House, Room 33  
Boston, MA 02133  
Tel: 617-722-2060  
Fax: 617-722-2849  
[Rep.JamesEldridge@hou.state.ma.us](mailto:Rep.JamesEldridge@hou.state.ma.us)

**Representative in General Court, 37<sup>th</sup> Middlesex Dist.**

## ELECTED TOWN OFFICIALS

### **Moderator**

Reginald C. Brown (2005)

### **Town Clerk**

Virginia B. Richardson (2005)

### **Board of Selectmen**

Les Fox, Chair (2005)

Simon Bunyard, Clerk (2006)

David Birt (2006)

Kristin Hilberg (2005)

Donald Wheeler (2007)

### **Board of Health**

#### ***Also Mosquito Advisory Committee***

Marie C. Cannon, Chair (2005)

Bryan Lynch (2007)

#### ***Appointed by BOS and BOH***

\*\*Michael P. Willis, Jr. (2005)

### **Collector of Taxes**

Maripatt Shemowat (2006)

### **Commissioner of Trust Funds**

The Selectmen

### **Constables**

David L. Birt (2007)

Richard Golden (2007)

### **Library Trustees**

Elaine Garabedian, Chair (2006)

Gregory A. Ross, Vice Chair (2006)

Sandra Haber, Secretary (2007)

Robert McNeece, Treasurer (2007)

Janet Glidden (2005)

Janet Tyndall (2005)

### **Planning Board**

Karen Metheny, Chair (2005)

David Kembel (2007)

John Markiewicz (2007)

Owen Neville (2006)

Jennie L. Rawski (2005)

### **Boxborough School Committee**

Carol Ginty-Geist, Chair (2006)

Elizabeth A. Markiewicz, Vice Chair (2006)

Bruce Sabot, Clerk (2007)

Rebecca R. Neville (2005)

Raid Suleiman (2007)

### **AB Regional School Committee (Boxborough Members)**

Rebecca R. Neville, Chair (2005)

Elizabeth A. Markiewicz (2006)

Bruce Sabot (2007)

## APPOINTMENTS MADE BY SELECTMEN

### **Town Administrator**

Natalie T. Lashmit (2007)

### **Assistant Town Administrator**

Selina S. Shaw (2007)

### **Accountant**

Michael Guzzo (2005)

### **Assessor**

Colleen Whitcomb (2005)

### **Building Inspector and Code Enforcement Officer**

John Field (2005)

### **Chief Procurement Officer**

Natalie T. Lashmit (2005)

### **Conservation Agent**

\*Michael Wierbonics (2004)

### **Town Planner**

\*\*Elizabeth Hughes (2005)

\*Alicia A. Altieri (2004)

### **Treasurer**

\*\*Margaret Dennehy (2005)

\*Stanley Smith (2004)

### **A/B Cultural Council**

Pat Myers (2006)

Susan Page (2004)

Mitzi Weil (2005)

### **Airport Study Committee**

Michael O'Leary, Chair (2006)

Anne Canfield (2006)

\*Peter Joy (2006)

William Litant (2005)

Jacklyn Mayer (2006)

### **Animal Control Officer**

Donald C. Morse (2005)

\* Resigned

\*\* Appointed to fill vacancy

**Board of Appeals**

Karim Raad, Chair (2005)  
 Tom Gorman, Clerk (2007)  
 Christian Habersaat (2006)  
 Peggy Molander (2005)  
 Leah Russell (2005)  
 Clifford Perry, Alternate Member (2005)  
 Lisa St. Amand, Alternate Member (2005)

**Board of Registrars**

Virginia Richardson, Chair (2005)  
 Nancy Brown (2005)  
 Mary Cobleigh (2007)  
 Sara Wagg (2006)

**Boxborough Information Technology Committee**

Frank Powers, Chair (2006)  
 \*Greg Bosworth (2004)  
 Kenneth King (2005)  
 Lori Lotterman (2006)  
 Jamie Rogers (2005)  
 Dan Tappan (2007)  
 Eric Tornstrom (2004)  
 Derek Wylie (2007)

**Boxborough Housing Board**

R. Allen (Al) Murphy, Co-chair (2005)  
 David Kendrick, Co-chair (2005)  
 Jeff Handler (2005)  
 Joan Meyer (2006)  
 Ron Vogel (2007)  
 Channing Wagg (2006)  
 Les Fox (ex-officio, BoS)  
 Dave Koonce (ex-officio, ConsComm)

**Cable Advisory Committee**

Kenneth King, Chair (2006)  
 Erik Molander (2006)  
 Matt Wilbert (2005)

**Cemetery Commissioner**

Kenneth March (2006)

**Cemetery Superintendent**

Donald C. Morse (2005)

**Conservation Commission**

Norman Hanover, Chair (2007)  
 Charlene Golden, Vice Chair (2005)  
 K.C. Donovan (2005)  
 David Koonce (2005)  
 Dennis Reip (2006)  
 Paul Rey (2006)  
 Charles Salemme (2007)

***Appointed by ConsComm***

Peter Alling, Associate Member  
 Patricia Davis, Associate Member  
 Diane Friedman, Associate Member  
 Liz Markiewicz, Associate Member

**Council on Aging**

Karyn Kealty, Chair (2007)  
 Nancy Crowley (2006)  
 Elaine Garabedian (2007)  
 Mary Larson (2007)  
 Dean Machamer (2006)

**Design Review Board**

Scott Robinson, Chair (2006)  
 \*\*Simon Bunyard (2006)  
 Karen Metheny (2006)  
 Clifford Perry (2007)  
 \*Tim Rudolph (2006)

**Dog Officer**

Phyllis Tower (2005)

**Election Warden**

Richard Golden (2005)

**Field Driver**

George C. Krusen II (2005)

**FIRE DEPARTMENT****Fire Chief, Fire Warden, Emergency Management Director, Roy Custance Scholarship Administrator**

Kevin M. Lyons (2006)

**Fire Department Roster (2004)*****Appointed by Fire Chief*****Fire Department Officers (Per-diem)**

Michael Kidd, Deputy Chief  
 Kenneth March, Captain/EMT  
 James DeVogel, Lieutenant/EMT  
 Robert M. Smith, Lieutenant/EMT

**Firefighter/EMT (Permanent)**

Randolph T. White  
 Scott C. Coleman  
 Dennis C. Smith

**Per-Diem**

Matthew Callahan FF/EMT  
 Edmond Daigneault FF/EMT  
 Justin M.V. Geneau FF/EMT  
 Shawn S. Gray FF/EMT

\* Resigned

\*\* Appointed to fill vacancy

**Per-Diem, cont.**

Scott Krug FF/EMT  
David R. Lefebvre FF/EMT  
Christopher MacMillian FF/EMT  
Richard Morin FF/EMT  
Adam A. Nichols FF/EMT  
Brandon O. Nichols FF/EMT  
William G. Noke FF/EMT  
Michael J. O'Donnell FF/EMT  
Thomas E. Sherr FF/EMT  
Brenda M. Smith FF/EMT  
Robert F. Sokolowski FF/EMT  
Robert T. Stemple FF/EMT  
\*Margaretta Cooper FF/EMT-P  
\*Timothy A. Farrar FF/EMT  
\*Sean Kiley FF/EMT  
\*Edward Lindsay FF/EMT  
\*Robert E. Manley FF/EMT  
\*David Nichols FF/EMT  
\*Theodore J. Noke FF/EMT  
\*Nicholas E. Pentedemos FF/EMT

**Firefighter**

Warren Morse FF  
Lawrence Roche FF

**Historical Commission**

Alan Rohwer, Chair (2006)  
Astrid Chalupa (2007)  
Mary Larson (2007)  
Scott Robinson (2006)  
Shirley Warren (2006)

**Inspector of Animals**

*Nominated by BoH, appointed by Commonwealth of Massachusetts*  
Donald C. Morse (2005)

**Inspector of Gas & Plumbing**

Gary Corey (2005)  
Norman Card, Jr., Assistant (2005)

**Inspector of Wires**

Thomas A. Argento, Jr. (2005)  
Charles Weeks, Assistant (2005)

**Local Emergency Planning Committee**

Donald Wheeler, Chair  
Kevin Lyons, LEPC Emergency Coord.  
Kevin Lyons, Public Point of Contact  
Cathy Burnap  
Marie Cannon  
Natalie Lashmit  
Kenneth March  
Francie D. Nolde

\* Resigned

\*\* Appointed to fill vacancy

Paul Rey  
Charleen Sotolongo  
Richard G. Vance  
Randolph T. White

**Northeast Solid Waste Committee**

Natalie T. Lashmit (2005)  
Selina S. Shaw, Alternate (2005)

**Permanent Building Committee**

Clifford Perry (2007)  
Simon Bunyard (Ex-Officio)

**Personnel Board**

Richard Golden, Chair (2005)  
Virginia Vockel, Clerk (2005)  
Geoffrey Neagle (2005)  
Robert Sokolowski, Empl. Member (2005)

**POLICE DEPARTMENT**

**Police Chief (2007)**

Richard G. Vance, Jr.

**Police Officers (2005)**

Stephen P. Trefry, Sergeant  
Warren B. Ryder, Sergeant  
Benjamin M. Lavine, Detective  
Christopher D. Demers, Patrol Officer  
Nicholas A. DiMauro, Patrol Officer  
Jeffrey C. Landgren, Patrol Officer  
Warren J. O'Brien, Patrol Officer  
Brett A. Pelley, Patrol Officer  
Robert R. Romilly, Jr., Patrol Officer

**Emergency Services Secretary**

Andrea Veros

**Special Police Officers (2005)**

Gordon N. Clark  
John P. Corbett  
\*James V. DeLuca  
Steven P. Duffy  
Matthew J. Furlong  
\*Michael L. Jacobs  
Sherry J. Morton  
\*Robert J. Stack

**Lock-Up Attendants (2005)**

Jonathan D. Butler  
Sherry J. Morton  
Marcie L. Rice  
Deborah L. Richardson  
Michele Hauser-Tkacs  
Carolyn Verger

**Crossing Guard**

Lee Robinson

**Public Celebration**

Nancy Fillmore, Chair (2006)  
 Patricia Fallon (2004)  
 Sharon Garde (2007)  
 Laraine King (2006)  
 Lori Morse (2006)  
 Margaret Stockley (2005)

**Public Safety Dispatch Officers (2005)*****Appointed by Fire Chief***

\*Christopher D. Demers, Supervisor  
 Marcie L. Rice, Supervisor  
 Nathan W. Bowolick  
 Jonathan D. Butler  
 \*Mary M. Cooper, Part Time  
 Jonathan Mead, Part Time  
 Sherry J. Morton, Part Time

**Public Works Director, Tree Warden & Moth Superintendent**

Kenneth March (2007)

**Public Works Department**

Jeffery L. Brown  
 Scott Doughty  
 Thomas Garmon  
 Lawrence Roche  
 Robert Sokolowski  
 Gillis Soucy

**Recycling Attendant**

Lawrence Roche

**Solid Waste Committee**

Kristin Hilberg  
 Kyle Bowers  
 Pam Collins  
 Leah Russell  
 Margaret Woodruff

**Steel Farm Advisory Committee**

Owen Neville, Chair (2005)  
 Arden Veley (2005)  
 Edward Whitcomb (2005)  
 David Birt (ex-officio)

**Town Counsel**

Kopelman & Paige (2005)

**Town Hall Employees**

Mary Cobleigh, Secretary  
 Marie Hebert, Secretary  
 Claire Kuipers, Secretary, Part Time  
 Mary Nadwairski, Secretary, Part Time  
 Kathie Schwarting, COA Coord., Part Time  
 Debbie Walsh, Secretary, Part Time

**Veterans' Agent**

Donald C. Morse (2005)  
 Michael Guzzo, Assistant (2005)

**APPOINTMENTS MADE BY MODERATOR****Finance Committee**

Gary Kushner, Chair (2005)  
 James Gorman, Vice-Chair (2006)  
 John Fallon (2007)  
 Thomas Hanlon (2006)  
 Michael Toups, Secretary (2005)  
 Lorraine Carvalho (2006)  
 Neal Hesler (2007)  
 Kathy Klier (2004)  
 Anton Reinert (2005)  
 Keshava Srivastava (2007)

**Recreation Commission**

Susan Reuther, Secretary (2006)  
 Victor Tremblay, Treasurer (2005)  
 Kevin Lehner (2007)  
 Mike Murphy (2006)  
 Christopher Noble (2006)  
 Matthew Rosner (2005)  
 Todd Webber (2007)

**Minuteman Regional School**

Donna M. Corey (2006)

**APPOINTMENTS MADE BY LIBRARY BOARD OF TRUSTEES****Library Building Committee (2005)**

Janet Glidden, Co-Chair  
 Greg Ross, Co-Chair  
 Simon Bunyard  
 Pat Fallon  
 Elaine Garabedian  
 Karyn Kealty

Gary Kushner  
 Liz Markiewicz  
 Judy Reiter  
 Jane Soule  
 Maureen Strapko  
 Greg Turner  
 Shirley Warre

\* Resigned

\*\* Appointed to fill vacancy

### **Library Staff**

Maureen Strapko, Director  
Ruth Hamilton, Sr. Library Assistant  
Claudia Murphy, Library Assistant

Joanne Parker, Sr. Library Assistant  
Marion Powers, Sr. Library Assistant  
Judy Reiter, Sr. Library Assistant  
Ramika Shah, Sr. Library Assistant

### **BOARD OF SELECTMEN**

2004 has been a year of adaptation and anxious anticipation: adapting to four years of tightening financial times; anticipating tighter times to come. In a sluggish economy we have seen at best flat, and in many cases declining, local receipts and state revenues, and the outlook for the coming years is no better. A very lean FY05 budget was submitted and passed at Town Meeting in May 2004. To achieve this we had to cut discretionary spending, reduce some services, and increase the use of part-time staff to reduce cost of benefits. The Selectmen have made every attempt to provide the best service we can, given the fiscal constraints. Unfortunately, we have been forced to reduce overtime budgets for public safety, defer basic maintenance, cut staff training and hours, and decrease support for some boards. All these scrimpings and changes may not be noticeable to many folks in town, but they are undeniable signs that we are operating with decreased resiliency and increased risks.

In anticipation of continued tight times, the Selectmen, School Committee and Finance Committee redoubled their efforts in 2004 to further refine the town financial model so that we may realistically plan and budget for the coming year. Given the inexorable rise of personnel and other costs, compounded by the failed override at ATM 2003, for FY06 we will again be requesting an override just to keep the current levels of service in place.

In spite of the cutbacks, in many areas the workload has been increasing, adding to the burden of an already very busy staff. The growing town population has raised demands for town municipal services in all departments, but we have not added new staffing. Our land use and permitting boards have needed more support to process increasingly complex applications. Growth in state and federal requirements on municipal government has necessitated more record keeping, longer procedures, and more complicated reporting. In order to give the staff more time to deal with the workload, this year we reduced public access at Town Hall by closing the doors on Fridays. Due to reductions in overtime budgets, some police shifts were not fully staffed. Heavy equipment maintenance at the highway department has been deferred too long, and our tireless crew now has even more roadway to plow and fields and trails to maintain. Chief Lyons' first-year review has found that additional spending may be required to maintain recommended minimums in the Fire Department.

The Town Administrator, Assistant Town Administrator, and all the Town Hall staff continue to work long hours on behalf of the 22 boards and commissions. Support for the Housing Board has ramped up significantly to help administer the Condo Exchange program, and Summerfields senior housing project. With two more Chapter 40B projects expected within the next year, the demand for Housing Board support will continue to grow. The lawsuit against Boxborough Meadows LLC was settled favorably, resulting in a payment to the town in excess of one million dollars to be used by Boxborough for affordable housing. This significant and successful outcome is due in large part to the excellent professional and paralegal efforts from the Town Administrator's office.

Also in a paralegal vein, during 2004 the Town Administrator's office provided significant research and support to the Board of Selectmen for successful negotiation and conclusion of a Tax Incentive Finance agreement with Interactive Data Corporation, in line with our strategy to foster further business development and increased tax revenues.

Our Senior Tax work-off program continues to be a resounding win-win success, helping to provide

much-needed assistance to the permanent staff in support of all departments. During 2004 we had 27 seniors working on a variety of projects, providing about \$11,600 of services to the town at a net cost of only \$6,100. In addition to this economy, they bring a recognized and much-appreciated sense of vitality and community involvement to Town Hall operations. The Selectmen salute our senior workers and thank them for their service.

Following the resignation this year of Alicia Altieri and Stanley Smith, Elizabeth Hughes and Margaret Dennehy were hired for Town Planner and Treasurer, respectively. Prior to hiring the new Town Planner, we worked extensively with the Planning Board, ConsCom, BOH, ZBA, and Housing Board to expand that job description to more fully support the inter-related needs of all of our land-use and permitting boards, as well as the Housing Board. The Town Planner is now the first stop for any applicant dealing with any of those boards, and will facilitate the permitting process for all the boards. Elizabeth will also be working with the Town Administrator to implement the new GeoTMS electronic permit filing and tracking system to improve service and efficiency, reduce overhead costs, and reduce the chance of costly mistakes.

We have begun to plan for much-needed renovations to Town Hall to provide a more efficient work environment for the boards and staff, and improve traffic patterns for public access. A small step has been taken to first relocate the kitchen and lunch area to the alcove off the Grange Hall. This move will also enhance public use of the Grange meeting room for food service.

In order to meet federal requirements for ADA compliant access to a polling place, we redesigned the traffic flow and parking lot around Town Hall. This work was done on a shoestring budget thanks to the ingenuity and thrift of our resourceful DPW. The Selectmen thank the Planning Board and Conservation Commission for their assistance and expeditious processing of the necessary permits.

The Sprint cell tower is now up on the Hager site and producing revenue flow to the town of approximately \$2400/month. As presented at ATM May 2003, it is our expectation that this site will become the preferred location in Boxborough for any cellular provider, thus minimizing the chances that other towers would be constructed elsewhere in town. Additional co-locators on the Sprint tower would increase the revenue to Boxborough. The Selectmen are grateful for the help of all involved in the smooth permitting process and construction coordination with the ongoing work on the adjoining new library building. Once again, our hats are off to the Town Administrator's staff for helping us successfully negotiate a complex contract and lease with Sprint.

Beyond the endless and tireless processing of reports and tallies, filings and forms, our town administration's chief purpose is to support the 22 boards and commissions that are the essence of our Town Meeting government, and our way of life here in Boxborough. The Selectmen wish to recognize and heartily thank all those who have volunteered to serve the town and contribute to its vitality and unique character. In this past year we have seen many new faces and even new residents step forward for service. To them we say welcome and thanks. To those still waiting we say come!

In recognition and gratitude

May 2005 will be a watershed town meeting, but not solely because of the tough budget questions to be decided by the voters. For the first time in the memory of many of us, we will not have the familiar hand and commanding voice and presence of Moderator Reg Brown to guide us through the thickets and underbrush of debate and resolution. After 27 years, Reg is reluctantly stepping down for health reasons.

Mr. Moderator, thank you for showing us how it is done - with decency, fairness, humor, and respect. Godspeed.

## **PERSONNEL BOARD**

The Personnel Board continued in its advisory role by assisting the Board of Selectmen and the Town Administrator with matters relating to Town employees. The Board reviewed and suggested changes to the Personnel Plan to keep it beneficial to both employees and the town. The pay increase for 2004 was again limited to the CPI-U for the Boston Metropolitan area.

The PB is participating in negotiations for the contract between the town and the full-time Fire Fighters.

## **TOWN COUNSEL**

During 2004, Town Counsel provided significant legal services to the town, including the rendering of numerous legal opinions, approving contracts as to form, attending Town Meetings, and meeting with the Board of Selectmen and various other town boards. There are currently five active litigation cases involving the town which are pending in various state courts. The majority of these cases involve appeals from decisions of the various land use boards. During 2004, six cases were closed.

The most significant legal services provided to the town in 2004 involved the Boxborough Housing Board in its efforts to enforce the provisions of the regulatory agreement entered into with Boxborough Meadows, LLC, for the comprehensive permit development located on Massachusetts Avenue. In June, the town reached a settlement with the developer which resulted in the payment of over \$1 million which, under the law, the Town is required to use for affordable housing purposes.

Town Counsel has also assisted the Housing Board on several closings under the condominium exchange program, and Town Counsel has been advising the Housing Board with respect to the Summerfields comprehensive permit development.

The construction of the new library has also required significant legal services in 2004, including advising the Building Committee with respect to the ongoing construction project.

Finally, we worked with all of the towns who belong to the Northeast Solid Waste Committee (NESWC), to finalize a successor solid waste disposal contract after the existing contract expires in 2005.

We extend our appreciation to the Board of Selectmen for its confidence in retaining this firm. We also appreciate the assistance and cooperation we have received on all matters from the Board of Selectmen, Town Meeting, the Town Administrator, the Assistant Town Administrator, the department heads, and the boards and committees with whom we have worked. We look forward to working with the members of the town government in the future.

### **Matters Pending with Town Counsel**

***Biotti v. Boxborough Conservation Commission***  
Middlesex Superior Court, C. A. No. 04-1017

This is an appeal from a denial of an order of conditions by the Conservation Commission for the construction of a dwelling at 10 Joseph Road within the Adjacent Land Resource Area under the town's Wetland's Bylaw. The plaintiff also challenged the validity of the Wetlands Regulations adopted by the Conservation Commission pursuant to the bylaw. The town filed a motion to dismiss the challenge to the validity of the regulation, and in a decision issued in December 2004, the Court granted summary

judgment in favor of the town. The plaintiff is now required to file a motion for judgment on the pleadings in order to proceed to a resolution of the remaining claims.

***Deck v. Boxborough Zoning Board of Appeals***

Land Court Misc. No. 280285

This is an abutters' appeal of the grant of a special permit and variance to Crown Atlantic Co. and Cellco (Verizon) for a 100-foot high telecommunications monopole at 325 Summer Road. The Complaint was served on April 22, 2002. The town is not taking an active role in this case, but the private parties are engaged in settlement discussions.

***Metheny v. Boxborough Zoning Board of Appeals***

United States District Court, C.A. No. 02-CV-11494 (WGY)

This is an appeal of a grant of a special permit and variance to allow Omnipoint Communications to construct a telecommunications tower on property located at 335 Burroughs Road. The special permit and variance were issued pursuant to a judgment entered by the U.S. District Court in Omnipoint Holdings v. Town of Boxborough (U.S. District Court, C.A. No. 01-12019-WGY). Metheny originally filed the appeal in Superior Court, but the case was removed to Federal Court at the request of Omnipoint. The Federal Court, in a decision dated September 26, 2002, found in favor of Omnipoint, but the plaintiffs appealed. In a decision issued in October 2003, the First Circuit Court of Appeals ruled that removal of the case to Federal Court had been improper and ordered the case remanded to State Court. Omnipoint filed a motion for a rehearing before the entire panel of the First Circuit Court of Appeals, which motion was denied. The case then proceeded in the Land Court, which granted Omnipoint's motion to dismiss (based on the original federal court judgment) in November 2004. The plaintiffs have taken an appeal from that judgment.

***Minuteman Air Field, Inc. v. Town of Boxborough, et al.***

Land Court, Misc. No. 212208

This is a declaratory judgment action filed on November 8, 1994, in which the plaintiff seeks to invalidate a provision of the Zoning By-Law restricting airport uses in the town. The plaintiff has not pursued the case.

***Reed Farm Inc. v. Boxborough Conservation Commission***

Middlesex Superior Court, C.A. No. 01-0282

This is a certiorari appeal of the Conservation Commission's denial of an Order of Conditions to permit the construction of a driveway through wetlands on Reed Farm's property for the purpose of accessing an upland area on which Reed Farm proposes to construct a single family home. This action also challenges the validity of certain wetlands regulations and alleges a "takings" claim. The Superior Court has dismissed the certiorari appeal. In December 2002, the Conservation Commission filed a motion for summary judgment with respect to the alleged breach of contract claim. The motion was denied on the basis of factual disputes. The case is scheduled for a pretrial conference on March 23, 2005.

**Closed Cases 2004**

***Applewood Community Corp. v. Boxborough Board of Health***

Middlesex Superior Court, C.A. No. 99-03026

This was an action appealing a denial of a variance under Title 5 by the Board of Health for the Applewood Condominium complex. Because some of the septic systems, which require upgrading, were located within the Zone I of a public water supply, Title 5 required that either the septic systems or the well be relocated unless the Board of Health granted a variance. Settlement negotiations led to the issuance of Title 5 certificates, and the complaint was dismissed.

***Town of Boxborough v. Boxborough Meadows, LLC***

Middlesex Superior Court, C.A. No. 03-3966

This was an action brought by the town to enforce a regulatory agreement between the Boxborough Housing Board and Boxborough Meadows, LLC, in connection with the development of a housing project located on Massachusetts Avenue pursuant to a comprehensive permit. The town alleged that the developer realized excess profits from the housing project in violation of the regulatory agreement. The developers filed a counterclaim alleging civil rights violations and seeking unspecified monetary damages. After mediation, the parties reached a settlement in August 2004 whereby developers paid the town in excess of \$1 million to be used for affordable housing purposes.

***Boxborough Meadows, LLC v. Boxborough Housing Board***

Middlesex Superior Court, C. A. No. 03-3763

This was a complaint brought by the developers of the Boxborough Meadows development alleging that the town's refusal to provide documents relative to the audit of the profit and loss statement submitted by Boxborough Meadows violates the Public Records Law. The case was dismissed in August 2004 as part of a settlement.

***Gutierrez Company, et al. v. Boxborough Zoning Board of Appeals***

Middlesex Superior Court, C.A. 01-0426

This was an appeal by an abutter from a decision of the Board of Appeals granting a special permit to allow an expansion of the Holiday Inn. The complaint was filed on January 29, 2001. The private parties reached a settlement, and the case was dismissed in February 2004.

***Maple Creek Farm v. Boxborough Planning Board***

Land Court, Misc. No. 247837

This was an appeal of a decision of the Planning Board denying endorsement of an approval not required plan for property located off Flagg Hill Road. Since the complaint was filed in May 1998, the town exercised its option under c.61B to acquire the land which was the subject of the ANR plan. Since the appeal became moot, a stipulation of dismissal was entered in January 2004.

***Marcus Family Realty Trust v. Boxborough Planning Board***

Land Court, Misc. No. 265068

This was an appeal from a decision of the Planning Board disapproving a preliminary subdivision plan for the Tanager Estates subdivision. The complaint was served on July 12, 2000. The complaint also sought a declaratory judgment that the Zoning By-Law is invalid as applied and an assessment of damages for a regulatory taking. After the land was sold to another developer, the appeal became moot, and a stipulation of dismissal was filed in February 2004.

Respectfully submitted,  
Kopelman and Paige, P.C.

## **TOWN ASSESSOR**

Prior to fiscal year 2005, the Department of Revenue (DOR) required a triennial certification of property values in each town. With the rapid increases in property values in Massachusetts, assessments in some communities were falling well behind market value from one certification year to the next. In FY2005, the DOR began to require "Interim Year Adjustments" to make sure assessed values were keeping pace with rising property values. Assessors are now required to analyze sales each year and make value adjustments accordingly. In FY 2005, values were increased to satisfy DOR requirements. Before the tax rate is approved, the DOR conducts a comprehensive review of all aspects of the valuation process and Assessors must submit substantial documentation to prove that values are consistent with the DOR requirements of equitable full and fair cash values for all classes of property.

In order to keep assessments equitable throughout town, Assessors are required to conduct inspections of all property in town on a cyclical basis. Over the past 2 years, approximately 75% of properties that had not been inspected since before 1997 have been visited. The remaining properties should all be done by the end of this year, and then the process will begin again with the rest of the town. The reason for the inspections is not to revalue the property, but to verify that the data being used to determine the assessment is correct.

In an attempt to provide the public with easy access to information, property values and FAQ's relating to various functions of the assessing department can be found on the town website ([www.town.boxborough.ma.us](http://www.town.boxborough.ma.us)) There is also a counter terminal available in the office for viewing property records. Please feel free to call or visit the office if you have any questions regarding your property value or the assessment process in general.

I'd like to thank the Board of Selectmen, Town Administrator, Assistant Town Administrator, members of the Finance Team, and my assistant, Debbie Walsh, for their continuing support.

Respectfully submitted,  
Colleen Whitcomb, MAA  
Town Assessor

## **TOWN ACCOUNTANT**

To the Honorable Board of Selectmen of Boxborough:

Submitted herewith is the annual report covering the financial transactions for the Town of Boxborough for the year ended June 30, 2004. This unaudited report includes:

- Combined Balance Sheet
- Schedule of Revenues, Expenditures and changes in fund balance – budget and actual
- Schedule of Revenues, Expenditures – General Fund
- Schedule of Long Term Debt

Respectfully submitted,  
Michael Guzzo  
Town Accountant

**GOVERNMENTAL FUNDS  
COMBINED BALANCE SHEET**

**JUNE 30, 2004  
(Unaudited)**

ASSETS	General	Capital Projects	Trust/Agency Funds	Non - Major Government Funds	Total Governmental Funds
Cash and short-term investments	\$ 2,124,635	\$ 3,216,413	\$ 225,898	\$ 1,816,863	\$ 7,383,809
Receivables, net of uncollectibles					
Real estate and personal property taxes	185,811	-	-	-	185,811
Tax liens and foreclosures	180,065	-	-	-	180,065
Excise taxes	177	-	-	-	177
Motor Vehicle Excise Taxes	87,193	-	-	-	87,193
Provision for Abatements	(268,170)	-	-	-	(268,170)
Departmental and other	-	-	-	-	-
Special assessments	-	-	-	-	-
<b>TOTAL ASSETS</b>	<b>\$ 2,309,711</b>	<b>\$ 3,216,413</b>	<b>\$ 225,898</b>	<b>\$ 1,816,863</b>	<b>\$ 7,568,885</b>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>LIABILITIES</b>					
Other liabilities	428	-	-	-	428
Deferred revenues	185,208	-	-	-	185,208
Notes payable	-	6,005,000	-	-	6,005,000
<b>TOTAL LIABILITIES</b>	<b>\$ 185,636</b>	<b>\$ 6,005,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,190,636</b>
<b>FUND BALANCES</b>					
Reserved for:					
Encumbrances and continuing appropriations	\$ 253,196	\$ -	\$ -	\$ -	\$ 253,196
Stabilization	-	-	-	848,901	848,901
Court settlement	-	-	-	597,548	597,548
Perpetual permanent funds	-	-	78,527	-	78,527
Unreserved:					
Designated for subsequent years' expenditures	888,044	-	-	-	888,044
Undesignated, reported in:					
General Fund	982,835	-	-	-	982,835
Special revenue funds	-	-	-	370,414	370,414
Capital projects fund	-	(2,788,587)	-	-	(2,788,587)
Permanet funds	-	-	147,371	-	147,371
<b>TOTAL FUND BALANCES</b>	<b>\$ 2,124,075</b>	<b>\$ (2,788,587)</b>	<b>\$ 225,898</b>	<b>\$ 1,816,863</b>	<b>\$ 1,378,249</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 2,309,711</b>	<b>\$ 3,216,413</b>	<b>\$ 225,898</b>	<b>\$ 1,816,863</b>	<b>\$ 7,568,885</b>

**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**  
**FISCAL YEAR ENDED JUNE 30, 2004**  
**(Unaudited)**

	Amounts Carried forward From Prior Year	Current Year Initial Budget Projects	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance Over/(Under)
<b>REVENUES</b>							
Real estate and personal property taxes, net of tax refunds	\$ -	\$ 12,109,082	\$ 12,109,082	\$ 12,109,082	\$ 11,831,754	\$ -	\$ (277,328)
Tax and trash liens	-	-	-	-	-	-	-
Motor vehicle and other excise taxes	-	725,000	725,000	725,000	733,978	-	8,978
Intergovernmental	-	1,941,580	1,941,580	1,941,580	1,888,452	-	(53,128)
Departmental and other	-	455,443	455,443	455,443	477,474	-	22,031
Investment Income	-	30,000	30,000	30,000	18,031	-	(11,969)
Miscellaneous	-	-	-	-	63,410	-	63,410
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 15,261,105</b>	<b>\$ 15,261,105</b>	<b>\$ 15,261,105</b>	<b>\$ 15,013,099</b>	<b>\$ -</b>	<b>\$ (248,006)</b>
<b>EXPENDITURES</b>							
<b>Current:</b>							
General government	\$ 21,851	\$ 995,377	1,017,228	\$ 974,694	\$ 814,401	\$ -	\$ (160,293)
Public safety	45,519	1,563,807	1,609,326	1,627,072	1,507,356	-	(119,716)
Education	37,865	9,065,443	9,103,308	9,103,308	8,924,729	-	(178,579)
Public works	145,224	616,483	761,707	761,928	656,998	-	(104,930)
Human services	507	58,223	58,730	59,037	53,934	-	(5,103)
Culture and recreation	7,906	158,424	166,330	166,330	153,998	-	(12,332)
Pension benefits	-	232,331	232,331	232,331	232,331	-	-
Property and liability insurance	-	80,000	80,000	80,000	78,090	-	(1,910)
Employee benefits	4,166	922,979	927,145	950,769	923,027	-	(27,742)
Other	-	61,127	61,127	61,127	61,127	-	-
<b>Debt service:</b>							
Principal	-	857,684	857,684	858,320	858,320	-	-
Interest	-	562,368	562,368	562,368	490,912	-	(71,456)
<b>TOTAL EXPENDITURES</b>	<b>\$ 263,038</b>	<b>\$ 15,174,246</b>	<b>\$ 15,437,284</b>	<b>\$ 15,437,284</b>	<b>\$ 14,755,223</b>	<b>\$ -</b>	<b>\$ (682,061)</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(263,038)</b>	<b>86,859</b>	<b>(176,179)</b>	<b>(176,179)</b>	<b>257,876</b>	<b>-</b>	<b>434,055</b>
<b>OTHER FINANCING SOURCES (USES):</b>							
Proceeds from bonds and notes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Proceed from refunding bonds	-	-	-	-	-	-	-
Premium from issuance of bonds	-	-	-	-	-	-	-
Bond issuance costs	-	-	-	-	-	-	-
Payments to refunded bond escrow agent	-	-	-	-	-	-	-
Sale of capital assets	-	-	-	-	-	-	-
Operating transfers in	-	-	-	-	255,514	-	255,514
Operating transfers out	-	-	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 255,514</b>	<b>\$ -</b>	<b>\$ 255,514</b>
<b>NET CHANGES IN FUND BALANCE</b>	<b>\$ (263,038)</b>	<b>\$ 86,859</b>	<b>\$ (176,179)</b>	<b>\$ (176,179)</b>	<b>\$ 513,390</b>	<b>\$ -</b>	<b>\$ 689,569</b>

**GOVERNMENTAL FUNDS**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**GENERAL FUND**  
**FISCAL YEAR ENDED JUNE 30, 2004**  
**(Unaudited)**

	<b>FY2004</b>	<b>FY2003</b>	<b>FY2002</b>	<b>FY2001</b>
<b>REVENUES</b>				
Real estate and personal property taxes, net of tax refunds	\$ 11,831,754	\$ 10,868,401	\$ 9,824,980	\$ 8,893,872
Motor vehicle and other excise taxes	733,978	762,594	777,570	762,908
Hotel/motel tax	-	-	-	-
Penalties and interest on taxes	-	-	-	-
Intergovernmental	2,135,514	2,132,101	2,201,735	2,187,042
Departmental and other	477,474	375,447	496,826	1,416,162
Special assessments	-	-	-	-
Contributions	-	-	-	-
Investment Income	18,031	30,040	68,508	139,005
Miscellaneous	63,410	3,513	-	-
<b>TOTAL REVENUES</b>	<b>\$ 15,260,161</b>	<b>\$ 14,172,096</b>	<b>\$ 13,369,619</b>	<b>\$ 13,398,989</b>
<b>EXPENDITURES</b>				
<b>Current:</b>				
General government	\$ 814,401	\$ 952,280	\$ 920,892	\$ 749,738
Public safety	1,507,356	1,510,721	1,583,961	1,411,757
Education	8,924,729	8,610,090	7,922,198	7,454,804
Public works	656,998	739,405	643,759	519,939
Human services	53,934	56,675	71,766	46,054
Culture and recreation	153,998	165,302	167,432	171,371
Pension benefits	426,265	352,153	303,634	272,069
Property and liability insurance	78,090	74,587	59,468	43,365
Employee benefits	923,027	804,166	714,480	604,441
Other	61,127	-	39,037	20,027
<b>Debt service:</b>				
Principal	858,320	783,000	783,000	893,000
Interest	490,912	497,054	395,788	388,614
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,949,157</b>	<b>\$ 14,545,433</b>	<b>\$ 13,605,415</b>	<b>\$ 12,575,179</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>311,004</b>	<b>(373,337)</b>	<b>(235,796)</b>	<b>823,810</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Operating transfers in	\$ 255,514	\$ -	\$ -	\$ 26,605
Operating transfers out	-	-	(153,910)	(79,000)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ 255,514</b>	<b>\$ -</b>	<b>\$ (153,910)</b>	<b>\$ (52,395)</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>\$ 566,518</b>	<b>\$ (373,337)</b>	<b>\$ (389,706)</b>	<b>\$ 771,415</b>
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<b>1,814,007</b>	<b>2,187,344</b>	<b>2,577,050</b>	<b>1,805,635</b>

**SCHEDULE OF LONG TERM DEBT**  
**6/30/04**  
(Unaudited)

Project	Date Issued	Interest Rate	Outstanding at June 30, 2003	Issued	Redeemed	Outstanding at June 30, 2004
GENERAL GOVERNMENT BONDS						
Blanchard School Building	7/1/97	4.35-6.35%	\$ 5,250,000	\$ -	\$ 350,000	\$ 4,900,000
Land Acquisition (Hetz)	5/18/99	4.25%	100,000	-	100,000	0
Land Acquisition (Flagg Hill)	5/18/99	3.72%	280,000	-	280,000	0
Fire Engine	8/19/99	5.03%	106,000	-	53,000	53,000
<b>TOTAL</b>			<b><u>\$ 5,736,000</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 783,000</u></b>	<b><u>\$ 4,953,000</u></b>

Debt service requirements for interest and principal for bonds payable in future years are as follows:

Year	Principal	Interest	Total
2005	403,000	239,070	642,070
2006	350,000	218,575	568,575
2007	350,000	202,387	552,387
2008	350,000	186,025	536,025
2009	350,000	169,400	519,400
2010	350,000	152,425	502,425
2011	350,000	135,100	485,100
2012	350,000	117,425	467,425
2013	350,000	99,488	449,488
2014	350,000	81,550	431,550
2015	350,000	63,700	413,700
2016	350,000	45,675	395,675
2017	350,000	27,475	377,475
2018	350,000	9,187	359,187
<b>Total</b>	<b><u>\$ 4,953,000</u></b>	<b><u>\$ 1,747,482</u></b>	<b><u>\$ 6,700,482</u></b>

**TAX COLLECTOR  
FISCAL YEAR 2004**

**REAL ESTATE TAX**

FISCAL YEAR	UNCOLLECTED AS OF 7/1/03	TAX TITLE				REFUNDS	OUTSTANDING AS OF 6/30/04
		COMMITMENTS	ABATEMENTS	COLLECTIONS	EXEMPTIONS		
2004	-	\$ 11,636,703.26	\$ 75,437.84	\$ 11,525,611.02	\$ 37,352.50	\$ 73,006.90	
2003	\$ 91,638.70	-	\$ 6,244.31	\$ 78,753.88	\$ 6,244.31	\$ 12,884.82	
2002	\$ 16,581.77	-	-	\$ 15,404.51	-	\$ 1,177.26	
2001	\$ 8,687.74	-	-	\$ 8,687.74	-	-	
2000	\$ 1,642.42	-	-	\$ 744.40	-	\$ 898.02	
1999	\$ 690.51	-	-	-	-	\$ 690.51	
1998	\$ 1,127.20	-	-	-	-	\$ 1,127.20	
1997	\$ 646.00	-	-	-	-	\$ 646.00	
1996	\$ 610.67	-	-	-	-	\$ 610.67	
1995	\$ 835.12	-	-	-	-	\$ 835.12	
1994	\$ 3,187.34	-	-	-	-	\$ 3,187.34	
1993	\$ 2,982.78	-	-	-	-	\$ 2,982.78	
1992	\$ 2,228.81	-	-	-	-	\$ 2,228.81	
1991	\$ 308.94	-	-	-	-	\$ 308.94	
1990/ PRIOR	<u>\$ 6,716.23</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 6,716.23</u>	
	\$ 137,884.23	\$ 11,636,703.26	\$ 81,682.15	\$ 11,629,201.55	\$ 43,596.81	\$ 107,300.60	

**PERSONAL PROPERTY TAX**

FISCAL YEAR	UNCOLLECTED AS OF 7/1/03					REFUNDS	OUTSTANDING AS OF 6/30/04
		COMMITMENTS	ABATEMENTS	COLLECTIONS	EXEMPTIONS		
2004	\$ -	\$ 114,256.32	\$ 13.18	\$ 112,634.03	\$ 108.49	\$ 1,717.60	
2003	\$ 1,340.67	-	-	\$ 1,103.77	-	\$ 236.90	
2002	\$ 60,153.58	-	-	\$ 58.60	-	\$ 60,094.98	
2001	<u>\$ 1,170.41</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 1,170.41</u>	
	\$ 62,664.66	\$ 114,256.32	\$ 13.18	\$ 113,796.40	\$ 108.49	\$ 63,219.89	

**MOTOR VEHICLE EXCISE TAX**

FISCAL YEAR	UNCOLLECTED AS OF 7/1/03					REFUNDS	OUTSTANDING AS OF 6/30/04
		COMMITMENTS	ABATEMENTS	COLLECTIONS	EXEMPTIONS		
2004	-	\$ 536,645.35	\$ 8,725.76	\$ 481,490.87	\$ 2,250.12	\$ 48,678.84	
2003	\$ 36,848.68	\$ 92,467.56	\$ 8,376.87	\$ 113,751.06	\$ 5,883.64	\$ 13,071.95	
2002	\$ 9,440.04	\$ 3,121.89	\$ 864.82	\$ 7,230.78	\$ 314.08	\$ 4,780.41	
2001	\$ 4,612.19	-	-	\$ 1,695.62	-	\$ 2,916.57	
2000	\$ 4,390.12	-	-	\$ 156.44	-	\$ 4,233.68	
1999	\$ 3,190.02	-	-	\$ 92.50	-	\$ 3,097.52	
1998	\$ 1,740.83	-	-	\$ 65.00	-	\$ 1,675.83	
1997	\$ 2,158.96	-	-	\$ 97.08	-	\$ 2,061.88	
1996	\$ 2,567.52	-	-	\$ 30.00	-	\$ 2,537.52	
1995	<u>\$ 4,677.20</u>	<u>-</u>	<u>-</u>	<u>\$ 160.00</u>	<u>-</u>	<u>\$ 4,517.20</u>	
	\$ 69,625.56	\$ 632,234.80	\$ 17,967.45	\$ 604,769.35	\$ 8,447.84	\$ 87,571.40	

**ROLL-BACK TAX / CONVEYANCE TAX / PENALTY WITHDRAWAL TAX**

<b>FISCAL YEAR</b>	<b>UNCOLLECTED</b>					<b>OUTSTANDING AS OF 6/30/04</b>
	<b>AS OF 7/1/03</b>	<b>COMMITMENTS</b>	<b>ABATEMENTS</b>	<b>COLLECTIONS</b>	<b>REFUNDS</b>	
2003		\$ 7,358.93	-	\$ 7,358.93		
2002	-	\$ 6,398.25	-	\$ 6,398.25	-	-
2001	-	\$ 5,347.98	-	\$ 5,347.98	-	-
2000	-	\$ 3,179.52	-	\$ 3,179.52	-	-
1999	-	\$ 4,203.70	-	\$ 4,203.70	-	-
1998	-	\$ 2,815.70	-	\$ 2,815.70	-	-
1997	-	\$ 2,587.40	-	\$ 2,587.40	-	-
1996	-	<u>\$ 2,502.28</u>	-	<u>\$ 2,502.28</u>	-	-
		\$ 34,393.76		\$ 34,393.76		

**ADDITIONAL REVENUES COLLECTED DURING FY 2004**

<b>INTEREST</b>	\$ 40,102.50
<b>MUNICIPAL LIEN CERTIFICATES</b>	\$ 11,450.00
<b>DUPLICATE TAX BILL CHARGES</b>	\$ 4,100.00
<b>DEMAND FEES</b>	\$ 3,795.00
<b>REGISTRY CLEAR FEES (MVE)</b>	\$ 2,140.00
<b>CERTIFICATE FEES (WPT)</b>	<u>\$ 12.00</u>
<b>TOTAL</b>	\$ 61,599.50

**RESPECTFULLY SUBMITTED,  
MARY P. SHEMOWAT, CMMC  
TAX COLLECTOR**

**TOWN TREASURER**

**FY2004 RECEIPTS**

A. W. Wetherbee Library Interest	1.62	Group Health Insurance WH	160,486.51
A/B Cultural Council Grant	5,987.00	Hammonds Scholarship Fund Interest	967.11
A/B Cultural Council Grant Interest	125.62	HazMat/Fire Outside Detail	3,122.48
Abatements to the Elderly	1,004.00	Henry H. Brooks Library Interest	43.79
Alcoholic Beverage Licenses	10,500.00	Highway Fund	103.63
Assistance to Firefighters Grant Program	43,429.00	Highway - Sale of Scrap Metal	343.51
AT&T Comcast Capital	10,693.95	Howe/Panek/Richards Conservation C	25.00
AT&T Comcast Operations	34,738.61	Insurance Proceeds Reimbursement	7,286.11
Auctioneers Licenses	70.00	Insurance Proceeds -- Dividends	1,179.00
Blanchard Educ. Gift Fund	7,586.37	Integrated School System	13,792.50
Blanchard School W/S BAN	240,000.00	Interest - Withdrawal Tax	24,077.12
Board of Appeals Fees	4,344.17	Investment Earnings	18,030.65
Board of Health Permits	340.00	Law Enforcement Trust Fund	706.68
Bond Anticipation Note Interest - Prior Yr.	6,345.00	Liberty Field Construction BAN	64,000.00
Bond Anticipation Note Premium	29,739.56	Library Construction BAN	2,536,000.00
Boxborough Meadows	512,547.38	Library BAN Interest	1,856.58
Boxborough Meadows Interest	169.43	Library Construction State Grant	953,180.00
Building Admin.Fees	5,043.90	Library Construction State Grant Intere	323.58
Building Permits	146,029.81	Library Fines	3,134.19
Cancer Insurance W/H	462.24	Library Gift Fund	0.20
Cemetery Dept. Fees	1,500.00	Library Gift Fund Interest	1.62
Cemetery Lot Sales	5,200.00	Life Insurance WH	2,728.11
Cemetery Perpetual Care Fund	50.00	Long-Term Disability WH	8,866.23
Cemetery Perpetual Care Fund Interest	530.10	Lottery Aid	206,884.00
Codman Hill	5,817.40	Medicare WH	66,762.06
Common Victualer	200.00	Middlesex Retirement WH	202,415.69
Community Policing (2)	24,000.00	Milk Licenses	2.00
Condo Exchange (Affordable Housing)	200,000.00	Miscellaneous Licenses, Permits	1,108.00
Conservation Comm./Wetland Prot. Fees	2,485.00	Miscellaneous Revenue	50.57
Conservation Fund Interest	492.65	Motel/Hotel Room Occ. Tax	139,523.00
Conservation Trust Fund Donations	795.00	Municipal Equality Library Gt	1,180.61
Copy Machine Gift Fund (Lib)	134.00	Municipal Lien Certificates	11,478.00
Court Fines	49,010.00	MV Excise 2003 and Prior	116,346.76
Deferred Compensation WH	92,579.90	MV Excise 2004	488,527.18
Demand Fees	3,795.00	MV Excise Clear Fees	2,140.00
Deputy Collector Fees	4,435.00	MV Excise Interest	2,648.15
Dog Fines	755.00	NRC Offset Library Grant	320.01
Dog License Fees (Rev.)	29,822.76	Other Permits (Bldg.)	5,400.00
DPW Guaranteed Deposits	6,693.53	Outback Brush Cutter	2,099.00
Duplicate Tax Bill Fees	4,100.00	Overtime Enforcement/Mobilization Gr	3,191.28
Education Circuit Breaker	105,780.00	Parking Fines	236.00
Elder Affairs Grant	3,604.00	Personal Property 1993-2003	1,162.37
Electrical Insp. Permits (Rev.)	29,963.60	Personal Property 2004	112,634.03
Emergency Preparedness Grant	1,187.79	Peter F. Whitcomb Fund Interest	366.67
Enhanced Education Through Technology	2,264.00	Planning Bd. Consult Fees, Int	22.35
Federal Income Tax WH	599,355.91	Planning Board Fees	5,869.10
Federal School Lunch Program	11,941.48	Planning Board Guaranteed Deposits	278.79
FICA WH	10,500.33	Plumb/Gas Insp. Permit Fees	12,065.50
Fire Alarm Permits	3,020.00	Police Career Incentive	27,583.25
Fire Dept. Ambulance Receipts (prior years)	220,297.41	Police Dept. Misc. Fees	475.00
Fire Dept. Ambulance Receipts (current)	93,922.00	Police Dept. Pistol Permits	5,090.00
Fire Dept. Other Permits	1,040.00	Police Outside Details Revolving Fund	11,942.70
Fire Dept. Miscellaneous Fees	20.00	Police Union Dues WH	6,350.00
Fire Dept. - MDU Grant	3,500.00	Prior Year A/P Refund	160.00
Fire Dept. Planning Grant	595.00	Property Tax Interest	25,679.45
Fire Dept. - Public Education	3,775.92	Public Library Grant	2,737.66
Fire Union Dues WH	1,590.00	Real Estate Tax 1993-2003	103,590.53
Flag Pole Gift Fund	158.00	Real Estate Tax 2004	11,525,611.02
Furnace Permits (Bldg.)	245.00	Recreation Comm. Fees	27,850.00
Grace M. Priest Fund Interest	78.74	Reita Bean Library Fund	130.00

Reita Bean Library Fund Interest	203.80	Teacher Quality Grant	11,912.00
Rollback Taxes	1,600.79	Title I - Reading Program	45,017.00
Route 111 - Trail	2,000.00	Title II - Eisenhower	5,956.00
Roy F. Custance EMT Fund Interest	25.88	Title VI	2,859.00
SAFE Drug Free Grant FY04	2,789.00	Town Clerk Fees	2,743.00
Sales of Copies	2,902.82	Town Hall Dues	2,758.16
School Aid: Chapter 70	920,425.00	Transfer Adjustments	(427,060.81)
School Construction CH645	370,727.00	Transfer Station Sticker Fees	83,480.00
School Lunch Sales	78,947.01	Transient Vendors Licenses	7,365.00
School Meals Tax	231.94	UCCI Revenue	459.67
School Revenue (Other)	1.00	Valerio's Library Fund Interest	15.08
School Retirement WH	245,163.68	War Memorial Fund Interest	12.67
School Transportation	360,973.00	Withdrawal Taxes	52,155.78
School Union Dues WH	15,046.50	WPT - Certificate Fees	18.00
Siemen's Library Fund Interest	252.32		
SPED 94-142 Allocation	81,630.00	Total FY2004 Receipts	<u>\$ 21,853,130.49</u>
SPED Early Childhood	6,091.00		
SPED Curriculum Access	6,000.00	<b>RECAPITULATION</b>	
Stabilization Fund Interest	4,218.16	General Fund Balance, 7/1/03	2,413,511.64
State Income Tax WH	267,948.82	Trust Fund Balance, 7/1/03	<u>1,026,481.03</u>
State Revenue (Other)	21.00	<i>Subtotal</i>	<u>3,439,992.67</u>
State School Lunch Program	2,553.30		
State-Owned Land	571.00	FY2004 Receipts	21,853,130.49
Steele Farm Advisory Committee	620.00		
Steele Farm Revenue	7,734.29	Less FY2004 Approved Disbursements	<u>18,087,683.32</u>
Summer Academic Support Grant	2,200.00		
Surplus Vehicles	1,218.00	Cash on Hand 6/30/04	<u>\$ 7,205,439.84</u>
Tax Liens	34,979.87		
Tax Lien Interest	19,037.45	General Fund Balance, 7/1/04	6,170,863.54
Tax Lien Redemption Fees	882.00	Trust Fund Balance, 7/1/04	<u>1,034,576.30</u>
Tax Sheltered Annuities WH	123,887.80		<u>\$ 7,205,439.84</u>

#### PROJECTED LONG-TERM DEBT

	PRINCIPAL	INTEREST	TOTAL
FY2005	403,000.00	239,070.45	642,070.45
FY2006	350,000.00	218,575.00	568,575.00
FY2007	350,000.00	202,387.50	552,387.50
FY2008	350,000.00	186,025.00	536,025.00
FY2009	350,000.00	169,400.00	519,400.00
FY2010	350,000.00	152,425.00	502,425.00

Debt servicing associated with the Blanchard School addition will continue for several years past this period. Not included is the Boxborough share of the Regional School bond debt, which is determined annually by proportionate enrollment figures.

**COMMISSIONERS OF TRUST FUNDS  
FISCAL YEAR 2004**

The Commissioners of Trust Funds herein submit their fiscal year 2004 report on the status of Trust Funds in possession of the Town Treasurer.

**Reita Bean Library Book Fund**

This fund was established in memory of the late librarian, Reita I. Bean. The sum of \$10,000.00 was given to the town by her family and friends. The interest earned at Citizens Bank this year was \$203.80. A donation of \$130.00 was received. The Trustees spent none of this fund this year. The balance in this fund at fiscal year's end is \$15,728.04.

**Henry H. Brooks Library Fund**

The sum of \$3,000.00 was left to the town by Mr. Henry F. Brooks. The interest earned on the investment of these funds can be expended for certain Library purposes. No funds were expended this year. The interest earned at Citizens Bank this year was \$43.79, and the fund balance is \$3,376.38.

**Cemetery Perpetual Care Fund**

The Fund balance totals \$43,755.95. Interest earned on the Fund was \$578.98. The total unexpendable portion of the Fund is \$28,950.00.

**Conservation Fund**

Interest earned on this fund at Citizens Bank was \$492.65, leaving a Fund balance at year-end of \$37,975.91.

**Roy F. Custance E.M.T. Fund**

The sum of \$3,250.00 was given by family and friends of Roy F. Custance. \$1,000.00 of these funds is non-expendable. Interest earnings are to be used to fund the purchase of a medical book needed for a deserving graduating high school student from Boxborough who will be pursuing a medical career. Excess interest earnings are to accumulate for expenses related to the improving and updating of the ambulance. Interest earned on this fund at Fleet Bank was \$25.88. The Fund balance is \$1,994.78.

**John R. & Elsie G. Hammond Scholarship Fund**

The sum of \$20,000.00 was given to set up this Trust by John & Elsie Hammond. The interest income from said Fund will be used towards an annual award to a resident of Boxborough who is a deserving graduating high school senior. The interest earned on this Fund was \$1,969.43. No award was made this year. The Fund balance is \$22,793.83.

**Law Enforcement Trust Fund**

This Fund has been in existence since August of 1986. Funds have been added to it over the years through state grants and other sources. The Fund is prohibited by law from earning interest. The balance of the Fund is \$5,868.66. Grants totaled \$706.68 and there were no disbursements.

**Grace M. Priest Memorial Fund**

The sum of \$1,120.27 was left to the town by the family of Grace M. Priest. Interest earned may be spent equally on cemetery and library expenses. Interest earned at Citizens Bank was \$54.52. The Fund balance is \$4,203.75.

**Siemen's Library Fund**

The sum of \$10,000.00 was a gift to the Library, and interest earned at Citizens Bank was \$252.32. Interest may be expended for the purchase of art related books and materials. No expenditures were made this year. The Fund balance is \$19,449.97.

**Stabilization Fund**

Interest earned on the Stabilization Fund from Morgan Stanley and from Citizens Bank during FY2004 totaled \$4,218.16. The Stabilization Fund balance is \$848,901.23. Expenditures from the Fund require a 2/3 approval of Town Meeting and may not be for wage and salary expenses. No funds were spent this year.

**Elisabeth Oliver Valerio & Manual C. Valerio Fund**

The sum of \$1,000.00 was given to the town. Interest earned on the Fund may be used to purchase books, and/or musical recordings on the subject of music, art, painting, sculpture, drawing or any closely related subject. Musical recordings shall be those performed by either the Boston Symphony or the Boston Pops Orchestras. Interest earned at Citizens Bank was \$15.08, and no expenditures were made this year. The Fund balance is \$1,163.46.

**War Memorial Fund**

The sum of \$600.00 was left to the town with the provision that interest income would be used to care for the War Memorial. The interest earned at Citizens Bank was \$12.67, and the Fund balance is \$976.42.

**A. Winslow Wetherbee Fund**

The sum of \$100.00 was left by Mr. Wetherbee and interest earned may be spent on Library uses. Interest earned at Citizens Bank was \$1.62. The Fund balance is \$125.24.

**Peter F. Whitcomb Fund**

\$5,000.00 was given for Highway uses. A combination of cash and stocks had made up this gift, but the last of the stocks (138 shares of Bell Atlantic and 60 shares of AT&T) were later sold at the advice of our auditors. Interest this year totaled \$366.67. The Fund balance at the end of FY2004 was \$28,262.68.

**FINANCE COMMITTEE**

Boxborough's Finance Committee is comprised of nine members appointed by the Moderator for individual three-year terms. We are tasked by Town Bylaw with the responsibility to consider "all matters of business included within the articles of any warrant for Town Meetings" and "shall after due consideration report thereon in print its recommendation as to each article." We are responsible for initiating and managing the town's budget process. This process of formulating the budget for a fiscal year beginning on July 1 typically begins the previous December, and culminates in the presentation of the Finance Committee recommendation for the operating budget under Article 5 at Annual Town Meeting in May. Finally, the Finance Committee is dedicated to informing the voters of the key financial and operating issues within town government so as to develop informed debate at town meeting and other forums.

During 2004 the Finance Committee lost the services of Kathy Klier who reached the end of her 3-year term. Thank you Kathy for your dedication over the years. Replacing Kathy is John Fallon (2007). Returning for another year were Lorraine Carvalho (2006), James Gorman (2006), Michael Toups (2005), Keshava Srivastava (2007), Gary Kushner (2005), Anton Reinert (2005), Tom Hanlon (2006), and Neal Hesler (2007). The Finance Committee re-elected Gary Kushner as Chairman, Michael Toups as Secretary, and elected James Gorman as Vice-Chairman.

The fiscal year 2004 ended on June 30, 2004. Over the course of the fiscal year the Finance Committee approved \$50,729.18 in reserve fund transfers. These reserve fund transfers are proposed by department heads, approved by the appropriated elected officials, and finally either approved or not by the Finance Committee. Reserve fund transfers are used to offset unexpected

expenses, accidents, emergencies or other mishaps. Some of the larger reserve fund transfers included Medicare, the Town Planner salary, Fire Department vehicle maintenance, Treasurer tax title foreclosure expense, Fire Department federal grant program, Treasurer ADP payroll fees expense, and miscellaneous expenses.

In addition to managing the town's Reserve Fund, the Finance Committee was engaged in numerous activities that directly or indirectly affect the financial and stability of the town. Some of the key events or issues that the Finance Committee engaged in are documented below:

- Annual budget for the Town of Boxborough for fiscal year 2005 was approved at a total amount of \$16,077,455 with \$11,996,124 raised by taxation, \$1,848,991 being anticipated in Cherry Sheet aid and \$1,344,600 in local receipts and free cash. The tax rate was set at \$13.12 per \$1000 of valuation.
- Preparations for a Special Town Meeting to be held to update legal budget and reset the reserve fund.
- Presentations to the town on the financial status.
- Library re-use as primarily a historical facility as the new library comes on line.
- Discussion of warrant articles including snow removal, Town Hall phone system, Town Hall space needs study, Assessors revaluation, and condo conversions.

The Finance Committee continues to have active liaisons to many boards in town including the Boxborough School Committee, the AB Regional School Committee, the Library Trustees (and the Library Building Committee), the Housing Board, the Planning Board, the DPW, the Fire Department, the Police Department, and the Boxborough Leadership Forum. These liaisons reviewed both the committee budgets and the warrant articles.

The Finance Committee continues to provide feedback to the various committees in town.

### **FY 2006 Operating Budget**

The Finance Committee starting working with the BoS and School Committees during the year to put together a level service budget for FY06. Such a budget unfortunately would require an operating override.

This proposed FY06 budget will continue to be scrubbed to eliminate unnecessary expenditures up until the night of Town Meeting. A review of the following table will show that with three exceptions, the budgetary increases have been held to less than, and in most cases significantly less than 6%.

The critical budget drivers between FY05 and FY06 are the A/B Regional School assessment, The Blanchard School budget, and Employee Benefits. The A/B regional assessment is composed of both budgetary factors and the increased proportion of Boxborough students at the region. Boxborough has little recourse to alter this assessment, short of precipitating a joint Town Meeting with Acton. The Employee Benefits increase is principally driven by Health Insurance costs, which most residents must surely appreciate. The new library opened for business on March 21, 2005. With the new layout of the library some changes are required with the staffing hours including the additional hours approved as a warrant article and the higher expected operating costs (electricity, heating) associated with the larger facility.

<b>Budget Category</b>	<b>FY05 Level</b>	<b>FY06 Level</b>	<b>% Difference</b>
General Government	\$850,847	\$879,478	3.36
Protection	\$1,616,695	\$1,689,914	4.53
Blanchard School	\$4,791,317	\$5,036,381	5.11
A/B Regional School	\$4,788,078	\$5,136,802	7.28
Minuteman Technical School	\$174,774	\$233,461	33.58
Public Works	\$652,484	\$687,079	5.30
Cultural, Recreation, Library	\$203,028	\$242,390	19.39
Health	\$59,888	\$65,583	9.51
Reserve Fund	\$146,000	\$146,000	0.00
Debt Service	\$1,112,066	\$1,110,139	(0.17)
Employee Benefits	\$1,345,604	\$1,490,105**	10.74
Total Operating Budget	\$15,740,781	\$16,717,332	6.24
ATM warrant article within 2 1/2	\$22,270	\$0	(100.00)
Overlay surplus	\$314,404	\$200,000*	(36.00)
Total budget	\$16,077,455	\$16,917,332	5.22

\* Best estimate, not determined as of this report

\*\* includes town employees and Blanchard employees

We now turn to how the town pays its bills. The sources of funds available to Boxborough are limited to the following categories, with the following estimated amounts for FY06.

<b>Revenue Sources</b>	<b>Revenue</b>
Maximum Allowable Tax Levy (Prop. 2 1/2)	\$12,665,185
State Aid	\$1,890,950
Local Receipts (Excise tax, permits)	\$1,344,600
Bond Premium used to fund debt expense	\$0
Overlay Reserve released to fund budget	\$11,252
Free Cash	\$405,070
Override amount	\$800,000
Total revenue source	\$17,117,057

The projected shortfall of \$1,205,070 can only be covered by use of the town's cash reserves and/or by a Proposition 2 1/2 override and/or a reduction in discretionary expenses. The Finance Committee, Board of Selectmen, School Committee, and Library Trustees have discussed this situation at length, and have concluded that a proposition 2 1/2 override of \$800,000 will be requested for FY06. To balance the budget, approximately \$405,070 in free cash will be used. With an estimated 1.59% growth in the total valuation of the town from FY05's \$927 Million, the estimated tax rate for FY06 will be approximately \$14.30 per \$1000 valuation or \$1,430 per \$100,000 of property value.

As we approach Town Meeting on May 9, 2005 the figures outlined above may change slightly, but the general effects and conclusions outlined above cannot be escaped.

#### **General Financial Policies**

Policies adopted by the Finance Committee in FY96 continue to guide the budget process. It may help the voters' decision-making process to understand these policies as they review the town operating budget and warrant articles prior to the 2005 Annual Town Meeting. These policy guidelines address three broad areas of municipal finance: the General Fund, Capital Planning, and Debt Management.

**General Fund**

- Current operating expenses should be paid with current operating revenues, and a prudent use of free cash.
- Free cash should be maintained at 3-5% of total expenses.
- Free cash in excess of policy should be reserved for emergency expenses or added to the Stabilization Fund for future capital projects.
- In each annual budget, at least 2% of revenues should be allocated to current capital expenses or to the Stabilization Fund. We have not followed this policy in the last few years, but it continues to be monitored.
- In each annual budget, 20% of the property taxes from new growth should be allocated to current capital expenses or to the Stabilization Fund. We have not followed this policy in the last few years, but it continues to be monitored.
- Fees and user charges are reviewed annually in relation to the cost of providing the service.

**Capital Planning**

- Both the incremental operating costs and debt service costs for any proposed capital project must be considered before any approval is granted.

**Debt Management**

- Debt service should not exceed 10% of revenues

The Finance Committee expects that these policies, together with a robust long term planning effort encompassing operating budgets, capital improvements, and town land resources, will serve to guide the budget process in years to come.

**Conclusions**

While we do not wish to be alarmist concerning Boxborough's financial future, it is essential that voters recognize the basic change that is taking place regarding the "bubble" of additional revenues we have enjoyed in the past decade. The bubble did burst, the state cut several categories of local aid, growth did slow, benefits continue to rise, and Boxborough's population at the ABRS has not peaked. We must be more vigilant in identifying and prioritizing any new expenditure and identify areas for changes in the way services are delivered at lower cost.

The most important thing that voters can do at this time is to make themselves familiar with the financial situation of the town, by reviewing the information presented here and in the Article 5 description. Whatever the outcome of votes on specific budgetary lines and on the override ballot questions, the Finance Committee wishes that the discussion be well informed and wide-ranging. It is you the voter who can determine the future prospects for the town by careful consideration of the Town Meeting Warrant Articles.

## AIRPORT STUDY COMMITTEE

The Airport Study Committee (ASC) is a five-member committee appointed by the Board of Selectmen to monitor airport development as it impacts the Town of Boxborough. The committee is charged to report its findings to the Board of Selectmen and any other impacted boards or committees within the Town of Boxborough.

During the past year, ASC focused on the following: (1) archiving documentation for the Board of Selectmen and impacted town boards and commissions related to the Town of Boxborough's zoning by-law addressing airport operations within the town and other pertinent documents; (2) several attempts at establishing an information forum with the owner-management of Minuteman Air Field; (3) maintaining direct contact with elected state officials; (4) previously proposed legislation by the State of Massachusetts providing for clearing of potential obstructions (including but not limited to trees) to aviation (no advancement of this legislation was noted in 2004). Elements of each of the issues were studied and where appropriate input was provided to the associated town function.

Mike O'Leary (Chairman)	Bill Litant
Anne Canfield	Jackie Mayer
Open Position	

## ANIMAL CONTROL OFFICER

I received and responded to 38 calls during 2004 for pick-up of animals and birds. These included:

8	cat	4	squirrel/flying squirrel
2	coyote	1	mourning dove
1	crow	1	dead bird
1	animal hole	5	raccoons
4	bat	2	fox
1	turtle	1	geese
1	deer	1	weasel
1	skunk	1	opossum
1	hedgehog	1	woodchuck
1	rabbit		

In addition there were 48 telephone inquiries regarding animals and birds.

Donald C. Morse  
Animal Control Officer

## ANIMAL INSPECTOR

For the year 2004, I quarantined three dogs for ten days due to dog bites and two cats for six months. One bat was sent to the State Lab in Jamaica Plain and tested positive for rabies.

I am also responsible for inspecting all farm animals to ensure their health and to prevent the possibility of spreading infectious diseases to humans or other animals. In 2004, there were animals at 29 locations as follows:

Sheep	18	Horses	66
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Chickens	44	Ponies	4
Goats	8	Cows	87
Peahens	4	Rabbits	63
Ducks	3	Pigs	3

Donald C. Morse  
Animal Inspector

### DOG OFFICER

Dogs Licensed	578	Nuisance Dogs	
		in road	19
Kennel Licenses		unwanted on residents property	8
Free (over 70)	1	barking	9
\$25	1	uncontrolled	3
\$50	2	aggressive	2
\$75	2		
Unlicensed Dogs Picked Up		Bites	
belonging in town	8	dog to dog	1
belonging out of town	1	Hit by Vehicle	5
placed in a new home	2		
returned to owners	8	Dog in Distress	
out-of-town resident holding lost dog	1	left in car	1
Licensed Dogs Picked Up		Cats	
belonging in town	15	reported missing	3
belonging out of town	9	reported stray	4
returned to owners	23	known found and returned to owners	5
found out of town, belonging in town	1	hit by car	1
due to a motor vehicle stop by police	1		
due to a medical emergency	2	Advice	3
Lost Dogs		Other Animal Calls	
from town	12	parakeet	1
from out of town	7		
known found and returned to owners	12	Referred Calls to Animal Control Officer	3

**BOARD OF REGISTRARS**

The Board of Registrars conducted the Annual Census as of January 1, 2004, showing a population of 4,789. There were five (5) sessions of Voter Registration held during the year. The Board of Registrars met four (4) times during the year to certify signatures on nomination papers and initiative petitions. There were 628 signatures certified and 75 deletions. As of the last voter registration, there were 3009 Voters and 171 Inactive Voters.

**TOWN CLERK’S OFFICE**

**VITAL STATISTICS**

In compliance with the Acts and Resolves of Massachusetts 1991 Chapter 431, there were 54 records of births received as of this date for the year 2004.

As of this date, the total number of deaths recorded for 2004 was thirteen (13).

The total number of marriages recorded in 2004 was Eleven (11).

**Income Received in the Office of the Town Clerk:**

Clerk Fees	\$2,250.00	Copies & Postage	\$ 57.00
Street/Voting Lists	45.00	Dog Fines	1,535.00
Dog Licenses	3,997.00	Auctioneer/Raffle Per.	100.00
Diskettes	270.00	Dog Violations	300.00
Zoning/General By-Laws	20.00	Gasoline Storage	10.00

Total Collected and Turned in to Town Treasurer: \$8,584.00

**FIELD DRIVER**

The Field Driver was called twice by the dispatcher. Two horses and a pony were identified as to owner by the former. Two trips were required to insure that the animals were “not going at large in the public way” and had been returned to their stables.

A few comments will be made concerning a Deer Reeve in line with last year’s promise of more information on bygone New England Town Officers. This choice is timely due to the deer explosion. The Deer Reeve’s job was to enforce the state law prohibiting killing moose or deer between December 21 and August 11.

George C. Krusen II

## **BOXBOROUGH CABLE ADVISORY COMMITTEE**

The Boxborough Cable Advisory Committee (BCAC) was chartered by the Board of Selectmen (BoS) in the spring of 2000 and given the authority to negotiate a new cable contract on behalf of BoS. The new contract was signed with AT&T Broadband in the fall of 2001. The contract was transferred to Comcast in 2002. The role of BCAC is to run the Boxborough Channel (Channel 9) and to serve as the interface to Comcast.

The committee is currently comprised of three members. Each member is appointed for three years. Meetings are held monthly on the second Thursday at 7:30pm at Town Hall. The meeting times and locations are posted in Town Hall, on the Boxborough web site, and on the Boxborough cable channel and are open to the public. The members and their terms are as follows: Ken King, Chair (2006), Matt Wilbert (2005), and Erik Molander (2006).

We have been working on a system that would allow us to provide live coverage from the school, for events such as the Annual Town Meeting, and from the new library once it is in operation. Comcast would have provided a way to feed video from these locations back to Town Hall where the Boxborough Channel originates. We took the funding in lieu of construction and plan on using those funds to construct a town Wide Area Computer Network (WAN) that can be used for both video and data operations. This has been delayed but will be in operation in 2005.

It became clear in 2004 that we needed additional people to help expand the offerings beyond the current BOS meetings and the town celebrations coverage. Plans are underway in 2005 to separate the content production part from the actual equipment operation and maintenance part. We are looking for new people to lead the content production part. If you have an interest in local origination and video production and want to join us, please contact Town Hall or send email to [cable@town.boxborough.ma.us](mailto:cable@town.boxborough.ma.us).

## **BOXBOROUGH INFORMATION TECHNOLOGY COMMITTEE**

The role of the Boxborough Information Technology Committee (BITcom) is to advise the Board of Selectmen (BoS) in all matters of information technology (IT) and to lead the town in developing and implementing an information technology strategy. Over the past year, the BITcom continued its work in many of the same areas that marked our early years. We also became more directly involved in evaluating potential new IT systems for the town.

The committee comprises seven members. Each member is appointed for three years (the first appointees have staggered terms of 3, 2, and 1 years). Meetings are held twice monthly on the first and third Tuesday at 7:30pm. The meeting times and locations are posted in Town Hall and are open to the public. Additional meetings that focus on a specific project or topic are held at other times at a time mutually agreeable to the participants.

The committee's work focus is primarily driven by the needs and recommendations of town government and its constituents. Discussions with town hall staff, the BoS, and other town committees have identified areas of need. In addition, other requirements are ascertained through various channels such as committee hearings and surveys.

Current activities for BITcom are focused in four main areas: 1) town networking, 2) IT system evaluation, 3) electronic town hall operations, and 4) long term IT strategy development. Within each of these areas, specific topics are pursued and a committee member is responsible for leading the effort on each of these topics. Other committee members will support that effort through specific assignments. In each of the areas the scope of work may entail, but not be limited to, general

information gathering, team and consensus building, policy generation, hardware and software review, business partnerships, and communication to other committees/residents.

Significant accomplishments for 2004, outlined in each of the main focus areas, are as follows:

- **Town Networking Activities**

There have been two topics addressed in this area. One was to continue our work with the Library Building Committee on the overall plans for the computer networking part of the new library. A decision was made to incorporate the new telephone system for the library into the overall network design (Voice over IP). There will also be free wireless Internet access provided for the library patrons. The second topic was to continue work on a computer network that will link all town buildings (a Wide Area Network or WAN). The funding for this WAN was provided through Comcast and we are working to select the vendors that will be involved in implementing the WAN.

- **IT System Evaluation**

In this area, we addressed a number of topics:

- Evaluation of a new copier suitable for integration into the town hall network.
- Evaluation of new communications equipment (modems, antennas, etc.) for modified data transmission service for the Police Dept.
- Implementation of temporary email service for Highway Dept.

Evaluation of alternative software packages to support tax collection.

The first three of these evaluations were completed; fact-finding for the fourth was completed but the report/recommendation has not yet been completed.

- **Electronic Town Hall Operations**

The town web site (<http://town.boxborough.ma.us>) went online in January 2002. The committee continues to help maintain and enhance the town web site. We have recently been investigating adding online (PDF) forms to the site in order to support a variety of functions. Over the next year we intend to:

- Continue work on improving the maintainability of the site
- Investigate adding support for online payments through the site
- Investigate alternative hosting services

- **Long Term IT Strategy**

In this area, the committee is addressing two topics:

- Establishing a comprehensive Right-of-Way (RoW) policy for the town. We made substantial progress in our effort and are now trying to integrate our proposed RoW policy with the town's policies on roadway management.
- Supporting the BoS and the Town Administrator in preparing a long term plan and budget for the evolution of IT in Boxborough. BITcom this past year began investigating the GeoTMS software in use at Town Hall and also the Geographical Information System (GIS) being used. Regarding GeoTMS, there are many questions about the component parts of it the town should use, in relation to other software in use (especially GIS) or functions that may not be computerized yet; the resources required to operate GeoTMS; and how well it meets town requirements. We have evaluated the town hall network server's ability to support GeoTMS and found that no upgrades were required. We will continue our evaluation of GeoTMS and GIS systems as an ongoing activity.

**Principal ongoing activities include:**

- Understanding technologies and their potential application to Boxborough for high speed data/voice/video service. We continue to stay abreast of the technology/business opportunities that could impact IT services to the town.

- Continued investigation of GeoTMS and GIS software applications. So far the committee has become aware of potential overlaps and interactions with other software in use by the town and needs to investigate these aspects. The breadth of capabilities of GeoTMS reinforces the fact that the town needs an IT software plan. We will continue our in-depth assessment of GeoTMS and how it may be used to best support town needs.
- Participation in evaluating the technical aspects of a potential consolidation or regionalization of emergency dispatch services.
- Assisting the town in improving its general IT capabilities. The committee continues to assist town hall in system maintenance, hardware procurement, general networking issues and web site evolution as evidenced by some of our accomplishments as noted above.
- Provide representation on other town committees/projects such as the Blanchard Tech Committee, GIS project, and the Cable Advisory Committee.

### **BUILDING DEPARTMENT**

Although there was a slight decline in permit/construction activity from the year ending last, Boxborough continues to show a relatively strong pace in residential growth and commercial reconstruction.

The revisions to the many codes and regulations that we administer help us stay current with the best available information and practices. We continue to strive to improve our goal of delivering Public Safety to the fullest extent possible.

Just a few reminders...

- Check and change your smoke detector batteries every 6 months.
- If you are not sure whether a project requires a permit, it probably does. A quick call to this office is all it takes to make sure.
- Always check credentials. A contractor is required to have insurance and in most cases a contractor should have both a Construction Supervisors license and a Home Improvement License.
- F.Y.I. The Seventh Edition of the State Building Code should be released sometime later in 2005. The Board of Building Regulations and Standards has voted to use the International Building Code (IBC) and the International Residential Code (IRC), 2000 (with 2002 amendments) as the basis for the Seventh Edition of the State Building Code.

I would like to thank all of the dedicated Town of Boxborough employees and boards, the residents and the contractors working in the town for their assistance in the successful operation of the Building Department.

The Building Department respectfully submits its Annual Report for the year-ending December 31, 2004.

John F. Field  
Inspector of Buildings/Code Enforcement Officer

**PERMITS ISSUED**

<b>New Construction</b>		<b>Miscellaneous</b>	
Residential/Single Family	27	Sign	13
Commercial	1	Woodstove	4
Foundation Only	1	Temporary Structures	9
Pools	8		
		<b>Total Permits:</b>	178
<b>Additions/Alterations</b>		<b>Fees Collected</b>	
Residential	93	Permit Fees	\$111,344.50
Business	21	Certification Fees	3,985.00
<b>Demolition</b>	1	<b>Total Fees:</b>	<b>\$115,329.50</b>

**ELECTRICAL PERMITS ISSUED**

Report for the year ending December 31, 2004:

Total permits issued	168
Total fees collected	\$15,860

**PLUMBING/GAS PERMITS ISSUED**

Report for the year ending December 31, 2004:

Total permits issued	127
Total fees issued	10,805

**BOXBOROUGH FIRE DEPARTMENT**

In calendar year 2004, the Fire Department responded to more than one thousand forty calls for assistance. The Fire Department responded to three hundred forty seven medical emergencies and approximately seven hundred fire related calls. (See detailed list below)

Although we continue to observe an increase in emergency responses from preceding years, a great deal of our time and effort is placed on firefighter training and preparedness. The fire service continues to become more challenging and complex, therefore, it is essential that we continue to provide firefighters with comprehensive education and training to fulfill those needs.

Fire Prevention services experienced a significant increase this year. In 2004, we issued approximately two hundred permits and conducted one hundred seventy fire prevention/code enforcement inspections. These inspection/code enforcement activities include plan reviews for new or existing building construction and subdivisions along with inspecting commercial and residential occupancies. This year we also implemented a new In-Service Inspection Program where our on-duty firefighters tour and inspect commercial buildings. This is a great program where firefighters have the opportunity to become familiar with the building layout and potential hazards, along with the fire alarm, mechanical, and sprinkler systems.

The Public Education and Student Awareness of Fire Education (SAFE) program has been a great success again this year. Firefighters conduct courses at local day care centers, Blanchard School and Acton-Boxborough Junior High School. Students are taught many skills in fire safety and health including Cardio Pulmonary Resuscitation (CPR) and first aid. On October 3, 2004 we held our annual Fire Department open house. We are excited that the success of the open house was due to the assistance and support of several local businesses and town organizations. More than three hundred residents attended the open house during fire prevention week.

With funding made available through 2004 town meeting approval, we purchased a new four-wheel-drive emergency response vehicle. This vehicle is driven by the fire chief and is equipped with a variety of emergency supplies and equipment. This equipment includes: two-way radio system, fire extinguishers, heart defibrillator, first-aid kit, incident command equipment and basic firefighting tools.

As we continue to provide the best service possible to our community, we are grateful to have such a dedicated and committed group of fire department personnel. All of our firefighters strive to serve the town the best that they can and we appreciate their dedication and commitment, for that, I am very proud of them.

Respectfully,  
Kevin M. Lyons, Fire Chief

**FIRE DEPARTMENT STATISTICS  
CALENDAR YEAR 2004**

Aircraft Incident	0	Medical Assist	8
Alarm Box Maintenance	12	Medical Emergency	347
Alarm Investigation	158	Motor Vehicle Accident	51
Detail / Fire Watch	2	Mutual Aid – Ambulance	77
Fire – Brush	5	Mutual Aid – Fire Apparatus	9
Fire – Vehicle	13	Outside Smoke Investigation	6
Fire – Chimney	1	Public Education	23
Fire – Other	23	Special Service – Suspicious Item	1
Fire – Structure	8	Special Service – Other Assistance	19
Hazardous Materials Incident	13	Special Service – Lockout	11
Inspection	170	Special Service – Water problem	5
Investigation – Carbon Monoxide	7	Training	37
Investigation – Electrical	7	Water Rescue	0
Investigation – Natural Gas	7		
Investigation – Odor	5	Total Responses	1049
Investigation – Other	24		

**POLICE DEPARTMENT**

It is my pleasure to submit the annual report for the Police Department for 2004.

Throughout 2004, the Boxborough Police Department continued to be a very proactive and responsive law enforcement agency, providing citizens with the highest quality service at the most reasonable cost. Although we lost a patrol officer last year, voters at this year’s annual town meeting elected to replace that position, which again brought our force to full strength, consisting of the Chief of Police, two Sergeants, and seven Patrol Officers. This has allowed us to staff the majority of shifts with two officers, insuring a quicker and more efficient response to all calls for service. Also significant, was an agreement with the police union which allowed an expanded use of our part time “special” police officers (up to two shifts per week staffed with these officers) to enhance overall ability to staff shifts and provide broader coverage. Over the last year, we have remained dedicated to the philosophy of community policing and to working with town officials and other town departments to provide quality service, law enforcement, and to assure the safety of all residents of the community.

Having a full time patrol officer’s position to fill in July of 2004, we began an extensive search for the most qualified candidate to fill this opening. After consideration of a very large number of qualified applicants, our ultimate selection came from the ranks of our own special police officers. Christopher D. Demers, a Boxborough resident, was appointed to this position. Chris had prepared himself for this position by putting himself through the full time police academy (approximately 880 hours of training) at no cost to the town. He has become an excellent fit to our “team” approach to policing and a valuable asset to our police force.

During 2004, we have continued to have success with our many community policing programs and events. We applied for this year’s community policing grant and, once again, received \$12,000.00 in state funds to pay for these programs. These grant funds allowed us to provide the community with such programs as our motorcycle patrol, bicycle patrols (particularly during town celebrations

and events), additional targeted patrols, child safety seat events, as well as our many youth education programs. With these funds, we were also able to staff additional officers during targeted events and times of the year such as New Year's eve, graduation time, prom time, Memorial Day, Halloween night, and Labor Day weekend. We also applied for, and received, a grant from the Governor's Highway Safety Bureau which targeted specific areas of enforcement such as seatbelt use, intoxicated drivers and erratic driving during specialized "enforcement periods" throughout the year. In taking part in these highly publicized enforcement periods, we again joined hundreds of other law enforcement agencies throughout the state to make our roadways significantly safer during 2004.

Statistically, 2004 has shown many areas that have remained constant, as well as many others showing significant increases. Boxborough police officers made a total of 215 arrests, which reflect an approximate increase of 37% over the same period in 2003. The incidence of breaking and entering increased from only 4 in 2003 to 26 in 2004. We also experienced a 37% increase in the number of motor vehicle accidents involving personal injury, 66% increase in citizen assists, as well as significant increases motor vehicle accidents involving property damage, traffic complaints, general disturbances, liquor law violations, and incidents of suspicious activity. From the 3,046 motor vehicle stops made during 2004, Boxborough police officers gave 1,915 verbal warnings, 191 written warnings, and 475 civil complaints. As a result of these stops, officers also summoned 67 operators to court and made 143 arrests for various charges.

Our state-of-the-art dispatch center continued to provide professional service to the citizens of the community, along with being the vital link to all public safety officials on the street. The center operates 7 days a week, 24 hours a day, and aside from dispatching emergency personnel to calls, gives citizens the opportunity to receive personal courteous service when stopping in to the police station. They courteously assist all citizens, whether simply asking for directions, requesting reports or information, renewing firearms permits, or reporting criminal activity. The center received 15,129 calls for service during 2004, which is an approximate increase of 12% over the same period last year. The dispatch center is made up of four (4) full time dispatchers and four (4) part time or per diem dispatchers. I continue to believe that our public safety dispatch center provides a tremendous service to the citizens of this community, and have shown by their every day performance to be highly trained, courteous, and professional individuals who have dedicated themselves to serving the citizens to the best of their ability. I would again, this year, like to offer my sincere thanks to these men and women who continually maintain our lifeline and keep us all safe.

In closing, I would like to thank all of the members of the Boxborough Police Department for their dedicated and unselfish service to this community and for routinely putting their lives on the line for us on a daily basis. Through their professional service and commitment to the achievement of a common goal, they have made my job easier. I have been proud to lead these men and women and to work beside them during this past year. Additionally, I want to extend a personal thanks to Sergeant Stephen Trefry and Sergeant Warren Ryder for their loyalty, professionalism, and leadership in assisting with the operations of the department on a daily basis, as well as my secretary Andrea Veros for her professional and outstanding secretarial support. Last but not least, I would like to thank the members of the Boxborough Fire Department, Highway Department and the many other town departments and town officials who have helped us meet our goals for public service during 2004.

Respectfully Submitted,  
Richard G. Vance, Jr.  
Chief of Police

## Major Incidents 2003-2004

	<u>2003</u>	<u>2004</u>		<u>2003</u>	<u>2004</u>
Animal Complaints	147	92	M.V. Accidents w/Injury	41	54
Annoying Phone Calls	12	13	M.V. Accidents/Property damage	71	90
Arrests	149	215	M.V. Complaints (traffic problems)	253	283
Assist Citizens	575	955	M.V. Theft	1	4
Attempted Suicide	10	13	Noise Complaints	70	45
Breaking & Entering	4	26	Protective Custody	5	5
Bomb Threats	0	0	Rape	0	2
Burglar Alarms	188	199	Recovered Stolen M.V.	0	1
By-Law Violation	49	25	Robbery	1	0
Disturbances – General	54	61	Sex Offenses	2	3
Disturbance – Domestic	34	24	Shoplifting	2	2
Emergency Medical Calls	186	186	Sudden Deaths	1	1
Follow-up investigations	92	82	Summoned to Court	186	181
Larcenies	61	47	Suspicious Activity	468	537
Liquor Law Violations	7	26	Vandalism	40	30
Missing Persons	24	8	911 Hang-ups	211	136
Motor Vehicle Stops	3,006	3,046			
- Verbal Warnings	1,911	1,915			
- Written Warnings	217	191			
- Summoned to Court	62	67			
- Arrested	97	143			
- Other Action	257	255			
Average Speed Over	18 mph	17 mph			

## Boxborough Public Safety Dispatch

	<u>2003</u>	<u>2004</u>
Walk-In Service	1,195	1,281
911 Calls	530	374
Telephone Calls	2,710	3,445
Radio/Alarm Box Calls	8,975	10,029
Total Calls	13,410	15,129

## CONSTABLES

The following is a list of the duties performed by the constables of the Town of Boxborough in 2004.

Post Town Meeting Warrant	1
Post Special Town Meeting Warrant	1
Post Elections and Special Electron Warrants	3
Post Notice of Bylaw Change	2
Tax Taking Notice	1
Capias Arrest Warrant	1
Summary Process and Complaint	4
Notice to Quit	2
Divorce Notice	1
Writ of Execution	1

Respectfully submitted,  
David Birt, Constable  
Richard Golden, Constable

### BOXBOROUGH CONSERVATION COMMISSION

The major responsibility of the Conservation Commission is to manage the town's natural resources and enforce the state Wetlands Protection Act and town of Boxborough Wetland Protection Bylaw. Under these two pieces of legislation the Commission is given the responsibility of protecting certain specific 'interests' within wetlands and land adjacent to wetlands. The 'interests' to be protected under the state and/or local laws include the following: public and private water supplies, groundwater supplies, flood control, storm damage prevention, groundwater pollution, shellfish, fisheries and wildlife habitat. The combination of these two regulatory duties consumes about 80% of the Commission's time.

A landowner or developer is required to file a formal Notice of Intent (NOI) prior to doing any work within a wetland. During calendar 2004, the Commission reviewed 10 Notice of Intent and 5 Resource Area Determinations (RAD). These values continue the downward trend from previous years due to the slow economy. With the current economy, the Commission is reviewing very few requests for commercial or business development. In contrast, single-family house lots in residentially zoned land are worth \$200,000 to \$300,000. Because of this high value of building lots, many landowners and developers are trying to develop parcels that contain wetlands or ledge. Permits associated with single family houses are an increasing percentage of the Commission's workload.

Each of the permits listed below requires public hearings, deliberations and site walks. The table also lists the number of requests for Certificates of Compliance (COC) and Extensions for permits.

<u>Year</u>	<u>NOI</u>	<u>RAD</u>	<u>COC</u>	<u>Extensions</u>
2000	18	2	13	4
2001	19	0	7	14
2002	13	1	7	11
2003	14	3	18	11
2004	10	5	6	6

One significant change has occurred in the area of fees. As of January 2005, the Commission has implemented a new fee system for NOI and RAD made under the Boxborough Wetland Bylaw. These new fees will shift a significant portion of the cost of administering the Bylaw from the taxpayers to the developer.

In order to help the Conservation Commission perform its duties, Mary Nadwairski was hired as a part time Administrative Assistant. Mary replaces Michael Wierbonics who was the part time Conservation Commission Agent. Michael resigned to take a job elsewhere.

During the past year the Conservation Commission, Land Stewardship Committee (LanSCom) and Boxborough Conservation Trust continued to make major improvements on the following conservation lands:

Beaver Brook - Steele Farm  
Flagg Hill  
For Pond Brook  
Half Moon Meadow

Have Not Pond  
Patch Hill - Carriage Road  
Rolling Meadows  
Wolf Swamp

Liz Markiewicz has done an excellent job getting the LanSCom organized and leading the trail maintenance effort. New signs are on these parcels identifying access points. Trails have been cleared and marked. Maps have been made showing the trail locations. These maps are available on the town website and at the Town Hall. Efforts have been started to control non-native invasive plants such as oriental bittersweet and multiflora rose. Based on the feedback from residents, the new trails are getting a lot of use and enjoyment.

There are a number of other people in town whose help makes our work easier. We would like to thank Ken March and the Highway Crew for their assistance on land and trail maintenance, the Building Inspector for help with enforcement and the staff at Town Hall.

The Commission meets on a regular basis on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month and we welcome the public. If you would like to find out more about assisting the Commission on the board, as a Commission member, as an associate member or as a land steward, please call any member or Mary Nadwairski at Town Hall.

Respectfully submitted,  
Norman Hanover and the Conservation Commission

### **ZONING BOARD OF APPEALS**

In Boxborough, the Zoning Board of Appeals (ZBA) is a five-member board with provision for two alternates. The Board of Selectmen appoints members to three-year staggered terms. During the past year the following members served the board: Karim Raad, Chair (2005), Clifford Perry, Clerk (2006), Leah Russell (2005), Peggy Molander (2005), Tom Gorman (2004), and Chris Habersaat, Alternate Member (2004).

The Zoning Board of Appeals (ZBA) is a quasi-judicial body established by the Commonwealth of Massachusetts under the Zoning Enabling Act, Massachusetts General Laws, Chapter 40A, Section 12, and Section 5200 of the Boxborough Zoning By-Law.

Primary powers of the Zoning Board of Appeals are the issuance of Special Permits (See Paragraph 5211) provided for in accordance with the provisions of Section 5300 of the Zoning By-Law, Paragraph 5212, and to hear and decide petitions for variances from terms of the By-Law. Granting of variances from the By-Law requires that the Zoning Board of Appeals find that an applicant meet four strict conditions before granting of a variance. Public hearings are held for each application for a Special Permit or Variance.

Enforcement of the Zoning By-Law as provided for in the Zoning By-Law is the duty of the Building Inspector. The Board of Selectmen appoints the Building Inspector. Duties of the Zoning Administrator are defined in Massachusetts General Laws, Chapter 40A, Section 13. Any decision of the Zoning Administrator may be appealed to the Zoning Board of Appeals as provided for in Massachusetts General Laws, Chapter 40A, Section 14, within 30 days after that decision.

Additionally, the Board continues to be involved with applications and issues relating to MGL Chapter 40B Comprehensive Permits for affordable housing. There have been ongoing discussions

regarding the “Comprehensive Permit Rules of the Zoning Board of Appeals.” An amended version was approved January 4, 2005.

This year, the Board also reviewed and updated its fee structure, its application, and the accompanying procedures. All of these amended and revised documents and the above mentioned rules have been added to the town web site.

The Board generally holds regular meetings on the first and third Tuesday evenings of the month at the Town Hall. Additional meetings for site visits are planned as needed. During 2004, 22 applications were considered; they included 16 special permits, 2 variances and 4 amendments to previous decisions.

The ZBA continues to receive applications and has an active schedule of public hearings. We encourage the community to check the town web site for details about these meetings and hearings.

## **BOXBOROUGH HOUSING BOARD**

### **Background**

The Boxborough Housing Board (BHB) was created in accordance with a bylaw passed unanimously at Special Town Meeting October 30, 2000, upon the recommendation and final report delivered by the Affordable Housing Study Committee. During 2004, the members of the Housing Board were Jeff Handler, Dave Kendrick, Joan Meyer, Al Murphy, Ron Vogel, and Channing Wagg.

### **Boxborough Meadows**

Boxborough Meadows, a 48-unit condominium complex containing 12 affordable units that was constructed under MGL 40B by Boxborough Meadows, LLC (BMLLC), was completed in 2004. The BHB, following its obligation as the Monitoring Agent, concluded that the BMLLC’s profits were well in excess of the permitted 20% and appealed to the courts to ensure that any excess profits be returned to the town, as provided by law. After discussions between the town and BMLCC, a mutually agreed settlement was attained out of court. Under the terms of the settlement, the town agreed that BMLCC would comply with all of the limited-dividend requirements of the Boxborough Meadows Comprehensive Permit if settlement monies were paid to the Town of Boxborough to further its affordable housing efforts.

### **Summerfields**

In 2004, construction was begun on Summerfields Condominiums, a 24-unit, age-restricted complex located on Summer Road in Boxborough. All units at Summerfields are restricted to residents older than 55, and six of the units are affordable. In its capacity as Monitoring Agent, the BHB reviewed and revised documentation, and established policies regarding applicant qualifications. The lottery for the six affordable units at Summerfields was held on December 29, 2004; all six of the winners are expected to occupy their new homes at Summerfields in 2005.

### **Condominium Exchange Program**

At the May 2002 Annual Town Meeting, \$200,000 was appropriated for the Condominium Exchange Program (CEP). In this program, the BHB enters into a purchase agreement to pay market price for a suitable two-bedroom condominium unit in Boxborough. The agreement allows the BHB to assign its rights as purchaser to an eligible buyer, who can then purchase the unit at a discounted price. A Deed Rider restricts future conveyance of the units to eligible households at discount prices. In 2004, funds from the Town of Boxborough, together with funds from a grant awarded by the Federal Home Loan Bank of Boston, were used to make up the difference between the seller’s price and the discounted price.

On January 17, 2004, the Town of Boxborough was pleased to receive the Kenneth Pickard Municipal Innovation Award for this program. This annual award recognizes unique and creative programs developed by communities in Massachusetts to increase the effectiveness of local government and demonstrate new approaches to solving problems and delivering service.

To date, the CEP has closed on five units. The program, while hailed for its innovative approach to provide a balanced solution to the town's affordable housing needs, has not been without its problems. Income verification and bank mortgage-qualification procedures have unnecessarily lengthened the qualification and closing process, causing problems for both sellers and buyers alike. In 2004, the BHB hammered out more streamlined procedures with lending institutions and devised new buyer-selection procedures that should expedite condo conversions in the future.

### **Stonewall Estates**

In 2004, informal discussions began with the developer of Stonewall Estates, an 8-unit complex that would be located at 55 Codman Hill Road. While a comprehensive permit has yet to be granted for this development, these discussions with the BHB and other concerned Town Boards have resulted in significant improvements and have uncovered several issues worthy of further attention. Currently, the developer has submitted a project-eligibility application to MassHousing under the Housing Starts Program.

### **Oak Hill**

In February 2004, MassHousing solicited comments from the Town of Boxborough regarding the application for Project Eligibility under the Housing Starts program for a proposed condominium development, Oak Hill. The Board of Selectmen gathered inputs from the relevant town entities, including the BHB, and responded in March 2004. The town's comments and concerns continue to be addressed, although the formal application for a Comprehensive Permit has not begun.

### **Open Space Affordable Housing**

The BHB seeks to develop a town-sponsored affordable housing complex that preserves open space and maintains Boxborough's rural character. The intent is to use the settlement monies, referred to above, to this end. In 2004, the BHB explored several opportunities to sponsor such a development, but none of these proved viable. While the BHB has yet to formulate concrete plans, it hasn't lost sight of this goal and expects to initiate such a project this coming year.

### **Town Support**

The Boxborough Housing Board extends its gratitude to the Town Hall staff, particularly Selina Shaw, and the Board of Selectmen for their involvement and support during the past year. The support and guidance of Board of Selectmen member Les Fox continues to be invaluable.

Al Murphy

For the Boxborough Housing Board

## PLANNING BOARD

### Introduction

The Planning Board is a five member elected board with a term length of three years. The current board membership and their term expiration dates are as follows:

John Markiewicz	2007
David Kembel	2007
Owen Neville	2006
Jennie Rawski, Clerk	2005
Karen Metheny, Chairman	2005

On January 5, David Kembel was jointly appointed by the Planning Board and the Board of Selectmen to fill a vacancy created by the departure of Board Member Michael Ashmore. Mr. Kembel was appointed to fill this position until the expiration of Mr. Ashmore's term in May 2004. Mr. Kembel ran for this open position and was elected as a full board member in the town elections.

In June, Alicia Altieri, the Town Planner for 14 years, gave her resignation to accept a position as the Westminster Town Planner. The Planning Board thanks Alicia for her many years of dedication and guidance to the town. With Alicia's absence, the Board worked with representatives from other boards and committees to revise the job description for the Town Planner. During that time period, the Board hired Amanda Armory to work part-time as the Interim Town Planner. On December 28th, Elizabeth Hughes was appointed as the new Town Planner. Elizabeth came from the Town of Concord where she was the Staff Planner for seven years. The Planning Board is very pleased to welcome Elizabeth, and we look forward to working with her.

In 2004, the Planning Board conducted over 24 public meetings to review development proposals, conduct Master Plan implementation meetings and public forums, prepare local land use regulations and bylaws, and conduct other planning business.

### Master Plan Implementation

In February, the Planning Board presented a conceptual plan for the Route 111 Multi-Purpose Trail. The Planning Board received \$30,000 in state funding in 2003 through an Executive Order 418 grant, a portion of which was used to hire Daylor Associates to create the conceptual plan for the trail. The trail has been designed to utilize the 60-foot right-of-way on the northerly side of Route 111 where feasible, meandering the entire length of Route 111 to preserve such features as the tree canopy, large trees, stone walls, and rock outcroppings. The trail is 5 feet wide in most locations with shoulders ranging from 3 to 10 feet, depending on site constraints. The plans also show construction options such as a boardwalk across sensitive wetland areas.

A Route 111 Trail Fund was created in December 2003 so that monies received from grants or other sources can be used to construct the trail. Several contributions were made to the fund during 2004. Most of these funds were expended for the purpose of constructing a new crosswalk at Blanchard Memorial School in 2004. The crosswalks were relocated at the direction of the State of Massachusetts Highway Department. A new sidewalk was constructed on the north side of Route 111 to accommodate foot traffic crossing from the fire station to Blanchard School. New crossing signs were installed as well. As a next step, the Planning Board and the Master Plan Implementation Committee will move forward with plans to construct a sidewalk between the school and the new Sergeant Memorial Library on Route 111.

In 2004, the Planning Board received the final report from Daylor Associates on a zoning and land-use analysis of the Route 111 Corridor. The study, also funded under the EO 418 grant, made recommendations for potential zoning amendments to discourage strip development along Route 111

and to encourage development in the Town Center. As a result of this study, several amendments to the Zoning Bylaw and the Site Plan Rules and Regulations were brought forward at the 2004 Annual Town Meeting or at a Planning Board Public Hearing.

### **Development Review**

The Planning Board reviews all subdivisions for conformance with the State Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land in Boxborough. Additionally, the Board is the permit granting authority for site plan review, Private/Common Driveways, Open Space Commercial Developments (OSCD), and Access Through the Commercial Districts to the Residential District. The Planning Board reviewed the following development plans in 2004:

- Liberty Tree Acres/Loreto Drive, Request to Modify Existing Subdivision Plan. The Planning Board opened a public hearing to consider the applicant's request to build Loreto Drive, an approved but un-built cul-de-sac, to the standards of a private/common driveway. The applicant proposed to reduce the number of houses on the cul-de-sac by one and to donate several parcels of land to the town for conservation purposes. The application was still in public hearing at the end of 2004.
- Rattlesnake Meadow III/Phineas Way, Definitive Subdivision Plan, Special Permit application to cross the Business District into the Residential District, and Special Permit application to construct a private/common drive. The Planning Board approved the definitive plan to divide 18.3 acres into 7 lots (3 in the AR zone, 4 in the Business Zone) and granted special permits to allow the applicant, Larry White, to cross the zoning district line and to construct a private/common drive.

### **Commercial Project Review**

The Planning Board reviewed the following commercial developments in 2004:

- Site Plan application to construct a 10,682 sq ft retail, office, and storage building and to demolish the existing buildings at 593 Massachusetts Avenue. The applicant later withdrew the application without prejudice.
- Conceptual Site Plan for a proposed Bright Horizons Day Care Center at 20 Codman Hill Road.
- Plans for proposed improvements to the Town Hall parking lot. The board determined that the improvements did not require Site Plan approval.

### **Approval Not Required Plan**

A division of land that has frontage on an existing town way or on a subdivision road that has been constructed or bonded may be submitted to the Planning Board for Approval Not Required (ANR) endorsement. The following ANR plans were endorsed in 2004:

- Applicant: Matthew Rosner, Approval Not Required (ANR) Plan to create a parcel X at 627 Old Harvard Road so that the existing barn meets setback requirements.

### **Scenic Road Plans**

In Boxborough, any removal/modification of stone walls or removal of public shade trees along designated scenic roads require approval from the Planning Board under the Scenic Road Bylaw. In 2004, the Planning Board issued scenic road approval to:

- Red Acre Development, Daniel's Way, to remove a twin maple at the entrance to Daniel's Way
- Stephen Sluyski, KASP Development Corporation, 385 Middle Road, to remove a 10-foot section of a stone wall to build a driveway
- Estate of Sylvia Sheehan, 360 Burroughs Road, to remove a 20-foot section of a stone wall and a hickory tree to create access to the property for agricultural purposes

- Bruce Hager, 760 Hill Road, to remove a 5-foot portion of a stone wall for access to town conservation land.

### **Subdivision Road Inspections**

The Planning Board coordinates subdivision road inspections to ensure that construction is in accordance with the approved plans and the Subdivision Rules and Regulations. The Planning Board coordinated inspections of Hughes Lane and Barteau Lane. The Board also had final inspections performed on Beaver Brook Road and Daniel's Way, both of which will remain private ways.

### **Annual Town Meeting, May 2004**

The following Zoning Bylaw changes were approved at the May Annual Town Meeting and approved by the Attorney General on July 12, 2004:

- Amend Section 2234 Business/Industrial Uses by changing the entry for "Automobile Service station, repair garage, storage garage, or like facility" to two separate entries: "Automobile service station" and "repair garage, auto detailing, or like facility." Change the Business/Industrial Use Schedule to allow automobile service stations in the Office Park (OP) and Industrial/Commercial (IC) districts by Special Permit only and to prohibit their use in all other districts.
- Amend Section 2234 Business/Industrial Uses by adding a new use category entitled "Self-Storage Facility." Prohibit such use in the Agricultural-Residential (AR) District, the Residential 1 (R1) District, the Business (B) and Business 1 (B1) Districts, the Town Center (TC) District, the Office Park (OP) District, and allow by right in the Industrial/Commercial (IC) District. Add a definition for Self-Storage Facility.

The following proposed amendments did not receive the necessary two-thirds approval:

- A proposal to amend the Zoning Bylaw to expand Design Review to the Business and Business-1 Districts.
- A proposal to amend the Dimensional Schedule, Section 2300, to reduce the maximum number of stories for buildings in the Business and Business 1 Districts from 3 stories to 2 stories, and to reduce the maximum building height from 45 feet to 30 feet in the Business District.

### **Long Range Planning/Other Projects**

The Planning Board voted in 2004 to increase the existing fee schedule for planning-related applications and to require applicants to prepare and pay for abutter notification. At a public hearing, the Planning Board voted to revise the Site Plan Rules and Regulations for the Town of Boxborough, specifically Section IV. Design Standards. These changes relate to improvements in site planning along the Route 111 Corridor generally and in the Business and Business 1 Districts in particular, and are related to landscaping and buffers; driveway, circulation, and access standards; protecting the scenic qualities of Route 111; siting and appearance guidelines; and sidewalks and walking paths.

The Planning Board encourages all residents to participate in the local planning process and the Master Plan implementation process. The Planning Board typically meets on scheduled Monday evenings at 7:30 p.m. in the Boxborough Town Hall. Meetings are posted on the town's website: [www.town.boxborough.ma.us](http://www.town.boxborough.ma.us) on the calendar and in Town Hall.

Any planning questions or comments may be directed to the Planning Board or Elizabeth Hughes, Town Planner at (978) 263-1116 x 112 or elizabeth.hughes@town.boxborough.ma.us.

Respectfully submitted on behalf of the Boxborough Planning Board,  
Elizabeth Hughes, Town Planner

### **METROPOLITAN AREA PLANNING COUNCIL**

The Metropolitan Area Planning Council is the regional planning and economic development district representing 101 cities and towns in metropolitan Boston. In addition, the Council shares oversight responsibility for the region's federally funded transportation program as one of 14 members of the Boston Metropolitan Planning Organization. The Council's legislative mandate is to provide technical and professional resources to improve the physical, social and economic condition of its district, and to develop sound responses to issues of regional significance. The Council provides research, studies, publications, facilitation and technical assistance in the areas of land use and the environment, housing, transportation, water resources management, economic development, demographic and socioeconomic data, legislative policy and interlocal partnerships that strengthen the operation of local governments.

The Council is governed by 101 municipal government representatives, 21 gubernatorial appointees, and 10 state and 3 city of Boston officials. An Executive Committee composed of 25 members oversees agency operations and appoints an executive director. The agency employs approximately 30 professional and administrative staff. Funding for Council activities is derived from contracts with government agencies and private entities, foundation grants, and a per-capita assessment charged to municipalities within the district.

In the past year, the Council has focused on initiatives that respond to regional challenges, some of which include:

- **Municipal planning:** working with more than 25 communities under the Executive Order 418 program. EO 418 provides communities with up to \$30,000 in state funding to undertake overall visioning on local planning issues, including housing, economic development, natural resources, and transportation.
- **Bringing advanced technology to cities and towns in the region:** a contract with Pictometry International will provide aerial photographic images that municipal departments, including police and fire, can utilize to improve service delivery.
- **Adoption of smart growth principles:** MAPC developed and adopted principles of good planning practice that will encourage sustainable patterns of growth to benefit people living throughout the metro Boston region. MAPC is also a founding member of the Massachusetts Smart Growth Alliance.
- **Metro Data Center:** The Center is an official US Census affiliate, helping to distribute demographic data throughout the region, including demographic, economic, and housing profiles for all 101 communities in metro Boston.
- **Transportation planning:** as vice chair of the Boston Metropolitan Planning Organization, MAPC worked to develop the 25-year Regional Transportation Plan as well as the annual Transportation Improvement Program, including transportation spending priorities for the region. We also spearheaded development of transportation spending criteria, taking into account environmental, economic, and equity considerations.
- **Metropolitan Highway System Advisory Board:** MAPC staffs this board, established in 1997 by the Commonwealth to advise the Massachusetts Turnpike Authority on issues relative to land use, air rights, zoning, and environmental impacts associated with development of land owned by the authority.

- **Regional Services Consortiums:** The four regional consortiums established by MAPC collectively purchased \$18 million in office supplies and highway maintenance services for its 31 member municipalities. The project also facilitates collegial forums among members' chief administrative officers focused on collaborative problem solving and resource sharing. MAPC recently became the purchasing and administrative agent for the Greater Boston Police Council, which assists over 300 units of local government in the purchase of police vehicles and other public safety supplies.
- **Metro Mayors Coalition:** Working with the mayors and city managers of 10 municipalities in the urban core on issues such as group purchasing, employee health insurance, security and emergency coordination, and municipal relief legislation.
- **Homeland security:** addressing homeland security issues by facilitating cross-municipal partnerships between police, fire, and emergency management departments to acquire and share equipment, and more generally to plan for emergencies involving multiple municipalities; fiduciary agent for state/ federal grant funding through the Massachusetts Executive Office of Public Safety.
- **Hazard mitigation:** initiating a federally-funded partnership to produce a hazard mitigation plan to protect nine coastal communities in the event of natural disasters, including flood, winter storm, wind, fire, and geologic hazards.

Please visit our website, [www.mapc.org](http://www.mapc.org), for more details about these and other activities.

### **Metrofuture: Making A Greater Boston Region**

MAPC has launched a new civic process, called MetroFuture, to create an updated regional vision and growth strategy for metropolitan Boston. MetroFuture engages city and town governments, state agencies, non-profits, business, labor and academic groups in this planning process. The outcome will be a vision and growth strategy that puts the region on a sustainable path in terms of land use, economic, environmental and social issues. MAPC will need the support of a broad range of organizations in the region to help plan, fund and implement this new framework for addressing the challenges facing metropolitan Boston.

The effort to create this new strategy was launched on October 29, 2003 at a Boston College Citizens Seminar. More than 400 citizens from a wide range of local and regional groups attended the event, and expressed their opinions on the region's resources and challenges as well as their own visions for the future. This input will be critical as we move to the next phase of this exciting multi-year project. Please visit the project web site, [www.metrofuture.org](http://www.metrofuture.org), for more information.

### **Minuteman Advisory Group on Interlocal Coordination (Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow)**

This year, the Minuteman Advisory Group on Interlocal Coordination (MAGIC) hosted two Legislative Breakfasts; hosted a Breakfast for Chief Administrative Officers and Selectmen to share ideas about joint services and joint cost saving opportunities; learned about Green Buildings and Energy Efficiency, Smart Growth Overlay Districts, Regional Hazard Mitigation planning assistance and the Priority Development Fund; set transportation priorities and ranked projects; reviewed and submitted environmental comments on developments of regional impact; finalized the "MAGIC Carpet" study of alternative transportation options; and planned events in conjunction with the Regional Vision and Growth Strategy. Using MAPC Geographic Information Systems (GIS) staff, MAGIC provided four GIS training sessions for local officials and staff.

MAPC Annual Report prepared and submitted by Marc D. Draisen, Executive Director, Metropolitan Area Planning Council.

## **HISTORICAL COMMISSION**

During 2004, the Historical Commission submitted a proposal for use of the old library building, 575 Middle Road, for use as a town museum. This proposal gained the support of the Board of Selectmen, who originally solicited proposals for the property, and of the Finance Committee. The arrangement calls for the property to be transferred from the Library Trustees to the Board of Selectmen on behalf of the town. This Historical Commission would then manage the building in its new museum use and the Historical Society, as a private body, would run the museum programs, completing exhibits and accepting and preserving private collection donations. A draft Master Plan, detailing these responsibilities has been generated.

The Commission contracted with professional consultant Anne Forbes to complete National Register nominations for the Levi Wetherbee/Steele Farm and for Old Town Center/Hill Road. These nominations were completed with Anne working with the Massachusetts Historical Commission (MHC) to insure all nomination criteria were met. The nominations were delivered and acknowledged by the MHC in late 2004. Given the backlog of nominations at the state level, it is expected the 18 to 24 months will pass before the state review board will take further action before forwarding them to a national level.

The Commission performed reviews of two demolition requests under the Demolition Delay Bylaw this past year.

Three new historic house signs were purchased this year and presented to owners of historic houses. The Commission continues its program of obtaining historical identification signs for historical properties in town. Twenty-two signs have been installed so far as part of this program.

Astrid Chalupa, Mary Larson, Scott Robinson, Alan Rohwer, Shirley Warren  
Boxborough Historical Commission

## **BOARD OF HEALTH**

During the past year, the Board of Health was served by members Bryan Lynch (2004), Marie Cannon (2005), and Mike Willis who replaced Phil Alvarez (2005). The daily operations of the Board were ably managed by Mary Cobleigh, Secretary to the Board of Health (and Building Department).

### **General Services**

In general, the areas of public health that the Board was involved with during 2004 include: visiting nurse services, home healthcare, clinics, hospice, mental health, health promotion, disease prevention, communicable disease reporting, vaccination, human services, tobacco control, substance abuse prevention, dental hygiene, drinking water safety, septic disposal and wastewater treatment, environmental health, housing & sanitary code enforcement, food services, recreational area safety, and mosquito control. Due to resource and time constraints, the Board must constantly prioritize and select for action those areas that have the greatest potential for impact on the public health. We request input from residents about their public health concerns to help guide us in our efforts.

As has historically been the case, the greater percentage of the Board's time and energies was given to the oversight of water resources, public health and environmental protection. This included:

- Reviewing septic system and well plans, and periodic testing results
- Monitoring local pool operations and permitted food service establishments

- Working as part of the Water Resources Committee
- Coordinating efforts with other groups and organizations

During 2004, moderate-size facilities, including small treatment plants, large septic systems, and public water supplies, continued as prominent issues in the plans for new commercial buildings, upgrades to existing condominium septic systems and new larger residential projects. Also, the Board and DEP have ongoing concerns with several town apartment buildings and condominiums about their public water supplies, groundwater discharge, and sewage disposal systems. A number of new wastewater treatment facilities were installed to upgrade larger existing septic systems over recent years and the performance continues to be monitored in accordance with DEP regulations. Additional upgrades are still pending. The progress on these issues still continues slowly.

The Board of Health has started utilizing, on a limited basis, the new geographical information system (GIS). We are still working with GeoTMS to acquire software programmed to our specifications and have participated in some training on the new system. The goal is to set up a comprehensive database from our files to monitor water resources issues and compliance with Title 5.

In regard to the delivery of healthcare services, Boxborough continues to receive the major part of its Board-sponsored activities through the Nashoba Nursing Service of the Nashoba Associated Boards of Health. This care took the form of skilled nursing visits, physical and occupational therapy, social worker visits, and dental care. Other healthcare services overseen by the Board include those provided to eligible town residents by Concord Family and Youth Services and Eliot Community Services. Town residents in need of these services should contact the agencies directly. Summaries of these services on behalf of Boxborough residents appear later in this report.

#### **Issues in 2004**

The local public health infrastructure continues to meet the continued threats from the events of 9/11. The registered nurses and sanitarians with Nashoba have received intensive training to respond to the new threats. Area physicians, nurses, emergency room personnel, and other possible first responders have been trained to recognize symptoms. Epidemiological surveillance systems have been optimized to detect the earliest signs of contagion. Public immunization plans that functioned well in the past are being revised and updated. Still, these are just the early adaptations of the public-health system. Planning and implementing will continue at many levels to ensure the protection of the public health and safety.

Under the organization and direction of the Local Emergency Planning Committee (LEPC), the town maintains a Comprehensive Emergency Management Plan that was updated and certified by the Massachusetts Emergency Management Agency (MEMA) in 2003.

The Board continues to monitor bird deaths with the potential relationship to West Nile Encephalitis. While some towns in the region have continued to show evidence of the virus, primarily in birds and especially crows, it is important to realize that the relative risk of becoming infected with the virus is extremely low. Nonetheless, residents, especially those who are elderly or immunocompromised, should take appropriate precautions against mosquitoes. The town will continue to avail itself of the services of the Central Massachusetts Mosquito Control Project and participate in the state surveillance program.

The Board has been monitoring special water quality issues apparently relating to the ground water contamination of MTBE reported at the current Exxon Station in 1987. Ongoing sampling and reporting will continue under DEP supervision.

New DEP reporting requirements established in 2004 require perchlorate sampling and reporting at 1 ppb detection for all non-transient public water supplies. There were several points of detection identified that will require continued monitoring. The DEP believes that these apparent outbreaks

are related to certain rock blasting activities. As such, the Board of Health and Fire Department have banned the use of perchlorate products from any blasting activities in Boxborough.

In addition to the above-noted contaminants, local water quality reports note continuing issues relating to alkalinity, hardness and sodium in many areas of town.

During the year, the Board plans to continue the activities discussed above, plus:

- Continue implementation of the Board of Health portions of the GIS.
- Build our capacity to participate in public health measures to protect against possible bioterrorism.
- Improve our ability to convey public health information to the public.
- Continue support of the Water Resources Committee to plan for the protection and development of future water supplies.

Any town resident interested in working on any of the areas discussed above, or other issues impacting public health, is strongly encouraged to contact the Board.

### **WATER RESOURCES COMMITTEE**

The Boxborough Water Resources Committee (WRC) is a cooperative effort of several town boards to ensure that Boxborough will always have adequate supplies of potable water. Its members are Bryan Lynch (BoH), Don Wheeler (BoS), Kristin Hilberg (BoS), Marie Cannon (BoH), Norm Hanover (Cons Comm), and Michael Willis (BoH).

The Board resumed regular meetings in December of 2004. During that time, the Board has met with representatives of the Littleton and Acton Water districts to discuss various scenarios of creating a municipal public water supply for the town. The Board is also investigating using a private contractor to create a public water supply.

Based on the conclusions of the Water Resource Analysis performed by CDM and DL Maher, the board has obtained a rough order magnitude quote to perform field testing to determine the potential for groundwater supply development. This involves conducting a 2.5 inch test well exploration program at sites identified in the report. This will allow the board to determine whether or not development of a water supply is possible in the town. The upcoming year will be a busy one with a lot of work to do.

## NASHOBA ASSOCIATED BOARDS OF HEALTH

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Boxborough. In 2004 particular efforts were made to respond to a series of new service demands in the Environmental Division while adjusting to changes in the Nursing Division created by national trends in health care. Some of the new service demands included:

- Maintaining Nashoba's internet web site to provide information for the public. (See *nashoba.org*)
- Through our involvement in the Bioterrorism Regional Coalition we are keeping the Boxborough Board of Health up-to date on matters of emergency preparedness planning
- Response to the West Nile Encephalitis(WNV) surveillance effort through coordination with MDPH, through the collection of suspected bird samples, submittal to the MDPH lab, and follow-up when the lab results were obtained.
- Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.
- Response to state mandated changes in regulations requiring more frequent beach sampling through sample collection, submittal for analysis, and follow-up when results were obtained.

We look forward to continuing our work with Boxborough's Board of Health. Included in the day to day work of Nashoba in 2004 were the following:

Reviewed 41 Title 5 state mandated private Septic System Inspections for Boxborough Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Boxborough Board of Health for enforcement action.

- Through membership in the Association Boxborough benefited from the services of Nashoba staff including: Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists
- Provided health education programs in collaboration with the Boxborough Council on Aging.
- Collaborated with Minuteman Home Care around elders at risk and other safety issues.
- Responded to and assessed mental health concerns through crisis intervention and teamwork with other community resources including Eliot Community Mental Health Center.
- Continued participation in pilot project for home health nursing staff to more effectively and efficiently maintain patient records through use of palm-held computers. Use daily downloaded data for scheduling, chart maintenance, and records access. Database refreshed daily by uploading at day's end.

By the Boxborough Board of Health's continued participation in the Association you can shape your future local public health programs and share in the benefits of quality service at a reasonable cost!

### Environmental Health Department

- **Environmental Information Responses Boxborough Office (days) ..... 57**  
The Nashoba sanitarian is available for the public on Tuesday afternoon, 1:00 – 3:00 at the Boxborough Board of Health Office. *This does not reflect the daily calls handled by the three Nashoba secretaries during daily business hours.*
- **Food Service Licenses & Inspections..... 23**

Nashoba annually mails out and receives application from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected at a minimum twice a year. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received an inspection is also conducted. During this inspection health factors of food handlers is also investigated, and where appropriate medical consultation and laboratory testing may be required.

- **Housing & Nuisance Investigations..... 20**  
Nashoba, as agent for the Ashburnham Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspect for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.
- **Pool/Camp/School Inspections..... 54**  
Pools are inspected upon opening and as needed thereafter to insure compliance with the State pool regulations.
- **Septic System Test Applications..... 36**  
Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicant's engineer.
- **Septic System Lot Tests..... 120**  
Nashoba sanitarian witnesses soil evaluations, deep hole tests, and usually on a separate date, percolation tests conducted by the applicant's engineer which serve as the basis of the design of the septic system.
- **Septic System Plan Applications..... 23**  
Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.
- **Septic System Plan Reviews..... 81**  
Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent to engineer for revision. Subsequent re-submittals by the engineer are also reviewed.
- **Septic System Permit Applications (new lots)..... 10**
- **Septic System Permit Applications (upgrades)..... 12**  
Applicants' approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.
- **Septic System Construction Inspections..... 74**  
Nashoba Sanitarian is called to construction site at various phases of construction to witness & verify that system is built according to plans.

- **Septic System Consultations..... 18**  
During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.
- **Well Permits..... 19**
- **Water Quality/Well Consultations..... 78**  
Private wells are regulated solely by local Board of Health regulations. The Nashoba Sanitarian assists the Board of Health by reviewing well plans, securing well water samples, and interpreting water quality test results.
- **Rabies Clinics - Animals Immunized..... 6**  
Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools. In addition, since the recent raccoon rabies epizootic Nashoba has arranged for delivery of over 500 animal specimens to the State lab in Boston for analysis and has counseled possible exposure victims to seek medical assistance.

### **Nashoba Nursing Service**

- **Nursing Visits..... 115**  
Nashoba's Certified Home Health Registered Nurses visit patients at home under their physician's orders to provide an assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24-hour basis, catheter care, case management and referral to other services as needed.
- **Rehabilitative Therapy Visits..... 139**  
Nashoba Therapists provide skilled physical, occupational, and speech therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional independence.
- **Home Health Aide Visits..... 5**  
Nashoba's Certified Home Care Aides provide assistance with bathing, dressing, exercises and meal preparation.
- **Medical Social Service Visits..... 9**  
Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.
- **Hospice..... 4**  
Nashoba's Certified Home Hospice provides full range of terminal care services to patients who elect this program. In addition to nursing and therapy services, Hospice patients may benefit from nutrition, social work, and spiritual bereavement care as well as volunteer services.
- **Local Well Adult, Support Groups, & Other Clinic Visits..... 190**  
Included in this count are participants in well adult clinics, and hepatitis, pneumovax, tetanus clinics. Flu immunization clinics served 28 persons. Other clinics included cholesterol, exercise, mental health and bereavement clinics.
- **Communicable Disease Reporting & Control**  
Nashoba's Nursing Service & Environmental Health Department work together to meet the local Board of Health's responsibilities under the law to do the following:

- Investigate and control the spread of communicable diseases within Boxborough (MGL Chap 111, Sec 6, 7, and 92-116). Nashoba works with the Massachusetts Department of Public Health (MDPH) in this area.
- Receive and process reports from physicians concerning cases of diseases “dangerous to the public health” as defined by MDPH (MGL Chap 111, Sec 6)
- Notify MDPH Division of Epidemiology and Immunization within 24 hours of receiving notice of any case “dangerous to the public health”.
- Receive reports and undertake follow-up as necessary regarding certain food borne and waterborne diseases and diseases being monitored by the MDPH.
- Receives reports, investigates and conducts follow-up on all incidences involving positive rabies results.

**Dental Health Department**

- **Examination, Cleaning & Fluoride - Grades K, 2 & 4**

Nashoba’s Registered Dental Hygienists, operating out of the school nurse’s office and records, provide these services to those children whose parents have given written consent.

<b>Students Eligible</b>	<b>225</b>
<b>Students Participating</b>	<b>118</b>
<b>Referred to Dentist</b>	<b>14</b>

- **Instruction - Grades K, 1 & 5**

Nashoba’s Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining healthy teeth to all children in these grades.

<b>Number of Programs</b>	<b>7</b>
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**CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT**

The Central Massachusetts Mosquito Control Project (the Project) currently provides its services to 36 cities and towns throughout Middlesex and Worcester Counties. The Project's headquarters are located at 111 Otis Street, Northboro, MA. Tours of the headquarters or visits to field work sites may be arranged by calling the office in advance. Please call (508) 393-3055 during business hours for more information. The Project practices Integrated Mosquito Management (IMM), blending state of the art methods and techniques with expertise, experience, and scientific research to provide our member communities with environmentally sound and cost effective mosquito control.

During 2004, the Project received six thousand five hundred and seventy-four (6,574) requests for service from town residents and officials. A total of over six thousand (6,000) pounds of Bti (*Bacillus thuringiensis israelensis*) was applied by helicopter in 2 towns, Chelmsford & Billerica, and five thousand five hundred and eighty-seven (5,587) pounds by hand throughout our service area were applied to area wetlands to reduce the emergence of adult mosquitoes. This represents over two thousand three hundred and seventeen (2,317) acres of wetland that was treated with this mosquito-specific bacterium, significantly reducing adult mosquito populations in these areas. Thirty thousand seven hundred and sixty-one (30,761) catch basins were treated with larvicidal product to control the mosquitoes that seek out these cool dark wet areas to breed, including the *Culex* mosquito, a major target for West Nile Virus transmission. Five thousand and nine (5,009) culverts were cleaned in an attempt to eliminate unnecessary standing water and reduce mosquito breeding. This work was done in conjunction with cleaning, clearing, and digging of one hundred and thirty-four thousand nine hundred and fifty-one (134,951) feet of streams, brooks and ditches. This represents almost twenty-five and one-half (25 1/2) miles of waterways which were cleaned and improved by Project personnel in 2004. 3 ponds were reclaimed in 2004 resulting in seven thousand sixty-four (7,064) square feet of pond area restored.

The Mosquito Awareness Program which we offer to elementary schools and other civic organizations in our district has become very popular. Project staff meets with students, teachers or concerned residents to discuss mosquito biology, mosquito habitat, and control procedures. Much of the presentation is directed towards what children and their families can do to prevent mosquitoes from breeding around their homes. Slides, videos, coloring books and other handouts make this an interesting program. This program is tailored to meet the needs of the specific audience. One thousand eight hundred and forty-four (1,844) students attended these programs.

As part of our effort to reduce the need for pesticides, we continue to expand our wetlands restoration program. By cleaning clogged and overgrown waterways, mosquito breeding can be reduced and drainage areas are restored to historic conditions.

Bti mosquito larvicide is used to treat areas where mosquito larvae are found. We routinely check known breeding sites kept in our database, but also encourage the public to notify us of any areas they suspect could breed mosquitoes. Our field crews will investigate all such requests and treat the area only if surveillance gathered at the time shows an imminent threat of mosquito emergence.

Our goal is to manage all mosquito problems with education, wetlands restoration or larviciding, but we recognize that there are times when adult mosquito spraying is the only viable solution. In such cases specific areas are treated with either hand-held or pickup truck mounted sprayers if surveillance gathered at the time exceeds a pre-determined threshold to warrant an application. This program is offered on a **request-only** basis, and the exclusion process allows residents and/or town officials to exclude areas under their control from this or any part of our program.

The Project's surveillance program monitors adult mosquito and larval population density, and is the backbone for prescribing various control techniques. Specialized mosquito traps are deployed throughout the Project's service area to sample for mosquitoes that may be transmitting mosquito-borne diseases. In conjunction with the Mass. Dept. of Public Health, we sample in areas suspected of harboring WNV and other viruses. One thousand and thirty (1,030) pools (collections) of mosquitoes totaling eight thousand, two hundred and eighty (8,280) specimens were tested for mosquito-borne viruses this year, and two (2) pools of *Cs. melanura*, one each in Billerica and Wilmington, were confirmed to be infected with the EEE virus late in the season. Two (2) horses in these towns were confirmed with EEE but no human cases were reported. No West Nile Virus was reported in birds, mosquitoes, horses or humans in 2004.

Educational pamphlets are available to anyone interested in learning about mosquito control and the services provided by the Project, and these items are routinely stocked in member Town/City Halls and libraries. Display boards with information on our program are rotated through area Town Halls throughout the year. We also have a website, **[www.cmmcp.org](http://www.cmmcp.org)** that has extensive information on mosquito biology, our control procedures, etc. This website has become a model for other Mosquito Projects and has been widely used throughout our service area and beyond.

We would like to thank you for your support during 2004 and we look forward to helping you and your community with its mosquito problems in 2005 and beyond.

## CONCORD FAMILY AND YOUTH SERVICES

Concord Family and Youth Services (CFYS), a division of the not-for-profit Justice Resource Institute, Inc., has been providing help to adolescents, young adults and families in Middlesex County including Boxborough since 1814. Programs include: a group home for boys, therapeutic high school in Acton, two residential schools for girls, comprehensive parenting services for all residents, and an Adoption Resource Specialist, who provides services to local adoptive families.

CFYS provides support to Boxborough families involved in the Family Network through its parenting resource library, workshops, seminars, support groups, and drop-in playgroups (through “First Connections” and “Healthy Families”). Students from A/B High School have attended our day assessment program, a program of the Victor School.

Contact: Greg Canfield, Executive Director  
CFYS  
380 Mass. Ave.  
Acton, MA 01720  
(978) 264-3602  
[www.jri.org](http://www.jri.org)

## ELIOT COMMUNITY HUMAN SERVICES, INC.

[www.eliotchs.org](http://www.eliotchs.org)  
(978) 369-1113  
(978) 369-0908 (Fax)

The funding that we have received from the Town of Boxborough has been an invaluable resource in our efforts to offer a full range of mental health and substance abuse services to the community. Eliot Community Human Services provided 473.50 hours of service to 31 residents of Boxborough for Fiscal Year 2004.

The Eliot Center has a long history of providing a wide range of services and clinical expertise across the life span to residents of the local communities. Eliot is currently the only resource in the area that accepts Medicaid and offers affordable services for the uninsured. The need for outpatient mental health services appears to be an on-going and vital need as evidenced by the Clinic’s steady flow of referrals. We are proud of our ability to meet the demand and at the same time remain fiscally responsible.

Eliot Community Human Services, Inc. remains committed to the mission of providing community-based care that is client centered and responsive to the needs of the residents of the Boxborough community.

## DEPARTMENT OF PUBLIC WORKS

The past year was an average year for the winter storm activities. The winter storm season of 2003 - 2004 arrived early in December and was all done by the end of March. There was approximately 57 inches of snow, 45 inches less than the previous year, and a significant amount of ice during the season. We had a total of 28 responses to storms during the season, in comparison to 38 the previous season, plowing and sanding 8 times and sanding 20 times. Along with plowing and sanding the roads and parking lots, we now plow two sidewalks in town. One sidewalk is along Swanson Road, the other is on Mass. Ave from Stow Road to the Blanchard School. This was initially done with snow blowers and shovels, a task that took two to three days. With the purchase of a skid-steer loader it is now done in 4 hours.

With the amount of sanding that happened during the winter, spring clean up took a little longer than usual. As part of the process, along with the spring clean-up activities, we did some sprucing up of various properties in town including the Police Station and the Town Hall. The projects for the year were the sidewalk and crosswalks at the school. The project was the completion of a very long plan and permitting process. A number of plans were submitted to the state for approval, and most were sent back for re-engineering for various reasons. The other project was the reconfiguration of the Town Hall parking lot. This project was needed to come into compliance with ADA regulations to allow voting at the Town Hall. Along with bringing the parking lot into compliance, some water run-off and safety issues were also fixed.

The growing season this past year did not see the usual slow down in late July and early August as in most years. As a result, we were very busy mowing and maintaining the various town properties, most weeks twice a week for the entire season. This task was streamlined significantly with the purchase of a range wing mower. What used to take three days to accomplish can now be done in approximately six hours. With the streamlining of the mowing we were able to get to some of the other tasks that we could not complete last year, such as road-side mowing, a lot of tree work, some trail maintenance and field mowing of various town-owned open land. The skid-steer loader is a great tool for doing trail work.

The Transfer/Recycling Station is working smoothly, thanks in large part to the cooperation of the people that use this facility. The Mercury Thermometer Program is working smoothly. This program allows you to bring your old thermometers to the Transfer Station and trade them for a new digital thermometer. This program is an effort to try and reduce the amount of mercury that goes into the ordinary rubbish. Along with this program we also recycle CRTs at the facility along with all other electronics. As a reminder, the open top container at the facility that is used for large bulky items is just for that. Building debris and yard waste is not allowed in this container due to state regulations. We also do not accept tires or anything with freon in it such as refrigerators or air conditioners. I would like to thank all the people that use the facility for their patience and cooperation; without that very important aspect the center wouldn't work as well as it does.

I would like to take this opportunity to thank everyone (a long list of people) that has interacted with this Department and helped us throughout the past year. I would especially like to thank the guys who work for the DPW. Without their dedication and positive attitude, we couldn't have accomplished what we have. Also, thank you to the residents of the town for their patience and support.

Kenneth March  
Director of Public Works

## CEMETERY

The normal upkeep and maintenance of both North and South Cemeteries was completed throughout the year. It was an average year for burials. The sale of lots and perpetual care monies are accounted for in the Treasurer's Report.

The maintenance and upkeep of the cemeteries was a steady task this past growing season due to the abundance of rain during the season. As with the other town properties, the mowing was made easier with the aid of the new Range wing mower.

I would like to thank Superintendent Donald Morse for his dedication and invaluable knowledge of the Cemeteries. I would also like to thank the DPW Crew for their assistance in maintaining the Cemeteries. A good job was and is done by all.

Respectfully submitted,  
Kenneth March, Cemetery Commissioner

## VETERANS' AGENT

The Veterans' service is established according to Chapter 115 of Massachusetts General Laws and is administered under State guidelines to provide information and assistance regarding benefits to Veterans, Veterans' dependents, widows and children of deceased veterans. There were no veterans' benefits paid out in 2004, but there were three inquiries.

Flags were placed on all Veteran's graves for Memorial Day. There were four Veteran burials in the South Cemetery:

July 17, 2004	Glen A. Mitchell	Korean War
July 4, 2004	Albert Henry Sadler, Jr.	World War II
September 21, 2004	Edward I. Matthews	World War II
December 13, 2004	Dean Woodrow McInnis	Peacetime

I am looking for the 214-D records for the Korean and Vietnam Veterans as well as any peacetime Veterans since World War II that entered the service from the Town of Boxborough.

Donald C. Morse  
Director of Veterans' Services  
Veterans' Agent  
Veterans' Grave Officer

## COUNCIL ON AGING

The mission of the Boxborough Council on Aging is to reach out to the approximately 500 senior citizens in town, and their families. This is accomplished by planning and implementing services and activities for older adults. The COA also directs family members, care providers and older adults to needed services and activities, which may be located in Boxborough or elsewhere. Some of these services and activities may include home delivered meals, luncheon meal-sites, nursing care, fuel assistance, updated health insurance information, trips for socialization, exercise classes, and adult day health care. We acknowledge, support and work alongside with individuals, civic groups, and Friends groups who help our elderly. We inform Boxborough senior citizens by monthly newsletters about our wellness clinics, trips and activities, monthly luncheons, town information, health issues, political issues, legal information, and other pertinent topics.

The current Council on Aging Board consists of five members. Karyn Kealty serves as Chairman, Dean Machamer as the Vice-Chairman, Mary Larson as Treasurer, Elaine Garabedian as Corresponding Secretary and Nancy Crowley as Recording Secretary. All five members of the board are volunteers from the Boxborough community who generously offer their time and efforts to help serve the senior citizens of Boxborough. Kathie Schwarting is the Coordinator of the Council on Aging. Her office hours in the Boxborough Town Hall are Monday, Wednesday, and Thursday, 9:00AM-3:00PM. Residents are encouraged to call or visit the COA office during these hours to inquire about services and activities, share information, express opinions, or ask about volunteer options.

The Friends of the Council on Aging is an active and enthusiastic group of volunteers who plan senior activities, social outings, and special events. They hold fund-raisers throughout the year in order to support these various senior activities. Astrid Chalupa serves as President, Pat Fallon as Vice-President, Patty Gayowski as Treasurer, Shirley Warren as Secretary, Eunice Hinckley as Corresponding Secretary, Kathy Blackey as Trip Planner and Mary Larson as the Liaison to the COA Board. The Friends of the COA has received generous donations from the Acton-Boxborough United Way, the Boxborough Grange, and also from private citizens. These donations benefit our senior citizens and are gratefully acknowledged. A few of the special events hosted by the Friends this year included a lovely Valentine's Day Party and also their wonderful December Annual Holiday Party. The latter has become an especially popular event, complete with an abundance of food, great entertainment and Grange Hall transformed into a festive holiday atmosphere. Another event of note was the very successful senior yard sale held in May at the Town Hall. The Friends worked very hard organizing and planning this event and all of their profits will benefit our Boxborough senior citizens.

Friends' volunteer, Kathy Blackey, also served as Trip Coordinator for our seniors this year. A wonderful selection of events, either in conjunction with neighboring towns or by Boxborough residents alone, consisted of trips to: The Spring Flower & Garden Show and DiMillo's Floating Restaurant in Scarborough Downs, Maine, The Tall Ships at Quonset Point, RI, The Lowell Spinners vs Oneonta Tigers Baseball Game in Lowell, Keepsake Quilting, Patternworks and Keepsake Needle Arts in Center Harbor, NH, Shopping & Dining at the Harraseekett Inn in Freeport, Maine, The Peabody Essex Museum & The Hawthorne Hotel in Salem, MA and The Reagle Players Christmas Show in Waltham, MA. The Friends of the COA also sponsored three open-rehearsals of the Boston Symphony Orchestra, which included a pre-concert lecture on the composer and on the symphony as well.

The Boxborough community at large also provided many volunteer hours to help senior citizens. Our Boxborough COA volunteer drivers are appreciated for their diligent efforts in transporting seniors to various locations. The names of our core group of 2004 volunteer drivers include: Karyn Kealty, Mary Rohwer, Liz Markiewicz, Eleanor Smith, Alida Felton, JoEllen Baird, Rita Gibbs-Grossman,

Anne McNeece, Linda Lehner, Ellen Sathe, Lorraine Carvalho, Karen Smolin, Jini Vockel, Bela Chandok and Maureen Walsh. Their names and phone numbers are listed in the monthly newsletter for seniors to call when alternate transportation is not available. Other volunteer drivers not named here have also come forward to help. Our handyman, Bill Litant, has helped out many seniors throughout the year by volunteering his time and talents. Frank Sibley travels to Burlington once a month to represent Boxborough on the Minuteman Senior Services Board. Frank also has lent a helping hand to many seniors with one-on-one computer assistance. Thank you, all!

Our senior population is growing every year and we are happy to report that more and more seniors are participating in our activities and events. The Boxborough Neighbors Luncheons, organized by Karyn Kealty and held at the United Church of Christ, took place from January to June and from September to December. Approximately 40 seniors attended these monthly luncheons where delicious meals were prepared and served by local civic groups. A craft project, senior-related talk, or entertainment followed the luncheons. These gatherings provided an opportunity for Boxborough seniors to get together with old friends and to welcome new neighbors to the community. Many thanks to the following groups who hosted these luncheons throughout the year: the Friends of the Boxborough COA, the Friends of the Sargent Memorial Library, the Garden Club, the Boxborough PTF, the Boxborough Minutemen, the United Church of Christ, the Council on Aging Board and the town employees. Brown-bag luncheons were also held during the summer months and were well attended. The COA also would like to extend a special thank-you to the Acton Lions Club for serving up a hearty "New England Boiled Dinner" in March as well as to the Acton/Boxborough Rotary Club which hosted their famous September Barbecue for Acton and Boxborough senior residents.

Our aerobics and line-dancing instructors, Phyllis Kennedy, Joan Meakin and Dottie Murphy, have provided hours of good physical as well as "social" health throughout the year. Their dedication and enthusiasm allow participants to feel welcomed, encouraged and supported. Our bridge group participants, enthusiastically assisted by Dean Machamer, continues to take place on Thursday afternoons. Several seniors from surrounding towns have also joined in the fun. Another nice way to meet new neighbors!

Many thanks to Boxborough residents Lorraine Carvalho and Jini Vockel who took the 32-hour SHINE (Serving the Health Information Needs of Elders) Counselor Training Program, which took place over a period of several weeks in Arlington, MA. Lorraine and Jini both passed the exam, graduated from the program, and are now certified as official SHINE Counselors. They will be available to Boxborough residents for one-on-one health information counseling.

On the second Wednesday of each month from 11:00AM-12:00 noon, The Nashoba Nursing and Hospice Service provided a wellness clinic at the United Church of Christ. Services offered included blood pressure screening, glucose and cholesterol screenings, flu and pneumonia shots and tetanus and diphtheria vaccines. The wellness clinic is open to people of all ages and is especially well attended by our senior citizens throughout the year.

The Fuel Assistance Program began on November 1, 2004 and will continue through April 30, 2005. This program is open to those residents who are income-eligible, regardless of age. Income-eligibility numbers are published in the senior newsletter during the winter months. Applicants can apply for help with weatherizing their homes and repairing heating equipment as well as for financial assistance for fuel costs. The COA Coordinator is trained to help with fuel assistance applications.

In 1997, The Friends of the Whitcomb House/Senior Center was established in order to raise funds for a Boxborough Senior Center. The President of the organization is Dick Golden and co-Treasurers are Peggy Boyden and Elaine Garabedian. The Boxborough Council on Aging and the Friends of the Whitcomb House/Senior Center are two separate groups. In December of this year, approximately 150 people enjoyed the 8<sup>th</sup> Annual Breakfast with Santa fund-raiser at Blanchard School. The

Boxborough Council on Aging applauds the effort, work and contributions of all of the members of the Friends of the Whitcomb House Senior Center.

The Executive Office of Elder Affairs awarded the Boxborough COA a \$2,800 grant for Fiscal Year 2005. The major portion of this award was used to defray the cost of printing and distributing the monthly Boxborough senior newsletter. Some of the money was also used to pay for a portion of the Wednesday exercise class and also to purchase birthday/greeting cards for our senior citizens.

The Executive Office of Elder Affairs recently sent out information on "Boomer Growth Population for Each Municipality in Massachusetts." It is interesting to note from the data compiled that Boxborough has one of the fastest growing senior populations of all the municipalities in the state of Massachusetts. Calendar year 2004 was a period in which more Boxborough senior citizens were reached, more of our seniors participated in our activities and more of our seniors' interests and concerns were met. The Coordinator as well as volunteers provided outreach services to those seniors who were at risk. Home/nursing home visits and follow-up telephone calls were made. The Coordinator worked with the Boxborough community service providers including the Boxborough Police, the Fire Department, the United Church of Christ staff and other professionals in the community to share concerns and coordinate efforts. Free seminars and workshops were held in Boxborough; others were held in Acton, co-sponsored by the Acton and Boxborough Councils on Aging. The Senior Tax Abatement Work-Off Program which affords seniors the opportunity to save on their property taxes by volunteering in municipal offices continues to be advantageous to both our seniors and to our town; the number of applications having tripled since the program began in 2001. The town has definitely benefited from the work accomplished by our very capable senior citizens.

The Boxborough Council on Aging would like to thank the many volunteers who willingly gave hours of their time and effort, the Town of Boxborough, the United Church of Christ, and also to the community for their widespread support of senior programs. We also greatly appreciate the financial support of the Acton-Boxborough United Way, the Boxborough Recreation Commission and the Friends of the Council on Aging. It is through these efforts of the entire Boxborough community that we are able to continue pursuing our mission of reaching out to all of our valued senior citizens and their families.

Respectfully submitted,  
Kathie Schwarting, Council on Aging Coordinator

#### **ACTON BOXBOROUGH CULTURAL COUNCIL**

The calendar year 2004 presented the Acton Boxborough Cultural Council (ABCC) with serious financial challenges. This year, the Acton Boxborough Cultural Council allocation for our fall grant cycle was level funded from the Massachusetts Cultural Council. The ABCC has once again been supported by both Acton and Boxborough town funds via warrant articles and line items. The dedication of the Board of Selectman in both Boxborough and Acton is truly remarkable. For the 7th year, Boxborough gave the ABCC \$1,000.00 and Acton provided the ABCC, through a Warrant Article, \$1,000.00 to be used by the ABCC for ongoing arts enrichments. We are extremely grateful and constantly acknowledge their support to everyone. We are grateful also for the physical support that the two towns provide us with: meeting spaces, access to the town copiers and general support from our liaisons, Acton Selectman, Trey Shupert and Boxborough Selectman, Simon Bunyard.

This year ABCC welcomed several new members, while having to say farewell to some long-standing members, along with our chairman of six years, Jean Butler. Much of our efforts in the spring related to bringing new members up to speed, assigning new responsibilities, and revitalizing our efforts. We

were involved in various discussions of the library reuse in Boxborough. We also stepped forward to support the efforts of Yin Peet and her proposal to the town of Acton, speaking on her behalf at the special town meeting in October. Planning for the fall concerts of Bill Harley and the Longwood Opera involved many meetings and discussions.

Fall brought the annual grant cycle review. We were pleased to be able to fully fund nearly 50% of the grants we received. We also lent our efforts in support of the Longwood Opera performance of La Boheme, as well as the Bill Harley Family Concert. Both of these performances were well received by the public. The opera was nearly sold out. Plans are in the works to support the Longwood Opera in another endeavor for next fall. Planning also continued for the March 2005 New England Winds Concert. We hosted a community-input meeting and grant writing workshop in the spring.

Funding for the following 2004 programs came from: remaining FY '03 and FY '04 Acton Funds, some of our "joint" funds along with community donations to the AB Cultural Council.

- Longwood Opera performance of LaBoheme. November 5, 2004. One concert, at St. Matthew's fellowship hall, which filled the house with nearly 100 people. Admission was charged, drawing people from the neighboring towns, along with the troupe's season ticket holders. ABCC sold refreshments at intermission.
  - Bill Harley Family Concert. One show at the RJ Grey Jr. HS December 4 2004. Five dollar general admission was charged by the ABCC. We helped sell merchandise and took a percentage from these sales.

Each fall, the ABCC is required to distribute our annual MCC allocation through a Grant Process. The Massachusetts FY '05 Budget was announced and the ABCC grant allocation was \$4,440.00. We included in our FY '05 Grant Cycle our rollover from previous grant cycle FY '03 of \$387.67. To fund the selected grants we took from our "other council funds" \$97.00. For the FY '04 Cycle we did not withhold the allowed 5% of the MCC allocation and made the entire \$4,924.00 available for the community members.

## **FY '05 Acton-Boxborough Cultural Council Approved Grants**

### **Applicant Organization Name Grant Award Amount**

Gabriel Gouveia	375
Sargent Memorial Library	550
Fitchburg Art Museum	150
Harvard Pro Musica	500
Three Apples Storytelling Festival	100
Commonwealth Ballet Company	500
Acton Community Center	300
Fruitlands Museums	300
Fruitlands Museums	300
Ms Catherine Christensen	350
Sounds of Stow	199
C. tc. Douglas School PTO	500
Merriam School	450
DeCordova Museum and Sculpture Park	100
Ms. Gayle Flaherty, OTR/Liscw	250
<b>Total</b>	<b>4,924</b>

For further detail of the approved grants, please visit our web site, [www.actonboxboroughculturalcouncil.org](http://www.actonboxboroughculturalcouncil.org).

The ABCC has come a long way from just administering an annual grant cycle for the Massachusetts Cultural Council. We actively seek alternative funding and are acting as presenters for community arts events. We are a committee of eight members appointed by the selectmen of each community, but functioning as a single entity. Our goal is to increase our effectiveness as Art Advocates by supporting, promoting, organizing and presenting arts and artists in our communities.

### ***The Arts are Essential.***

We welcome feedback and suggestions from the community through surveys and word of mouth.

### **2004 Acton Boxborough Cultural Council Members**

Michele Holland, Chair	Acton
Ann Budner, Co-Chair	Acton
Mitzi Weil, Treasurer	Boxborough
Nancy Gerhardt	Acton
Rosie Latto	Acton
Rixin Li	Acton
Pat Myers	Boxborough
Susan R. Page	Boxborough retired 7/1/04
Elaine Sisler	Acton

Submitted by Michele Holland

## **PUBLIC CELEBRATION COMMITTEE**

The Public Celebration Committee, in conjunction with other groups within the town, coordinates public activities and celebrations for the citizens of the town and engages in various projects to preserve the nature and heritage of Boxborough. The year 2005 had much better weather conditions for all the events than those held in 2004.

Memorial Day was celebrated with the traditional parade. The route took marchers along Hill Road to the North Cemetery, down Middle Road to the War Memorials at Town Hall and down Stow Road ending at South Cemetery. At each cemetery stop the names of deceased veterans were read and remarks made. At North Cemetery, State Representative Jamie Eldridge had some memorable and thankful words to say about our veterans past and present. At Town Hall, Reverend Ute Moliter, pastor of the Boxborough UCC Church, delivered the invocation. Mr. Peter Redenko, a Boxborough veteran, spoke to the crowd in a quiet, yet powerful way.

Marchers included the speakers, veterans, State Senator Pam Resor, State Representative Jamie Eldridge, Boxborough Selectmen, Boxborough Minutemen, the Blanchard Band directed by Linda Potter, the Acton-Boxborough R.J.Grey Junior High School Band directed by Mark Hickey, Fire Department, and Scouts.

Fifer's Fair, held in June, is a collaborative effort of the Celebrations Committee, the Boxborough Minuteman and the Recreation Commission. The parade from Blanchard School to Flerra Field featured many of the same participants as the Memorial Day parade plus Minuteman units from other towns, floats and bicycles. Grand Marshal Deb Gray led it, followed by Luther Blanchard represented by Joseph Coopriider and Lucie Hager represented by Grace Warwick. The Golden Fife Award was given to Dick Golden in recognition of his long and faithful service to numerous civic organizations of the town.

The holiday tree lighting ceremony was held on Saturday afternoon, December 4th at the corner of Middle and Hill Roads. The weather held out and well over 230 people attended the evening. Mr. George Boyden led the citizens in caroling. Many cookie bakers made the event a wonderful success! Thanks to the Highway Department for putting lights on the tree.

We are especially gratified at the number of new residents of the town who are joining us at these celebrations. Joining together in these "small town" events is part of what makes Boxborough a great place to live!

We would like to take this opportunity to thank the Town Hall staff, Police Department, Fire Department, Highway Department, Cemetery Department, Blanchard School and the Acton-Boxborough Regional Schools for their continued super support at our events.

Public Celebrations Committee: Nancy Fillmore (Chair), Pat Fallon (former member), Laraine King, Lori Morse (former member), Margaret Stockley, Sharon Garde and Frances Anderton

## **RECREATION COMMISSION**

The Recreation Commission is responsible for development and implementation of recreational programs for the citizens of the Town of Boxborough. It is also responsible for the management of recreational activities at Flerra Meadows fields. Members of the Commission are: Kevin Lehner, Mike Murphy, Chris Noble, Matthew Rosner, Susan Reuther, Victor Tremblay and Todd Webber. The Commission sponsors programs during the winter, spring and summer months for the youth of Boxborough. The winter program includes kids' games, soccer, basketball and gymnastics. These

programs emphasize basic fundamentals and fun associated with participation in youth sports activities. A summer playground program is available for town elementary school age children.

To further contribute to the community, the Commission attempts to employ residents of the town to conduct the programs. Information concerning enrollments in the program is distributed through the elementary school and Town Hall.

### **Winter Recreation Program (Saturday)**

Each year the Recreation Commission conducts a Saturday recreation program for approximately ten weeks during January, February and March. The program is available to Boxborough children of kindergarten through elementary school age. Residents need not attend the Blanchard School to participate in the program. The program offered soccer and a combination “all-sports” program. The program is conducted at the Blanchard School Gymnasium. Tom Sandock directed this year’s program and there were approximately 65 registrants for all sessions.

### **Gymnastics**

The Gymnastics program runs for approximately ten weeks during January, February and March. The program is available to all Boxborough children kindergarten through second grade. Residents need not attend Blanchard School to participate in the program. The program offers elementary gymnastics instruction on mats, beam and parallel bars. The program is conducted at the Blanchard School Gymnasium on a weekday afternoon. Kristin Sandock directed this year’s program and there were approximately 29 participants.

### **K – 6<sup>th</sup> Grade Summer Playground**

A summer playground program is available to children in grades K through 6. The program consists of well-supervised games, sports and creative activities. It is held mornings during the month of July and utilizes the grounds at Flerra Field. Teachers from Blanchard have run the popular program for the past three years with many local high school and college students helping as counselors. Melissa Sinclair, Kristin Sandock and Lauren Grady directed this summer’s program. There were over 213 registrants for the two sessions.

### **Fifer’s Day**

The Commission continued its tradition of sponsoring children's activities at the annual Fifer's Day celebration. The children are divided into appropriate age groups and compete in a range of activities, including a fun run, a three-legged race, and an egg toss and potato sack race. All children are recognized for their individual efforts and achievements with ribbons. The Commission also made a float for the parade.

### **Adult Basketball**

The Commission sponsors an adult basketball program. The program is held at the Blanchard School gymnasium on Monday nights and is open to all adult residents of the town.

### **Winter Basketball Skills Drills**

The Commission sponsored a basketball skills drills program. The program is held at the Blanchard School gymnasium during a weekday night and runs for 6 weeks in Nov/Dec. It is open to all girls and boys in grades 3-6 that are interested in learning or improving their basketball skills. Scott Apgar ran this program for us this year. The program was attended by roughly 80 kids.

### **Winterfest**

The seventh annual Winter Fest was held at Steele Farm in January. The festival included demonstrations of wild animals presented by Drumlin Farms, bonfire, and music. Local town groups

participated in a Bake Sale and the selling of refreshments. Dell Smart delighted us with music for the afternoon. We hope to see this activity grow in the future and have more town organizations participate in celebrating the winter season and the Steele Farm property. The Boxborough Conservation Trust had an information table & sold t-shirts & sweatshirts. The water and Bake Sale proceeds went to the TJ O'Grady skate park.

### **Regional Pool And Gym Facility**

The Acton Boxborough Regional High School pool and gym facilities are available to residents of Boxborough for their recreational use. The Acton Boxborough Community Education program sponsors swimming lessons in the summer and both winter and summer swim teams. For more information on these Programs, residents should contact the Community Education Office (266-2525).

### **First Aid & CPR**

The Commission sponsored the training of the directors of the Winter and Summer Programs in First Aid and CPR by the Fire Department. We also offered this course to residents of Boxborough and Acton for a fee of \$25 per course payable to Boxborough Professional Firefighters Association (BPFA). We certified 12 people in CPR and 6 people in First Aid for year 2004. This program will be scheduled again for the Spring of 2005. First Aid kits were supplied to the directors of the Winter programs. The Commission will restock the kits for the directors of the Summer programs 2005. We hope to continue this activity working with the Fire Department to offer these programs to all Boxborough and Acton residents in 2005.

### **Field Update**

We are planning to close out the warrant on Liberty Fields at Town Meeting in 2005. We are working on the punch list for the fields. We closed all but one 6v6 field at Flerra to let it rest for a season. It will open in the Spring of 2005.

### **Future Plans**

We plan to work with the community to add a basketball hoop and a painted court outside of the Blanchard Elementary School so kids can play basketball on a full size court from spring to fall.

We hope to rest more fields in the near future.

## **STEELE FARM ADVISORY COMMITTEE**

Steele Farm is seeing increased use all year long - from the informal stroll to hiking, dog walking, horseback riding, cross country skiing and snowshoeing.

The first formal event of the year was the Recreation Commission's Winterfest. The limited snow did not prevent a huge success.

As spring came, so did the newly formed LanSCom group to help with maintenance, as did ABRHS seniors for their community service hours. Invasive plant species were attacked and trail maintenance was performed.

Many thanks to Kenneth March and the DPW crew for snow plowing, brush clearing and all their help.

Norman Hanover of the Conservation Commission provided signage, mapping and trail marking as part of the town wide system.

Maintenance of the buildings is ongoing. One part of these efforts can be seen in the house windows as many that were damaged or deteriorated have been replaced.

A local youth group had meetings and camped overnight several times during the year.

Hay was harvested by a local farmer and trees were sold as the holidays approached.

The Committee meets most months on the first Saturday at 1 pm. and otherwise as posted, in the winter at Town Hall and other times at Steele Farm. We welcome groups and individuals with ideas about the property.

## SARGENT MEMORIAL LIBRARY

### Library Building Project

The past year the Library Building Committee monitored the construction of the new library. Sub-committees were formed to focus on construction issues, furnishings, landscaping and technology. The project is within budget and state grant money has been paid on schedule with the town already receiving \$1.4m of the \$1.6m grant. The state funds were paid three years earlier than expected, saving the town considerable money in borrowing costs. The new building will open to the public on March 14 with formal opening ceremonies scheduled for May 22. We would like to thank the members of the Building Committee, numerous volunteers, the Library Director and staff, Town Hall staff and members of the DPW for helping to make this project a success.

Janet Glidden  
Greg Ross  
Library Building Committee Co-Chairs

The library staff has also been busy this last year preparing for the move to the new location. The collection was weeded of damaged and out of date materials to make room for new acquisitions. Processing of new materials continues as we move to our beautiful new expanded building. We look forward to increased library hours for the new building voted at last year's Town Meeting. The new library hours are as follows:

M-W 10-6                      T-Th 10-8                      Sat. 10-3

### Electronic Access

The library website **www.boxlib.org** has all the most current information on library events, programs, the move to the new building, and the c/w mars network. With a library card from the Sargent Memorial Library you automatically become a member of the c/w mars network of 150 member libraries. The network offers a shared online resource that can be accessed from home to borrow books, magazines, videos, books on tape/cd, and other materials from any member library. You can also tap into reference databases from a variety of magazines and newspapers.

C/W MARS network access from on-site and at home at **www.cwmars.org** lets you:

- Borrow books and other materials online from any member library.
- Renew checked out items yourself.
- Have materials from any member library sent to your local library for pick-up.
- Save searches and e-mail yourself a bibliography from your search.
- Search full text reference databases from home provided and funded by the C/W MARS network, the Mass. Board of Library Commissioners, and the MA Regional Library Systems.

**Programming**

Weekly storytime and craft programs were held throughout the past year. Thanks to library staff and our wonderful volunteers who kept these-well attended programs going during our very hectic year.

**Book Club**

The Library Book Club continues to meet the second Monday of each month from September through June. New members are always welcome. Call the library or visit the website for a list of titles for the coming year.

**Summer Reading Program**

Once again we had record breaking attendance of over 600 participants in the annual summer reading program. Library staff visited Blanchard Memorial to enroll students. This year's theme was "Explore other worlds @ Your Library." The festivities included an outdoor picnic, an evening with storyteller John Porcino, craft events, weekly storytimes, movies at the library, and an "End of Summer Reading" Ice Cream Social, sponsored by the Friends of the Library and Blanchard Memorial School. Many local businesses donated prizes and gift certificates for the weekly drawings.

**Friends of the Library**

The Sargent Memorial Library has an active Friends of the Library group who meet regularly and provide support for various Library activities. The Friends organize an annual book sale to raise funds for the Library. They also provide the Library with resources for programming, summer reading activities, refreshments for programs, museum passes, the ice cream social, and support many other activities. Everyone is welcome to join the Friends of the Library. It is a great way to support your town. For more information about the Friends, pick up a brochure at the Library or call Heather Salemme at 264-4158.

A heartfelt thank you to Pat Fallon, long time President of the Friends of the Library, as she steps down after many years in her position.

Maureen Strapko  
Library Director

## **BLANCHARD MEMORIAL SCHOOL**

The 2004-2005 school year was one filled with continued successes extending throughout our educational program. Blanchard's MCAS performance for this academic year was once again labeled "high achieving" by the Department of Education. Our performing arts achievements have been highlighted by outstanding public concerts, art show participation, choral performances at the National Convention for Music Educators, and MICCA band competition. A great majority of our students continue to perform well above grade level expectations in all major academic areas.

Blanchard's school successes are supported by active parent involvement. Blanchard's parent support, both in terms of our Parent Volunteer Program facilitated by Kristin Hilberg and Lorraine Apgar coupled with our effective Parents Teachers and Friends Organization provide vitally important assistance in every aspect of our educational program.

While Blanchard continues to perform successfully in all areas, the financial demands continue to mount for our program. Blanchard is operating in consecutive B Budget environments. The cuts and reductions applied over the past two fiscal years are now taking its toll on our school. Textbooks are outdated, proactive facility maintenance is impossible and equipment replacement plans have been on hold for years. Class sizes are beginning to rise above our guidelines and currently two primary grade levels have an average of 24 students per class.

It is fitting that in this town report introduction, thanks and recognition are extended to the members of the Boxborough School Committee whose leadership in this difficult time is deeply appreciated. Site-based management successes are due in large part to the experienced Blanchard Leadership Team made up of Sam Slarksey, Assistant Principal, Dr. Sandra Daigneault, Director of Special Education, and Mark Graziano, Business Manager. These talented school leaders successfully support Blanchard's mission statement by servicing our school community with a wonderful combination of expertise, dedication and professionalism.

Dr. Richard A. Bergeron  
Superintendent/Principal

### **Grants**

(Submitted by Mark Graziano, Business Manager)

The School Department continues to apply for and manage a range of state and federal grants. Federal grants include: Teacher Quality Grant (\$11,912), Enhanced Education through Technology Grant (\$2,264), Special Education Entitlement Grant (\$82,553), Special Education Early Childhood Grant (\$6,091), Special Education Program Improvement Grant (\$6,000), Title V Innovative Programs Grant (\$2,859), Title I (\$60,120), and Safe and Drug Free Schools (\$2,789). State Grants include Summer Academic Support (\$2,200). State and federal grants total more than 3% of our operating budget.

### **Library**

(Submitted by Pam Eisenberg, Library Aide)

Every student who attends the Blanchard Memorial School has access to the library media center. Students use the facility to find books to read for both pleasure and information. The facility is also used as a place where children can bring the vast world around them to their fingertips by going online, reading magazines, and practicing research skills. It has been designed to try and meet the very diverse needs of the broad age and interest range found at Blanchard Memorial School. A cozy story area can be utilized for young students to learn about a particular author and their books while

at the same time several older students can create a Power Point presentation on India at the library's cluster of computers.

At the present time, the library has over 11,000 titles. According to the Massachusetts Department of Education, a school of Blanchard's size should have approximately 14,000 titles. The library staff is working hard to meet this goal by ordering new titles as well as weeding out the old ones. New titles are considered for purchase based on a number of criteria. These include, but are not limited to, support of standards-based curriculum, student interest, award winners, and teacher requests. This year, we received a generous grant from the PTF which allowed us to add new books and to create a new Beginning Reader section. This section is designed to encourage young students to bring a book home to read to their parents. We also received a number of donated books this year from different members of the community and we would like to thank all for their continued support.

All the new books we receive are processed and entered into our automated Winnebago Spectrum System. The system is an on-line card catalog that students use to search for books by title, author, keyword, or subject. Students are provided the skills necessary to use this search tool starting in the third grade. It is a valuable tool used by students and the library staff to find just the "right" book.

The library staff utilizes a comprehensive scope and sequence for the information literacy program at the Blanchard School. The skills taught for each grade are based on the Massachusetts State Frameworks. These frameworks establish standards for students at different grade levels. For example, the fifth grade students concentrate on research skills using a problem-solving model called "The Big 6" that teaches students how to identify, locate, and use gathered information efficiently. The students have all chosen individual topics and spend the year learning the six steps to help them become more productive researchers. The sixth graders then use this same methodology in their research projects throughout the year.

In closing, the library staff would like to thank the volunteers for their tireless efforts and the faculty and administration for their support. We would also like to thank the Boxborough community, which continues to recognize and provide the resources that are helping to make the Blanchard Memorial School Library Media Center the heart of a world-class school.

### **The Massachusetts Comprehensive Assessment System**

(Submitted by Samuel Slarskey, Assistant Principal)

The Massachusetts Comprehensive Assessment System (MCAS) continues to be a key component of the Commonwealth of Massachusetts Department of Education initiative to establish educational standards for Massachusetts' students. For the academic year 2004-2005, the Department of Education continues to reconcile aspects of the 1993 Massachusetts Educational Reform Law with the 2001 federal reauthorization of the Elementary and Secondary Education Act (ESEA) and the details of *No Child Left Behind* (NCLB). That is, the implementation of this 1400 page federal legislation (NCLB) is causing a realignment and expansion of the Massachusetts Comprehensive Assessment System (MCAS) and school accountability.

The seasonal schedules of MCAS testing and statewide educational Curriculum Framework Standards for Language Arts have held constant over a three year window of time. This relative stability has given us our first opportunity to begin to develop a year-to-year comparative analysis of grade level and individual student progress.

In Boxborough, we have experienced variability in some of our yearly scores, but the scores tend to be within the performance range expected. Given our high level of past success and the volatility presented by a relatively small student population, students are scoring very well. In 2004 MCAS scores, Blanchard Memorial School was one of only seven Districts in the Commonwealth of

Massachusetts to score in the *Very High* category in both Language Arts and Mathematics. The 2004 MCAS test results have been provided to the Blanchard Memorial School staff, parents, and administration, and they have been used by our curriculum committees to help better understand areas of student success and challenge.

Below, are listed a sample of overall Blanchard Memorial School scores for 2004. It is important to note that parents and teachers are provided much more detail, related to grade level and individual student scores, in a variety of skill and content topics and subtopics:

- 79% of our Grade 3 students scored in the *Proficient* ranges for Reading, while 0% were in the *Warning* range. The state-wide scores were 63% and 6%. (Note: The Grade 3 Reading test does not designate an *Advanced* rating.)
- 77% of our Grade 4 students scored in the *Proficient/Advanced* ranges for Language Art, while 4% were in the *Warning* range. The statewide scores were 56% and 9%.
- 79% of our Grade 4 students scored in the *Proficient/Advanced* ranges for mathematics proficiency, while 1% was in the *Warning* range. The statewide scores were 42% and 14%.
- 82% of our Grade 6 students scored in the *Proficient/Advanced* ranges of mathematics while 9% were in the *Warning* range. The statewide scores were 43% and 25%.

In Boxborough, the review of MCAS test scores is seen as one of many ways to assess student progress and the success of our educational program. We have taken a systematic, cautious and disciplined approach to curriculum alignment and student instruction for the MCAS. Areas of improvement are identified and committees design ways to implement “best practice” adjustments to the curriculum or instructional methods. We align to state Frameworks when the Department of Education standards are a good match to the philosophy and expectations established in Boxborough. We provide the knowledge and skills students need to be successful with standardized testing, but do not change the curriculum just to meet the characteristics of the MCAS. This reasoned approach is afforded to us because of an outstanding staff with a history of educational success, a supportive community, and children who respond positively to the quality education that the community of Boxborough expects. It is our hope that the Town of Boxborough will continue to support the quality of education it has valued in the past, and that students’ academic and social growth will be maintained.

### **Parents, Teachers And Friends (PTF)**

(Submitted by Kim Musto, President)

The Blanchard PTF is a volunteer organization comprised of parents, teachers, and friends. It has two primary roles. The first role is to provide programs and materials that enhance the educational, cultural, and social experiences of the children at the Blanchard Memorial School. The second role is to serve as a liaison between the home, school, and community. The PTF strives to accomplish this by maintaining open and consistent communication between the PTF and the Superintendent/Principal and the teachers and staff at the school.

The Blanchard PTF is a nonprofit organization with all revenue generated by fund-raising and donations supporting a comprehensive array of enrichment programs and materials used in every grade level throughout the school. Fund-raising programs for the 2003-2004 school year generated over \$50,000 and included: our bi-annual big fundraising event – our Dance and Auction, the Fall gift wrap sale, Fall flower bulb sale, Acton area Shopping Night, Boxtops for Education, Blanchard Night at Willow Books, and a Little Caesar’s pizza kit sale. Family donations for 2003-2004 totaled over \$3,000. The Blanchard PTF funds a variety of enrichment opportunities including science, art, music, technology, the school library and the Destination Imagination Program.

In addition, the PTF contributes financial support to the PTF Grant Program. The PTF Grants Program, which was established in 2000, awards grants in response to worthy written proposals

submitted by members of Blanchard community. Grant proposals may be submitted for one of three deadlines during the school year (usually, October, January and April), and can be for any educational purpose, such as classroom enrichment activities (as opposed to core curriculum that is publicly funded by state and local resources), special equipment or supplies not found in the school operating budget, or professional development. Each year, a grants review committee is elected and is comprised of two teachers, three parents and two members of the PTF Board of Directors. The committee meets to review all grant proposals and issues written responses to all applicants within thirty days of the grant proposal deadlines. During the 2003-2004 school year, the PTF Grants Program awarded seven grants for about \$10,000 in total. Among the grants awarded were: a writer's workshop with Eshu Bumpus, 30 keyboard computers for use with the AlphaSmart system, SAFE program with Boxborough Fire Department, and a signature board and bulletin board for art projects.

The Blanchard PTF, which became incorporated in 2003, is led by an elected Board of Directors and holds regularly-scheduled general meetings throughout the school year. There is no membership fee and all Blanchard parents, teachers and friends in the Boxborough community are welcome and encouraged to attend. One purpose of these meetings is to provide participants the opportunity to exchange ideas and concerns with other members and with the Superintendent/Principal and members of the Blanchard staff. At each meeting, the PTF budget is reviewed and discussed. A vote is taken, when necessary, to allocate PTF funds for specific requests. Upcoming social and fund-raising events are also discussed as well as other pertinent PTF business. In addition, various guest speakers are invited to address the participants and may present information on a variety of topics, including existing or new academic programs, the MCAS exams, the school budget, health issues and the like.

The Blanchard PTF continues to recognize the importance of sponsoring social events which provide a safe and fun environment for Blanchard families and friends to enjoy. Among these events are the annual Pumpkin Walk, Bingo Night, Blanchard Night at the Lowell Lock Monsters and the Mothers Day and Fathers Day tables. The PTF sponsors a Seniors Luncheon each fall, providing Boxborough's senior citizens with a delicious meal prepared by Blanchard families as well as a musical performance by one of Blanchard's many instrumental or vocal performance groups. In February, the PTF sponsors the annual Teacher and Staff Appreciation Luncheon, at which time Blanchard families take part in preparing a luncheon to express their thanks and appreciation for all that the staff and teachers do for the children and families of the Blanchard Memorial School. Throughout the year the Hospitality Committee provides refreshments for a variety of events, including kindergarten screening and orientation and sixth grade graduation.

Another way in which the PTF supports the community is by presenting scholarships to Blanchard Alumni who graduate from the Acton-Boxborough Regional High School and who have made significant contributions to the Boxborough community.

Each month, the PTF publishes a newsletter, *The Blanchard Bits*, which serves as its main instrument of communication between school and home. The 2003-2004 school year constitutes its ninth year of publication. It contains valuable information regarding school programs, important school news, upcoming events and town-wide notices, as well as articles contributed by the Superintendent/Principal, members of the Blanchard staff, the PTF, and various community groups. Copies of the newsletter are available at various locations around town; it can also be downloaded from the school website. The PTF also publishes an annual school directory as a convenience for Blanchard staff, students and their families.

The PTF Board wishes to thank every single volunteer from our committee chair people to our parents and friends who help out with copying, providing food, and making calls – all of which make our programs so successful. Fun and worthwhile volunteer opportunities abound, so we continue to encourage all members of the Blanchard community - new and old - to jump in and make a difference!

## **Parent Volunteer Program**

(Submitted by Kristin Hilberg and Lorraine Apgar, Academic Volunteer Coordinators)

We have an extremely strong parent volunteer program in place at Blanchard Memorial School. This program offers the community an opportunity to support the school system as well as provide the chance to be more actively involved in the education of our children. Our mission is to fill and support all academically-related needs the school may have. The volunteer coordinators set the program in place at the beginning of each school year, working closely with faculty and staff to identify areas of need within the Blanchard curriculum. Then they survey the entire parent population and match areas of interest with volunteer opportunities.

One of our major goals is to involve a cross-section of adults in the program including mothers and fathers as well as interested family members or friends. There are varied opportunities to assist before and after school as well as during school hours. There are also tasks which may be completed from home. Volunteers have traditionally brought a broad range of skills and talents to Blanchard. We consider ourselves very fortunate! These volunteers help to ensure that our academic programs remain vital and continue to grow.

Many volunteer opportunities exist within the school community, and we encourage everyone to consider volunteering in areas other than in the classroom. This provides an ideal way to get to know the faculty and staff as well as the student population. These areas include but are not limited to the science lab, library, health office, technology and the art room. In addition, volunteers provide support in the form of material creation and clerical assistance for support staff such as the reading support specialists and guidance counselor. We are confident that our volunteer program allows our teachers and staff to focus more of their time and energy on developing and implementing an enriched curriculum, and is one of the reasons for Blanchard Memorial School's excellence. If you are interested in volunteering at Blanchard, please contact the school office.

## **Professional Development**

(Submitted by Samuel Slarskey, Assistant Principal)

Dedication to Professional Development is one of the most important commitments a school system and a teaching professional can make. It has the potential of enriching the educational opportunities for students.

Professional Development is an ongoing opportunity and a tradition at Blanchard Memorial School. It is also an activity that the Department of Education expects to see demonstrated in each district and it is an effort expressed through clearly described financial and time commitments. In Boxborough, this obligation is met through scheduled early release Professional Development days, budgeted support for graduate courses, workshops, professional reading materials and the personal commitments made by our staff. Examples of improvements initiated from professional development are found in the adoption of new materials, models of classroom instruction and innovative uses of new technology.

The 2004-2005 on-site graduate course, *Moving from Theory to Best Practice in Literacy*, is being presented in response to teacher input and requests. It is a fully subscribed reading/language arts course attended by 30 members of our staff and administration, and matches the goals and objectives detailed in federal education legislation and the Commonwealth of Massachusetts curriculum frameworks. This reading course will likely cause a school-wide realignment of the scope and sequence of language arts/reading expectations, and in doing so, improve an already successful program.

Beyond reading, teachers continue to enroll in outside graduate level courses to further their varied interests and skills in the delivery of elementary school instruction. Blanchard Memorial School is

also running small group sessions in professional and curriculum development through standing committees. The topics being addressed range from mathematics, and science technology, to health and pro-social behavior.

### **School Council**

(Submitted by Dr. Richard A. Bergeron, Superintendent/Principal)

Blanchard's School Council convenes six times during the school year. The Council is established pursuant to Massachusetts General Law Chapter 71, Section 59C. The Council is charged with advising the school principal in areas of budget development, school goals, professional development and authoring the annual school improvement plan. Thanks and appreciation are extended to Blanchard's School Council. This year's School Council members include:

Dr. Richard A. Bergeron, Superintendent/Principal  
Mary Brolin, Parent Representative  
Eileen Kassower, Parent Representative  
Catherine Christensen, Parent Representative  
Libby Reichlen, Parent Representative  
Tracey Johnson, Faculty Representative  
Rebecca Schuhmacher, Faculty Representative  
Robin Smirlock, Faculty Representative  
Kristin Hilberg, Town Board Representative  
Leanne Winkler, Community Representative  
Elizabeth West, Community Representative

### **Special Education**

(Submitted by Dr. Sandra Daigneault, Director of Special Education)

The Boxborough Public School Department provides for the needs of students with disabilities from age three through sixth grade. In 2004, approximately 13% of Boxborough's students were eligible for special education services. Of these students with identified special needs, more than 80% of them received all of their special education at Blanchard Memorial School. These students were all assigned to general education homerooms and most spent the majority of their school day in the mainstream setting.

Blanchard's professional special education staff conducts necessary evaluations and provides consultation to paraprofessionals, parents and general educators. The special education department offers the following direct services:

- Learning Center Teachers serve students with moderate special needs in grades 1-6. The students have varying types of disabilities, though the majority are diagnosed with Specific Learning Disabilities. Students attend the Learning Center for individualized programs in reading, written language, and or mathematics. Instruction takes place in small groups or one-to-one. Students spend from 1-3+ hours per day in the Learning Center.
- The Resource Room Teachers serve students with mild-moderate special needs in grades K-6. The students have varying types of disabilities, though the majority are diagnosed with Specific Learning Disabilities. Resource Room teachers provide related specially designed instruction, support, reinforcement, and modifications in the Resource Room or in the general education classroom. Support focuses on all academic areas with significant emphasis on work habits and study/organizational skills. Most instruction occurs in small groups. Students spend 1-5 hours per week receiving Resource Room support, in and out of the general education classroom.
- The Speech/Language Therapists serve students with communication disorders, preschool through grade 6. Speech/language therapists provide therapy to address needs in communication areas including receptive language, expressive language, articulation and fluency. Therapy occurs one-to-one or in small groups. Students receive speech/language therapy for approximately 1-2 hours

per week. Therapists often provide instruction in general education classrooms as well, such as weekly phonemic awareness lessons in our kindergarten classes.

- The Occupational Therapist serves students with impaired fine motor, sensory motor, visual perceptual, and/or sensory integration skills, in grades K-6. The occupational therapist works to facilitate students' independent performance of school related tasks related to the motor areas identified as delayed. Therapy occurs one-to-one or in small groups, along with the provision of some instruction in general education classrooms. Students receive occupational therapy for approximately one hour per week.
- The Guidance Counselor and School Psychologist serve students with social, emotional, and/or behavioral needs in grades K-6. A variety of counseling services are provided, including one-to-one counseling, social skills groups, short-term crisis counseling, and mini-units collaboratively taught with general education teachers. Most ongoing counseling occurs for one session per week. These staff members also help develop and implement positive behavioral intervention plans for students.
- A Special Education Tutor serves a small number of students with low-incidence disabilities in grade K-6. This tutor develops and implements individualized academic programs, social/behavioral programs, and in-class general education support. The goal of this program is to provide appropriate supported inclusion opportunities, along with necessary one-to-one, intensive instruction.
- The Integrated Preschool serves three- and four-year old students with and without special needs. Students attend preschool for four mornings per week. Children participate in a language-rich preschool curriculum based on developmentally appropriate practices that enhance each child's individual growth. The Integrated Preschool has its own staff, comprised of an early childhood special educator, a speech/language therapist, an occupational therapist and two paraprofessionals.
- Special education paraprofessionals serve students in preschool through grade 6. Paraprofessionals work under the supervision of licensed staff. Most paraprofessionals work in general education settings where they provide support and modifications to facilitate the successful inclusion of students with special needs.

Along with the aforementioned Blanchard special education staff, we also contract with various specialists. This often includes a physical therapist, behavioral consultants, one-to-one behavioral trainers, and/or consultants for low-incidence disabilities.

As a one-school district, we are proud of the continuum of special education services that we are able to provide within our local school. Highly qualified, licensed professional staff and outstanding paraprofessionals offer Boxborough's students with special needs with exceptional educational programs.

### **Technology**

(Submitted by Gail Neuman, Network Coordinator and Elizabeth Sheldon, Instructional Technology Specialist)

In 2004, technology became a greater component in the curriculum at several grade levels. Elizabeth Sheldon (Liz) continued to make technology integration inroads during the first half of the year helping teachers identify and effectively utilize technology opportunities. Of particular focus was the Journey North project. Working closely with the fifth and first grades, Liz planned and is piloting this year long internet based, cross curriculum project, which is a global study of migration and seasonal change.

The classroom set of Alphasmart keyboards and the laptop and LCD projector on a rolling cart were two fairly new technology tools that became resources in demand in 2004. Other equipment added in 2004 included an additional digital video camera to allow greater student involvement and skill development in these technologies.

This year's budget allowed us to replace only ten desktop computers. Thanks to Kurt Hayes, a parent volunteer and an IBM employee who wrote and submitted a grant application to his employer, we received a laptop computer. This computer has been set up as a dedicated unit with a newly acquired LCD projector purchased with funds from a state grant. This allows us to now have two complete rolling cart set ups for use in the classrooms. A teacher written grant combined with funding from other grant sources will allow us to add a third Smart Board (to be installed early in 2005). The PTF generously approved a grant for the purchase of two Apple Macintosh Computers to be used in the art department to involve students in the process of video editing and movie creation.

Floppy disks contributed to many of our technology problems during the first half of 2004. In the fall we sent recommendations out for parents to purchase USB drives, which hold much more information and have proven to be more reliable.

At the tail end of 2004 we set up two wireless "hot spots" in the school. This now allows for the laptops at Blanchard to connect to the network from popular meeting sites where network drops are not available.

Many people in the Boxborough community have volunteered their time and have helped us with the existing technology in our school. A couple of people have been mentioned above, but there are many others who have supported and assisted the technology department. The people listed below have helped with computers in the school and by serving on the Technology Council, which meets every other month.

Lorraine Apgar  
 Eileen Barnett, Faculty Representative  
 Greg Bosworth, BITCom Representative (Jan-Oct)  
 Jim Dowrey  
 Sheila Hanrahan  
 Michael Hoff  
 Janet LaVigne, Faculty Representative

Kitty Lee  
 Gail Neuman, Technology Director  
 Raid Suleiman, School Committee Representative  
 Paul Oka  
 Tom Ruether  
 Elizabeth Sheldon, Instructional Tech. Spec.  
 Derek Wylie, BITCom Representative (Nov-Dec)

**Blanchard Memorial School Staff**

<b>Name</b>	<b>Position</b>	<b>Date of First Appt.</b>	<b>Educational Background</b>
Bergeron, Dr. Richard	Superintendent/Principal	08/90	Lowell State College, B.S Fitchburg State College, M.Ed University of Massachusetts, C.A.G.S. Boston College, Ed.D.
Barnett, Eileen	Art	09/99	Southern Conn. State College, B.S.
Baron, Sandra	Learning Center	09/00	Fitchburg State, B.S.
Blumberg, Beth	Grade 6	09/04	Simmons College, M.A.
Boudreau, Carol	Kindergarten	09/97	Worcester State College, B.S.
Callahan, Margaret	Music/Chorus	09/02	Central Michigan University, B.A.

Daigneault, Dr. Sandra	Special Education Director	09/80	Rhode Island College, B.A. Fitchburg State, M.Ed. Boston College, Ed.D.
Daniel, Katherine	School Nurse	12/01	Westbrook College, Assoc. University of Lowell, B.A.
Dimen, Jason	Grade 5	09/03	Seattle University, M.A. Boston University, B.S.
Eisenberg, Pam	Assistant Librarian	09/04	University of New Hampshire, B.S.
Erhartic, Dr. Michael	Physical Education	01/74	Adelphia University, B.S. Fitchburg State, M.Ed. Boston University, Ed.D.
Flaherty, Karen	Reading Support	09/98	University of Lowell, B.A.
Follett, Lawrence	Grade 4	10/93	University of Lowell, B.S. University of Lowell, M.A.
Garcia, Christine	Psychologist	09/02	University of Tampa, B.A. Tufts University, M.A.
Geran, Julia	Grade 1	09/73	University of Vermont, B.S., Ed.
Goehring, Luanne	Reading Support	09/99	Univ. of MA-Lowell, B.S. Univ. of MA-Lowell, M.Ed
Goldberg, Robin	Speech Pathologist	09/04	Columbia University, M.S. Adelphi University, B.A.
Grady, Lauren	Grade 4	09/00	University of Massachusetts, B.A. Lesley College, M.Ed.
Guilmette, Robert	Physical Education	09/99	Bridgewater State College, B.S.
Hirsch, Robin	Grade 1		University of Bridgeport Connecticut, M.S. Providence College, B.A.
Hogan, Mary	Kindergarten	09/94	California State College, B.A.
House, Judith	Grade 1	09/97	Fitchburg State College, B.S.
Hulbert, Faith	Grade 3	11/85	St. Michael's, B.A.
Ingham, Marga	Resource Room	09/00	Providence College, B.A.
Johnson, Tracey	Resource Room	09/02	Assumption College, B.A. Framingham College, M.A.
Kane, Megan	Grade 6	09/04	Wheelock College, M.S. University of New Hampshire, B.S.

Kress, Ann	Art	09/03	University of Minnesota, B.F.A. Vermont College of The Union Institute, M.Ed.
LaVigne, Janet	Grade 6	09/00	Regis College, M.A. Merrimack College, B.A.
Lavin, Pamela	Speech/Language	09/93	University of Massachusetts, B.A. University of Massachusetts, M.A.
Luck, Phyllis	Grade 4	09/97	Fitchburg State College, B.S.
McLean, Deb	Integrated Preschool	09/04	Wheelock College, M.A. Salve Regina College, B.A.
McMaster, Susan	Math Support	09/01	University of MA-Amherst, B.A. Lesley College, M.Ed.
McMillan, Katherine	Grade 6	09/02	Lesley College, B.S. Lesley College, M.Ed.
Morris, Peggy	Occupational Therapist	09/04	Boston University, M.A. Utica College, B.A.
Neuman, Gail	Technology Director	09/99	Hillsdale College, B.S.
Neuman, Jill	Grade 1	09/99	University of Maryland, B.S. Hofstra University, M.A.
Owen, Sheila	Grade 4	09/03	Lesley University, M.Ed. Framingham State, B.A.
Pavlik, Mary	Grade 2	11/92	Lesley College, B.S.
Plunkett, Cynthia	Grade 1	09/83	Framingham State College, B.S.
Potter, Linda	Music/Band	09/96	Miami University of Ohio, B.A. Trenton State University, M.A.
Reaves, Karen	Grade 3	09/91	Boston College, B.A.
Sartori, Brenda	Grade 5	09/04	Lesley College, M.A. Stonehill College, B.A.
Sciola, Jane	Grade 3	09/71	University of Maine, B.S.
Schuhmacher, Rebecca	Grade 5	09/00	Framingham State, B.A.
Sheldon, Elizabeth	Instructional Technology Specialist	09/03	Lesley College, M.Ed. University of New Hampshire, B.S.
Sinclair, Melissa	Librarian	09/01	Boston University, B.A. Cambridge College, M.A.

Slarskey, Samuel	Assistant Principal	09/74	Lowell State College B.S.Ed. Boston University, M.Ed.
Smirlock, Robin	SpEd Teacher	09/93	University of Hartford, B.S. Lesley College, M.Ed.
Sperazzo, Mary	Grade 3	09/98	Fitchburg State College, B.S. Lesley College, M.Ed.
Sullivan, Ellen	Occupational Therapist	09/02	Fitchburg State College, B.A. Springfield State College, M.E.D.
Thoman, Elizabeth	Grade 6	09/01	Framingham State, B.A. University of Lowell, M.S.
Walsh, Gail	Guidance Counselor	09/04	Cambridge College, M.A. Skidmore College, B.A.
Weisberg, Jennifer	Speech/Language	09/02	University of Massachusetts, B.A. Northeastern University, M.A.
Wheeler, Linda	Grade 2	09/85	Framingham State College, B.S. Fitchburg State, M.Ed.
Whyte, Erin	Grade 5	09/00	Lasell College, B.A.

## ACTON-BOXBOROUGH REGIONAL SCHOOLS

### Education Report

#### Introduction

The 2003-2004 school year was a year that proved to be bustling with activity. The Acton-Boxborough Regional High School Building Project was the most significant area of change, but the district also inducted new faculty and undertook a wide range of projects in the realm of curriculum and instruction.

#### Enrollment

The junior high school enrollment increased by 29 students, from 901 to 930 with no school choice students remaining. The high school numbers went from 1,600 to 1,683, an increase of 83; there were six school choice students remaining – a decrease of ten students from the previous year.

#### Personnel

Staffing changes for the 2003-04 school year were affected by the June 2003 retirement of six Acton-Boxborough Regional teachers. Leaves of absence for two ABRSD teachers were granted, and nine AB resignations were received. The eleven ABRSD full-time equivalent new teachers who were hired filled these vacancies and additional openings.

#### Curriculum and Instruction

At the high school in 2003-2004, as the building project progressed, a significant new initiative in technology integration began to transform the way that teachers deliver instruction. As new parts of the building came on line, faculty were assigned new laptop computers, with wireless access to the Internet and e-mail. Each new classroom was equipped with an LCD computer projection device. As a result, for the first time, faculty could walk into a classroom, pull out a laptop, set up the day's lesson on the screen, and then project their materials for students. Technology enhancements also included mobile computing labs and smartboards. Faculty received training in how to employ these new technological tools as they were being brought into the system, and many began employing the tools on a regular basis right away. A research and development project enabled faculty to develop new technology-integrated lesson plans and materials.

High school faculty also continued their steady progress towards documentation of course curricula. This process has been an opportunity for faculty to determine, and then articulate clearly, what matters most in the courses they teach. Where courses are taught by multiple faculty members, discussions leading to the crafting of course documents have also been a valuable opportunity for faculty to develop shared objectives.

Also at the high school, a decision was made regarding how to address the N.E.A.S.C. curriculum and instruction standards. Administrators and faculty shared concerns that working to implement mission-based expectations for student learning and a system of holistic assessment to evaluate students' mastery of those expectations would be extremely time consuming, would generate much paperwork, and would result in relatively little pay-off for student learning. On the other hand, the district was unwilling to give up the high school's accreditation for fear that this would have negative consequences for the school's students.

Ultimately, the decision was made to comply with N.E.A.S.C. standards to a sufficient degree to ensure accreditation. We established department-based expectations for student learning. Eventually, all students will be assessed by department, employing rubrics designed to gauge students' attainment of the expectations. Faculty in each department will share samples of student work and, through discussions about that work, will develop common standards for student work. Field-testing and further implementation of these new departmental rubrics will continue over the next several years.

At R. J. Grey Junior High, the arrival of a new principal was the major event of the year. Among Craig Hardimon's projects in his first year was to bring in the New England League of Middle Schools so that RJG could undertake a self-assessment and identify priorities for change and growth over time. Also at RJG in 2003-2004, curriculum documentation work was conducted by the social studies department, by the math and science departments, and by the English department. In response to parent questions about the nature of the RJG social studies curriculum, that department made a series of presentations and held several open forums to describe their program.

In 2003-2004, two important curriculum development initiatives were underway in our districts. These projects included a revision of the Health and Wellness curriculum and a revision of the History and Social Studies curriculum through grade eight.

**Revision of our Health and Wellness Curriculum:** The districts' health curricula were last revised in 1998. Since that time, the communities' understanding of and attention to health and wellness issues have been strongly influenced by three cycles of compelling Youth Risk Behavior Survey (YRBS) data. Discourse about YRBS data led to the establishment of the Citizens' Alliance for Youth (CAFY). Over time, review and analysis of YRBS data have also led to important conversations among faculty and staff regarding the nature of our health and wellness educational programming.

This year, in light of the insights provided by YRBS but also keeping in mind our constrained budgets, we launched a review of our health and wellness curriculum. Our health curriculum is "owned" by a diverse group of educators. Some of the curriculum material is delivered by certified health faculty; at the regional level, elements of the health curriculum are also taught by science faculty.

Therefore, when we convened a committee to review our health curriculum, we brought together a multi-disciplinary team. This group met throughout the year. During the course of deliberations, we:

- identified pressing concerns raised by the YRBS data – and that had surfaced through disciplinary problems and in the mass media – that ought to be addressed in our health curriculum;
- took stock of the topics addressed and methods employed in our current health curriculum;
- made decisions about topics that ought to be added to the curriculum;
- identified areas where additional parent education would be helpful; and
- identified where and how these topics can be made part of every student's learning experience in the schools.

**Revision of our History and Social Studies Program, grades 7 – 8:** The articulation of the essential questions for the unit of study at each grade level is the most important change either already implemented or to be implemented in the near future. From these questions, it is the expectation that students will derive the essential understandings inherent in each unit of study. We have also refined our scope and sequence of study.

## **Pupil Services**

**Nursing Services:** The school nurses continue to support increasing numbers of students with chronic health conditions, as well as deal with issues of communicable diseases such as Pertussis and Varicella. They stayed involved in a limited capacity with the Framingham Health grant, which remained under-funded due to state budget cuts. The nurses revised and updated the schools' medication administration policy and procedure. They conducted state-mandated vision, hearing, height, weight and postural screenings. The nurses provided ongoing, individualized health teaching to students, staff, and families, as well as community education through Project Wellness. The nurses at the junior and senior high schools continued work on implementation of the athletic participation form that provides emergency and appropriate medical information about students to their coaches. During Professional Day in March, all the nurses attended a conference titled *Mood and Anxiety*

*Disorders* and one on *Stress Relaxation for School Nurses*. The nurses also attended a conference from CASE Collaborative on *Legal Issues for School Nurses*. For their study group, the nurses reviewed the evaluation process and developed a new evaluation tool that they hope to trial next year. As in previous years, the nurses offered a Flu Clinic for staff members.

**Counseling:** The junior high counseling department worked for the second year on the new caseload assignment, which assigned counselors to students alphabetically instead of by team. The model was successful in many ways, but review of the practice resulted in assigning students to counselors by team for the 2004-2005 school year. Counselors taught an additional section of sexual harassment in the 7<sup>th</sup> grade. The department continues to work on developing a website for student and parent use.

The high school counseling department was fortunate to have both a full-time and part-time school psychology intern to assist in counseling, assessment, and intervention with students with significant social-emotional and learning needs. The high school implemented a new transcript that included year-end grades only, weighted 5.0 GPA, unweighted 4.0 GPA, and a histogram of the weighted GPA. Counselors continued to respond to questions concerning the new format. The department has felt that sophomore students need more attention around the career exploration process and therefore instituted a career exploration program for sophomores. Counselors met with their 10<sup>th</sup> grade students in small groups. Every student was given an account on MyRoad.com, a computerized college and career search program produced by the College Board. Students had an opportunity to learn how to use this web-based program and were encouraged to continue to use it on their own. Finally, a counselor became a career exploration liaison on the career committee. Counselors continued to be involved in the VOICE committee, Best Buddies, and Mentors in Violence Prevention programs.

**Special Education and English Language Learners:** Now in its tenth year, the Acton Public Schools Preschool, including the Integrated Preschool, is a well-respected early childhood program option within the community. The interdisciplinary team of early childhood special educators, physical therapists, occupational therapists and speech/language therapists provides a spectrum of early childhood services to identified students. With the adoption of the Mass DOE Early Childhood Curriculum Standards (Early Learning Guidelines), APS professional staff provided leadership and paraprofessional staff participated in town-wide training for preschool staff. In June 2004, three of the professional staff attended a two-day course on the interface between the Learning Guidelines and creating appropriate IEPs for students with special needs. As a result, staff is in the process of creating an informal assessment tool and will implement its use as a means of evaluating and documenting student development and progress. Digital cameras/photography for instruction and documentation is used in an ongoing manner in all preschool classes at this point. Photos are used to document progress through inclusion in student portfolios, and others are given to families as a means of sharing progress and daily events. This is particularly helpful for students who demonstrate delayed/immature speech/language development. It is also used as a training tool for staff through documentation of the consistency of instruction across staff.

**Acton Boxborough Special Education/Speech and Language/Academic Support Centers:** The Acton-Boxborough Regional Special Education Department continues to provide current, highly-effective services within their well-defined programs. Maintaining a strong professional development program for staff is crucial to maintaining this level of programmatic excellence. In this regard, all specialists have increased their repertoire of strategies and interventions to remediate reading, writing, and math disabilities through professional workshops such as Visualizing and Verbalizing, Project Read, and updated cognitive and achievement testing. While additional training has provided some new interventions in anger and behavior management and cultural and racial sensitivity, this is an area where specialists are looking for new opportunities. Additionally, all special education assistants participated in multiple inservice trainings during the school year, addressing topics such as providing support to students and teachers within the mainstream

classroom, understanding disabilities and related accommodations, and teaching strategies for improved study and organizational skill building.

The Academic Support Center teachers at both the junior high and senior high schools continue to meet bi-monthly to discuss and respond to new assessments and regulations pertaining to the district's English Language Learner student population. Through collaborative discussions, it is apparent that the ELL student population changes frequently and that regular adjustments are needed to provide a supportive and specialized learning environment. An established database continues to be used to provide monthly reporting of ELL student numbers.

As federal NCLB requirements are considered, regular education Academic Support Center teachers and counselors continue to coordinate procedures for disseminating school information in the native languages of each ELL family and continue to develop public relations efforts for reaching out to our international families. The comprehensive guide for classroom teachers, developed during the summer 2004, has been updated and reflects new federal and state guidelines.

Finally, continued collaboration between special and regular education staff continues. Test-taking procedures ensure the integrity of test taking at the high school while ensuring that special education students receive all necessary accommodations. Regular discussions occur regarding small group curricular classes, ensuring that all specialists teaching such classes possess current training within their teaching area. The special education administration works closely with building administrators to designate appropriate MCAS personnel who monitor the coordination of MCAS tasks pertaining to the district's special education population. Of paramount importance is to ensure that special education students receive their required accommodations as per the IEP during the MCAS testing process. Through the provision of regular staff meetings and trainings, IEPs carefully reflect necessary accommodations consistent with MCAS requirements.

### **R J Grey Junior High School**

R. J. Grey began the 2003-2004 school year with 930 students, 472 in the seventh grade and 458 in the eighth grade on October 1. This was an increase of 29 students over the enrollment for October 1, 2002. The opening of school marked the beginning of a new administration with principal, Craig Hardimon.

At R. J. Grey, all students are divided into teams. Teaming is the ideal format through which we can deliver those programs and values we most believe in, as expressed in our Statement of Purpose; e.g., meeting the needs of the adolescent, maintaining curricular quality and interdisciplinary opportunities, and creating a sense of community. We are grateful to the Acton community for the passage of the override and the school budgets in April 2003, which allowed us to keep the teaming structure in place for the 2003-2004 school year. We maintained our fifth team in seventh grade for a second consecutive year. Having smaller teams in the seventh grade allows for a better transition for sixth-grade students as they move up to the junior high. Each seventh-grade team had approximately 95 students and five teachers (English, social studies, math, science, and Spanish and/or French.) In grade eight, we had four teams, each with about 115 students and five teachers (math, science, English, social studies, and one of the four "exploratory" subjects that rotated each quarter of the year). World Language teachers are "off-team" in grade eight. Teachers plan integrated curricular activities, which help students see the relationships between the various subjects. Teaming allows teachers to get to know students very well and gives common planning time to support these students. Time is scheduled that allows parents/guardians to meet with all team teachers at once to get the whole picture of their child's progress. Teaming also breaks a big school into smaller units, which makes the school less intimidating than being one student out of 930.

All students take English, social studies, math, science, and physical education/health. The curriculum demonstrates the core values of reading (the English program is literature-based), writing (although skills are primarily taught in English, the other academic subjects have adopted the "Writing Across the Curriculum" approach, which provides students with a more consistent writing approach), math (with the added skill development of reading mathematical language), and our physical (science) and cultural (social studies) world. Most of our students not exempted by a Special Education Individual Educational Plan take a world language, with twice as many taking Spanish as French. Seventh graders participate in an "exploratory program" that consists of Information Skills, Art, Music and Minuteman 7<sup>th</sup> Grade Technology Lab, each of which meets every other day for half of the year. Exploratory courses for the eighth graders are Art, Minuteman 8<sup>th</sup> Grade Engineering Lab, Life Skills/Health, and Study Skills; these classes are a quarter long.

In addition to the core curriculum, students could also choose an elective that met every other day. Elective classes offered were acting, basic and advanced guitar, basic drawing, drawing and painting, chess, hand crafts, Internet information skills, library aides, peer tutoring & peer mentoring, book club, performance art, technical design projects, web page design, and yearbook.

Learning and connecting with members of the R. J. Grey community took place for many students through our extracurricular activities. The interscholastic athletic program included teams in cross country, soccer, field hockey, basketball, softball, track, and baseball. All participants on these teams paid an activity fee, which helped to support these programs. The intramural program was available to all students, meeting either before or after school. These intramurals included floor hockey, basketball, lacrosse, and strength training. Other after-school activities included Art Club, Adopt-a-Grandparent, Jazz Band, Select Choir, String Ensemble, Chess/Board Games Club, Robotics, and the AB Blueprint (school literary publication). The school play, "Pirates of Penzance," involved over 150 students and 125 parents. We had several firsts for our extracurricular activities. Two new clubs were started: the Junior High Speech and Debate Team and Amnesty International. RJ Grey held its first annual Spelling Bee, and the winner represented our school at *The Lowell Sun's* 64<sup>th</sup> Annual Northern Middlesex Spelling Bee. Our student came in second place at the regional spelling bee. The inaugural RJG Virtual Art Show, which was linked to our website, showcased work from the two art classes, the art club, and staff.

Another way students connected with each other was through involvement in the Student Council. This group helped to plan school-wide activities, dances, and service learning projects. The Student Council raised money for Partners in Health Organization. A major focus of Student Council this year was becoming more aware of and addressing bullying and teasing issues in school. Several students attended the "Let's Get Real" video premiere and presented the information to our staff. As part of their presentation to the staff, they conducted a survey of students regarding bullying and teasing behavior in our school.

In addition to our annual community service learning projects, such as the Coat Drive, Walk to the West Acton Food Pantry, and collecting for Toys for Tots, teams found new programs to support. Among these were eighth-grade students teaching science to students at Douglas Elementary School, collecting small household goods for the Acton Household Goods Recycling Project, and visiting local community service agencies, such as Life Care Center of Acton. The Principal Student Advisory Board was created; several students from Student Council served on this board.

In the spring of 2004, eighth-grade students participated in the Youth Risk Behavior Survey, along with other surrounding communities. In our continued effort to address all of the needs of students and parents/guardians, we held our third annual Project Wellness Day. This event brought seventh-grade students and adult family members together at Merrimack College on March 10, 2004 to learn more and better ways to communicate with each other about difficult issues and sensitive topics, ranging from time management to drug use to relationships. Approximately 1,000 students, family members, and staff participated in this event. We also cosponsored for the third consecutive year the

parent evening, “Recognizing Adolescent Depression and Anxiety,” with the RPTSO, CAFY, and NAMI-Mass. The counseling department facilitated classroom-wide sessions in the seventh grade addressing respect, harassment, and bullying behavior.

Other special events during the school year included the Problem Solving Contest, Student Variety Show, Halloween Dress-up Day, Blue and Gold Day (school spirit day), World Language Week, a weekend ski trip to Waterville Valley, school-wide end-of-the-year field trip to Canobie Lake Park, the Thanksgiving Assembly, and the Student Recognition Assembly.

Throughout the school year, several groups met regularly to look at the future of R. J. Grey and to consider ways we can continue to meet the academic needs of our students. The entire staff, as well as a committee of department leaders and staff representatives, continued to look at the parts of the program that are highly valued in order to preserve them, and also looked at ways to enhance the learning opportunities of all students. The English and Social Studies Departments published their curriculum outlines, objectives, and goals, so families would have access to the material focused on in these classes. As a school, we participated in a self-assessment through the New England League of Middle Schools (NELMS) – to explore our identity as a junior high, middle school, or a hybrid and to make recommendations on ways to improve our school. Students, parents, and staff completed questionnaires, and interviews were conducted with students, parents, school committee members, and all faculty and staff. The NELMS committee identified several strengths of our building, including our highly-knowledgeable and caring staff, the challenging curriculum, and the well-rounded education that we provide to our students. They made suggestions regarding improving our interdisciplinary work, installing more technology in the classrooms, and investigating a student advisory program.

The School Council, consisting of five parents, one community person-at-large, four staff members, four students, and the principal, addressed a wide variety of issues and made recommendations to the administration, which were very helpful. The Student Council continued to have a strong voice in the development of the school and the overall school climate. An active P.T.S.O. organization (for families in grades seven through twelve) planned, organized, and assisted with many events at R. J. Grey. Parents/guardians were invited to attend monthly noontime informational meetings with both the RJG and ABRHS principals, who presented reports and answered questions. The P.T.S.O. also sponsored evening programs designed to provide information about the schools. In addition, the P.T.S.O. Newsletter, *Shades of Grey*, and the P.T.S.O. e-mail list helped us to better communicate with families about our school. Our principal also began his weekly email newsletter to parents, “Grey Matters,” and monthly “Drop-In” hours to facilitate more communication between home and school.

In October 2004, R. J. Grey (as well as the high school) received the results of the state-mandated MCAS (Massachusetts Comprehensive Assessment System) tests from the previous spring. We continue to be proud that our students’ scores compared favorably with the top-performing schools in the state. This is a result of the high quality of teachers and teaching, an excellent curriculum, fine students, and the supportive families who make education a priority for their children.

At the end of the 2003-2004 school year, several veteran staff members retired after many years of service to our school. Our retirees were Joyce Norton, Dennis Brett, Lorraine Blacker, Carla Brockmeier, and Nancy Nizel. These professionals devoted decades to our school community and touched the lives of several hundred students and families. We thank them for their many years of leadership, support, and dedication to the students of R. J. Grey Junior High.

### **Acton-Boxborough Regional High School**

**Post Secondary Education:** The ABRHS Class of 2004 was comprised of 391 students; of these 87% will enroll at four-year schools, while 4% will continue their education at two-year colleges and

technical schools. Consistent with the national trend and with that of previous AB classes, 159 seniors (46% of those applying) submitted Early Decision or Early Action applications.

**Standardized Test Results:** Average SAT scores for 2004 seniors again exceeded those of state and national populations. This is significant since 99% of AB students took the SATs, compared to the state average of 82% and the national average of 48%. Our average combined score for the SATs was 1242, which is 216 points higher than the average combined Massachusetts score of 1026.

**National Merit Scholarship Corporation:** Eighteen members of the Class of 2004 achieved semi-finalist recognition; 52 others received letters of commendation.

**National Honor Society:** There were 122 members of the class of 2004 that were inducted in the NHS.

**National World Language Honor Societies:** In 2004, thirty-four ABRHS students qualified for membership in local chapters of the National French and Spanish Honor Societies.

**National, Regional, and State World Language Competitions:** One ABRHS student placed nationally in 2004 in the National Spanish Examination; fifty-seven students placed statewide. Fifty-seven students placed both nationally and at the chapter level in the National French Contest. Eight students placed at the cum laude level or better in the National Latin Examination. One student was a winner in the Medusa Mythology Exam.

**World Language Achievement Awards and Leadership Award:** Thirty-three students of Spanish, French and Latin were recipients of the World Language Achievement Awards. These students achieved the highest average in their language classes for the year, and they represented all of the levels that are taught in the department. Shirley Huang was the recipient of the Leadership Award. Jonathan Borg received the Excellence in Latin Award; Elizabeth Reuman, Excellence in Spanish; and Lisa Song, Excellence in French.

**Academic Decathlon Team:** In its 16<sup>th</sup> year of competition, this team of nine regulars and twenty alternates placed first in the Massachusetts State Championship, which was held in March 2004. A total of 48 Massachusetts high schools competed. In addition, the team placed 4<sup>th</sup> overall (the best performance in AB school history) at the U.S. National Championship held in April 2004 in Boise, Idaho. The team also placed 3<sup>rd</sup> in the nation in the Superquiz event (which required expert knowledge on the Louis and Clark Expedition) at the National Meet. English teacher Andrew Crick coached the team.

**Mathematics Team:** In the 2003-2004 season, ABRHS finished in third place in the Massachusetts Mathematics League and then finished first place in New England among large schools at the New England Math League Competition in May 2004. Seven students from ABRHS were finalists on the state Mathematics Olympiad examination: Andrew Kuo, Renato Montenegro, Adam Merberg, Sean Sullivan, Alex Trubitsyn, Song Wang and Susan Yao. Sixteen students from ABRHS were finalists on the National Math Competitions exam: Adam Merberg, Sean Sullivan, Song Wang, Renato Montenegro, Vaishal Patel, Alden Gassert, Alex Liu, Nikhil Pradhan, Andrew Kuo, Alex Trubitsyn, Alex Crew, Jon Eisenberg, Jimmy Shi, Damian Ankukiewicz, Jacob Kushkuley, Ashwin Suresh.

**Speech and Debate:** The ABRHS Speech and Debate Team had 120 members throughout the 2003-2004 school year. Students competed in twenty-one novice and varsity events, ranging from model congress to poetry reading. ABRHS was the only public school that placed in every state-sanctioned tournament, placing in the top three on eight occasions, a record for a public school. The ABRHS team qualified the maximum 32 competitors to the Massachusetts Forensics League State Championships and produced two individual champions: Ben Brooks and Andrew Warnock. Nine

competitors qualified to represent Massachusetts at the National Championships in Boston. Brendan Jarboe reached the semifinals in his event, and Josh Isaacs placed sixth in the nation in his event.

**Athletics:** During the 2003-04 school year, participation in athletics grew to a level exceeding 1,500 students in grades 7-12. In the fall season, our Girls Swim team ranked second in their sectional and state meets. Our Football team finished with a record of 13-0, winning the Dual County League Championship for an 11<sup>th</sup> consecutive year, and won another Division II Super Bowl, the third in a row. Our Golf, Boys Soccer, Girls Soccer and Field Hockey teams all qualified for M.I.A.A. post-season play.

In the winter, many of our teams enjoyed successful seasons and qualified for tournament participation. The Boys and Girls Basketball teams qualified for tournament play, with the boys being Divisional finalist. Alpine Ski also participated in the State Championship Race.

As in the previous seasons, the spring was also a successful time for our teams. Our Softball, Baseball, Girls Lacrosse, and Boys Tennis programs all extended their seasons in post-league play. The Girls Lacrosse team won the DCL championship in 2003. Numerous girls and boys qualified individually for the State meet in track and field.

**Proscenium Circus:** Proscenium Circus continues to grow in its membership and productions each year. In 2003-2004 the students displayed remarkable talent and energy in nine productions! Students participated in productions in a number of ways: sound, lighting, set construction, stage management, publicity, ticket sales and, of course, stage performance. Over 100 students participated in the performance of *Romeo and Juliet*, set on a college campus in the turbulent year of 1968, directed by Stephanie Hoban, the PC advisor. That production was followed by a wonderful student-directed production of *Falsettos* in the new little theater. The musical, *My Favorite Year*, was another winning show by the great team of Linda Potter and Jeannie Furlan. Genevieve Hammond, a first-time director, produced *The Fifteen Minute Hamlet* for performers and audiences. In the spring, Proscenium Circus added a new show designed to showcase the high-caliber acting talent of AB, and the year's spring show, *Big Love*, did just that with amazing performances by a bevy of departing seniors. Finally, the year of performances ended with the student-directed class play competition, which is always fun and popular and this year was won by the freshmen class play in a great upset of the status quo with its play, *A Simple Task*.

**Performing Arts:** The performing arts department continued its outreach and service to the community. Performances at the Memorial Day Parade, West Acton's Oktoberfest, and numerous senior gatherings are a few. We had fifteen students selected to perform in the concert band, chorus and orchestra at the MMEA Northeast Senior District Festival, which was held in January; seven of these earned an All-State recommendation. Our Madrigal Singers performed a Madrigal Dinner for the community in which they performed a Renaissance-style dinner theater. A trip to New York City, where the band marched in the St. Patrick's Day Parade, was an outstanding experience for our band members.

**Peer Leadership Program:** Peer Leadership had another very successful year with over forty students, a number that has increased as the scope of peer leadership has evolved. The peer leaders facilitated an alcohol/drug awareness program in Acton's elementary schools, led social development programs at R. J. Grey Junior High, and engaged in smoking awareness programs.

**The School Newspaper:** *The Spectrum* includes articles and photography of interest to the ABRHS community. Staff members and editors work in a variety of capacities, including writing, photography, layout, copy editing and advertisement sales. *The Spectrum* had a staff of fifty students and published five issues. For the second year in a row, the paper received an award for Excellence in Sportswriting from Suffolk University.

**The Literary Magazine:** Each year the Student Literary Magazine produces and publishes two issues of a collection of student writing and artwork. To generate submissions, a contest is held prior to each issue with separate categories for artwork, poetry, and short stories. The winners in each category receive twenty-five dollars in prize money; the magazine is available at no cost at the office and in the library.

**Idiosyncrasy:** The high school cultural magazine, *Idiosyncrasy*, began three years ago when a group of enthusiastic students approached Mr. Kavanagh with the idea; since then, the magazine has put out many issues focusing on such regions as the Middle East and Polynesia/Micronesia. This year we decided to make several changes to the magazine to make it more relevant and appealing. For instance, each issue of *Idiosyncrasy* is now based on a theme instead of a region. Our first issue, "Pirates," will come out the first week of January.

**Student Internship Program:** Fourteen juniors and seniors participated in the program. Each student was assigned to a staff member within the Town Hall or the school system. Several worked with state legislators.

**Harvard Model Congress:** Ten juniors represented ABRHS at this four-day government simulation. The Acton League of Women Voters generously underwrote their participation.

**Girls State:** Two juniors, Ari Gimbel and Jessica Myers, attended with the support of the Maynard Emblem Club.

**Career Exploration Activities:** Beginning in November, approximately 150 students made one-day job-shadowing visits to a variety of work sites. This program owes its success to the participation of parents and local businesses, some of which also sponsor a Job Shadowing Kick-off Breakfast in November. At three Career Breakfasts during the year, career speakers talked to groups of students interested in their fields of work. About thirty members of the senior class completed three-week full-time internships at the end of the school year. Other career exploration activities include the Senior Seminar course, the work study program, a new website listing employment opportunities for high school students, and workshops on résumé writing and searching for jobs and internships.

**Senior Community Service Day:** On April 30, the class of 2004 spent the day working on volunteer projects in and around Acton and Boxborough. Before the seniors began their projects, they were served breakfast at the school by the faculty and administration. This was the tenth year that the senior class has organized a Senior Community Service Day.

**Community Service Activities:** The school's "Accept the Challenge Program" encourages every student to become involved in some way in volunteer activities, either during the school year, during the summer, or both. Inspired by Senior Community Service Day, the freshman, sophomore and junior classes sponsored class volunteer projects during the school year. The school held its fourth Community Service Awards night on January 19, 2004, at which over 360 students received recognition for their volunteer efforts. In addition, ABRHS received a Community Service Learning grant (through the Massachusetts Department of Education) that funded curriculum-based service projects and professional development for staff.

### **The Performing Arts**

Many exciting events took place in our schools. At the R. J. Grey Junior High School, thirteen students were selected to perform in the concert band, orchestra or chorus at the MMEA Northeast Junior District Music Festival held in March. The Band and the Chorus performed winter and spring concerts, displaying their improving musicianship, and did a great job providing support and building esprit de corps at school assemblies. The students of R. J. Grey performed a musical, "Pirates of Penzance," to sold-out audiences for five consecutive performances.

At the Acton-Boxborough Regional High School, our Band and Chorus continued to reach out to our communities as they performed at numerous events, including West Acton's Oktoberfest, Mt. Calvary's Senior Luncheon, the Acton Council on Aging, and the Acton Memorial Day Parade. Proscenium Circus's presentation of "My Favorite Year" continued the fine tradition of outstanding musicals they have presented in past years. We had fifteen students selected to perform in the concert band, chorus and orchestra at the MMEA Northeast Senior District Music Festival held in January; seven of these students earned All-State recommendations. The band traveled to New York City, where they marched in the nationally-televised St. Patrick's Day Parade.

### **The Visual Arts**

In the ongoing process of curriculum articulation and review, the art staff has now completed curriculum documentation for grades 7 through 12; these courses are all aligned with the Massachusetts Visual Arts Frameworks Standards.

Throughout the school year, student efforts and accomplishments in the Visual Arts program were exhibited in each of the schools and the Administrative Building Conference Room, as well as in off-site settings. Student artwork appeared in various school newsletters.

In the highly-competitive Boston Globe Scholastic Art Awards, sixteen ABRHS students received a total of twenty state-level awards. These awards included: one \$1,000 Boston Globe Scholarship, one American Visions Award, four Gold Key Awards, four Portfolio Nominations, two Silver Key Awards, six Honorable Mention Awards. The student work was exhibited at the State Transportation Building in Boston during January and February, and award-winning students were recognized at an awards ceremony at Hancock Hall in Boston. Student work receiving American Vision, Portfolio and Gold Key Awards was sent to New York for the National Scholastics judging. One ABRHS student won a Portfolio Silver Award at the national level. Two art teachers and three high school students assisted teams of judges during the day-long Scholastics judging process held at the State Transportation Building. The AB Visual Arts Director serves on the Scholastics Advisory Board.

Two high school students were among 140 high school juniors, across the state, selected to participate in Art All-State at the Worcester Art Museum in May. Art All-State is a weekend-long program for high school art students to work with their peers and practicing artists. Each district is limited to two student applicants. Selection is based upon slides of student work, a written application and an interview with a team of art educators. The AB Visual Arts Director is among those art educators serving on student interview panels.

Students in the Art History and Junior/Senior Portfolio classes at the high school traveled by bus to visit the Metropolitan Museum of Art and the Guggenheim Museum in New York City. Visits to these two museums supported units of study in the Art History and Junior/Senior Portfolio courses. The field trip was organized by the three high school art teachers.

One AB art student received an Honorable Mention in the national photography competition sponsored by Nikon. An AB graduate, who also graduated from the Rhode Island School of Design, returned to AB in the role of visiting artist to work with students in the Advanced Photography classes.

Students in the high school Junior/Senior Portfolio class prepared and exhibited their work in a show at the Continental Cafe Gallery in West Acton.

Seventh- and eighth-grade students at R. J. Grey had the opportunity to participate in an after-school art club that met once a week. Eighth-grade students made two field trips to the Museum of Fine Arts in Boston to support units of study in the art and social studies curricula. A Virtual Art Show, highlighting artwork from both seventh- and eighth-grade students, was posted on the RJG website in

May. An opening reception was held for students, parents and teachers in the Card Library at RJG. One junior high art teacher exhibited a series of paintings in a show of graduate students' Masters thesis work at Fitchburg State College in June.

During March, Acton-Boxborough student artwork was included in the annual Youth Art Month Show at the Worcester Art Museum and at the Youth Art Month Show at the State Transportation Building in Boston. Over fifty student works were included at the Worcester site and nineteen at the Boston site. The RJ Grey Junior High and Acton-Boxborough Regional High Schools were represented in these shows.

### **Technology**

During the 2003-2004 school year, Priscilla Kotyk, Director of Technology Integration and Instruction, and Steve Hall, Director of Information Technology, collaborated to create a cohesive technology department that addressed integration support and technical support.

In the fall the new high school west wing opened. This wing provides teachers and students with new technology for enhanced teaching and learning environments. The new technology introduced in the building project includes:

- fully switched network with gigabit backbone,
- wireless connectivity,
- cross-platform file sharing,
- improved server infrastructure,
- network and server management systems,
- multimedia classrooms (ceiling-mounted video projector connected to laptop/ desktop computer and DVD-VCR combo unit),
- laptop computers for teachers,
- wireless laptop mobile labs for students,
- new Cisco Academy/CAD computer lab.

Midway through the school year the renovated east wing will open. The east wing will house the new digital language labs.

High school teachers attended technology training during the summer and throughout the school year in order to learn how to fully utilize the new technology available to them.

At the junior high school, a technology committee was formed to set goals for technology integration. Teachers were surveyed about classroom technology and access to computer labs. Based on the survey results, the technology committee made recommendation to the administration for technology purchases that will enhance the teaching and learning environment. One purchase was a rolling cart for each team that securely housed a video projector, speakers, and DVD/VCR combo unit. Teachers may reserve the computer lab or the wireless mobile laptop lab to do projects with their students.

Finally, the School Committee needs to seriously consider the issue of parity. If we are serious about assuring student mastery of the technology benchmarks, we need to find a different approach to funding technology.

### **Summer School**

The Acton-Boxborough Summer School runs a four-week elementary and six-week secondary program for students of Acton, Boxborough and the surrounding communities. Classes during the summer of 2004 returned to the high school after a one-year relocation to the Parker Damon Building. The program is entirely self-supporting and offers a broad range of courses. While many students take courses for remedial purposes, more than 50% of the classes are elected for enrichment. In 2004, a record number of 494 students attended the Summer School, with 25% of the total

enrollment from over forty other school districts. Director Bruce Oetinger, who oversees a staff of fifteen certified teachers and seven aides, runs the program.

K-6 courses: Reading, Mathematics, Language Arts (Writing Skills)

7-12 courses: Pre-Algebra, Elementary Algebra Part I SP, Algebra 1 CP, Algebra I AE, Geometry CP, SAT I and II Math Review, Junior High English, English 9/10, English 11/12, Writing Skills, Creative Writing, SAT I and II English Review, Biology, Chemistry, French I, French II, Spanish I, Spanish II, U. S. History, World History, and Physical Education.

### **Office of Development**

The Acton Public and the Acton-Boxborough Regional School Districts, together with their many partners, have been responsible for the creation of highly-entrepreneurial achievements in curriculum and instruction, community education, professional development, services for children with special needs, and school-to-career initiatives – to name only a few. They have also established strong and supportive partnerships of trust with the greater learning community – businesses, higher education, social service agencies, museums, chambers of commerce, and other public school districts, as well as parents and students. It is, therefore, a central goal of the Office of Development to create a seamless alliance among the many constituencies in the learning community. In doing so, a new synergy is generated and thus becomes the basis upon which supplemental funding is procured.

In response to the growing need to seek alternative and supplemental funding, grantsmanship activities continue to grow within the Office of Development and our individual schools. The Grant Writer's responsibilities include the establishment and development of new relationships with individuals, private businesses, foundations and corporations, as well as state and federal government agencies, which may become potential sources of supplemental funds.

### **Community Education**

The Community Education office is located in the Administration Building, 15 Charter Road, Acton. Its staff organizes, staffs and directs the following programs and activities.

**Day and Evening Classes:** More than 1,200 classes are offered yearly for children, teens and adults. Classes and other programs are listed in INTERACTION, the Community Education catalog that is mailed four times a year to over 21,000 area homes. More than 12,000 persons enroll in classes each year.

**Extended Day Program:** Serving 225 Acton families and 80 Boxborough families, Extended Day offers quality before- and after-school care for children in grades K–6.

**Preschool Program:** Located at the Acton-Boxborough Regional High School, the Community Education Child Development Preschool is the laboratory for the Child Development course. Completely funded and staffed by Community Education, the Child Development/Preschool course awards seven credits toward graduation. The Preschool has a total enrollment of 49 (22 three-year-olds on Tuesday and Thursday; 27 four-year-olds on Monday, Wednesday and Friday).

**Summer Day Program:** Located at the Administration Building, this program offers three two-week sessions of summer activities to more than 300 children in grades 1–6. Also provided is a Preschool summer program for four- and five-year-olds, vacation programs (offering enrichment activities and day care during school vacations), and many short sport clinics.

**Youth Basketball League:** Offering 12 weeks of coaching, practice and league play to more than 1,000 boys and girls in grades 3 and up, the league is staffed with more than 100 paid and volunteer coaches, timers, and referees. Community Education runs clinics for referees at no charge.

**Driver Education:** Community Education runs a Registry-approved driving school, offering classroom and on-road training to 280 students annually.

**Pool & Fieldhouse Programs:** Located at ABRHS, the Pool & Fieldhouse Program consists of family open-swim and open-gym times for basketball on the weekends. Also offered in this facility is a full Red Cross Swim Program on Saturdays, a youth swim team, master's swim, morning and evening lap swim, and water exercise classes.

Community Education also conducts classes and schedules drop-in times for the public in the Fitness Center located at the Acton-Boxborough Regional High School.

**Scheduling of School Fields:** Little League, Pop Warner and Youth Soccer, as well as individuals, businesses and community organizations, receive permits for school field use through Community Education. Fees charged are returned to the schools' Facility Department for field maintenance.

**Scheduling Use of School Buildings:** All evening, weekend, holiday and vacation use of the seven school buildings is scheduled through Community Education.

Community Education receives no funding from the school districts or town and runs all programs on a self-sustaining basis. Moneys are returned to the following for use of space and equipment – AV, Director of Technology, Physical Education Department, Art Department, Facilities, and the Central Office.

For more information about Community Education and the programs that it offers, call (978) 266-2525.

### **Facilities and Transportation**

Facilities and Transportation continued to move forward in 2003-2004 school year with various projects and changes. On July 1<sup>st</sup> we began the standard cleaning, basic repairs, and preventative maintenance to our buildings. Our fleet of school busses is maintained on a daily basis, meeting all safety standards and inspected by the Registry of Motor Vehicles on a regular basis.

The addition/expansion of the High School continued on schedule with everyone looking ahead to a new state-of-the-art facility.

An ADA compliance project is underway at the old Merriam Elementary School, recently renamed the Administration Building for the school district. This project entails bringing the building up-to-code while maintaining existing areas falling within the same category. Some construction involving the CASE High School Science classroom has also occurred within this same facility.

Finally, the overall campus planned its yearly painting of parking spaces, crosswalks, and speed bumps in preparation for the upcoming school year.

### **In Conclusion**

This report demonstrates that the Acton-Boxborough Regional School District is a complex organization. Nonetheless, the district possesses a clear mission and vision. It is fortunate to possess a dedicated staff, who make a habit of constant self-reflection and, as resources allow, of renewal.

Our students, teachers and administrators continue to perform at high levels – academically, athletically, artistically, personally and professionally – and so the Acton-Boxborough Regional School District maintains a reputation that attracts people to the communities and to our schools. It is our intention to continue to provide the best possible education to the communities and to seek continued financial and moral support for this very important endeavor.

The town of Boxborough has a great investment in the schools since the schools serve the community's youth and adult populations through public schooling, Community Education, and as a center for much community activity. This is a win-win situation for both the town and the schools that we want to maintain for the future.

William Ryan  
Superintendent of Schools  
On Behalf of the School Committees

**MINUTEMAN REGIONAL HIGH SCHOOL**  
*School of Applied Arts & Sciences*  
 758 Marrett Road, Lexington, Massachusetts 02421  
**www.minuteman.org**

**Minuteman Regional School Committee 2004**

Charles Olmstead of Acton	Rosalie Barton-May of Lancaster
Dr. Erin Phelps of Arlington	Marjorie Daggett of Lexington
William Gates of Belmont	Kemon Taschioglou of Lincoln
Kileen Burgoyne of Bolton	Jeffrey Stulin of Needham ( <i>Chairman</i> )
Donna Corey of Boxborough	Alice DeLuca of Stow ( <i>Secretary</i> )
Nancy Weiss of Carlisle	Atty. Paul Lynch of Sudbury ( <i>Vice-Chair</i> )
Dr. Michael Rudd of Concord	Mary Ellen Castagno of Wayland
Frank Gobbi, Jr. of Dover	Mary Shaw of Weston
Student Representative – Kaleb Abebe of Arlington	

After several years of dedicated service, three members left the Regional School Committee in 2004. The entire Minuteman Regional School District thanks Joseph White of Belmont, Steven Koral of Bolton and Dr. Philip Cheney of Concord for their years of service and leadership.

**Class of 2004 Graduate Achievement Highlights**

- 94% of the Class of 2004 graduated into either college or employment in their field of study.
- 100% of Dental graduates passed the National Dental Board examination.
- 100% of Cosmetology graduates passed the state board examination.
- 100% of Early Childhood Education graduates were fully certified by the state Office for Child Care Services.
- Health Occupations graduates achieved 100% placement in either college or a job in the field.
- Science Technology graduates achieved 94% placement in either college or their field of study with 100% of biotechnology and electromechanical engineering students attending college.
- Commercial & Human Services graduates achieved 93% placement rate in either college or their field of study with 63% attending college.
- Construction-Trades graduates achieved 97% placement rate with 17 of 47 (36%) enrolled in college and 29 of 47 (61%) entering the workplace in their field of study.
- Sam DeLuca, a Biotechnology Academy student from Stow, was honored as an Outstanding Vocational Student of the Year by the Minuteman Regional School Committee, the Massachusetts Association of Vocational Administrators, the State Board of Education and state Commissioner of Education, Dr. David Driscoll.
- John Ehlke, a Computer Programming student from Lexington, graduated Valedictorian in the Class of 2004 and earned the prestigious University Scholar status for enrollment at the University of Massachusetts.
- Student speakers at the Class of 2004 graduation ceremony were Valedictorian John Ehlke of Lexington, Salutatorian Sam DeLuca of Stow and Class President Natasha Williams of Arlington.

**The Class of 2004 (Graduates from Boxborough)**

Last Name	First Name	Home Town	Career Major Program
Corey	Ethan	Boxborough	Plumbing
Vickery	Matthew	Boxborough	Electrical Wiring

**Sam Deluca of Stow – Outstanding Student of the Year, 2004**

Sam DeLuca, a Biotechnology major from the Class of 2004 at Minuteman Regional High School, was honored as “Outstanding Vocational Technical Student in Massachusetts,” along with 45 others,

at an awards banquet in Mechanics Hall in Worcester in April. A resident of Stow, Sam is the Son of Alice and Edward DeLuca.

Sam has excelled in academics, his technical program of study, and sports. He was ranked #3 in the Minuteman Class of 2004. Sam was co-captain of the Minuteman Math Team (the state vocational champion team), tri-captain of the Minuteman varsity swim team, and a member of National Honor Society, the cross-country and tennis team and SkillsUSA-VICA. He has been a student ambassador at various school functions including 8<sup>th</sup> grade tour days and Open Houses.

As a registered Tech Prep student and member of Skills-USA-VICA he twice competed in the team event. In 2003, he earned statewide silver medal for his work in onchterlogy analysis, and antibody used in the food industry to determine the origin of blood samples of certain meats. This year's presentation was on electrophoresis, the process by which scientists separate DNA by size and cell structure.

In his Biotechnology program, Sam's senior project was annotating the SARS virus, a bioinformatics project using known scientific data from the national Center for Biotechnology Information to locate and identify each gene within the virus in an effort to uncover the composition of SARS that could, in turn, lead to the discover of a cure.

Outside school, Sam volunteered at Stow Food Pantry. With solid musical talent, Sam has been a member of the Atlantic Wind Symphony for four years, playing the euphonium, a horn instrument. He can also play the violin, the drums, and the trumpet.

Sam is now a freshman at Rennselaer Polytechnic Institute, where he plans to major in bioinformatics with later plans to earn a master's degree and a Ph.D. in genetics. Sam envisions a career in an academic research environment, hoping to make his mark one day by helping to find cures for some of the world's most devastating diseases.

## **2004 Students of the Month**

January	Brittany Rice, Stow, Landscape Management
February	Kathy Montrevil, Cambridge, Cosmetology
March	Patrick Maloney, Stow, Electromechanical Engineering
April	Sam DeLuca, Stow, Biotechnology Academy
May	Cynthia Azua, Watertown, Graphic Communications
June	Jenna Caporiccio, Watertown, Office Technology
September	Sarah Priante, Stow, CulinaryArts
October	Kevin Maloney, Stow, Biotechnology
November	Nyomi Russell, Cambridge, Graphic Communications
December	Lynise Currie, Lancaster, Drafting & Design Technology

## **Academic Division Highlights**

- Minuteman Regional High School sophomores tied for second place in Massachusetts among regional technical schools on MCAS test performance.
- Forty-five students took advantage of college level pre-calculus and calculus courses under an articulation agreement with Middlesex Community College.
- Minuteman students on the Math Team competed strongly at all levels against academically diverse groups of area schools finishing the year ranked in first place in the state vocational conference for the second year in a row.
- A Latin course was expanded to serve the growing number of students interested in medical careers, biotechnology and science.

- A freshman seminar course is being taught on-line with students receiving training in Internet research, writing skills, software application usage and time management.
- The Minuteman Players, the school's drama students, produced and performed a full production of Ray Cooney's British farce, "*It Runs in the Family*."
- The Special Education Department teamed with mainstream teachers to help students achieve one of the highest levels of special education MCAS "pass" scores in the state.
- Faculty members from English, Guidance, Social Studies and several vocational fields designed another series of Character Education curriculum for use throughout the school.

### **Science & Technology Division Highlights**

- The Biotechnology Academy was again designated an outstanding high school program by the National Center for Career and Technical Education at The Ohio State University in conjunction with the U.S. Department of Education, Washington, DC.
- The Biotechnology Academy formed a new partnership with Harvard University Molecular Biology Laboratory and Children's Hospital and introduced three new components into its curriculum, namely bioethics, cell graphing and forensic science.
- The first state-approved high school pre-engineering program entered its fifth year and graduated its first class of students.
- Electromechanical Robotics students Alex Hatherly of Lexington and Patrick Maloney of Stow took National Third Place in Skills USA National Competition on Team Robotics and Automation held in Kansas City, MO in June 2004.
- Many new business/industry projects were achieved, including Verizon supporting with after-school technology training for middle school students, Cognex Corporation of Natick providing weekly on-line interactive training on Visions Systems, GTE helping with new physics units for biotechnology, the Northeast Center for Telecommunications providing grant assistance, an \$80,000 gift from Adept Robots for the Electromechanical Engineering/Robotics program, etc.
- The Environmental Technology students were active in numerous off-campus service projects for such agencies as the MWRA, Cambridge Water Department, Bolton Conservation Commission, Sudbury Valley Trustees, Massachusetts Division of Fisheries & Wildlife, U.S. Department of Fish and Wildlife and the Northeastern University Marine Biology Research Laboratory, and the United States National Park Service, Minuteman National Historic Park.
- Minuteman staff members are active and taking a leadership role in working with the Department of Education in developing the vocational Certification of Occupational Proficiency (C.O.P.). They include Maryann Ham serving as state chair for Office Technology, George Taliadouros as state chair for Engineering and Richard Caruso as state vice-chair for Telecommunications.

### **Construction – Power Mechanics – Building Trades Division Highlights**

- The Automotive Technology Department won the industry's Most Outstanding Automotive Program in Massachusetts award for the fifth year in a row.
- Students in Carpentry, Electrical Wiring, Plumbing and HVAC completed construction of the three-bedroom colonial home for the Lexington Housing Authority in partnership with the Lexington Rotary Club.
- Carpentry and Drafting students designed and constructed classroom improvements for the Brooks Elementary and Middle School in Lincoln.
- The Drafting & Design Technology students completed plans for a large garage to be built by Minuteman's construction students in Lexington.
- Student teams completed the reconstruction – from design to construction and installation of the historic cannon stands for the Town Common in Belmont.
- The Automotive Technology program earned the top honors 5-year recertification through the National Automotive Technical Education Foundation (NATEF).
- The Automotive Collision Repair program also earned the NATEF certification.
- The Landscape Management Department won several awards again, including their seventh consecutive First Place at the Annual New England Flower Show in Boston.

### **Commercial & Human Services Division Highlights**

- The Child Development Center and the Early Childhood Education department was recertified by the National Association for the Education of Young Children. Many commercial centers do not receive this certification for excellence and good practice in curriculum implementation.
- The Culinary Arts Department became a certification site by the American Culinary Federation, awarded in June 2004.
- For the second year in a row, Culinary Arts students won first-place in the annual culinary competition at Newbury College and in so doing earned \$7,000 in scholarships for enrollment at Newbury College.
- As a community service project a team of junior Graphic Communications students worked with the Lahey Clinic in designing and printing a 2005 calendar incorporating artwork drawn by elementary age students who are patients in the “young hearts” clinic.
- Kerry Meister of Arlington, a Culinary Arts Baking student won National First Place in the Skills USA skills competition held in Kansas City, MO in June 2004. In 2003, she earned National Second Place in the same national competition.

### **National Honor Society**

The Minuteman Chapter of the National Honor Society proudly served the school and the community with thousands of volunteer hours maintaining a solid and diverse membership while inducting thirteen new members.

### **Overall School Highlights**

- The Boys Basketball team won the division IV state championship after defeating Cathedral 56-47 at a game played on the Boston Celtics parquet at the Fleet Center in Boston.
- A new Freshmen Exploratory program was designed and implemented as a means to ensure that members of the Class of 2008 have a full opportunity to experience each of Minuteman’s twenty-three technical programs before choosing a major. This new exploratory program runs half of grade 9 and allows students to develop a better understanding of their talents and interests while exposing them to diverse careers.
- New and/or updated college articulation and advance credit agreements with numerous top colleges in 26 different career areas.
- Community Education services, including After School programs for middle school students, Adult High School services, Evening and Continuing Education courses and Summer School programs and camps, provided to member town residents continued at one of the highest participation and success levels in the state.
- The Facilities Management Department completed major campus renovation and facility improvement projects including conversion to gas heating, upgrading athletic fields, and renovation of the school’s administrative offices.
- Numerous staff development efforts focused on obtaining national rather than just state certification in graphics & digital media, culinary arts, and collision repair (ASE).

### **Minuteman Students Take Gold and Bronze Medals at National Skills USA Competition**

Nine students from Minuteman Regional High School represented their school and Massachusetts at a national competition, the SkillsUSA Championships in Kansas City, MO in late June. Three came home with medals and two returned with top ten placements.

**Kerry Meister of Arlington** took first place and a gold medal in Commercial Baking, edging out other state winners in an all-day competition, during which visitors could watch contestants preparing, baking and displaying more than a half-dozen types of pastry and assorted confections. Kerry accepted her award on stage in the Kemper Arena in Kansas City, among a crowd estimated at 11,000, including competitors from all 50 states and several U.S. territories, advisors, parents, and hundreds of business partners.

In addition to the medal and the cheers of the crowd, Kerry was awarded a full tuition scholarship at the Culinary Institute of America for her first-place win. This was the second trip to nationals for Kerry, who competed in 2003 as a junior and took a silver medal and second place in the country. She admitted that the primary reason for her return was to win the scholarship at the prestigious CIA, where she will continue her studies in baking.

The team of **Alex Hatherly of Lexington and Patrick Maloney of Stow** took their skills in Robotic and Automation Technology to the national level, and emerged as bronze medal winners, placing third in the country. Alex and Patrick's competition area, where they worked all day on Thursday to produce a medal-winning project, was directly below the sign announcing the competition, and drew many onlookers, but the experienced team seldom looked up, concentrating on their work. Members of the Class of 2004, both are headed to college in the fall.

Keynote speaker at the Friday night awards program in Kansas City's vast Kemper Arena, was Newell Rubbermaid CEO Joe Galli, who called the SkillsUSA Championships "one of the most impressive events on the planet." More than 240,000 students compete in 10,000 competitions "to earn the right to make this pilgrimage," he said. He told contestants that each one of them is "in the top two percent in the country just by making it here." He reiterated his company's support of SkillsUSA through a video, a listing of contests the company finances, and by presenting a giant check for \$100,000 to national SkillsUSA director Tim Lawrence.

### **Two in National Top Ten**

Following the awards ceremony, where the top three finishers were called on stage in an Olympic-style ceremony, a program was held for Massachusetts competitors, to recognize students who had placed in the top ten. **Josh Cyker of Harvard**, who won the state contest in Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) to compete at nationals, placed fifth in the country and was given a certificate by the Massachusetts leadership team. **Adam Weiss of Carlisle**, a state winner in Related Technical Math and a member of Minuteman's Class of 2005, placed sixth at the nationals and also was given a certificate recognizing his efforts. Other national competitors from Minuteman, all state winners, included **James Sproul of Stow**, Office Computer Applications; **Michael Forhan of Stow**, Collision Repair Technology; and **Eleanor Murtagh of Stow**, Prepared Speech.

Through leadership events and competitions on the district, state and national level, the organization helps students excel in their education and future technical, skilled and service careers, including health occupations. SkillsUSA serves nearly 265,000 high school and college/postsecondary students and their chapter advisors who are professional members.

### **Students Create Mobile Kitchen for Boston Crusaders**

As the Boston Crusaders Drum and Bugle Corps left in June for their 40-state summer tour, they departed with a new food trailer, thanks to a collaboration with Minuteman Regional High School. Students enrolled in electrical, plumbing, HVAC, welding and carpentry career majors transformed an empty trailer into a state-of-the-art mobile kitchen.

In addition to practicing the skills they have learned at Minuteman, students got an education in other areas, since the kitchen is traveling interstate. "We must follow Department of Transportation regulations," said Ernie Houle, welding instructor and co-project manager with Leo DeSimone, who is also Minuteman's division coordinator for the Building Trades and Power Mechanics Division. "Normally when we build something, we must get permits," Mr. Houle added. "In having to follow federal guidelines, this has been a learning experience for the Boston Crusaders as well."

Students applied problem-solving techniques and called upon their background in science and math to make sure the kitchen plan turned into a workable reality. Boston Crusaders sat in on Sam Cetrano's

Applied Physics class, for example, to see five student presentations that sought to answer the question, "What would be the best insulation system?" The trailer provides "cool projects for all departments," said Mr. Houle, bringing together students from different career majors and also integrating technical skills with academic applications. "All four grade levels have had some connection," Mr. Houle said of his welding students. They fabricated a beverage rack system and a compartment to hold propane tanks and also created two sets of portable aluminum stairs.

Future electricians worked on all the wiring, which included installing outlets and lighting, wiring kitchen equipment and putting in the main electrical panel. Plumbing students installed water and gas lines for the cooking center. Carpentry students constructed all the metal and wood framing for the trailer and built kitchen cabinets. HVAC students installed the ventilation system and the walk-in cooler.

Boston Crusaders said they expected the trailer kitchen to serve 56,000 meals to more than 200 touring members and volunteers. The trailer is an 18-wheeler donated by a moving company, and which carries Crusaders equipment as well as the portable kitchen. It replaces an out-of-date kitchen. "Many, many thanks for all the fantastic work by the students and teachers at Minuteman," a spokesperson wrote on the [www.crusanders.com](http://www.crusanders.com) web site. Minuteman's school logo will be placed in two locations on the trailer as a "token of how much the Corps appreciates their hard work."

#### **Dr. Ronald J. Fitzgerald Retires as Minuteman Superintendent-Director 1976 - 2004**

After twenty-eight years of dedicated service to Minuteman Regional High School, Dr. Fitzgerald announced in January that he would retire at the end of this school year. While his retirement after years of innovative leadership and vision is well deserved he will be surely missed by the faculty, staff, students and parents.

Ronald J. Fitzgerald of Acton, MA earned his bachelor's degree in zoology and his doctorate in educational administration at the University of Massachusetts. Dr. Fitzgerald has over 40 years of experience in public education that began at the Amherst-Pelham Regional Schools where he served as a high school science teacher, K-12 science coordinator and superintendent of schools. From Amherst he was tapped by Governor Frank Sargent to serve as Executive Director of the Educational Research Council directing curriculum development and career training for K-College public schools and colleges for the Commonwealth of Massachusetts. In 1976, Dr. Fitzgerald was hired by the Minuteman Regional School Committee to serve as the school district's second superintendent and brought to Minuteman a renewed spirit of school-industry innovation, academic excellence and a learning styles approach to vocational education. Over the years, he has also served as an educational consultant to school districts and state agencies across the nation on Total Quality Management (TQM) and accelerated learning and a sought-after visiting lecturer teaching graduate level courses at Boston University, Fitchburg State College, and the University of Massachusetts.

Dr. Fitzgerald is perhaps most well known and respected for his work in quality management techniques and application of brain research to improving learning. His presentations on these topics use research from a wide spectrum of sources and connect that research to a "how-to-do-it" context.

He has served as a consultant to many K-12 districts and colleges on brain-compatible teaching and quality management and on their relationship to each other. At Minuteman Regional High School, Dr. Fitzgerald is well respected by staff and students alike for his direction and unwavering support for a teaching environment that demands strong academic-vocational integration.

#### **William Callahan Appointed Superintendent-Director**

The Minuteman Regional School Committee, in a unanimous decision, voted to appoint William F. Callahan of Woburn, MA the next Superintendent-Director of Minuteman Regional Vocational School District. Callahan, the current principal at the regional high school, will assume the role and

duties of superintendent on September 1, 2004 upon the retirement of twenty-eight year veteran superintendent Dr. Ronald Fitzgerald.

William Callahan has served as high school principal at Minuteman Regional High School since 1980 and was Dean of Students from 1976 – 1980. Prior to that, he was employed as an Education Specialist at the Massachusetts Department of Education. Callahan received his Bachelor of Science in Education degree from Northeastern University and his Masters on Occupational Education Administration from Fitchburg State College. He is an active member of the Massachusetts Association of Secondary School Principals where he has served on the Legislative Committee, the Technology in the Classroom Committee and the National Honor Society Committee and the Massachusetts Interscholastic Athletic Association Committee. Callahan was appointed by his peer high school principals to serve on the Massachusetts Education Reform Commission from 1994 – 2001 representing the interests of vocational school leaders on this important commission whose task was to track the progress of the implementation of the Education Reform Act of 1993 throughout the Commonwealth. Callahan was also an elected board of director and president of the board of the Lexington Town Employee Credit Union from 1981 – 1991. He has also been very active in his hometown volunteering as a youth sports coach, director and board member as well as serving on numerous PTO boards at the elementary and middle school level.

In accepting the honor of being appointed Minuteman superintendent, William Callahan referred to a variety of educational items that he would consider priorities for Minuteman and for himself as the new school district leader. These items include the need to continue the growth of in district student enrollment, maintain and improve our already strong focus on student learning styles, conduct greater collaboration with the school's business and industry partners, renew an emphasis on teacher professional development and the redesign of Minuteman's health and medical careers vocational program. This last item in particular is important to Callahan as he, as principal, began a comprehensive program evaluation of the Health Occupations major and determined that Minuteman Regional High School should be educating a larger number of high school students interested in this field across a broader spectrum of careers, such as pre-medical, dental, veterinarian, nursing and nursing aides, biotechnology and medical research, medical office staff and more.

**Comparison of Budget to Actual for FY04  
Year Enging June 30, 2004 - Unaudited**

	FY 03	FY04	FY04 ACTUAL/	TRANSFER/	
REVENUES	ACTUAL	BUDGET	ENCUMBERED	RECEIPTS	AVAILABLE
DISTRICT ASSESSMENTS	\$ 7,497,855	\$ 7,956,233	\$ 7,956,233	\$ -	\$ -
CHAPTER 70 AID	\$ 2,530,950	\$ 2,064,385	\$ 2,064,385	\$ -	\$ -
CURRENT TUITION	\$ 304,528	\$ 445,369	\$ 445,369	\$ -	\$ -
TRANSPORTATION REIMB	\$ 800,334	\$ 471,879	\$ 471,879	\$ -	\$ -
CHOICE	\$ 592,598	\$ 110,000	\$ 110,000	\$ -	\$ -
OTHER PROGRAM INCOME	\$ 230,233	\$ 242,021	\$ 242,021	\$ -	\$ -
CERTIFIED E&D	\$ 15,185	\$ 93,873	\$ 93,873	\$ -	\$ -
PREV YEAR'S TUITION	\$ 3,701,837	\$ 3,757,593	\$ 3,757,593	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 15,673,520</b>	<b>\$ 15,141,353</b>	<b>\$ 15,141,353</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENSES</b>					
BUILDING TRADES	\$ 67,015	\$ 72,571	\$ 71,503	\$ (1,068)	\$ -
COMMERCIAL SERVICES	\$ 15,169	\$ 15,833	\$ 16,590	\$ 757	\$ -
ELECTRONICS	\$ 29,602	\$ 32,230	\$ 32,314	\$ 84	\$ -
GRAPHICS	\$ 64,068	\$ 56,977	\$ 63,210	\$ 6,233	\$ -
HEALTH INSTRUCTION	\$ 20,105	\$ 19,260	\$ 18,460	\$ (800)	\$ -
METAL FABRICATION	\$ 28,592	\$ 32,336	\$ 32,036	\$ (300)	\$ -
POWER MECHANICS	\$ 11,072	\$ 14,493	\$ 14,193	\$ (300)	\$ -
TECHNOLOGY	\$ 79,199	\$ 78,214	\$ 74,322	\$ (3,892)	\$ -
AFTSCH PROGRAM	\$ 12,938	\$ 13,876	\$ 15,594	\$ 1,718	\$ -
REGULAR OCCUPATIONAL	\$ 4,068	\$ 4,063	\$ 2,975	\$ (1,088)	\$ -
SPECIAL TRADES	\$ 26,595	\$ 26,832	\$ 26,194	\$ (638)	\$ -
SAFETY	\$ 12,834	\$ 10,655	\$ 10,655	\$ -	\$ -
COMMUNICATIONS	\$ 33,817	\$ 34,599	\$ 34,062	\$ (537)	\$ -
HUMAN RELATIONS	\$ 14,738	\$ 19,256	\$ 19,256	\$ -	\$ -
MATH	\$ 39,778	\$ 40,090	\$ 39,710	\$ (380)	\$ -
SCIENCE	\$ 51,223	\$ 52,636	\$ 52,003	\$ (633)	\$ -
PHYSICAL EDUCATION	\$ 1,328	\$ 5,660	\$ 4,960	\$ (700)	\$ -
ATHLETICS	\$ 88,333	\$ 91,024	\$ 90,324	\$ (700)	\$ -
BUSINESS INSTRUCTION	\$ 4,257	\$ 3,279	\$ 3,389	\$ 110	\$ -
FOREIGN LANGUAGE	\$ 9,610	\$ 17,053	\$ 15,538	\$ (1,515)	\$ -
ART	\$ 4,601	\$ 6,423	\$ 6,423	\$ -	\$ -
MUSIC	\$ 250	\$ -	\$ -	\$ -	\$ -
ALTERNATIVE EDUCATION	\$ -	\$ 7,761	\$ 7,761	\$ -	\$ -
INSTRUCTIONAL RESOURCES	\$ 80,836	\$ 80,780	\$ 86,516	\$ 5,736	\$ -
PUPIL SUPPORT	\$ 66,897	\$ 54,347	\$ 56,969	\$ 2,622	\$ -
PRINCIPAL	\$ 83,660	\$ 90,005	\$ 97,609	\$ 7,604	\$ -
VOCATIONAL COORDINATOR	\$ 6,838	\$ 4,875	\$ 4,875	\$ -	\$ -
COMPUTER SERVICES	\$ 8,152	\$ 20,466	\$ 27,123	\$ 6,657	\$ -
DEAN	\$ 2,650	\$ 3,075	\$ 2,875	\$ (200)	\$ -
DISTICT PROGRAMS	\$ 262,554	\$ 242,132	\$ 250,304	\$ 8,172	\$ -
LEGAL FEES	\$ 36,190	\$ 66,950	\$ 66,950	\$ -	\$ -
AUDIT FEES	\$ 45,000	\$ 87,780	\$ 87,780	\$ -	\$ -
SUPERINTENDENT	\$ 5,128	\$ 2,692	\$ 2,692	\$ -	\$ -
PLAN/ACADEMICS	\$ 46,444	\$ 32,225	\$ 28,766	\$ (3,459)	\$ -
BUSINESS OFFICE	\$ 19,594	\$ 11,276	\$ 11,324	\$ 48	\$ -
RISK INSURANCE	\$ 193,062	\$ 205,535	\$ 210,778	\$ 5,243	\$ -
RETIRE/EMPLOYEE BNFT	\$ 1,469,429	\$ 1,548,583	\$ 1,568,944	\$ 20,361	\$ -
TRANSPORTATION	\$ 1,048,873	\$ 989,799	\$ 989,799	\$ -	\$ -
CAFETERIA	\$ 7,536	\$ 6,874	\$ 6,874	\$ -	\$ -
OPER & MAINTENANCE	\$ 1,069,250	\$ 927,044	\$ 992,057	\$ 65,013	\$ -
EQUIPMENT PURCHASES	\$ 249,696	\$ 54,458	\$ 54,458	\$ -	\$ -
DEBT MANAGEMENT	\$ -	\$ -	\$ -	\$ -	\$ -
SALARIES	\$ 10,120,341	\$ 10,057,336	\$ 10,086,715	\$ 29,379	\$ -
<b>TOTAL</b>	<b>\$ 15,441,322</b>	<b>\$ 15,141,353</b>	<b>\$ 15,284,880</b>	<b>\$ 143,527</b>	<b>\$ -</b>
EXCESS REVENUE	\$ 232,198		\$ (143,527)	\$ 143,527	\$ -

**WARRANT AND PROCEEDINGS  
for the PRESIDENTIAL PRIMARY  
held March 2, 2004**

**Middlesex, SS.**

To either of the Constables of the Town of **BOXBOROUGH**

**GREETING:**

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Elections to vote at

**WARD 1 PRECINCT 1  
BOXBOROUGH TOWN HALL**

on **TUESDAY, THE SECOND DAY OF MARCH, 2004**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the **PRESIDENTIAL PRIMARY** for the candidates of political parties for the following offices:

**PRESIDENTIAL PREFERENCE.....FOR THIS COMMONWEALTH  
STATE COMMITTEE MAN.....MIDDLESEX & WORCESTER SENTORIAL DISTRICT  
STATE COMMITTEE WOMAN.....MIDDLESEX & WORCESTER SENTORIAL DISTRICT  
TOWN COMMITTEE.....BOXBOROUGH**

Specimen Ballots and Cards of Instruction were posted as required by law. The Ballot Box was examined and found to be empty and in order, and the keys were held by the Town Clerk because no Police Officer was assigned. The Election Officials--all duly sworn in before beginning their duties--were Warden, Richard W. Golden; Clerk, Virginia B. Richardson; Tellers, Marguerite Hugel, Mary Larson, Shirley Warren, Barbara Wheeler, Diane Machamer, Ellen Landry, Jacqueline Cumming and Anne Canfield. The counters were Charlene Golden, Barry Harsip, Rita McCarthy and Joan Rudenko.

In the absence of the Moderator, Virginia Richardson opened the polls at 7:00 a.m. and closed the polls at 8:00 p.m. The check lists showed that 635 people had voted and 635 ballots were counted. There were 545 Democrat ballots cast (including 23 absentee ballots); 80 Republican ballots cast (including 5 absentee ballots); two Libertarian ballots cast and one Green-Rainbow. There were 2,677 active registered voters, and 301 inactive registered voters. The count was completed at 9:15 p.m.

The results of the Democratic election are as follows:

**PRESIDENTIAL PREFERENCE**

Richard Gephart	1
Joseph Lieberman	8
Wesley K. Clark	1
Howard Dean	31
Carol Mosley Braun	2
John Edwards	140
Dennis J. Kucinich	26
John F. Kerry	330
Lyndon H. LaRouche, Jr.	1
Al Sharpton	4
No Preference	0

John McCain	3
Howard Phillips	1

**STATE COMMITTEE MAN**

James B. McGowan	376
James Gmeiner	1
Blanks	168

**STATE COMMITTEE WOMAN**

Kathleen M. Donaghue	356
Victoria Budson	1
Adriene Gmeiner	1
Blanks	187

**TOWN COMMITTEE**

Anne K. Canfield	21
Kenneth F. Canfield, Jr.	20
Deborah A. Joyce	20
Christopher Joyce	20
Elizabeth A. Markiewicz	21
Cheryl G. Levine	20
Leeanne Meidell	18
Elizabeth Stein	20
Susan P. Williams	20
Bradley J. Dye	18
Jesus Estrada	19
Sheila Bauer	19
Elizabeth Drake	18
Ann Courtright	19
Susan V. Welby	19
All Others	9
Blanks	7874

The results of the Republican election are as follows:

**PRESIDENTIAL PREFERENCE**

George W. Bush	69
John McCain	3
Howard Phillips	1
Tom Tancredo	1
No Preference	4
Blanks	2

**STATE COMMITTEE MAN**

William C. Sawyer	56
Paul R. Ferro	18
Blanks	6

**STATE COMMITTEE WOMAN**

Jeanne S. Kangas	72
Jacqueline Cumming	1
Blanks	7

**TOWN COMMITTEE**

Jeanne S. Kangas	66
Sara Ann Gephart	59
Leslie Clift Hruby	57
Christine A. Doucette	56
Paul A. Hennessey	49
Donald C. Morse	67
Timmi W. Rudolph	56
Stephen F. McGowan	57
Joan L. Rudenko	59
Michael Hruby	2
Blanks	2272

The results of the Libertarian election are as follows:

**PRESIDENTIAL PREFERENCE**

Jeffrey Diket	1
Ruben Perez	0
Aaron Russo	0
Michael Badnarik	0
Gary Nolan	1
No Preference	0
Blanks	0

There were no candidates for State Committee Man, State Committee Woman or Town Committee.

The results of the Green-Rainbow election are as follows:

**PRESIDENTIAL PREFERENCE**

Kent Mesplay	0
Lorna Salzman	0
Paul Glover	0
David Cobb	1
No Preference	0

There were no candidates for State Committee Man, State Committee Woman or Town Committee.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 9<sup>th</sup> day of February 2004.

Donald R. Wheeler, Chairman

Simon C. Bunyard, Clerk

Leslie Fox, Member

Kristin B. Hilberg, Member

**SELECTMEN OF BOXBOROUGH**

**POSTED:** February 10<sup>th</sup>, 2004

**BY:** Richard W. Golden, Constable

(Warrant must be posted by **February 24, 2004** (at least *seven days prior* to the **March 2, 2004**, Presidential Preference Primary).

**TOWN OF BOXBOROUGH  
SPECIAL/ANNUAL TOWN MEETING  
MAY 10, 2004  
LIST OF ARTICLES**

**SPECIAL TOWN MEETING**

- 1. AMEND FY 2004 OPERATING BUDGET**
  - 2. CAPITAL EXPENDITURE – RANGE WING LAWNMOWER**
  - 3. CAPITAL EXPENDITURE – POLICE CRUISER**
  - 4. SUPPLEMENTAL APPROPRIATION UNDER ARTICLE 40, ATM MAY 2000**
- 

**ANNUAL TOWN MEETING**

- 1. CHOOSE TOWN OFFICERS**  
**QUESTION 1 - PROP 2 1/2 CAPITAL OUTLAY PURCHASE – HEAVY DUTY DUMP TRUCK WITH HYDRAULIC DUMP BODY**  
**QUESTION 2 - PROP 2 1/2 CAPITAL OUTLAY PURCHASE - 1-TON PICK-UP TRUCK WITH PLOW**  
**QUESTION 3 - PROP 2 1/2 CAPITAL OUTLAY PURCHASE - EMERGENCY RESPONSE VEHICLE**
- 2. HEAR AND ACCEPT REPORTS**
- 3. SET SALARIES AND COMPENSATION OF OFFICERS**
- 4. PERSONNEL ADMINISTRATION PLAN CHANGES**
- 5. TOWN OPERATING BUDGET**
- 6. CLOSE OUT OLD ARTICLES\*\***
- 7. REVOLVING FUND - ELECTRICAL INSPECTION\*\***
- 8. REVOLVING FUND - PLUMBING AND GAS INSPECTION\*\***
- 9. REVOLVING FUND - FIRE ARMS PERMITS\*\***
- 10. REVOLVING FUND – LIBRARY FINES\*\***
- 11. REVOLVING FUND – DOG LICENSE FEES\*\***
- 12. REVOLVING FUND – STEELE FARM\*\***
- 13. REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM\*\***
- 14. ELDERLY TAX RELIEF – INCREASE IN EXEMPTIONS\*\***
- 15. ELDERLY TAX RELIEF - ELDERLY TAX RELIEF – ADJUST ELIGIBILITY REQUIREMENTS FOR PROPERTY TAX EXEMPTION\*\***
- 16. ELDERLY TAX RELIEF - ELDERLY TAX RELIEF – INCREASE IN INCOME AND ASSET LIMITS BY COLA \*\***

17. ELDERLY TAX RELIEF - ELDERLY TAX RELIEF – INCREASE IN ASSET LIMITS BY COLA \*\*
18. ELDERLY TAX RELIEF – INCREASE IN EXEMPTIONS BY COLA\*\*
19. SMALL PERSONAL PROPERTY ACCOUNT EXEMPTION\*\*
20. HOUGHTON LANE ACCEPTANCE\*\*
20. RESCIND UNUSED BORROWING AUTHORITY\*\*
21. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\*
22. CAPITAL EXPENDITURE – HEAVY DUTY DUMP TRUCK WITH HYDRAULIC DUMP BODY
23. CAPITAL EXPENDITURE – ONE-TON PICK-UP TRUCK WITH PLOW
24. CAPITAL EXPENDITURE/LEASE - PHOTOCOPIER
25. CAPITAL EXPENDITURE – EMERGENCY RESPONSE VEHICLE
26. DESIGNATION OF CALL FIREFIGHTERS AS EMPLOYEES
27. TAX INCREMENT FINANCING AGREEMENT – INTERACTIVE DATA CORP.
28. DISPOSITION OF LIBRARY BUILDING AND PROPERTY (575 MIDDLE ROAD)
29. PETITION ARTICLE – REUSE OF LIBRARY#
30. LIBRARY – FUNDING FOR ADDITIONAL HOURS OF OPERATION
31. ZONING BYLAW AMENDMENT – REQUIRE DESIGN REVIEW IN THE BUSINESS AND BUSINESS-1 ZONING DISTRICTS
32. ZONING BYLAW AMENDMENT – AMEND SECTION 2234 BUSINESS/INDUSTRIAL USES (USE SCHEDULE)
33. ZONING BYLAW AMENDMENT – AMEND SECTION 2234 BUSINESS/INDUSTRIAL USES (USE SCHEDULE) AND SECTION 6200 DEFINITION OF SELF STORAGE FACILITY
34. ZONING BYLAW AMENDMENT – AMEND SECTION 2300 DIMENSIONAL REQUIREMENTS BY CHANGING THE MAXIMUM NUMBER OF STORIES IN THE BUSINESS AND BUSINESS 1 DISTRICT FROM 3-STORIES TO 2-STORIES AND MAXIMUM BUILDING HEIGHT IN THE BUSINESS DISTRICT FROM 45 FEET TO 30 FEET
35. AMEND FEES UNDER DOG LICENSING BYLAW
36. INCREASED TOWN CLERK FEES
37. ELECTED OFFICIALS AND GROUP INSURANCE
38. BYLAW FOR THE REMOVAL AND DISPOSAL OF CANINE WASTES

**LEGEND**

\*\* CONSENT AGENDA

# PETITION ARTICLE – submitted by petition by ten or more registered voters in the town

**WARRANT AND PROCEEDINGS  
of the SPECIAL TOWN MEETING  
held on May 10<sup>th</sup> and May 11<sup>th</sup>, 2004**

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, Massachusetts Avenue, Boxborough, MA on Monday, May 10, 2004 at 7:30 p.m. to act on Articles 1 through 4 of this Special Town Meeting Warrant.

This Special Town Meeting was called to order at 7:35 p.m. by Moderator, Reginald C. Brown.

**ARTICLE 1        AMEND FY 2004 OPERATING BUDGET**

(Majority vote required)

To see if the Town will vote to amend the operating budget for the fiscal year beginning July 1, 2003 as voted under Annual Town Meeting Article 5 on May 27, 2003 by adjusting the line items as indicated below, and further that said surplus funds will be used for the purposes stated in Articles 1 – 3 of this special town meeting warrant, with the remaining balance to be closed out to free cash; or take any other action relative thereto.

Line Item #	Description	Appropriated at ATM 5/27/03	Proposed Increase/Decrease	Newly Recommended FY 04
192	Town Hall Salaries	\$198,760	\$<5,000>	\$193,760
192	Town Hall Other Expenses	\$77,371	\$5,000	\$82,371
310	Minuteman Vocational High School	\$195,973	\$<71,377>	\$124,596
912	Other Benefit Insurance	\$98,049	\$<50,000>	\$48,049
915	Med, Life, LTD Insurance	\$802,430	\$42,000	\$844,430
		Total Decrease:	\$<79,377>	

**The Board of Selectmen recommends unanimously (5 – 0).**

The Board of Selectmen recommends the proposed changes to the FY04 operating budget.

**The Finance Committee recommends unanimously.**

The Finance Committee recommends that the Town reallocate funds from areas within the FY04 operating budget that show surplus funds to alternate expense lines.

The rationale for each line is listed below:

**Town Hall Salaries:** The surplus in Town Hall salaries is due to lower than budgeted hours worked by Town Hall employees. By reducing this line item we can re-allocate the funds to offset the cost of a Town Hall renovation project discussed below.

**Town Hall Administrative expenses:** This expense will cover the cost of relocating the employee kitchen on the first floor of Town Hall to the second floor. This will free up much needed office space on the first floor for the Town Clerk.

**Minuteman Vocational High School:** Minuteman Regional High School is a public vocational high school serving 16 member towns including Boxborough. At the ATM on May 12, 2003, the Town approved the preliminary assessment provided to us by the Minuteman School Committee of \$195,973. Subsequent to this date, the Minuteman School Committee (a) approved to lower the overall budget and (b) voted to change the methodology by which the member towns' assessments were calculated. The revised assessment for Boxborough was \$124,596 which resulted in a surplus of \$71,377.

**Other Benefit Insurance:** The surplus in this category relates to unemployment compensation obligations budgeted due to layoffs that did not incur expenses as anticipated.

**Health Insurance:** This expense is non-discretionary and must be paid in order to continue to provide Town employees with contractually obligated health insurance premiums. The FY04 budget submitted last year assumed a 9.6% increase over prior year actual costs, which was a reasonable assumption based upon historical cost increases. The FY04 actual costs (including payments to be voted under this warrant) are 10.4% higher than actual FY03 costs. These increased costs reflect additional participants as well as rate increases from the HMO and indemnity plans offered to Town employees.

**ACTION ON ARTICLE 1, May 10, 2004.** On Mr. Wheeler's motion, the Town did vote, unanimously, to amend the operating budget for the fiscal year beginning July 1, 2003 as voted under Annual Town Meeting Article 5 on May 27, 2003, by adjusting the line items as printed in the warrant under Article 1.

## **ARTICLE 2 CAPITAL EXPENDITURE – RANGE WING LAWNMOWER**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirty-two Thousand Dollars (\$32,000), more or less, for the purpose of acquiring a range wing lawnmower for the Public Works Department; or take any other action relative thereto.

### **The Board of Selectmen recommends unanimously (5 – 0).**

The Board of Selectmen unanimously approves, 5-0. In recent years the town has added several additional recreation fields resulting in an increase from 7.7 acres of weekly mowing to 24 acres, including cemetery and town lawns. Depending on the growing season, some fields need to be mowed twice a week. Between rain and maintenance to the mowers, this is quickly becoming a full time position in and of itself. The Range Wing mower will enable the DPW to reduce mowing time from 32 hours to roughly 8 hours a week. Not only will this have an efficiency benefit, but it will also free up those workers for other tasks. We also recommend that the Town use unexpended FY2004 funds to achieve this.

### **The Finance Committee recommends unanimously.**

Passage of Article 2 would enable the Town to raise and appropriate approximately Thirty-Two Thousand Dollars (\$32,000) for the purpose of obtaining a range wing lawnmower ("Range Wing Lawnmower"). The Range Wing Lawnmower would be used to mow the twenty-four (24) acres of Town fields and playgrounds by the Public Works Department. In summer months, four crewpersons of the Public Works Department spend three days to mow twenty-four (24) acres at least once a week. This process monopolizes the time of the Public Works Department employees in the summer months. As a comparison, three years ago the Town only had 14.7 acres of Town land to mow. A Range Wing Lawnmower would enable the Public Works Department to mow the twenty-four (24) acres of Town land in 1 to 1.5 days and use two crewmembers. This process would be much more efficient by using half of the labor time. With the savings in time, the Public Works Department could devote resources to maintenance and repair of Town buildings and facilities that

can only be done in the summer months. In addition, the Range Wing Lawnmower could minimize a health hazard. Ticks that carry Lyme disease thrive in tall grass and avoid short grass. Usage of the Range Wing Lawnmower would negatively impact the growing environment for ticks and tall grass.

**ACTION ON ARTICLE 2**, May 10, 2004. On Ms. Hilberg's motion, the Town did vote, unanimously, to transfer from the surplus funds voted under Article 1 of the special town meeting warrant the sum of Thirty-two Thousand Dollars (\$32,000) for the purpose of acquiring a range wing lawnmower for the Public Works Department.

### **ARTICLE 3 CAPITAL EXPENDITURE – POLICE CRUISER**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirty-two Thousand One Hundred Fifty-three Dollars (\$32,153), more or less, for the purpose of acquiring a police cruiser for the Police Department; or take any other action relative thereto.

#### **The Board of Selectmen recommends unanimously (5 – 0).**

The Board of Selectmen unanimously approves, 5-0. The Town currently maintains a fleet of 5 police cruisers as well as an unmarked Chief's car. Three cruisers will have well over 100,000 miles by June of 2004. Since we did not approve the purchase of a cruiser due to the failure of the override, we are now in a position of maintaining an aging fleet at a cost of about \$10,000 in annual maintenance fees as well as the loss of a vehicle while it is being repaired. For this reason, as well as other operational concerns, the Board unanimously supports the purchase of this replacement vehicle. We also recommend that the Town use unexpended FY2004 funds to achieve this.

#### **The Finance Committee recommends unanimously.**

The supplemental appropriation of this article will enable the Town to raise and appropriate approximately \$35,000 for the purpose of obtaining a new police cruiser. Due to budget constraints in FY04, the purchase of a new police cruiser was deferred. Based on an analysis of the current Police fleet, we believe that this is a necessity in FY05. The Fleet currently has six (6) vehicles in service, three (3) of which have in excess of 100,000 miles. The new police cruiser will replace the oldest vehicle in service, which is a 1998 Ford with approximately 143,000 miles.

**ACTION ON ARTICLE 3**, May 10, 2004. On Ms. Hilberg's motion, the Town did vote, unanimously, to transfer from the surplus funds voted under Article 1 of the special town meeting warrant the sum of Thirty-two Thousand One Hundred Fifty-three Dollars (\$32,153) for the purpose of acquiring a police cruiser for the Police Department.

### **ARTICLE 4 SUPPLEMENTAL APPROPRIATION UNDER ARTICLE 40, ATM MAY 2000**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Six Thousand One Hundred Seventy-three Dollars and Fifty Cents (\$6,173.50) for the purpose of increasing the appropriation under Article 40, Dispatch Center Funding, as voted by Town Meeting on May 9, 2000; or take any other action relative thereto.

#### **The Board of Selectmen recommends unanimously (5 – 0).**

In the spring of 2003, an invoice was submitted to the Town for purchases made for the Dispatch Center in 2001. The warrant article which allowed for these purchases has been spent down, and there is no longer enough money remaining to cover this bill. Therefore, we need to add additional funds to the Dispatch Center funding article, requiring a majority vote at Town Meeting.

This invoice is extremely overdue. We did not receive the invoice in time to place it on the 2003 ATM warrant, and previously anticipated funding it through a Special Town Meeting this past fall. We didn't have a Fall Town Meeting, so here we are. This bill is for goods the Town received and is using, and must be paid.

**The Finance Committee recommends unanimously.**

The supplemental appropriation of this article will be used to pay a prior year invoice relating to police radio equipment used in conjunction with the Dispatch Center. The cost of this equipment exceeds the amount appropriated under Article 40 – Approval to Construct a Dispatch Center at Annual Town Meeting in May 2000.

As background, the Dispatch Center became operational on or around June 2002 at a cost of \$209,831.08 versus a total Article 40 appropriation of \$223,545.00, thus leaving \$13,713.92 in unspent funds. However, both the Police and Fire Departments were experiencing problems with radio coverage due in part to the existence of several radio “dead spots” in town. A total of \$19,887.42 of police and fire radio equipment was ordered and delivered in FY 03 to correct these problems. The costs to address the radio issues resulted in a cost overrun of \$6,173.50, or a 3.1% of the total original appropriation under Article 40.

**ACTION ON ARTICLE 4, May 10, 2004.** On Ms. Hilberg's motion, the Town did vote, unanimously, to transfer from the surplus funds voted under Article 1 of the special town meeting warrant the sum of Six Thousand One Hundred Seventy-three Dollars and Fifty Cents (\$6,173.50) for the purpose of increasing the appropriation under Article 40, Dispatch Center Funding, as voted by Town Meeting on May 9, 2000.

The Special Town Meeting was adjourned at 8:05 p.m.

You are required to serve this Special Town Meeting Warrant by posting copies thereof, attested by you, at the Town Hall, at the Sargent Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 23, 2004.

Donald R. Wheeler, Chairman, Board of Selectmen  
Leslie Fox, Clerk, Board of Selectmen  
David L. Birt, Board of Selectmen  
Simon C. Bunyard, Board of Selectmen  
Kristin B. Hilberg, Board of Selectmen

**POSTED:** April 22, 2004

**BY:** David L. Birt, Constable

**WARRANT and PROCEEDINGS  
of the ANNUAL TOWN MEETING  
held on May 10<sup>th</sup> and May 11<sup>th</sup>, 2004**

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, Massachusetts Avenue, Boxborough, MA on Monday, May 10, 2004 at 7:30 p.m. to act on Articles 2 through 38 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Monday the 17th day of May, 2004 at 7:00 a.m. for the Election of Town Officers pursuant to Article 1 and Questions 1 - 3. The polls will be open continuously until 8:00 p.m. when they shall be closed.

**CONSENT AGENDA**

In an effort to streamline Town Meeting and therefore make it more inviting to voters, the Board of Selectmen has decided to continue the use of the Consent Agenda. This agenda speeds the passage of articles which the Selectmen feel, in consultation with Town Counsel, the Moderator, and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate. **The selectmen have voted unanimously (5 – 0) to recommend all those articles on the Consent Agenda (#6 through #21, inclusive).** The articles to be taken up on the Consent Agenda are indicated by a double asterisk (\*\*).

**THE CONSENT AGENDA WILL BE TAKEN UP AFTER CONSIDERATION OF ARTICLE 4 (PERSONNEL ADMINISTRATION PLAN CHANGES), AT THE ANNUAL TOWN MEETING ON MONDAY, MAY 10, 2004.**

Please do your homework. If you have any questions about the consent articles or procedure, please feel free to call the Town Administrator, at 978-263-1116, ext. 101 or send an e-mail to natalie.lashmit@town.boxborough.ma.us before Town Meeting.

At the call of the Consent Agenda, the Moderator will call out the numbers of the Articles, one by one. If one or more voters object to any particular Article being included in the Consent Agenda, they should say the word "Hold" in a loud voice when the number is called. The Article will then be removed automatically from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask that all items remaining be passed AS A UNIT by the voters.

Please carefully review the list of articles proposed for each Consent Item. Complete summaries are found under each article printed in this warrant.

**ARTICLE 1 CHOOSE TOWN OFFICERS**

(Majority vote required)

- One Moderator** for a one-year term
- One Town Clerk** for a one-year term
- One Selectmen** member, for a three-year term
- One Board of Health** member for a three-year term

**One Board of Health** member, for a two-year unexpired term  
**Two Library Trustees**, each for a three-year term  
**Two Planning Board** members, each for a three-year term  
**One Planning Board** member, for a two-year unexpired term  
**One School Committee (Local and of the Region)** member for a three-year term  
**One School Committee (Local only)** member for a three-year term  
**Two Constables**, each for a three-year term

As well as other Town Officers as may be necessary, and to vote on the following questions:

**QUESTION 1      PROP 2 1/2 CAPITAL OUTLAY PURCHASE – HEAVY DUTY DUMP TRUCK WITH HYDRAULIC DUMP BODY**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Eighty-eight Thousand Dollars (\$88,000) in real estate and personal property taxes for the purposes of acquiring a heavy duty dump truck with hydraulic dump body for the Public Works Department for the fiscal year beginning July first two thousand and four (7/1/04)?

**YES: 206**

**NO: 63**

**BLANKS: 5**

**QUESTION 2      PROP 2 1/2 CAPITAL OUTLAY PURCHASE – 1-TON PICK-UP TRUCK WITH PLOW**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Twenty-nine Thousand Five Hundred Dollars (\$29,500) in real estate and personal property taxes for the purposes of acquiring a one-ton pick-up truck with plow for the Public Works Department for the fiscal year beginning July first two thousand and four (7/1/04)?

**YES: 209**

**NO: 60**

**BLANKS: 5**

**QUESTION 3      PROP 2 1/2 CAPITAL OUTLAY PURCHASE – EMERGENCY RESPONSE VEHICLE**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Thirty-three Thousand Dollars (\$33,000) in real estate and personal property taxes for the purposes of acquiring an emergency response vehicle for the fiscal year beginning July first two thousand and four (7/1/04)?

**YES: 211**

**NO: 57**

**BLANKS: 6**

Specimen Ballots and Cards of Instruction were posted as required by law. The Ballot Box was examined and found to be empty and in order, and the keys were held by the Town Clerk because no Police Officer was assigned. The Election Officials--all duly sworn in before beginning their duties--were Wardens F. Channing Wagg and Norman Hanover; Clerk, Virginia B. Richardson; Tellers, Marguerite Hugel, Mary Larson, Shirley Warren, Barbara Wheeler, Robin Johnston, Ellen Landry, and Anne Canfield. The counters were Charlene Golden, Barry Harsip.

In the absence of the Moderator, Virginia Richardson opened the polls at 7:00 a.m. and closed the polls at 8:00 p.m. The check lists showed that 274 people had voted and 274 ballots were taken from the voting machine (including 9 absentee ballots). The count was completed at 9:15 p.m.

The results of the election are as follows:

**MODERATOR, One Year**

Reginald C. Brown	223
John G. Fallon	1
Richard W. Golden	1
Jeanne S. Kangas	2
Deborah C. Gray	1
Mary Anne Vogel	1
Blanks	45

**TOWN CLERK, One Year**

Virginia B. Richardson	250
Blanks	24

**SELECTMEN, Three Years**

Vote for ONE	
Donald R. Wheeler	228
David A. Kembel	1
James E. Burgess	1
Blanks	44

**SCHOOL COMMITTEE, Three Years**

**Local and Regional**

Maureen M. Masciola	112
Bruce D. Sabot	122
Blanks	40

**SCHOOL COMMITTEE, Three Years**

**Local Only**

Raid M. Suleiman	191
Bruce D. Sabot	2
Laura B. Estrada	1
Blanks	80

**LIBRARY TRUSTEES, Three Years**

Vote for not more than TWO	
Robert W. McNeece	171
Sandra W. Haber	176
Paul G. Joseph	68
Richard W. Golden	1
Blanks	132

**PLANNING BOARD, Three Years**

Vote for not more than TWO	
John M. Markiewicz	207
David A. Kembel	48
Laurence B. White	9
Owen J. Neville	1
Timmi W. Rudolph	2

Richard W. Golden	1
Blanks	280

**PLANNING BOARD, Two Years**

Unexpired Term	
Owen J. Neville	217
Mark R. White	1
David A. Kembel	4
Blanks	52

**BOARD OF HEALTH, Three years**

Bryan F. Lynch	213
Jesus Z. Estrada	1
Blanks	60

**BOARD OF HEALTH, Two Years**

Unexpired Term	
Richard W. Golden	1
Bradley J. Dye	1
Lawrence R. Weil	1
Blanks	271

**CONSTABLE, Three Years**

David L. Birt	208
Richard W. Golden	218
Blanks	122

The first session of the Annual Town Meeting was called to order at 7:30 p.m. by Moderator Reginald C. Brown with 184 voters in attendance. There was a moment of silent prayer for those who passed away during the last year. It was voted that any adjourned session would be held on Tuesday, May 11<sup>th</sup>, Thursday, May 13<sup>th</sup>, and Thursday, May 19<sup>th</sup>. The Annual Town Meeting was adjourned at 7:35 p.m. in order to act on four articles on the Special Town Meeting warrant. It was called to order again at 8:05 p.m.

**ARTICLE 2 HEAR AND ACCEPT REPORTS**

(Majority vote required)

To hear the reports of the Selectmen and other Town Officers, Agents and Committees; or take any other action relative thereto.

**The Finance Committee recommends unanimously.**

**ACTION ON ARTICLE 2, May 10, 2004.** Thanks were given to Cisco Systems for the printing of the Warrant and the Town Report. Permission was given to the Boxborough Housing Board to give a presentation. The *Report of the Housing Board* is on file with the Town Clerk. Other presentations included the Library, Finance Committee, the Boxborough Leadership Forum, the Board of Selectmen, the Boxborough Public School System and the Acton-Boxborough Regional High School. Their reports are on file with the Town Clerk. On Mr. Wheeler's motion, the Town did vote to accept the reports of the Selectmen and other town Officers, Agents and Committees as printed in the 2003 Annual Town Report.

**ARTICLE 3 SET SALARIES AND COMPENSATION OF OFFICERS**

(Majority vote required)

To see if the Town will vote to fix the salaries and compensation of various officials for the year beginning July 1, 2004 as follows:

Selectmen	\$400.00	each member/year
Board of Health	\$166.67	each member/year
Tax Collector	\$48,653.48	/year
Town Clerk	\$31,688.80	/year
Moderator	\$25.00	each meeting
Constables	\$3.00	each copy/warrant posted
Planning Board Members	\$109.00	each member/year

or take any other action relative thereto.

**The Finance Committee recommends unanimously.**

**ACTION ON ARTICLE 3, May 10, 2004.** On Mr. Wheeler's motion, the Town did vote, unanimously, to fix the salaries and compensation of various officials for the year beginning July 1, 2004 as printed in the warrant under Article 3.

**ARTICLE 4 PERSONNEL ADMINISTRATION PLAN CHANGES**

(Majority vote required)

To see if the Town will vote to amend Schedule B of the Personnel Administration Plan as indicated in the following schedule:

<b>POSITION TITLE</b>						
<b>DEPARTMENT HEADS</b>				<b>FY2004</b>	<b>FY2005</b>	
<i>Town Administrator</i>	<i>Contract expires 12/31/03</i>			<i>80,482.50</i>	<i>TBD</i>	
<i>Police Chief</i>	<i>Contract expires 12/31/03 (base)</i>			<i>65,709.00</i>	<i>TBD</i>	
		<i>with Quinn Bill</i>		<i>78,850.80</i>		
<i>Fire Chief</i>	<i>Contract expires 12/31/03</i>			<i>69,678.00</i>	<i>TBD</i>	
<i>DPW Director</i>	<i>Contract expires 12/31/03</i>			<i>71,552.25</i>	<i>TBD</i>	
<i>Library Director</i>	<i>Contract expires 12/31/04</i>			<i>45,411.00</i>	<i>48,362.72</i>	
	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
<b>REGULAR FULL-TIME SCHEDULE</b>						
<b>Exempt Employees</b>						
<b>Assistant Town Administrator</b>	<b>45,305.43</b>	<b>46,891.12</b>	<b>48,532.30</b>	<b>50,230.94</b>	<b>51,989.02</b>	<b>53,808.63</b>
<b>Treasurer</b>	<b>47,375.28</b>	<b>49,033.42</b>	<b>50,749.59</b>	<b>52,525.82</b>	<b>54,364.23</b>	<b>56,266.97</b>
<i>Accountant</i>	<i>44,832.51</i>	<i>46,401.65</i>	<i>48,025.71</i>	<i>49,706.61</i>	<i>51,446.34</i>	<i>53,246.96</i>
<i>Assessor</i>	<i>50,694.89</i>	<i>52,469.21</i>	<i>54,305.63</i>	<i>56,206.33</i>	<i>58,173.55</i>	<i>60,209.63</i>
<i>Building Inspector/Code Enforcement</i>	<i>44,872.41</i>	<i>46,442.95</i>	<i>48,068.45</i>	<i>49,750.85</i>	<i>51,492.13</i>	<i>53,294.35</i>
<i>Planner</i>	<i>46,416.73</i>	<i>48,041.32</i>	<i>49,722.77</i>	<i>51,463.06</i>	<i>53,264.27</i>	<i>55,128.52</i>
<b>Non-Exempt Employees</b>						
<i>Secretary I</i>	<i>13.45</i>	<i>13.92</i>	<i>14.41</i>	<i>14.91</i>	<i>15.44</i>	<i>15.98</i>
<i>Secretary II</i>	<i>17.00</i>	<i>17.59</i>	<i>18.21</i>	<i>18.84</i>	<i>19.50</i>	<i>20.18</i>
<i>Police Sergeant</i>						
<i>Police Officer</i>						
<i>Firefighter/EMT</i>	<i>15.89</i>	<i>16.45</i>	<i>17.02</i>	<i>17.62</i>	<i>18.24</i>	<i>18.88</i>
<i>Custodian</i>	<i>13.68</i>	<i>14.16</i>	<i>14.65</i>	<i>15.17</i>	<i>15.70</i>	<i>16.25</i>
<b>DPW Foreman</b>	<b>20.14</b>	<b>20.84</b>	<b>21.57</b>	<b>22.33</b>	<b>23.11</b>	<b>23.92</b>
<b>DPW Worker</b>	<b>16.08</b>	<b>16.64</b>	<b>17.22</b>	<b>17.83</b>	<b>18.45</b>	<b>19.10</b>
<b>DPW Semi-skilled Worker</b>	<b>14.66</b>	<b>15.17</b>	<b>15.70</b>	<b>16.25</b>	<b>16.82</b>	<b>17.41</b>
<i>Dispatch Supervisor</i>	<i>16.08</i>	<i>16.64</i>	<i>17.22</i>	<i>17.83</i>	<i>18.45</i>	<i>19.10</i>
<i>Dispatcher</i>	<i>14.53</i>	<i>15.04</i>	<i>15.57</i>	<i>16.11</i>	<i>16.68</i>	<i>17.26</i>
<b>REGULAR REDUCED HOURS SCHEDULE</b>						
<i>COA Coordinator</i>	<i>17.00</i>	<i>17.59</i>	<i>18.21</i>	<i>18.84</i>	<i>19.50</i>	<i>20.18</i>
<b>Children's Librarian</b>	<b>17.03</b>	<b>17.62</b>	<b>18.24</b>	<b>18.88</b>	<b>19.54</b>	<b>20.22</b>
<b>Sr. Library Technician</b>	<b>12.56</b>	<b>13.00</b>	<b>13.45</b>	<b>13.92</b>	<b>14.41</b>	<b>14.91</b>
<b>Library Technician</b>	<b>10.69</b>	<b>11.07</b>	<b>11.45</b>	<b>11.85</b>	<b>12.27</b>	<b>12.70</b>
<b>DPW Worker</b>	<b>16.08</b>	<b>16.64</b>	<b>17.22</b>	<b>17.83</b>	<b>18.45</b>	<b>19.10</b>

<b>REGULAR PART-TIME SCHEDULE</b>						
<i>Secretary I</i>	13.45	13.92	14.41	14.91	15.44	15.98
<i>Secretary II</i>	17.00	17.59	18.21	18.84	19.50	20.18
<b>Children's Librarian</b>	<b>17.03</b>	<b>17.62</b>	<b>18.24</b>	<b>18.88</b>	<b>19.54</b>	<b>20.22</b>
<b>Sr. Library Technician</b>	<b>12.56</b>	<b>13.00</b>	<b>13.45</b>	<b>13.92</b>	<b>14.41</b>	<b>14.91</b>
<b>Library Technician</b>	<b>10.69</b>	<b>11.07</b>	<b>11.45</b>	<b>11.85</b>	<b>12.27</b>	<b>12.70</b>
<b>Transfer Station Operator I</b>	<b>14.69</b>	<b>15.20</b>	<b>15.73</b>	<b>16.28</b>	<b>16.85</b>	<b>17.44</b>
<b>Conservation Agent</b>	<b>20.60</b>	<b>21.32</b>	<b>22.07</b>	<b>22.84</b>	<b>23.64</b>	<b>24.47</b>
<b>PER DIEM SCHEDULE</b>						
<b>Fire Lieutenant/EMT</b>	<b>14.94</b>					
<b>Call Fighter/EMT</b>	<b>13.57</b>					
<b>Call Firefighter</b>	<b>13.57</b>					
<b>Special Police Officer</b>	<b>13.57</b>					
<b>Dispatcher</b>	<b>13.57</b>					
<b>INTERMITTENT SCHEDULE</b>						
<b>Cemetery Superintendent</b>	<b>7,128.21</b>	<b>annually</b>				
<b>Cemetery Laborer</b>	<b>8.94</b>					
<b>Registrar Chairperson</b>	<b>764.72</b>	<b>annually</b>				
<b>Clerk of Elections</b>	<b>9.72</b>					
<b>Election Worker</b>	<b>8.64</b>					
<b>Registrar Member</b>	<b>229.44</b>	<b>annually (plus \$0.33 a head)</b>				
<b>Veterans' Agent</b>	<b>12.61</b>					
<b>Call Fire Chief</b>	<b>35.02</b>					
<b>Deputy Fire Chief</b>	<b>16.42</b>					
<b>Fire Captain</b>	<b>15.68</b>					
<b>Fire Lieutenant</b>	<b>14.94</b>					
<b>Call Firefighter/EMT</b>	<b>13.57</b>					
<b>Fire Department Chaplain</b>	<b>13.57</b>					
<b>Call Building Inspector</b>	<b>35.02</b>					
<b>Special Police Officer</b>	<b>13.57</b>					
<b>Lock-up Attendant</b>	<b>12.16</b>					
<b>Dispatcher</b>	<b>13.57</b>					
<b>Seasonal Maintenance Worker</b>	<b>11.07</b>					
<b>Snow Plower</b>	<b>17.55</b>					
<b>Seasonal Conservation Worker</b>	<b>10.38</b>					
<b>Assistant Building Inspector</b>	<b>21.59</b>					
<b>Wiring Inspector</b>	fees	\$50,000 cap/yr Selectmen & FinCom may modify if required				
<b>Plumbing and Gas Inspector</b>	fees	\$15,000 cap/yr Selectmen & FinCom may modify if required				
<b>Dog Officer</b>	<b>8,984.42</b>	<b>annually</b>				
<b>Assistant Dog Officer</b>	<b>8.81</b>	<b>4 hour call min</b>				

<b>Animal Control Officer</b>	<b>2,188.51</b>	<b>annually</b>			
<b>Animal Inspector</b>	<b>806.29</b>	<b>annually</b>			
<b>Fence Viewer</b>	<b>40.00</b>	<b>annually</b>			
<b>Field Driver</b>	<b>45.00</b>	<b>annually</b>			
<b>Director of Summer Playground</b>	<b>15.81</b>				
<b>Director of Gymnastics</b>	<b>15.21</b>				
<b>Director of Winter Programs</b>	<b>15.21</b>				
<b>Lead Counselor</b>	<b>11.52</b>				
<b>Counselor</b>	<b>8.64</b>				
<b>Counselor-in-Training</b>	<b>8.08</b>				
<b>Intern (Town Hall)</b>	<b>8.64</b>				
<b>Library Page</b>	<b>8.64</b>				
<b>Junior Library Page</b>	<b>7.78</b>				

<b>Elected Positions</b>	<b>FY 2004</b>		<b>FY 2005</b>	
Selectman	400.00	annually	No change	
Board of Health Member	166.67	annually	No change	
Planning Board Member	109.00	annually	No change	
Library Trustee	0.00	annually	No change	
Moderator	25.00	per meeting	No change	
Constable	3.00	/warrant posted/location	No change	
Tax Collector	47,236.39	annually	48,653.48	
Town Clerk	30,765.83	annually	31,688.80	
<b>NOTES:</b>				

Italics: set by bargaining unit or personal contract

Bold: set by Personnel Board

CPI-U for the Boston area is 3%

3% shown for elected officials

Fee maximum is 1% of FY04 levy (or \$117,509)

No increase shown for police - still under negotiation

Salaries for primary department heads, with the exception of the Library Director, are still under negotiation.

or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (5 – 0).**

A public hearing was held on March 22, 2004.

**The Finance Committee defers its recommendation until Town Meeting.**

**ACTION ON ARTICLE 4, May 10, 2004.** Ms. Kangas made the remark that we couldn't continue to grant both cost of living and step raises. It was stated that the salaries have to be negotiated because of the unions and that we were trying to do a better job at this. On Mr. Golden's motion, the Town did vote to amend the Town of Boxborough Personnel Administration Plan Schedule B, as printed in the warrant under Article 4.

## **ARTICLE 5        TOWN OPERATING BUDGET**

(Majority vote required)

To see what sums of money the Town will appropriate and raise by taxation or otherwise for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2004; or take any other action relative thereto.

### **The Finance Committee recommends unanimously.**

The operating budget categories and sums presented here represent the funds necessary for the Town to execute governmental, financial, public safety, education and maintenance functions provided to all Boxborough citizens. The tax rate implications and tradeoffs of the Town operating budget are described in detail in the Finance Committee Report at the end of the warrant.

The salaries and wages for both union and non-union employees (excluding all School employees) are commensurate with the amounts found in "Compensation of Positions FY2005 Schedule B" of the Personnel Administration Plan, as reproduced under Article 4 above.

	Account Name	FY03 BUDGET	FY03 ACTUAL	FY04 BUDGET	FY04 DEC YTD	FY05 BUDGET	FY05 BUDGET VS FY04	% CHANGE FY05 VS FY04	Comments
114	Total Salaries - Moderator	\$ 125	\$ 25	\$ 75	\$ -	\$ 75	\$ -	0.00%	
114	Total Other Expenses - Moderator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
114	Total Moderator Expenses	\$ 125	\$ 25	\$ 75	\$ -	\$ 75	\$ -	0.00%	
119	Total Salaries - Town Constable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
119	Total Other Expenses - Town Constabl	\$ 300	\$ 76	\$ 150	\$ 19	\$ 100	\$ (50)	-33.33%	
119	Total Constable Expenses	\$ 300	\$ 76	\$ 150	\$ 19	\$ 100	\$ (50)	-33.33%	
122	Total Salaries - Selectman	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,000	\$ 2,000	\$ -	0.00%	
122	Total Other Expenses - Selectman	\$ 14,165	\$ 7,307	\$ 2,150	\$ 1,041	\$ 1,810	\$ (340)	-15.81%	
122	Total Selectman Expenses	\$ 16,165	\$ 9,307	\$ 4,150	\$ 2,041	\$ 3,810	\$ (340)	-8.19%	
123	Total Salaries - Town Administrator	\$ 125,184	\$ 123,517	\$ 132,724	\$ 61,854	\$ 137,559	\$ 4,835	3.64%	
123	Total Other Expenses- Town Administ	\$ 4,800	\$ 4,800	\$ 4,800	\$ 2,000	\$ 5,625	\$ 825	17.19%	increase in mileage reimbursement
123	Total Expenses - Town Administrator	\$ 129,984	\$ 128,317	\$ 137,524	\$ 63,854	\$ 143,184	\$ 5,660	4.12%	
131	Total Salaries - Finance Committee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
131	Total Other Expenses- Finance Comm	\$ 450	\$ 125	\$ 450	\$ 130	\$ 450	\$ -	0.00%	
131	Total Expenses - Finance Committee	\$ 450	\$ 125	\$ 450	\$ 130	\$ 450	\$ -	0.00%	
135	Total Salaries - Accountant	\$ 49,708	\$ 41,853	\$ 45,051	\$ 21,334	\$ 48,026	\$ 2,975	6.60%	
135	Total Other Expenses- Accountant	\$ 23,225	\$ 31,117	\$ 20,340	\$ 4,319	\$ 22,055	\$ 1,715	8.43%	increase in audit expenses
135	Total Expenses - Accountant	\$ 72,933	\$ 72,970	\$ 65,391	\$ 25,653	\$ 70,081	\$ 4,690	7.17%	
141	Total Salaries - Assessor	\$ 47,325	\$ 47,325	\$ 50,941	\$ 24,123	\$ 54,305	\$ 3,364	6.60%	
141	Total Other Expenses-Assessor	\$ 11,245	\$ 8,494	\$ 8,855	\$ 5,328	\$ 7,991	\$ (864)	-9.76%	
141	Total Expenses - Assessor	\$ 58,570	\$ 55,819	\$ 59,796	\$ 29,451	\$ 62,296	\$ 2,500	4.18%	
145	Total Salaries - Treasurer	\$ 53,528	\$ 53,527	\$ 55,630	\$ 26,869	\$ 57,267	\$ 1,637	2.94%	
145	Total Other Expenses-Treasurer	\$ 66,700	\$ 21,624	\$ 18,500	\$ 8,817	\$ 18,863	\$ 363	1.96%	
145	Total Expenses - Treasurer	\$ 120,228	\$ 75,151	\$ 74,130	\$ 35,686	\$ 76,130	\$ 2,000	2.70%	
146	Total Salaries - Tax Collector	\$ 46,420	\$ 46,420	\$ 48,237	\$ 23,369	\$ 49,654	\$ 1,417	2.94%	
146	Total Other Expenses-Tax Collector	\$ 15,256	\$ 15,239	\$ 13,439	\$ 5,922	\$ 12,022	\$ (1,417)	-10.54%	
146	Total Expenses - Tax Collector	\$ 61,676	\$ 61,659	\$ 61,676	\$ 29,291	\$ 61,676	\$ -	0.00%	

	Account Name	FY03	FY03	FY04	FY04	FY05	FY05 BUDGET	% CHANGE	Comments
		BUDGET	ACTUAL	BUDGET	DEC YTD	BUDGET	VS FY04	FY05 VS FY04	
151	Total Salaries - Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
151	Total Other Expenses-Legal	\$ 75,000	\$ 89,215	\$ 64,000	\$ 23,771	\$ 64,000	\$ -	0.00%	
151	Total Expenses - Legal	\$ 75,000	\$ 89,215	\$ 64,000	\$ 23,771	\$ 64,000	\$ -	0.00%	
152	Total Salaries - Personnel Board	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
152	Total Other Expenses-Personnel Board	\$ 350	\$ 290	\$ 330	\$ -	\$ 330	\$ -	0.00%	
152	Total Expenses - Personal Board	\$ 350	\$ 290	\$ 330	\$ -	\$ 330	\$ -	0.00%	
161	Total Salaries - Town Clerk	\$ 29,583	\$ 29,583	\$ 30,766	\$ 14,569	\$ 31,689	\$ 923	3.00%	
161	Total Other Expenses-Town Clerk	\$ 2,775	\$ 1,816	\$ 1,592	\$ 566	\$ 869	\$ (723)	-45.41%	
161	Total Expenses - Town Clerk	\$ 32,358	\$ 31,398	\$ 32,358	\$ 15,135	\$ 32,558	\$ 200	0.62%	
162	Total Salaries - Elect & Regist	\$ 4,001	\$ 3,558	\$ 2,905	\$ 705	\$ 4,610	\$ 1,705	58.69%	three elections in FY05
162	Total Other Elect & Regist	\$ 3,689	\$ 5,059	\$ 3,645	\$ 1,796	\$ 4,070	\$ 425	11.66%	
162	Total Expenses - Elect & Regist	\$ 7,690	\$ 8,617	\$ 6,550	\$ 2,501	\$ 8,680	\$ 2,130	32.52%	
171	Total Salaries - Conservation Comm	\$ -	\$ -	\$ -	\$ -	\$ 16,630	\$ 16,630	0.00%	
171	Total Other - Conservation Comm	\$ 2,000	\$ 1,999	\$ 1,650	\$ 762	\$ 1,650	\$ -	0.00%	
171	Total Expenses - Conservation Comm	\$ 2,000	\$ 1,999	\$ 1,650	\$ 762	\$ 18,280	\$ 16,630	1007.88%	
175	Total Salaries - Planning Board	\$ 52,010	\$ 52,010	\$ 54,069	\$ 25,618	\$ 55,675	\$ 1,606	2.97%	
175	Total Other - Planning Board	\$ 6,221	\$ 6,023	\$ 4,162	\$ 768	\$ 3,897	\$ (265)	-6.37%	
175	Total Expenses - Planning Board	\$ 58,231	\$ 58,033	\$ 58,231	\$ 26,386	\$ 59,572	\$ 1,341	2.30%	
176	Total Salaries - Zoning Board	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
176	Total Other - Zoning Board	\$ 335	\$ 95	\$ 335	\$ 61	\$ 335	\$ -	0.00%	
176	Total Expenses - Zoning Board	\$ 335	\$ 95	\$ 335	\$ 61	\$ 335	\$ -	0.00%	
177	Total Salaries - Housing Board	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
177	Total Other - Housing Board	\$ -	\$ -	\$ 6,450	\$ 180	\$ 1,000	\$ (5,450)	-84.50%	
177	Total Expenses - Housing Board	\$ -	\$ -	\$ 6,450	\$ 180	\$ 1,000	\$ (5,450)	-84.50%	
192	Total Salaries - Town Hall	\$ 198,390	\$ 187,101	\$ 198,760	\$ 87,304	\$ 166,815	\$ (31,945)	-16.07%	
192	Total Other - Town Hall	\$ 104,565	\$ 66,987	\$ 77,371	\$ 22,944	\$ 81,475	\$ 4,104	5.30%	heating and cooling increase
	Total Expenses - Town Hall	\$ 302,955	\$ 254,088	\$ 276,131	\$ 110,248	\$ 248,290	\$ (27,841)	-10.08%	6 months of old library support
	Total Town Government - Salaries	\$ 608,274	\$ 586,917	\$ 621,158	\$ 286,744	\$ 624,305	\$ 3,147	0.51%	
	Total Town Government - Other Exper	\$ 331,076	\$ 260,265	\$ 228,219	\$ 78,424	\$ 226,542	\$ (1,677)	-0.73%	
	Total Town Government - Total Expen	\$ 939,350	\$ 847,182	\$ 849,377	\$ 365,169	\$ 850,847	\$ 1,470	0.17%	

	Account Name	FY03 BUDGET	FY03 ACTUAL	FY04 BUDGET	FY04 DEC YTD	FY05 BUDGET	FY05 BUDGET VS FY04	% CHANGE FY05 VS FY04	Comments
210	Total Salaries - Police	\$ 685,753	\$ 671,717	\$ 685,784	\$ 298,820	\$ 715,463	\$ 29,679	4.33%	add back 9th police officer
210	Total Other - Police	\$ 91,384	\$ 86,125	\$ 91,328	\$ 34,657	\$ 93,378	\$ 2,050	2.24%	
210	Total Expenses - Police	\$ 777,137	\$ 757,842	\$ 777,112	\$ 333,477	\$ 808,841	\$ 31,729	4.08%	
220	Total Salaries - Fire	\$ 494,157	\$ 439,051	\$ 475,775	\$ 205,049	\$ 477,153	\$ 1,378	0.29%	heating & cooling truck maintenance & training
220	Total Other - Fire	\$ 50,850	\$ 48,695	\$ 53,020	\$ 23,834	\$ 70,795	\$ 17,775	33.53%	
220	Total Expenses - Fire	\$ 545,007	\$ 487,745	\$ 528,795	\$ 228,884	\$ 547,948	\$ 19,153	3.62%	
221	Total Salaries - Dispatch	\$ 181,613	\$ 165,046	\$ 184,536	\$ 81,977	\$ 184,527	\$ (9)	-0.01%	training
221	Total Other - Dispatch	\$ 25,138	\$ 19,717	\$ 22,215	\$ 10,518	\$ 24,725	\$ 2,510	11.30%	
221	Total Expenses - Dispatch	\$ 206,751	\$ 184,763	\$ 206,751	\$ 92,495	\$ 209,252	\$ 2,501	1.21%	
241	Total Salaries - Building Insp	\$ 48,070	\$ 20,337	\$ -	\$ -	\$ -	\$ -	0.00%	
241	Total Other - Building Insp	\$ 4,050	\$ 24,437	\$ 39,900	\$ 15,938	\$ 39,300	\$ (600)	-1.50%	
241	Total Expenses - Building Insp	\$ 52,120	\$ 44,774	\$ 39,900	\$ 15,938	\$ 39,300	\$ (600)	-1.50%	
249	Total Salaries - Asst Building Insp	\$ 6,500	\$ 1,359	\$ -	\$ -	\$ -	\$ -	0.00%	
249	Total Other - Asst Building Insp	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
249	Total Expenses - Asst Building Insp	\$ 6,750	\$ 1,359	\$ -	\$ -	\$ -	\$ -	0.00%	
291	Total Salaries - Civil Defense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
291	Total Other - Civil Defense	\$ 2,500	\$ 569	\$ 500	\$ -	\$ 500	\$ -	0.00%	
291	Total Expenses - Civil Defense	\$ 2,500	\$ 569	\$ 500	\$ -	\$ 500	\$ -	0.00%	
292	Total Salaries - Dog Officer	\$ 8,608	\$ 8,387	\$ 8,944	\$ 3,634	\$ 8,986	\$ 42	0.47%	
292	Total Other - Dog Officer	\$ 2,470	\$ 1,677	\$ 1,765	\$ 473	\$ 1,823	\$ 58	3.29%	
292	Total Expenses - Dog Officer	\$ 11,078	\$ 10,064	\$ 10,709	\$ 4,108	\$ 10,809	\$ 100	0.94%	
299	Total Salaries - Field Driver	\$ 40	\$ 40	\$ 40	\$ 40	\$ 45	\$ 5	12.50%	
299	Total Other - Field Driver	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
299	Total Expenses - Field Driver	\$ 65	\$ 40	\$ 40	\$ 40	\$ 45	\$ 5	12.50%	
200	Total Salaries - Protection	\$ 1,424,741	\$ 1,305,937	\$ 1,355,079	\$ 589,521	\$ 1,386,174	\$ 31,095	2.29%	
200	Total Other - Protection	\$ 176,667	\$ 181,220	\$ 208,728	\$ 85,421	\$ 230,521	\$ 21,793	10.44%	
200	Total Expenses - Protection	\$ 1,601,408	\$ 1,487,157	\$ 1,563,807	\$ 674,941	\$ 1,616,695	\$ 52,888	3.38%	

	Account Name	FY03 BUDGET	FY03 ACTUAL	FY04 BUDGET	FY04 DEC YTD	FY05 BUDGET	FY05 BUDGET VS FY04	% CHANGE FY05 VS FY04	Comments
300	Total Salaries - Blanchard School	\$ 3,064,526	\$ 3,078,184	\$ 3,123,008	\$ 1,206,118	\$ 3,309,247	\$ 186,239	5.96%	
300	Total Other - School-Blanchard School	\$ 1,681,345	\$ 1,609,499	\$ 1,419,766	\$ 642,807	\$ 1,482,070	\$ 62,304	4.39%	
300	Total Expenses - Blanchard School	\$ 4,745,871	\$ 4,687,683	\$ 4,542,774	\$ 1,848,925	\$ 4,791,317	\$ 248,543	5.47%	
310	Total Salaries - Minuteman Vocational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
310	Total Other - Minuteman Vocational HS	\$ 204,165	\$ 204,165	\$ 195,973	\$ 79,037	\$ 174,774	\$ (21,199)	-10.82%	
310	Total Expenses - Minuteman Vocational	\$ 204,165	\$ 204,165	\$ 195,973	\$ 79,037	\$ 174,774	\$ (21,199)	-10.82%	
320	Total Salaries - A/B RHS Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
320	Total Other - A/B RHS Assessment	\$ 3,607,454	\$ 3,607,454	\$ 4,326,696	\$ 2,163,348	\$ 4,788,078	\$ 461,382	10.66%	
320	Total Expenses - A/B RHS Assessment	\$ 3,607,454	\$ 3,607,454	\$ 4,326,696	\$ 2,163,348	\$ 4,788,078	\$ 461,382	10.66%	
	Tota Salaries - Education	\$ 3,064,526	\$ 3,078,184	\$ 3,123,008	\$ 1,206,118	\$ 3,309,247	\$ 186,239	5.96%	
	Total Other - Education	\$ 5,492,964	\$ 5,421,118	\$ 5,942,435	\$ 2,885,192	\$ 6,444,922	\$ 502,487	8.46%	
	Total Expenses - Education	\$ 8,557,490	\$ 8,499,302	\$ 9,065,443	\$ 4,091,310	\$ 9,754,169	\$ 688,726	7.60%	
422	Total Salaries - Public Works	\$ 254,172	\$ 249,665	\$ 274,520	\$ 134,448	\$ 337,676	\$ 63,156	23.01%	additonal DPW worker
422	Total Other - Public Works	\$ 285,845	\$ 226,194	\$ 231,983	\$ 74,237	\$ 202,828	\$ (29,155)	-12.57%	
422	Total Expenses - Public Works	\$ 540,017	\$ 475,859	\$ 506,503	\$ 208,685	\$ 540,504	\$ 34,001	6.71%	
423	Total Salaries - Snow & Ice	\$ 33,306	\$ 33,306	\$ 33,306	\$ 10,091	\$ 33,306	\$ -	0.00%	
423	Total Other - Snow & Ice	\$ 30,670	\$ 58,220	\$ 32,000	\$ 8,334	\$ 32,000	\$ -	0.00%	
423	Total Expenses - Snow & Ice	\$ 63,976	\$ 91,526	\$ 65,306	\$ 18,425	\$ 65,306	\$ -	0.00%	
424	Total Salaries - Street Lighting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
424	Total Other - Street Lighting	\$ 2,850	\$ 2,886	\$ 2,950	\$ 1,839	\$ 2,950	\$ -	0.00%	
424	Total Expenses - Street Lighting	\$ 2,850	\$ 2,886	\$ 2,950	\$ 1,839	\$ 2,950	\$ -	0.00%	
429	Total Salaries - Fuel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
429	Total Other - Fuel	\$ 32,767	\$ 26,618	\$ 32,767	\$ 13,625	\$ 34,767	\$ 2,000	6.10%	
429	Total Expenses - Fuel	\$ 32,767	\$ 26,618	\$ 32,767	\$ 13,625	\$ 34,767	\$ 2,000	6.10%	
431	Total Salaries - Hazardous Waste Coll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
431	Total Other - Hazardous Waste Coll	\$ 10,396	\$ 13,950	\$ -	\$ -	\$ -	\$ -	0.00%	
431	Total Expenses - Hazardous Waste Co	\$ 10,396	\$ 13,950	\$ -	\$ -	\$ -	\$ -	0.00%	
491	Total Salaries - Cemetery	\$ 7,541	\$ 7,172	\$ 7,807	\$ 3,460	\$ 7,807	\$ -	0.00%	
491	Total Other - Cemetery	\$ 1,450	\$ 1,249	\$ 1,150	\$ -	\$ 1,150	\$ -	0.00%	
491	Total Expenses - Cemetery	\$ 8,991	\$ 8,421	\$ 8,957	\$ 3,460	\$ 8,957	\$ -	0.00%	
	Total Salaries-Public Works & Facilities	\$ 295,019	\$ 290,143	\$ 315,633	\$ 147,999	\$ 378,789	\$ 63,156	20.01%	
	Total - OtherPublic Works & Facilities	\$ 363,978	\$ 329,118	\$ 300,850	\$ 98,035	\$ 273,695	\$ (27,155)	-9.03%	
	Total Expenses-Public Works - Facilitie	\$ 658,997	\$ 619,261	\$ 616,483	\$ 246,035	\$ 652,484	\$ 36,001	5.84%	

	Account Name	FY03	FY03	FY04	FY04	FY05	FY05 BUDGET	% CHANGE	Comments
		BUDGET	ACTUAL	BUDGET	DEC YTD	BUDGET	VS FY04	FY05 VS FY04	
510	Total Salaries - Landfill Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
510	Total Other - Landfill Monitoring	\$ 7,000	\$ 5,830	\$ 5,500	\$ -	\$ 5,500	\$ -	0.00%	
510	Total Expenses - Landfill Monitoring	\$ 7,000	\$ 5,830	\$ 5,500	\$ -	\$ 5,500	\$ -	0.00%	
511	Total Salaries - Board of Health	\$ 501	\$ 500	\$ 501	\$ 251	\$ 501	\$ -	0.00%	
511	Total Other - Board of Health	\$ 4,665	\$ 1,919	\$ 1,765	\$ 50	\$ 1,765	\$ -	0.00%	
511	Total Expenses - Board of Health	\$ 5,166	\$ 2,419	\$ 2,266	\$ 301	\$ 2,266	\$ -	0.00%	
519	Total Salaries - Environmental Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
519	Total Other - Environmental Services	\$ 9,073	\$ 9,073	\$ 9,073	\$ 2,268	\$ 9,073	\$ -	0.00%	
519	Total Expenses - Environmental Services	\$ 9,073	\$ 9,073	\$ 9,073	\$ 2,268	\$ 9,073	\$ -	0.00%	
521	Total Salaries - Family Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
521	Total Other - Family Services	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	0.00%	
521	Total Expenses - Family Services	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	0.00%	
522	Total Salaries - Nursing Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
522	Total Other - Nursing Services	\$ 2,325	\$ 2,325	\$ 2,325	\$ 581	\$ 2,325	\$ -	0.00%	
522	Total Expenses - Nursing Services	\$ 2,325	\$ 2,325	\$ 2,325	\$ 581	\$ 2,325	\$ -	0.00%	
523	Total Salaries - Mental Health Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
523	Total Other - Mental Health Services	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	\$ 7,000	\$ -	0.00%	
523	Total Expenses - Mental Health Services	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	\$ 7,000	\$ -	0.00%	
541	Total Salaries - Council on Aging	\$ 20,505	\$ 20,505	\$ 22,065	\$ 10,670	\$ 23,513	\$ 1,448	6.56%	
541	Total Other - Council on Aging	\$ 3,435	\$ 3,399	\$ 2,785	\$ 1,412	\$ 2,785	\$ -	0.00%	
541	Total Expenses - Council on Aging	\$ 23,940	\$ 23,904	\$ 24,850	\$ 12,082	\$ 26,298	\$ 1,448	5.83%	
543	Total Salaries - Veterans	\$ 50	\$ 318	\$ 50	\$ 50	\$ 50	\$ -	0.00%	
543	Total Other - Veterans	\$ 250	\$ 305	\$ 250	\$ 35	\$ 50	\$ (200)	-80.00%	
543	Total Expenses - Veterans	\$ 300	\$ 622	\$ 300	\$ 85	\$ 100	\$ (200)	-66.67%	
599	Total Salaries - Inspect of Animals	\$ 753	\$ 753	\$ 783	\$ 391	\$ 807	\$ 24	3.07%	
599	Total Other - Inspect of Animals	\$ 600	\$ 447	\$ -	\$ -	\$ -	\$ -	0.00%	
599	Total Expenses - Inspect of Animals	\$ 1,353	\$ 1,200	\$ 783	\$ 391	\$ 807	\$ 24	3.07%	
600	Total Salaries - Animal Control Officer	\$ 2,044	\$ 2,043	\$ 2,126	\$ 1,062	\$ 2,189	\$ 63	2.96%	
600	Total Other - Animal Control Officer	\$ 300	\$ -	\$ -	\$ -	\$ 330	\$ 330	0.00%	
600	Total Expenses - Animal Control Office	\$ 2,344	\$ 2,043	\$ 2,126	\$ 1,062	\$ 2,519	\$ 393	18.49%	
	Total Salaries-Health Services	\$ 23,853	\$ 24,119	\$ 25,525	\$ 12,425	\$ 27,060	\$ 1,535	6.01%	
	Total - Other - Health Services	\$ 38,648	\$ 34,298	\$ 32,698	\$ 4,346	\$ 32,828	\$ 130	0.40%	
	Total Expenses-Health Services	\$ 62,501	\$ 58,417	\$ 58,223	\$ 16,771	\$ 59,888	\$ 1,665	2.86%	

	Account Name	FY03 BUDGET	FY03 ACTUAL	FY04 BUDGET	FY04 DEC YTD	FY05 BUDGET	FY05 BUDGET VS FY04	% CHANGE FY05 VS FY04	Comments
610	Total Salaries - Library	\$ 85,810	\$ 78,782	\$ 86,308	\$ 37,437	\$ 95,621	\$ 9,313	10.79%	6 months of operation in new library additional operating costs for new library 6 mths
610	Total Other - Library	\$ 39,819	\$ 39,801	\$ 39,321	\$ 16,568	\$ 67,550	\$ 28,229	71.79%	
610	Total Expenses - Library	\$ 125,629	\$ 118,583	\$ 125,629	\$ 54,005	\$ 163,171	\$ 37,542	29.88%	
630	Total Salaries - Recreation Comm	\$ 19,745	\$ 18,448	\$ 20,665	\$ 15,943	\$ 21,268	\$ 603	2.92%	
630	Total Other - Recreation Comm	\$ 10,550	\$ 8,104	\$ 9,630	\$ 3,414	\$ 9,028	\$ (602)	-6.25%	
630	Total Expenses - Recreation Comm	\$ 30,295	\$ 26,552	\$ 30,295	\$ 19,358	\$ 30,296	\$ 1	0.00%	
691	Total Salaries - Historical Comm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
691	Total Other - Historical Comm	\$ 450	\$ 450	\$ 300	\$ -	\$ 300	\$ -	0.00%	
691	Total Expenses - Historical Comm	\$ 450	\$ 450	\$ 300	\$ -	\$ 300	\$ -	0.00%	
692	Total Salaries - Public celebration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
692	Total Other - Public Celebration	\$ 1,000	\$ 610	\$ 700	\$ -	\$ 665	\$ (35)	-5.00%	
692	Total Expenses - Public Celebration	\$ 1,000	\$ 610	\$ 700	\$ -	\$ 665	\$ (35)	-5.00%	
693	Total Salaries - Steele Farm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
693	Total Other - Steele Farm	\$ 2,090	\$ 220	\$ 500	\$ 22	\$ 500	\$ -	0.00%	
693	Total Expenses - Steele Farm	\$ 2,090	\$ 220	\$ 500	\$ 22	\$ 500	\$ -	0.00%	
699	Total Salaries - A/B Cultural Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
699	Total Other - A/B Cultural Council	\$ 1,000	\$ 993	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%	
699	Total Expenses - A/B Cultural Council	\$ 1,000	\$ 993	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%	
	Total Salaries - Culture & Recreation	\$ 105,555	\$ 97,230	\$ 106,973	\$ 53,381	\$ 116,889	\$ 9,916	9.27%	
	Total Other- Culture & Recreation	\$ 54,909	\$ 50,178	\$ 51,451	\$ 21,004	\$ 79,043	\$ 27,592	53.63%	
	Total Expenses - Culture & Recreation	\$ 160,464	\$ 147,408	\$ 158,424	\$ 74,384	\$ 195,932	\$ 37,508	23.68%	
710	Total Salaries - Maturing Debt Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
710	Total Other - Maturing Debt Principal	\$ 909,512	\$ 909,512	\$ 857,684	\$ 415,162	\$ 552,752	\$ (304,932)	-35.55%	
710	Total Expenses - Maturing Debt Princip	\$ 909,512	\$ 909,512	\$ 857,684	\$ 415,162	\$ 552,752	\$ (304,932)	-35.55%	
751	Total Salaries - Maturing Debt Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
751	Total Other - Maturing Debt Interest	\$ 514,429	\$ 513,470	\$ 562,368	\$ 374,991	\$ 559,314	\$ (3,054)	-0.54%	
751	Total Expenses - Maturing Debt Interes	\$ 514,429	\$ 513,470	\$ 562,368	\$ 374,991	\$ 559,314	\$ (3,054)	-0.54%	
	Total Salaries - Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
	Total Other - Debt Service	\$ 1,423,941	\$ 1,422,982	\$ 1,420,052	\$ 790,153	\$ 1,112,066	\$ (307,986)	-21.69%	
	Total Expenses - Debt Service	\$ 1,423,941	\$ 1,422,982	\$ 1,420,052	\$ 790,153	\$ 1,112,066	\$ (307,986)	-21.69%	

	Account Name	FY03	FY03	FY04	FY04	FY05	FY05 BUDGET	% CHANGE	Comments
		BUDGET	ACTUAL	BUDGET	DEC YTD	BUDGET	VS FY04	FY05 VS FY04	
830	Total Salaries - County Ret. Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
830	Total Other - County Ret Assessment	\$ 193,272	\$ 193,272	\$ 232,331	\$ 232,331	\$ 264,076	\$ 31,745	13.66%	increase in assessment
830	Total Expenses - County Ret Assessment	\$ 193,272	\$ 193,272	\$ 232,331	\$ 232,331	\$ 264,076	\$ 31,745	13.66%	
912	Total Salaries - Other Benefit Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
912	Total Other - Other Benefit Insurance	\$ 42,433	\$ 27,310	\$ 98,049	\$ 40,429	\$ 67,853	\$ (30,196)	-30.80%	
912	Total Expenses - Other Benefit Insurance	\$ 42,433	\$ 27,310	\$ 98,049	\$ 40,429	\$ 67,853	\$ (30,196)	-30.80%	
913	Total Salaries - Deferred Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
913	Total Other - Deferred Compensation	\$ 900	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
913	Total Expenses - Deferred Compensation	\$ 900	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
914	Total Salaries - FICA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
914	Total Other - FICA	\$ 22,500	\$ 11,922	\$ 22,500	\$ 4,981	\$ 12,000	\$ (10,500)	-46.67%	
914	Total Expenses - FICA	\$ 22,500	\$ 11,922	\$ 22,500	\$ 4,981	\$ 12,000	\$ (10,500)	-46.67%	
915	Total Salaries - Med,Life, LTD Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
915	Total Other - Med,Life, LTD Insurance	\$ 709,011	\$ 764,934	\$ 802,430	\$ 421,035	\$ 911,675	\$ 109,245	13.61%	increase in insurance
915	Total Expenses - Med,Life, LTD Insurance	\$ 709,011	\$ 764,934	\$ 802,430	\$ 421,035	\$ 911,675	\$ 109,245	13.61%	
945	Total Salaries -Liability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
945	Total Other - Liability Insurance	\$ 77,842	\$ 69,159	\$ 80,000	\$ 47,158	\$ 90,000	\$ 10,000	12.50%	increase in insurance
945	Total Expenses - Liability Insurance	\$ 77,842	\$ 69,159	\$ 80,000	\$ 47,158	\$ 90,000	\$ 10,000	12.50%	
	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
	Total Other- Employee Benefits	\$ 1,045,958	\$ 1,066,598	\$ 1,235,310	\$ 745,934	\$ 1,345,604	\$ 110,294	8.93%	
	Total Expenses- Employee Benefits	\$ 1,045,958	\$ 1,066,598	\$ 1,235,310	\$ 745,934	\$ 1,345,604	\$ 110,294	8.93%	
820	Total Salaries - Cherry Sheet Assessment	\$ -	\$ -	\$ -				0.00%	
820	Total Other - Cherry Sheet Assessment	\$ -	\$ -	\$ 61,327		\$ 67,340		0.00%	
820	Total Expenses - Cherry Sheet Assessment	\$ -	\$ -	\$ 61,327				0.00%	
131	Reserve Fund - Original Budget	\$ 146,000	\$ -	\$ 146,000	\$ 4,825	\$ 146,000	\$ -	0.00%	
131	Reserve Fund - Transferred Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
131	Reserve Fund - Net Balance	\$ 146,000	\$ -	\$ 146,000	\$ 4,825	\$ 146,000	\$ -	0.00%	

Account Name	FY03 BUDGET	FY03 ACTUAL	FY04 BUDGET	FY04 DEC YTD	FY05 BUDGET	FY05 BUDGET VS FY04	% CHANGE FY05 VS FY04	Comments
<b>SALARIES</b>								
Town Government	\$ 608,274	\$ 586,917	\$ 621,158	\$ 286,744	\$ 624,305	\$ 3,147	0.51%	
Protection	\$ 1,424,741	\$ 1,305,937	\$ 1,355,079	\$ 589,521	\$ 1,386,174	\$ 31,095	2.29%	
Public Works & Facilities	\$ 295,019	\$ 290,143	\$ 315,633	\$ 147,999	\$ 378,789	\$ 63,156	20.01%	
Health Services	\$ 23,853	\$ 24,119	\$ 25,525	\$ 12,425	\$ 27,060	\$ 1,535	6.01%	
Cultural & Recreation	\$ 105,555	\$ 97,230	\$ 106,973	\$ 53,381	\$ 116,889	\$ 9,916	9.27%	
<b>Total Town</b>	<b>\$ 2,457,442</b>	<b>\$ 2,304,345</b>	<b>\$ 2,424,369</b>	<b>\$ 1,090,069</b>	<b>\$ 2,533,217</b>	<b>\$ 108,848</b>	<b>4.49%</b>	
Education	\$ 3,064,526	\$ 3,078,184	\$ 3,123,008	\$ 1,206,118	\$ 3,309,247	\$ 186,239	5.96%	
Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Cherry Sheet Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
<b>TOTAL SALARIES</b>	<b>\$ 5,521,968</b>	<b>\$ 5,382,529</b>	<b>\$ 5,547,377</b>	<b>\$ 2,296,187</b>	<b>\$ 5,842,464</b>	<b>\$ 295,087</b>	<b>5.32%</b>	
<b>OTHER EXPENSES</b>								
Town Government	\$ 331,076	\$ 260,265	\$ 228,219	\$ 78,424	\$ 226,542	\$ (1,677)	-0.73%	
Protection	\$ 176,667	\$ 181,220	\$ 208,728	\$ 85,421	\$ 230,521	\$ 21,793	10.44%	
Public Works & Facilities	\$ 363,978	\$ 329,118	\$ 300,850	\$ 98,035	\$ 273,695	\$ (27,155)	-9.03%	
Health Services	\$ 38,648	\$ 34,298	\$ 32,698	\$ 4,346	\$ 32,828	\$ 130	0.40%	
Cultural & Recreation	\$ 54,909	\$ 50,178	\$ 51,451	\$ 21,004	\$ 79,043	\$ 27,592	53.63%	
<b>Total Town</b>	<b>\$ 965,278</b>	<b>\$ 855,079</b>	<b>\$ 821,946</b>	<b>\$ 287,231</b>	<b>\$ 842,629</b>	<b>\$ 20,683</b>	<b>2.52%</b>	
Education	\$ 5,492,964	\$ 5,421,118	\$ 5,942,435	\$ 2,885,192	\$ 6,444,922	\$ 502,487	8.46%	
Employee Benefits	\$ 1,045,958	\$ 1,066,598	\$ 1,235,310	\$ 745,934	\$ 1,345,604	\$ 110,294	8.93%	
Debt Service	\$ 1,423,941	\$ 1,422,982	\$ 1,420,052	\$ 790,153	\$ 1,112,066	\$ (307,986)	-21.69%	
Reserve Fund	\$ 146,000	\$ -	\$ 146,000	\$ 4,825	\$ 146,000	\$ -	0.00%	
Cherry Sheet Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 8,108,863</b>	<b>\$ 8,765,777</b>	<b>\$ 9,565,744</b>	<b>\$ 4,713,335</b>	<b>\$ 9,891,221</b>	<b>\$ 325,477</b>	<b>3.40%</b>	

Account Name	FY03 BUDGET	FY03 ACTUAL	FY04 BUDGET	FY04 DEC YTD	FY05 BUDGET	FY05 BUDGET VS FY04	% CHANGE FY05 VS FY04	Comments
<b>TOTAL EXPENSES</b>								
Town Government	\$ 939,350	\$ 847,182	\$ 849,377	\$ 365,169	\$ 850,847	\$ 1,470	0.17%	
Protection	\$ 1,601,408	\$ 1,487,157	\$ 1,563,807	\$ 674,941	\$ 1,616,695	\$ 52,888	3.38%	
Public Works & Facilities	\$ 658,997	\$ 619,261	\$ 616,483	\$ 246,035	\$ 652,484	\$ 36,001	5.84%	
Health Services	\$ 62,501	\$ 58,417	\$ 58,223	\$ 16,771	\$ 59,888	\$ 1,665	2.86%	
Cultural & Recreation	\$ 160,464	\$ 147,408	\$ 158,424	\$ 74,384	\$ 195,932	\$ 37,508	23.68%	
<b>Total Town</b>	<b>\$ 3,422,720</b>	<b>\$ 3,159,424</b>	<b>\$ 3,246,315</b>	<b>\$ 1,377,300</b>	<b>\$ 3,375,846</b>	<b>\$ 129,531</b>	<b>3.99%</b>	
Education	\$ 8,557,490	\$ 8,499,302	\$ 9,065,443	\$ 4,091,310	\$ 9,754,169	\$ 688,726	7.60%	
Employee Benefits	\$ 1,045,958	\$ 1,066,598	\$ 1,235,310	\$ 745,934	\$ 1,345,604	\$ 110,294	8.93%	
Debt Service	\$ 1,423,941	\$ 1,422,982	\$ 1,420,052	\$ 790,153	\$ 1,112,066	\$ (307,986)	-21.69%	
Cherry Sheet Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Reserve Fund	\$ 146,000	\$ -	\$ 146,000	\$ 4,825	\$ 146,000	\$ -	0.00%	
	\$ -							
<b>TOTAL EXPENSES</b>	<b>\$ 14,596,109</b>	<b>\$ 14,148,306</b>	<b>\$ 15,113,121</b>	<b>\$ 7,009,522</b>	<b>\$ 15,733,685</b>	<b>\$ 620,564</b>	<b>4.11%</b>	
Budget Prior to Reserve Fund Calculati	\$ 14,450,109		\$ 14,967,121	\$ 7,004,696	\$ 15,587,685	\$ 620,564	4.15%	

**Blanchard Memorial School**

**FY2005**

Budget

*Accounts Summary*

<b>ACCOUNT</b>	<b>CATEGORY</b>	<b>EXP. 03</b>	<b>APPROP 04</b>	<b>REQ. 05</b>	<b>\$ DIFF 04</b>	<b>% DIFF.</b>
1100	School Comm.	22,785	18,482	16,613	-1,869	-10.11%
1400	Bus. Office	72,209	75,895	79,767	3,872	5.10%
2100	Special Ed Office	88,953	97,904	103,294	5,390	5.51%
2200	Supt/Prin	240,350	256,903	269,821	12,918	5.03%
2250	Tech Admin	94,839	93,608	108,118	14,510	15.50%
2300	Teaching	2,548,447	2,468,143	2,642,681	174,538	7.07%
2350	Prof. Development	79,082	80,102	65,602	-14,500	-18.10%
2400	Textbooks	25,668	10,113	10,113	0	0.00%
2500	Media	91,244	72,675	84,508	11,833	16.28%
2700	Guidance	51,883	32,042	44,190	12,148	37.91%
2800	Psychological	22,750	27,815	30,087	2,272	8.17%
3200	Health Services	44,666	41,324	44,879	3,555	8.60%
3300	Transportation	319,868	319,784	360,817	41,033	12.83%
3400	Food Services	11,703	6,211	6,399	188	3.03%
4130	Utilities	101,850	106,943	112,290	5,347	5.00%
4220	Maintenance	201,412	181,266	188,796	7,530	4.15%
4400	Technology	94,134	48,395	61,095	12,700	26.24%
5100	Retirement	25,165	56,548	6,150	-50,398	-89.12%
6300	Civic Activities	10,000	5,228	5,541	313	5.98%
7000	Capital Exp.	52,341	19,060	34,284	15,224	79.87%
9100	SPED Tuition	325,543	298,929	296,642	-2,287	-0.77%
9400	Collaborative	220,978	225,405	219,631	-5,774	-2.56%
	<b>TOTALS</b>	<b>4,745,870</b>	<b>4,542,775</b>	<b>4,791,317</b>	<b>248,542</b>	<b>5.47%</b>

**ACTION ON ARTICLE 5, May 10, 2004.**

On Mr. Kushner's motion, the Town did vote to appropriate the sum of

**\$15,733,685**

for the operations and expenses of the Town during the fiscal year beginning July 1, 2004, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 5 of the warrant, under the heading FY '05 Budget.

and to meet this appropriation that	\$11,709,114	be raised by taxation,
that estimated Cherry Sheet Aid of	\$1,846,276	
and estimated local receipts of	\$1,315,566	be applied against this appropriation,
that	\$826.36	be transferred from the closing out of old articles a printed in the warrant under Article 6,
that	\$68,036.32	be transferred from overlay surplus,
that	\$8,113.40	be transferred from debt service reserve for the conservation land purchase,
that	\$3,417.68	be transferred from debt service reserve for the Liberty Field Construction,
that	\$18,208.48	be transferred from debt reserve for the Library Construction,
and that an amount of	\$764,126.76	or any lesser amount be transferred from Free Cash

**ARTICLE 6 CLOSE OUT OLD ARTICLES\*\***

(Majority vote required)

To see if the Town will vote to transfer the unexpended balance of monies in the amount of \$826.36, more or less as voted by past Town Meetings, to be used towards funding the Town's operating budget for the fiscal year beginning July 1, 2004 as detailed in Article 5, or take or take any other action relative thereto. The articles to be closed or reduced are indicated below:

	<b>Article #</b>	<b>Description</b>	<b>Amount</b>
Article 2	05/99 (STM)	Town Accountant's Computer Spec. Article	\$ 5.42
Article 20	05/01 (ATM)	Police Camera & Cell Monitor	\$ 124.00
Article 21	05/01 (ATM)	Police Dept. Admin. Cruiser	\$ 107.00
Article 28	05/01 (ATM)	Blanchard School/Comp. Hardware & Software	\$ 2.74
Article 22	05/01 (ATM)	DPW Truck, Tractor & Equip.	
Article 26	05/03 (ATM)	Snow Removal Equipment	\$ 80.00
Article 30	05/02 (ATM)	Water Resource Study Consultant	\$ 507.20
			<hr/> <b>\$ 826.36</b> <hr/>

**The Finance Committee recommends unanimously.**

**ACTION ON ARTICLE 6**, May 10, 2004. On Mr. Wheeler's motion on the Consent Agenda, the Town did vote, unanimously, to transfer the unexpended balance of monies in the amount of Eight Hundred Twenty-Six Dollars and thirty-six cents (\$826.36) as voted by past Town Meetings, to be used towards funding the Town's operating budget for the fiscal year beginning July 1, 2004 as detailed in Article 5.

**ARTICLE 7 REVOLVING FUND - ELECTRICAL INSPECTION \*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Electrical Inspector for inspections conducted by him up to Fifty Thousand Dollars (\$50,000), to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2005 be carried over into fiscal year 2006 to pay for inspections for permits not yet completed; or take any other action relative thereto.

**The Finance Committee recommends unanimously.**

This article is required to re-authorize the revolving fund established to pay electrical inspectors from the fees collected for the indicated purpose, and to set the maximum annual disbursement from the fund. Currently, the applicable fee schedule states that 90% of electrical inspection fees collected must be disbursed to the Electrical Inspector, and 10% remains for Town administrative fees. Finance Committee supports the disbursement cap of \$50,000 and the provision to rollover unused funds to FY06. This article has no tax rate implications to the Town.

**ACTION ON ARTICLE 7**, May 10, 2004. On Mr. Wheeler's motion on the Consent Agenda, the Town did vote, unanimously, to reauthorize a revolving fund pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 for the purposes of receiving fees and paying the Electrical Inspector for

inspections conducted by him up to Fifty Thousand Dollars (\$50,000), to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2005 be carried over into fiscal year 2006 to pay for inspections for permits not yet completed.

**ARTICLE 8 REVOLVING FUND - PLUMBING AND GAS INSPECTION \*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Plumbing/Gas Inspector for inspections conducted by him up to Fifteen Thousand Dollars (\$15,000) to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2005 be carried over into fiscal year 2006 to pay for inspections for permits not yet completed; or take any other action relative thereto.

**The Finance Committee recommends unanimously.**

This article is required to re-authorize the revolving fund established to pay the Plumbing and Gas Inspectors from the fees collected for the indicated purpose, and to set the maximum annual disbursement from the fund. Currently, the applicable fee schedule states that 90% of plumbing and gas inspection fees collected must be disbursed to the Plumbing and Gas Inspector, and 10% remains for Town administrative fees. The Finance Committee supports the disbursement cap of \$15,000 and the provision to rollover unused funds to FY06. This article has no tax rate implications to the Town.

**ACTION ON ARTICLE 8**, May 10, 2004. On Mr. Wheeler's motion on the Consent Agenda, the Town did vote, unanimously, to reauthorize a revolving fund pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 for the purposes of receiving fees and paying the Plumbing/Gas Inspector for inspections conducted by him up to Fifteen Thousand Dollars (\$15,000) to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2005 be carried over into fiscal year 2006 to pay for inspections for permits not yet completed.

**ARTICLE 9 REVOLVING FUND - FIRE ARMS PERMITS \*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for Fire Arms Permits up to Two Thousand Dollars (\$2,000) to be under the direction of the Police Chief who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2005 be carried over into fiscal year 2006 to pay for expenses not yet completed; or take any other action relative thereto.

**The Finance Committee recommends unanimously.**

This article re-authorizes the existing revolving fund for the purposes indicated. According to the State firearms law, the Police Department collects fees when issuing a firearms permit. They must then submit 50% of those fees to the State. This fund allows the financial mechanism to work efficiently. It is capped at the same level as FY 04 (\$2,000) and has no tax rate implications to the town.

**ACTION ON ARTICLE 9**, May 10, 2004. On Mr. Wheeler's motion on the Consent Agenda, the Town did vote, unanimously, to reauthorize a revolving fund pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 for the purposes of receiving monies and paying expenses for Fire Arms

Permits up to Two Thousand Dollars (\$2,000) to be under the direction of the Police Chief who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2005 be carried over into fiscal year 2006 to pay for expenses not yet completed.

**ARTICLE 10      REVOLVING FUND - Library Fines\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving library fees, fines and penalties and that all fees, fines and penalties be deposited in said fund to pay for library material acquisitions or services, up to a maximum of Five Thousand Dollars (\$5,000), to be under the direction of the Library Director who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of the fiscal year 2005 be carried over into fiscal year 2006 to pay for expenses not yet completed; or take any other action relative thereto.

**The Library Trustees recommend.**

The Library Trustees recommend passage of this article. It would permit the library to use fees and fines that are collected up to \$5,000 per year for acquisition or replacement of materials and services provided by the library.

**The Finance Committee recommends unanimously.**

This article re-authorizes the revolving fund that allows the library to use the modest income from fees and fines to replace and/or augment their current holdings.

**ACTION ON ARTICLE 10**, May 10, 2004. On Mr. Wheeler's motion on the Consent Agenda, the Town did vote, unanimously, to reauthorize a revolving fund pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 for the purposes of receiving library fees, fines and penalties and that all fees, fines and penalties be deposited in said fund to pay for library material acquisitions or services, up to a maximum of Five Thousand Dollars (\$5,000), to be under the direction of the Library Director who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of the fiscal year 2005 be carried over into fiscal year 2006 to pay for expenses not yet completed.

**ARTICLE 11      REVOLVING FUND - DOG LICENSE FEES\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for the purpose of receiving dog licensing fees and that all licensing fees and penalties be deposited in said fund to pay for costs up to a maximum of Four Thousand Dollars (\$4,000) annually relating to the licensing, damage to livestock and fowl, and penalties paid to the Dog Officer, to be under the direction of the Town Clerk who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2005 be carried over into fiscal year 2006 to pay for expenses not yet completed; or take any other action relative thereto.

**The Finance Committee recommends unanimously.**

This article re-authorizes the existing revolving fund. It allows for the acceptance of licensing fees and provides the financial mechanism to pay for the expenses related to licensing, assessing fines and for damage to fowl or livestock. It is funded at the same level (\$4,000 maximum) as authorized in FY04 and has no tax rate implications to the Town.

**ACTION ON ARTICLE 11**, May 10, 2004. On Mr. Wheeler's motion on the Consent Agenda, the Town did vote, unanimously, to reauthorize a revolving fund pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 for the purposes of receiving dog licensing fees and that all licensing fees and penalties be deposited in said fund to pay for costs up to a maximum of Four Thousand Dollars (\$4,000) annually relating to the licensing, damage to livestock and fowl, and penalties paid to the Dog Officer, to be under the direction of the Town Clerk who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2005 be carried over into fiscal year 2006 to pay for expenses not yet completed.

**ARTICLE 12        REVOLVING FUND – STEELE FARM\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies from the sale of trees and other wood and farm products and from leasing and rental fees and paying expenses of the Steele Farm up to Three Thousand Dollars (\$3,000), to be under the direction of the Steele Farm Advisory Committee who shall approve all such expenditure by a majority vote; and further to provide that the monies remaining in the fund at the end of fiscal year 2005 be carried over into fiscal year 2006 to pay for expenses not yet completed; or take any other action relative thereto.

**The Finance Committee recommends unanimously.**

This article re-authorizes the revolving fund and allows the addition of income from other wood and farm products and from leasing and rental fees. This expands the sources of income to fund the restoration and maintenance of the Steele Farm property.

**ACTION ON ARTICLE 12**, May 10, 2004. On Mr. Wheeler's motion on the Consent Agenda, the Town did vote, unanimously, to reauthorize a revolving fund pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 for the purposes of receiving monies from the sale of trees and other wood and farm products and from leasing and rental fees and paying expenses of the Steele Farm up to Three Thousand Dollars (\$3,000), to be under the direction of the Steele Farm Advisory Committee who shall approve all such expenditure by a majority vote; and further to provide that the monies remaining in the fund at the end of fiscal year 2005 be carried over into fiscal year 2006 to pay for expenses not yet completed

**ARTICLE 13        REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for the Integrated Preschool Program up to Forty-Four Thousand Dollars (\$44,000), to be managed by the Blanchard Memorial School Business Manager, who under the direction of the Boxborough School Committee and Blanchard Memorial School Superintendent, shall approve all such expenditures; and further to provide that the monies remaining in the fund at the end of fiscal year 2005 be carried over into fiscal year 2006; or take any other action relative thereto.

**The Finance Committee recommends unanimously.**

This article reauthorizes a revolving fund initially approved at the May 2002 Annual Town Meeting. The Integrated Pre-School Program initiative has proved both beneficial to the students involved and a financially effective means of providing required services. Reauthorizing this revolving fund will ensure that tuitions and other fees collected will benefit the Program, offsetting School Department costs and effectively reducing the Program appropriations by the estimated fees to be collected.

**ACTION ON ARTICLE 13**, May 10, 2004. On Mr. Wheeler's motion on the Consent Agenda, the Town did vote, unanimously, to reauthorize a revolving fund pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 for the purposes of receiving monies and paying expenses for the Integrated Preschool Program up to Forty-Four Thousand Dollars (\$44,000), to be managed by the Blanchard Memorial School Business Manager, who under the direction of the Boxborough School Committee and Blanchard Memorial School Superintendent, shall approve all such expenditures; and further to provide that the monies remaining in the fund at the end of fiscal year 2005 be carried over into fiscal year 2006.

**ARTICLE 14 ELDERLY TAX RELIEF – INCREASE IN EXEMPTIONS\*\***  
(Majority vote required)

To see if the Town will vote to accept Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, providing for an increase up to 100% in certain property tax exemptions for qualifying senior citizens, disabled veterans and other individuals; or take any other action relative thereto.

**The Finance Committee recommends unanimously.**

At the May 1999 Annual Town Meeting the Town approved Elderly Tax Relief according to the state statute identified above. State law requires that this be reauthorized by the taxpayers annually prior to the setting of the tax rate. This tax relief act has stringent income and asset guidelines. While the total senior-citizen property tax abatement associated with this program is small, the Finance Committee believes that it is important to assist those long-term residents who may find it onerous to pay their property taxes. Many of these residents may have little use for some Town services, enacted in recent years and differing fundamentally in scope and expense from their historical experience and needs. The cost to the town of all Elderly tax relief articles is under \$3,000.

**ACTION ON ARTICLE 14**, May 10, 2004. On Mr. Wheeler's motion on the Consent Agenda, the Town did vote, unanimously, to accept Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, providing for an increase up to 100% in certain property tax exemptions for qualifying senior citizens, disabled veterans and other individuals.

**ARTICLE 15 ELDERLY TAX RELIEF – ADJUST ELIGIBILITY REQUIREMENTS FOR PROPERTY TAX EXEMPTION\*\***

(Majority vote required)

To see if the Town will vote to adjust the eligibility requirements senior citizens must meet in order to qualify for a property tax exemption under M.G.L. Chapter 59, Section 5(41C) and the amount of the exemption granted to those who qualify for the fiscal year beginning July first two thousand and four (7/1/04) as follows: Reduce the minimum age from 70 to 65; increase the exemption amount by 100%; increase the gross receipts limit from \$13,000 to \$20,000 if single and from \$15,000 to \$30,000 if married; increase the whole estate limit from \$28,000 to \$40,000 if single and from \$30,000 to \$55,000 if married; or take any action relative thereto.

**The Finance Committee recommends unanimously.**

The Finance Committee wholeheartedly supports the above. There is little financial impact to the Town.

**ACTION ON ARTICLE 15**, May 10, 2004. On Mr. Wheeler's motion on the Consent Agenda, the Town did vote, unanimously, to adjust the eligibility requirements senior citizens must meet in order to qualify for a property tax exemption under M.G.L. Chapter 59, Section 5(41C) and the amount of

the exemption granted to those who qualify for the fiscal year beginning July first two thousand and four (7/1/04) as printed in the warrant under Article 15.

**ARTICLE 16 ELDERLY TAX RELIEF – INCREASE IN INCOME AND ASSET LIMITS BY COLA\*\***

(Majority vote required)

To see if the Town will vote to accept M.G.L. Chapter 59, Section 5(41D) to increase the amount of the income and assets certain senior citizens may have to qualify for an exemption under M.G.L. Chapter 59 Section 5(41C) by the COLA determined by the Commissioner of Revenue; or take any action relative thereto.

**The Finance Committee recommends unanimously.**

The Finance Committee wholeheartedly supports the above. There is little financial impact to the Town.

**ACTION ON ARTICLE 16**, May 10, 2004. On Mr. Wheeler’s motion on the Consent Agenda, the Town did vote, unanimously, to accept M.G.L. Chapter 59, Section 5(41D) to increase the amount of the income and assets certain senior citizens may have to qualify for an exemption under M.G.L. Chapter 59 Section 5(41C) by the COLA determined by the Commissioner of Revenue.

**ARTICLE 17 ELDERLY TAX RELIEF – INCREASE IN ASSET LIMITS BY COLA\*\***

(Majority vote required)

To see if the Town will vote to accept M.G.L. Chapter 59, Section 5(17E) to increase the amount of assets certain senior citizens and surviving spouses and minors may have and qualify for an exemption under M.G.L. Chapter 59, Section 5(17D) by the COLA determined by the Commissioner of Revenue; or take any action relative thereto.

**The Finance Committee recommends unanimously.**

The Finance Committee wholeheartedly supports the above. There is little financial impact to the Town.

**ACTION ON ARTICLE 17**, May 10, 2004. On Mr. Wheeler’s motion on the Consent Agenda, the Town did vote, unanimously, to accept M.G.L. Chapter 59, Section 5(17E) to increase the amount of assets certain senior citizens and surviving spouses and minors may have and qualify for an exemption under M.G.L. Chapter 59, Section 5(17D) by the COLA determined by the Commissioner of Revenue.

**ARTICLE 18 ELDERLY TAX RELIEF – INCREASE IN EXEMPTIONS BY COLA\*\***

(Majority vote required)

To see if the Town will vote to accept a M.G.L. Chapter 59, Section 5 provision added by Chapter 181 of the Acts of 1995 to increase the amount of the exemption granted to certain senior citizens and surviving spouses and minors under M.G.L. Chapter 59, Section 5(17D) by 100% of the COLA as determined by the Commissioner of Revenue; or take any action relative thereto.

**Explanation re: Articles 14 – 18**

These acceptance statutes will enable the Town to provide qualifying seniors with the maximum exemption amount allowed by the State. Exemption amounts and qualification criteria will be increased to keep pace with the cost of living. Presently, only three exemptions are granted under clauses 17 and 41. The total financial impact to the Town of accepting these sections of the general laws will be less than \$2,000.

**The Finance Committee recommends unanimously.**

The Finance Committee wholeheartedly supports the above. There is little financial impact to the Town.

**ACTION ON ARTICLE 18**, May 10, 2004. On Mr. Wheeler's motion on the Consent Agenda, the Town did vote, unanimously, to accept a M.G.L. Chapter 59, Section 5 provision added by Chapter 181 of the Acts of 1995 to increase the amount of the exemption granted to certain senior citizens and surviving spouses and minors under M.G.L. Chapter 59, Section 5(17D) by 100% of the COLA as determined by the Commissioner of Revenue.

**ARTICLE 19 SMALL PERSONAL PROPERTY ACCOUNT EXEMPTION\*\***

(Majority vote required)

To see if the Town will vote to accept M.G.L. Chapter 59 Section 5(54), added by Chapter 159 of the Acts of 2000, to establish a minimum fair cash value requirement of \$5,000 for personal property accounts to be taxed effective the fiscal year beginning July first two thousand and four (7/1/04); or take any action relative thereto.

**Explanation**

Eighty-four of the one hundred fifty-six Personal Property accounts are valued at less than \$5,000. The total tax collected for these 84 accounts is approximately \$2,000. This year, another 50 plus businesses have registered with the Town Clerk, the vast majority being small home-based businesses with minimal taxable property. The time involved to inspect and process these accounts is not cost-effective. The State has recognized this and allows towns the option of setting a minimum value for personal property accounts to be taxed.

**The Finance Committee recommends unanimously.**

The Finance Committee wholeheartedly supports the above. There is little financial impact to the Town and this article streamlines Town Hall operations.

**ACTION ON ARTICLE 19**, May 10, 2004. On Mr. Wheeler's motion on the Consent Agenda, the Town did vote, unanimously, to accept M.G.L. Chapter 59 Section 5(54), added by Chapter 159 of the Acts of 2000, to establish a minimum fair cash value requirement of \$5,000 for personal property accounts to be taxed effective the fiscal year beginning July first two thousand and four (7/1/04).

**ARTICLE 20 ROAD ACCEPTANCE – HOUGHTON LANE\*\***

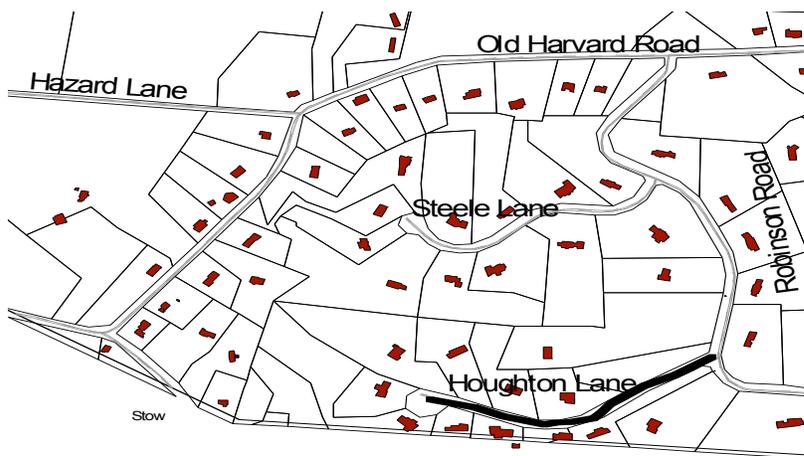
(Majority vote required)

To see if the Town will vote to accept the laying out and establishment as a Town Way, a way known as Houghton Lane, together with the right to install, maintain, replace and repair all drainage structures constructed in the way and in appurtenant drainage easements and to discharge surface and subsurface drain water in the appurtenant drainage easements, within the boundaries and measurements of the way and said easements shown on the plans entitled: "Definitive Plan 'The Heights' at Houghton Lane, Boxborough & Stow, Mass.," prepared for: Habitech Inc., scale 1"=40',

dated: March 14, 1997 and revised on 3/25/97, 11/4/97 and 7/28/98, drawn by: Hayes Engineering Inc., recorded with Middlesex South District Registry of Deeds as Plan No. 1049 of 1998 in Book 29140, Page 472 (the "Plan"), and to which plan reference may be had for a more particular description of said Houghton Lane and "As Built Plan of Houghton Lane" prepared by Bill Boston Survey, Inc., dated February 4, 2004, revised on 3/17/04 and to authorize the Selectmen to acquire, by gift, the fee or any lesser interest in said way for all purposes for which public ways are used in the Town, as well as easements for drainage or otherwise in any of the lands as may be necessary in connection with use of Houghton Lane as a public way; or take any action relative thereto.

### **Explanation**

Houghton Lane has been completed as a subdivision road in accordance with the Subdivision Rules and Regulations. The road meets all of the requirements specified in the Regulations for acceptance as a public way.



### **The Finance Committee recommends unanimously.**

The road has met all subdivision requirements and is ready for acceptance.

**ACTION ON ARTICLE 20, May 10, 2004.** On Mr. Wheeler's motion on the Consent Agenda, the Town did vote, unanimously, to accept the laying out and establishment as a Town Way, a way known as Houghton Lane, as printed in the warrant under Article 20, and to authorize the Selectmen to acquire, by gift, the fee or any lesser interest in said way for all purposes for which public ways are used in the Town, as well as easements for drainage or otherwise in any of the lands as may be necessary in connection with use of Houghton Lane as a public way.

### **ARTICLE 21 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\***

(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum of money for the purpose of providing highway improvements under the authority of Chapter 90 of the general laws, and any other applicable laws; or take any other action relative thereto.

**The Finance Committee recommends unanimously.**

Passage of Article 21 would enable the Town to raise and appropriate funds necessary to make highway improvements for roads throughout the Town under the authority of Massachusetts General Law Chapter 90. Said funds raised and appropriated by the Town would be reimbursed by the Department of Revenue through the Commonwealth of Massachusetts.

**ACTION ON ARTICLE 21**, May 10, 2004. On Mr. Wheeler's motion on the Consent Agenda, the Town did vote, unanimously, to authorize the Board of Selectmen to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the general laws, and any other applicable laws.

**ARTICLE 22 CAPITAL EXPENDITURE – HEAVY DUTY DUMP TRUCK WITH HYDRAULIC DUMP BODY**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Eighty-eight Thousand Dollars (\$88,000), more or less, for the purpose of acquiring a heavy duty dump truck with hydraulic dump body for the Public Works Department, provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at the municipal election to exempt this expenditure from the provisions of proposition two and one half, so-called; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (5 – 0).**

The Town currently owns three heavy-duty dump trucks, two 1984 models, and one 1988 model. These trucks are imperative for getting the roads plowed efficiently and safely. Currently, the DPW drives 143 miles (at 14 miles per hour) to do one plow pass through the town... the equivalent of driving from Boston to New Haven, CT. This must be done several times during any significant snowstorm.

The three trucks are truly showing their age, and requiring increasingly more time and money for necessary maintenance. We believe that we cannot continue to put off this expenditure without dramatically impacting services to the Town this coming winter.

**The Finance Committee recommends unanimously.**

Passage of Article 22 would enable the Town to raise and appropriate approximately Eighty-eight Thousand Dollars (\$88,000) for the purpose of obtaining a heavy-duty dump truck (the "HD Dump Truck") to be used by the Public Works Department. The HD Dump Truck would have multiple uses that benefit all citizens of the Town including, but not limited to, plowing and sanding streets; repairing streets, fields and conservation land; and hauling materials to and from work sites. The HD Dump Truck would replace an obsolete 1988 dump truck that is no longer effective and, if not completely overhauled at a significant cost, would pose a safety hazard to Public Works Department workers and Town citizens. A complete overhaul of the HD Dump Truck would be especially expensive as the engine is no longer manufactured and costly replacement parts would have to be specially made to fit the old truck. The life expectancy of the HD Dump Truck is twenty (20) years.

**ACTION ON ARTICLE 22**, May 10, 2004. On Ms. Hilberg's motion, the Town did vote, unanimously, to raise and appropriate the sum of Eighty-eight Thousand Dollars (\$88,000) for the purpose of acquiring a heavy duty dump truck with hydraulic dump body for the Public Works Department, provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at the municipal election to exempt this expenditure from the provisions of proposition two and one half, so called.

**ARTICLE 23 CAPITAL EXPENDITURE – ONE-TON PICK-UP TRUCK WITH PLOW**  
(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Twenty-nine Thousand Five Hundred Dollars (\$29,500), more or less, for the purpose of acquiring a one-ton pick up truck with plow for the Public Works Department, provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at the municipal election to exempt this expenditure from the provisions of proposition two and one half, so-called; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (5 – 0).**

The DPW Director requested this vehicle last year and it was approved at Town Meeting but failed to pass at the polls. The current 1993 pick-up continues to deteriorate despite continuous repairs. This vehicle is used daily for all manner of work, and to plow in the winter. It will also be outfitted with safety equipment for use during emergencies. We believe that we cannot continue to put off this expenditure.

**The Finance Committee recommends unanimously.**

Passage of Article 23 would enable the Town to raise and appropriate approximately Twenty-Nine Thousand Five Hundred Dollars (\$29,500) for the purpose of obtaining a one-ton pick-up truck with plow (the “One-ton Pick-up”) to be used by the Public Works Department. The One-ton Pick-up would have versatile uses that benefit all citizens of the Town including, but not limited to, plowing and sanding streets; repairing streets, fields and conservation land; and hauling materials to and from work sites. A 1993 three-quarter ton pick-up truck would be replaced by the One-ton Pick-up. Obtaining the One-ton Pick-up would be cost-effective in that costly maintenance would not be incurred and an overhaul of the old truck would not be required. The life expectancy of the One-ton Pick-up is ten (10) years.

**ACTION ON ARTICLE 23**, May 10, 2004. On Ms. Hilberg’s motion, the Town did vote, unanimously, to raise and appropriate the sum of Twenty-nine Thousand Five Hundred Dollars (\$29,500) for the purpose of acquiring a one-ton pick up truck with plow for the Public Works Department, provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at the municipal election to exempt this expenditure from the provisions of proposition two and one half, so called.

**ARTICLE 24 CAPITAL EXPENDITURE/LEASE – PHOTOCOPIER**  
(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Sixteen Thousand Dollars (\$16,000), more or less, for the purpose of acquiring or leasing a photocopier for the Town Hall; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (5 – 0).**

The current copier in Town Hall is four years old and in need of replacing. Frequent down time causes major productivity disruptions and increased costs from outsourcing, and continued significant maintenance costs would be prohibitive.

**The Finance Committee recommends unanimously.**

The Finance Committee wholeheartedly supports the replacement of the copier. The current copier is past its useful life. The copier continues to malfunction and gets in the way of the proper

functioning of the Town's government and committees. In addition, the maintenance costs will increase significantly after the current maintenance contract expires in December 2004.

The cost to the taxpayer on a \$450,000 house would be \$8.

**ACTION ON ARTICLE 24**, May 10, 2004. On Mr. Bunyard's motion, the Town did vote, unanimously, to raise and appropriate the sum of Sixteen Thousand Dollars (\$16,000) for the purpose of acquiring or leasing a photocopier for the Town Hall.

## **ARTICLE 25 CAPITAL EXPENDITURE – EMERGENCY RESPONSE VEHICLE**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirty—three Thousand Dollars (\$33,000), more or less, for the purpose of acquiring an emergency response vehicle for the Fire Department, provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at the municipal election to exempt this expenditure from the provisions of proposition two and one half, so-called; or take any other action relative thereto.

### **The Board of Selectmen recommends unanimously (5 – 0).**

The Fire Department wishes to purchase a mid-size SUV-type vehicle to replace the 1993 Ford four-wheel-drive pickup, our current Emergency Response Vehicle. This vehicle has transmission/transfer case problems and considerable body rot, in addition to high mileage. The Emergency Response vehicle will be primarily used by the Fire Chief to respond to emergency calls, to conduct general Fire Department inspections and for general fire department business, such as Local Emergency Planning Committee business and Emergency Management responses. The new vehicle would be equipped with basic first aid equipment, oxygen, a defibrillator, and epi-pens. In addition, it will contain basic firefighting equipment such as fire extinguishers, turnout gear, self-contained breathing apparatus (SCBA) and basic water rescue equipment. It will be capable of towing the Special Hazards trailer and the Mass Decontamination Unit.

### **The Finance Committee recommends unanimously.**

Passage of this article will authorize the Town to acquire an Emergency Response Vehicle to be used by the Fire Chief. The proposed vehicle will replace an existing vehicle purchased approximately ten years ago and is currently beyond repair without a significant expense to the town. The new Emergency Response Vehicle would be equipped with First Aid Kit, Defibrillator, Scott Air Pack, Fire Extinguishers, and Tools, and would enable the Fire Chief to respond immediately when the normal first response vehicle is on a call. This particular vehicle would be purchased through a state program, which would enable the Town to purchase it at a discount.

The cost to the taxpayer on a \$450,000 house would be \$17.

**ACTION ON ARTICLE 25**, May 10, 2004. On Mr. Birt's motion, the Town did vote, unanimously, to raise and appropriate the sum of Thirty-three Thousand Dollars (\$33,000) for the purpose of acquiring and equipping an emergency response vehicle for the Fire Department, provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at the municipal election to exempt this expenditure from the provisions of proposition two and one half, so called.

**ARTICLE 26 DESIGNATION OF CALL FIREFIGHTERS AS EMPLOYEES**

(Majority vote required)

To see if the Town will vote pursuant to M.G.L. Chapter 32B, Section 2(d) as amended by Chapter 46, Section 12 of the Acts of 2003, to designate call firefighters as employees, eligible for group health insurance to be paid 100% by the employee and further, pursuant to M.G.L., Chapter 32B, Section 14 to authorize the Board of Selectmen to adopt such rules and regulations as may be necessary for the administration of said insurance; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (5 – 0).**

The Board and the Fire Chief believe that this, along with proper procedures and controls, will enhance the Town’s ability to recruit and retain part-time firefighters at no additional cost to the Town.

**The Finance Committee recommends unanimously.**

Passage of this article would enable call firefighters to obtain health care coverage at the Town’s group rate, but the insured would be responsible for 100% of the premiums. This designation may encourage current and future call firefighters to remain with the Boxborough Fire Department. There is a potential indirect financial impact to the Town due to the possible change in the claim history.

**ACTION ON ARTICLE 26**, May 10, 2004. On Mr. Birt’s motion, the Town did vote, pursuant to M.G.L. Chapter 32B, Section 2(d) as amended by Chapter 46, Section 12 of the Acts of 2003, to designate call firefighters as employees, eligible for group health insurance to be paid 100% by the employee and further, pursuant to M.G.L. Chapter 32B, Section 14 to authorize the Board of Selectmen to adopt such rules and regulations as may be necessary for the administration of said insurance.

On Mr. Wheeler’s motion, the Town did vote, unanimously, to postpone consideration on Article 27 until Tuesday, May 11<sup>th</sup>. Article 28 was subsequently voted.

**ARTICLE 27 TAX INCREMENT FINANCING AGREEMENT – INTERACTIVE DATA CORP.**

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to execute the TIF Agreement, and any documents relating thereto, and to take such other actions as are necessary or appropriate to implement those documents; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (5 – 0).**

When the Town agreed during the discussions with Cisco, to gain status as an Economic Opportunity Area under the State’s Economic Development Incentives Program, it provided the Town the ability to extend when appropriate the benefits of this program to other sites within the Town. These benefits include, with Town Meeting approval, reduced real estate taxes (TIF), and access to a 5% State tax credit grant for investment. Interactive Development Corporation, in addition to meeting State approval under this program, represents the type of firm which fits well with Boxborough’s desire to become the home of stable businesses. The structure of this proposed TIF agreement will compensate the Town for the reduced RE taxes.

**The Finance Committee recommends unanimously.**

The Tax Incentive Financing (TIF) agreement is a mechanism created to encourage investment and job creation in the Commonwealth. The agreement proposed provides to Interactive Data Corporation the minimum Real Estate Tax exemption allowed by law (1% abatement on improvements), in return for the relocation of and investment in a computer data center at the currently unused 60 Codman Hill Road building. The accumulated value of the Real Estate Property Tax exemption is approximately \$10,000 - \$15,000 out of \$2.5 Million - \$3.0 Million in estimated real estate tax payments for the 20-year period of the agreement. The main reason for the company to execute this TIF agreement is that they thereby accrue a 5% investment tax credit from the Commonwealth, covering the substantial investments they propose. In return for this benefit offered to the company, Boxborough will receive up front cash or in-kind contributions at least equal in value to the property tax exemption offered. The real estate taxes paid over the 20 year agreement will in fact be greater than those likely to be collected from a conventional office park use. This benefit is due to the substantial investment in real and personal property to be made by Interactive Data Corporation in relocating this data center. The personal property tax paid by Interactive Data Corporation will vastly exceed that attributable to any conventional office park use of the property, for a cash benefit to the Town of between \$300,000 and \$500,000 in this area alone. We anticipate that concluding this TIF agreement and bringing Interactive Data Corporation to Boxborough will provide total tax revenues approximately \$1 Million greater than those attributable to most other allowed uses of the property, over the 20 year period covered by the TIF. Beyond these financial advantages, there is a qualitative benefit in bringing such a data center to Boxborough, in that it provides a substantial, clean facility designed to operate under any foreseeable disruptions in electrical and other utilities.

**ACTION ON ARTICLE 27**, May 11, 2004. On Mr. Wheeler's motion, the Town did vote, unanimously, to authorize the Board of Selectmen to execute the TIF Agreement, and any documents relating thereto, and to take such other actions as are necessary or appropriate to implement those documents.

**ARTICLE 28        DISPOSITION OF LIBRARY BUILDING AND PROPERTY (575 MIDDLE ROAD)**

(Two-thirds vote required)

To see if the Town will vote to transfer, from the Library Trustees for public library purposes to the Board of Selectmen for general municipal purposes, *initially making said property available to the Historical Commission to operate a museum of town historical artifacts*, the care, custody, management and control of the existing library building and property located at 575 Middle Road, such transfer to be effective upon the determination by the Library Trustees that said building and property are no longer needed for public library purposes and upon court approval of such transfer; and to authorize the Library Trustees and the Board of Selectmen to petition the Middlesex County Probate Court to approve such transfer; or take any action relative thereto.

**The Library Trustees make no specific recommendation.**

The current library building opened on February 7, 1966 with funding from a generous bequest from the will of Albert J. Sargent for the construction of the library. The site was granted to the Town by deed from John M. Pettingell. Another bequest, from the estate of Ella F. Whitcomb, was used in February 1977 to finish and equip the downstairs area. By virtue of these gifts, charitable trusts were created with the Library Trustees having fiduciary responsibilities for these gifts. Thus, the Trustees feel a responsibility and obligation to these donors in determining the disposition of current library property.

When proposing the new library at the March 2001 Special Town Meeting, the Trustees discussed two options for the old building -- to use it for other municipal purposes or to sell it. In order to discharge their duty for these trusts, the Library Trustees want Annual Town Meeting to determine

how the donor's gifts should be carried forward and used in the future. As a result, the Trustees requested that the Board of Selectman place not only this article for re-use of the building but also another article with the choice of selling it and using the funds to offset the debt service on the new library.

If Town Meeting votes to support this re-use article, the Trustees will be satisfied that the Town wants to keep the buildings and will feel their fiduciary duties under the trusts will be satisfied. They will work with the Selectmen to petition the court to permit such a use. Because the new public library carries the Sargent name, which was a condition of his original gift, and through other naming options for the other donors, they believe it can be demonstrated to the court that the legacies and wishes of the original donors are carried forward through the new library. They also will be pleased to work with the Historical Commission & Historical Society to create an integrated use of the local history room and collection in the new library.

Should this article not pass, there will be no direction on what to do with the old building under the terms of the trusts. Therefore, our goal will be to work with the Selectmen to bring the option to sell the property before Town Meeting as soon as possible.

**The Board of Selectmen recommends unanimously (5 – 0).**

A historical museum, operated by the Boxborough Historical Commission with committed support from the Boxborough Historical Society, will be an important cultural asset to the Town for generations. It will mean having a place in which to both safely house, restore, and display the many historical artifacts that represent Boxborough's history. Without such a facility these links to our heritage will likely be lost forever. The proposed historical museum is the most practical use of this facility, given the building's limitations. A sale of the building was considered, but deemed not to be in the Town's interests at this time. The selectmen wish to thank all those participating in the reuse study for a very thorough and cooperative effort focused on finding the best use for this building.

**The Finance Committee recommends.**

There is a short term need in Boxborough for a home for the collection of historical items that are currently being stored in people's houses and are in danger of being thrown away if actions are not taken. There is a secondary need to house the collection of files the Town must maintain, but running short of storage space. The Finance Committee looked at the loss in revenue if the property was sold and determined that with the limitations on the site, the appraised value of the site is not realistic and more would be gained by retaining the site.

**The Historical Commission recommends.**

The Commission is excited to have the opportunity to create a museum to store, inventory and exhibit Town historical artifacts and documents. We have a formal commitment from the Historical Society, a private group, to assist the Commission in the establishment of the museum both with staffing and with club funds. There are a number of historic artifacts that are currently housed in various places around Town, including private homes, and this building would provide a safe place for them to reside. The Commission and Society are committed to making this facility a functional Town resource and to make it available for other cultural events. This warrant article provides for a clear transfer of responsibility for the building relieving the Library Trustees from the stewardship they have faithfully maintained over the years.

**ACTION ON ARTICLE 28**, May 10, 2004. Articles 28 and 29 were both discussed at once as they both address the same subject. Mr. Neville wants the Library Trustees to retain control over the use of the present library. In 1980, the Town Report had an article on Library reuse as a museum. It was built to serve a population of 1,000. Article 29 will keep the name of *Sargent Memorial Library*. Mr. Kicelemos made a motion to move it for further study. Greg Ross stated that there is \$3,100 in Article 5 to maintain buildings. The reason for wanting the ownership transferred to the Town is

that it will be more difficult in the future to change the Trust. This gives more flexibility in the future. Ms. Neville made a motion to move the question. Mr. Kicelemos's motion did not carry. Ms. Ruether made a motion to move the question. This motion carried. The tellers for this article were Carol Ginty-Geist, Rebecca Neville, Elizabeth Markiewicz and Raad Suleiman. On Mr. Bunyard's motion, the Town did vote to transfer, from the Library Trustees for public library purposes to the Board of Selectmen for general municipal purposes, initially making said property available to the Historical Commission to operate a museum of town historical artifacts, the care, custody, management and control of the existing library building and property located at 575 Middle Road, such transfer to be effective upon the determination by the Library Trustees that said building and property are no longer needed for public library purposes and upon court approval of such transfer; and to authorize the Library Trustees and the Board of Selectmen to petition the Middlesex County Probate Court to approve such transfer. The vote on this article was 85 in favor; 10 opposed.

This session of the Annual Town Meeting was adjourned at 11:20 p.m. and the second session was called at 7:30 p.m. on Tuesday, May 11<sup>th</sup> with 95 in attendance.

#### **ARTICLE 29        PETITION ARTICLE – REUSE OF LIBRARY#**

(Majority vote required)

To see if the Town will vote to approve the Library Trustees, upon occupying the new library at 427 Massachusetts Ave., to make the existing library building and property located at 575 Middle Road available to the Historical Commission to operate a historical museum and library annex of town historical artifacts, including written historical material that would be available for persons to conduct research and furthermore to authorize the Historical Commission to work with other groups and constituencies to include additional uses compatible with the facility's primary use and existing physical limitations.

#### **The Library Trustees make no specific recommendation.**

Should the Town decide to use the old library for a historical museum and historical library annex, the Library Trustees will be pleased to work with the Historical Commission in this joint venture. Since this is one of the recommendations that came out of the Re-use Committee work, the Trustees and Historical Commission have already developed a set of guidelines for how this arrangement would work. The Historical Commission would budget for and operate the facility with the Trustees providing custodianship of both the use and the property. Because this use is of a library nature, we have been advised by Town Counsel that a court petition to authorize this use would not be required.

#### **The Finance Committee does not recommend.**

This article significantly reduces the flexibility of the Town to use the former Sargent Memorial Library building for future uses.

**ACTION ON ARTICLE 29**, May 11, 2004. As Article 28 was overwhelmingly voted in favor on the first night of Town Meeting, Mr. Neville made a motion to pass over Article 29. This motion carried unanimously.

#### **ARTICLE 30        LIBRARY – FUNDING FOR ADDITIONAL HOURS OF OPERATION**

(Majority vote required)

To see if the Town will vote to increase library budget items "Total Salaries - Library" by Five Thousand Seven Hundred Fifty-Six Dollars (\$5,756) and budget item "Total Other - Library" by One Thousand Three Hundred Forty Dollars (\$1,340) as voted under Article 5 to increase library hours of operation from 36 per week to 41 per week; or take any other action relative thereto.

**The Library Trustees recommend.**

The Board of Library Trustees recommends passage of this article. In order to meet Town budget constraints for the current fiscal year, the library regrettably reduced its hours of operation to 36 hours a week. When the new library opens in early 2005, the Trustees recommend increasing the operating hours to 41 hours per week. We anticipate an increased demand for library services in the new building. With a Town and State investment of \$3.7 million dollars in the new building, we think it is responsible to offer the Town the option of having the new library building more available to residents.

**The Board of Selectmen recommends unanimously (5 – 0).**

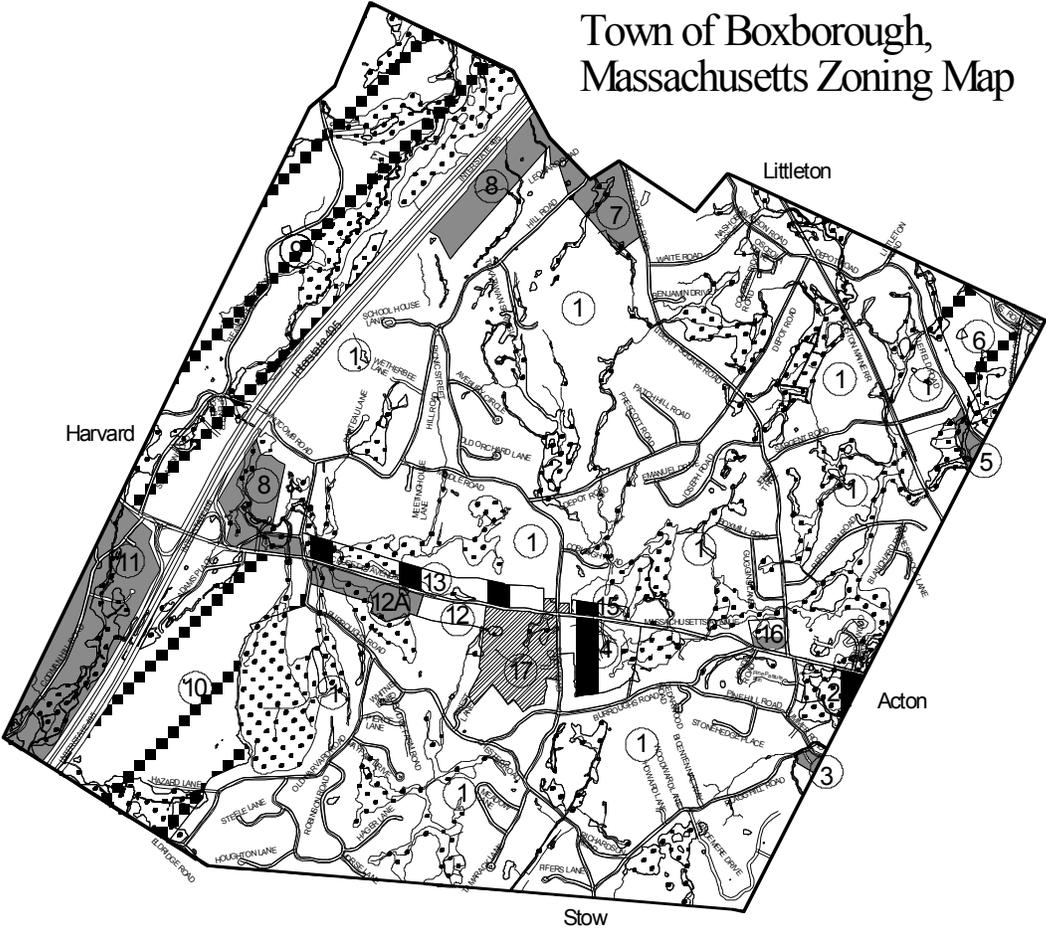
The Selectmen agree that the new library facility should be available for use by the public as much as possible.

**The Finance Committee does not recommend.**

The Finance Committee believes that in this period of time that town funds are short and as expressed every year priorities must be set. We believe that at this time even with a new library that we must maintain or minimize costs wherever possible.

**ACTION ON ARTICLE 30**, May 11, 2004. On Ms. Glidden's motion, the Town did vote to raise and appropriate the sum of Seven Thousand Ninety-six Dollars (\$7,096) for the purpose of increasing Department 610, Library as follows: "Total Salaries - Library" by Five Thousand Seven Hundred Fifty-Six Dollars (\$5,756) and "Total Other - Library" by One Thousand Three Hundred Forty Dollars (\$1,340) as voted under Article 5, in order to increase library hours of operation in FY 2005 from 36 per week to 41 per week.

# Town of Boxborough, Massachusetts Zoning Map



**Zoning Legend**

- AGRICULTURAL/RESIDENTIAL
- BUSINESS
- BUSINESS 1
- INDUSTRIAL/COMMERCIAL
- OFFICE PARK
- RESIDENTIAL 1
- TOWN CENTER
- DISTRICT NUMBER

**Map Legend**

- Roads
- Wetlands

N  
W E  
S

Zoning Amended  
 September 1992  
 September 1993  
 September 1998  
 September 1998  
 June 2000  
 July 2000  
 November 2001  
 May 2002  
 May 2003

**NOTES:**

1. This map has been compiled digitally using information shown on the Boxborough Assessor's Tax Maps 2001 and the Zoning Map July 2000.
2. This map is intended for reference and planning purposes only.
3. Street Network current to 2003.
4. This map was created using the Town of Boxborough's GIS on 5/17/03.

**ARTICLE 31 ZONING BYLAW AMENDMENT – REQUIRE DESIGN REVIEW IN THE BUSINESS AND BUSINESS-1 ZONING DISTRICTS**

(Two-thirds vote required)

To see if the Town will vote to amend the Town of Boxborough Zoning By-laws, Section 5900. Design Review to make design review applicable in the Business and Business-1 Districts by inserting the phrase, “, Business District and Business-1 District” in Section 5930 and in the last paragraph of Section 5940 as follows:

5930. Applicability and Authority.

Design Review in accordance with this section shall be required for: (1) new construction, exterior alteration or expansion of buildings in the Town Center District, **Business District and Business-1 District** (except for pre-existing single-family dwellings as specified in Section 2262) where such new construction, alteration or expansion is subject to site plan approval under Section 5400 or is subject to a special permit; and (2) new or modified signs in the Town Center District, **Business District and Business-1 District**.

Section 5940. Procedures. (last paragraph)

Anyone seeking a permit under Section 3220 to erect or modify a sign in the Town Center District, **Business District or Business-1 District** which is not subject to approval by the Planning Board or the Board of Appeals shall, prior to submitting the sign permit application to the Building Inspector, submit to the Design Review Board a scale drawing specifying sign dimensions, materials, illumination, letter size and styles, colors, and structural elements, and showing the proposed location of the sign on the lot or building with all relevant measurements, for a written determination that the proposed sign conforms to the applicable Design Guidelines. A copy of the Review Board’s determination must be appended to the sign permit application submitted to the Building Inspector; or take any action relative thereto.

**Explanation**

Expanding Design Review to the Business Districts was an Action Item identified in the Boxborough Master Plan 2002 under the goal of preserving community character. Currently, Design Review is only required for projects in the Town Center zoning district. The Design Review Board has guided several projects since it was adopted in 2000. The UCC Church expansion, the police and other signs are examples of projects that have been through the formal Design Review process. Other projects have successfully used the design guidelines outside of the formal review process.

The Design Review Board plays an advisory role in the review of proposals. The DRB has adopted a set of Design Guidelines that contain appearance standards such as building size and massing, architectural style, and landscaping. Design Review is a cooperative process between the DRB and the project proponent. Design Review is conducted within the existing time lines for plan review established by MGL. If this bylaw is approved, the Design Guidelines will be modified to specifically address buildings and signs in the Business Districts. A draft of these changes, tailored to business district needs, has been prepared by the DRB pending Town Meeting approval.

**The Planning Board recommends.**

**The Board of Selectmen does not recommend (3 – 2).**

**The Finance Committee unanimously does not recommend.**

Design review guidelines have been developed for application in Town Center. At this point in time, no consensus exists in town for appropriate design guidelines applicable for development in B and B1 districts. Clearly development in B and B1 pose different requirements for development than

development in Town Center. One example is that signage that is appropriate for Town Center may not be appropriate on Route 111 due to the differences in travel speed and access.

**ACTION ON ARTICLE 31**, May 11, 2004. The tellers for this session of the Town Meeting were Rebecca Neville, Daniel Maserang, Carol Ginty-Geist and Elizabeth Markiewicz. Ms. Metheny read the “Report of the Planning Board” as follows:

**ARTICLE 31: ZONING BYLAW AMENDMENT – REQUIRE DESIGN REVIEW IN THE BUSINESS AND BUSINESS-1 ZONING DISTRICTS**

May 10, 2004

In accordance with MGL Chapter 40A Section 5, the Planning Board conducted a public hearing on February 24, 2004 to review Article 31.

Expanding Design Review to the Business Districts was an Action Item identified in the Boxborough Master Plan 2002 under the goal of preserving community character. Currently, Design Review is only required for projects in the Town Center zoning district. The Design Review Board has guided several projects since it was adopted in 2000. The UCC Church expansion, the police and other signs are examples of projects that have been through the formal Design Review process. Other projects have successfully used the design guidelines outside of the formal review process.

The Design Review Board (DRB) plays an advisory role in the review of proposals. The DRB has adopted a set of Design Guidelines that contain appearance standards such as building size and massing, architectural style, and landscaping. Design Review is a cooperative process between the DRB and the project proponent. Design Review is conducted within the existing time lines for plan review established by MGL. If this bylaw is approved, the Design Guidelines will be modified to specifically address buildings and signs in the Business Districts. A draft of these changes, tailored to business district needs, has been prepared by the DRB. The DRB will vote on the proposed changes pending Town Meeting approval.

Therefore, the Planning Board recommends approval of Article 31.

**THE BOXBOROUGH PLANNING BOARD:**

Karen Metheny, Chairman  
Owen Neville, Member  
David Kembel, Member

Jennie Rawski, Clerk  
John Markiewicz, Member

Mark White stated that the Design Review was made for Town Center. It wasn't extended to include the entire district. It costs a lot of money and we are already one of the toughest Towns to build in. No one at the hearings liked it. Ms. Vorce stated that we would have to have regulations and clients don't like another layer of regulations. Ms. Metheny stated that if we put it in a bylaw it would be a lot more restrictive. Mr. Gorman said that it adds one more step to the building process. To Mr. Molander's question of how much more it adds to the cost to individuals who want to build, she answered that she didn't know. Ms. Neville made a motion to move the question. This motion carried.

Ms. Metheny's motion to amend the Town of Boxborough Zoning Bylaws, Section 5900. Design Review to make design review applicable in the Business and Business-1 Districts by inserting the phrase, “Business District and Business-1 District” in Section 5930 and in the last paragraph of Section 5940 as printed in the warrant under Article 31 did not carry. The vote on this article was 45 in favor; 42 opposed.

**ARTICLE 32 ZONING BYLAW AMENDMENT – AMEND SECTION 2234  
BUSINESS/INDUSTRIAL USES (USE SCHEDULE)**

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning By-laws, Section 2230. Use Regulation Schedule by substituting for the use category entry: “Automobile service station, repair garage, storage garage, or like facility” in Section 2234. Business/Industrial Uses two new use category entries: “Automotive service station” and “Repair garage, auto detailing garage, or like facility” as follows:

	<b>AR</b>	<b>R1</b>	<b>B</b>	<b>B1</b>	<b>OP</b>	<b>TC</b>	<b>IC</b>
Automobile service station	N	N	<del>Y</del> -N	<del>Y</del> -N	SP	N	SP
Repair garage, auto detailing garage or like facility	N	N	SP	SP	SP	N	SP

and, by further voting to amend the Boxborough Zoning By-laws, Section 6200. Definitions by adding definitions for “Automobile service station,” and “Repair garage, auto detailing garage, or like facility” that reads:

"Automobile Service Station shall mean any establishment where gasoline and other petroleum products are sold and may include accessory facilities for the sale of other retail products, but excluding any motor vehicle maintenance activities such as vehicle repair, or auto detailing."

“Repair garage, auto detailing garage, or like facility shall mean any establishment used for the maintenance, inspection, interior cleaning, repair, or servicing of motor vehicles.”

or take any action relative thereto.

**Explanation**

The proposed amendment would divide the automotive uses into two separate uses: “Automobile service stations” and “Repair garage, auto detailing garage or like facility.” Automobile service stations would be allowed only by special permit in the Office Park (OP) and Industrial-Commercial (IC) zoning districts. Repair garages and auto detailing garages would be allowed by special permit in the Business (B), Business-1 (B-1), Office Park (OP) and Industrial-Commercial (IC) Districts.

**The Planning Board recommends.**

**The Board of Selectmen recommends unanimously (5 – 0).**

**The Finance Committee unanimously does not recommend.**

The Finance Committee disagrees with the premise that automobile service stations are not appropriate in the B and B1 districts. These usages are currently allowed by right in the B and B1 districts; this change would completely ban automobile service stations and only allow a repair facility by special permit. This change may reduce commercial development in town and restrict the development of the town's commercial tax base.

**ACTION ON ARTICLE 32, May 11, 2004.** . The tellers for this session of the Town Meeting were Rebecca Neville, Daniel Maserang, Carol Ginty-Geist and Elizabeth Markiewicz. Ms. Rawski read the “Report of the Planning Board,” as follows:

**ARTICLE 32: AMEND SECTION 2234 BUSINESS/INDUSTRIAL USES (USE SCHEDULE)**

May 10, 2004

In accordance with MGL Chapter 40A Section 5, the Planning Board conducted a public hearing on February 24, 2004 to review Article 32.

The proposed amendment would divide the automotive uses into two separate uses: “Automobile service stations” and “Repair garage, auto detailing garage or like facility.” Automobile service stations are defined as establishments that sell gas and other petroleum product as well as accessory retail items. Repair garages are defined as automotive repair, service or maintenance facilities. Currently, there are a number of automotive repair and service facilities in the Business Districts along Route 111. These uses would be able to continue to operate in the Business Districts and may continue to operate without a special permit, until they are altered or expanded. Any new repair/maintenance/service operations would require a special permit.

Automobile service stations would be allowed by special permit in the Office Park (OP) and Industrial-Commercial (IC) zoning districts. Repair garages and auto detailing garages would be allowed by special permit in the Business (B), Business-1 (B-1), Office Park (OP) and Industrial-Commercial (IC) Districts. A combination Automobile service station/repair garage would only be allowed in the Office Park (OP) and Industrial-Commercial (IC) Districts with a special permit. In these instances, the Special Permit Granting Authority is the Board of Appeals.

The reason for separating the uses was to prohibit Automobile Service Stations or gas stations in the Business Districts along Route 111. Route 111 is considered the gateway to Boxborough and Automobile Service Stations could potentially detract from the visual quality of Route 111. Furthermore, Automobile Service Stations could locate, by special permit, in the Industrial-Commercial and the Office Park Districts. The special permit process would enable the Town to enforce environmental restrictions and require ground water monitoring of these uses. This is an important restriction given that Boxborough relies on groundwater for all of its drinking water.

Therefore, the Planning Board recommends approval of Article 32.

**THE BOXBOROUGH PLANNING BOARD:**

Karen Metheny, Chairman  
Owen Neville, Member  
David Kembel, Member

Jennie Rawski, Clerk  
John Markiewicz, Member

Mr. Neville made a motion to amend the main motion by deleting from the warrant under Article 32 the line entitled “Automobile Service Station” in its entirety and by adding the words “Automobile Service Station” to the second line before the words “Repair Garage, Auto Detailing Garage, or like facility.” He stated that there were a lot of regulations in place to protect the environment. Mr. Neville stated that it is now allowed by right and that the motion will allow it by Special Permit. Several voters didn’t want a service station in the center of town, and others didn’t want them at all. Mr. Hanover made a motion to move the question. This motion carried. Mr. Neville’s motion did not carry. Mr. Marden said that we depend too much on residential taxpayers and that we need more business. Cindy Bartlett made a motion to move the question. This motion carried.

On Ms. Rawski’s motion, the Town did vote to amend the Boxborough Zoning Bylaws, Section 2230. Use Regulation Schedule by substituting for the use category entry: “Automobile service station, repair garage, storage garage, or like facility” in Section 2234. Business/Industrial Uses two new use category entries: “Automotive service station” and “Repair garage, auto detailing garage, or like facility” as printed in the warrant under Article 32. The vote was 63 in favor; 15 opposed.

**ARTICLE 33 ZONING BYLAW AMENDMENT – AMEND SECTION 2234  
BUSINESS/INDUSTRIAL USES (USE SCHEDULE) AND SECTION 6200  
DEFINITION OF SELF STORAGE FACILITY**

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning By-laws, Section 2230. Use Regulation Schedule by adding a new use category entry: “Self Storage Facility” to Section 2234. Business/Industrial Uses as follows:

	<b>AR</b>	<b>R1</b>	<b>B</b>	<b>B1</b>	<b>OP</b>	<b>TC</b>	<b>IC</b>
Self Storage Facility	N	N	N	N	N	N	Y

and add a definition for Self Storage Facility that reads: “Self Storage Facility shall mean a building consisting of individual, small, self contained units that are leased or owned for the storage of business and household goods, automobiles, boats or contractors supplies;” or take any action relative thereto.

**Explanation**

Currently, Self Storage Facilities are not specified in the Zoning Bylaw. The amendment would define Self Storage Facilities and prohibit such use in all zoning districts except for in the Industrial-Commercial District where they would be allowed by right.

**The Planning Board recommends.**

**The Board of Selectmen recommends unanimously (5 – 0).**

**The Finance Committee recommends unanimously.**

This article defines a use that is currently absent from the zoning bylaws.

**ACTION ON ARTICLE 33**, May 11, 2004. The tellers for this session of the Town Meeting were Rebecca Neville, Daniel Maserang, Carol Ginty-Geist and Elizabeth Markiewicz. Mr. Markiewicz read the “Report of the Planning Board”, as follows:

**ARTICLE 33: ZONING BYLAW AMENDMENT – AMEND SECTION 2234  
BUSINESS/INDUSTRIAL USES (USE SCHEDULE) AND SECTION 6200 DEFINITION OF  
SELF STORAGE FACILITY**

May 10, 2004

In accordance with MGL Chapter 40A Section 5, the Planning Board conducted a public hearing on February 24, 2004 to review Article 33.

Currently, Self Storage Facilities are not specified in the Zoning Bylaw; and therefore they are prohibited from locating in town. The proposed amendment defines Self Storage Facilities and prohibits such use in all zoning districts except for in the Industrial-Commercial District where they would be allowed by right. Self Storage facilities are similar to warehouse uses which are also allowed in the Industrial-Commercial Districts by right.

Therefore, the Planning Board recommends approval of Article 33.

**THE BOXBOROUGH PLANNING BOARD:**

Karen Metheny, Chairman

Owen Neville, Member

David Kembel, Member

Jennie Rawski, Clerk

John Markiewicz, Member

Mr. Neville made a motion to amend the main motion by adding a reference to footnote 8 to “B” and “Bi” columns for maximum stories; the text of footnote 8 to read: “Three story building only allowed by special permit” and by adding a reference to footnote 9 to the “B” and “Bi” columns for maximum building height; the text of footnote 9 to read “Building heights in excess of 30 feet allowed only by special permit. No building shall be allowed in excess of 45 feet.” Mr. Follett made a motion to move the question. This motion carried. Mr. Neville’s motion did not carry.

On Mr. Markiewicz’s motion the Town did vote to amend the Boxborough Zoning By-laws, Section 2230. Use Regulation Schedule by adding a new use category entry: “Self Storage Facility” to Section 2234. Business/Industrial Uses as printed in the warrant under Article 33. The vote on this article was 70 in favor; 2 opposed.

**ARTICLE 34            ZONING BYLAW AMENDMENT – AMEND SECTION 2300  
                                 DIMENSIONAL REQUIREMENTS BY CHANGING THE MAXIMUM  
                                 NUMBER OF STORIES IN THE BUSINESS AND BUSINESS 1 DISTRICT  
                                 FROM 3-STORIES TO 2-STORIES AND MAXIMUM BUILDING HEIGHT  
                                 IN THE BUSINESS DISTRICT FROM 45 FEET TO 30 FEET**

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning By-laws, Section 2310. Dimensional Schedule, by changing the entry under the “Maximum stories” column for the Business and Business-1 Districts from “3 stories” to “2 stories”; and by changing the entry under the “Maximum Building Height” column for the Business District from “45 feet” to “30 feet”; or take any action relative thereto.

**Explanation**

Currently, the businesses developed along Route 111 are no greater than 2–stories and do not exceed 30 feet in height. This bylaw change would ensure that new business development along Route 111 will be consistent with existing development.

**The Planning Board recommends.**

**The Board of Selectmen recommends unanimously (5 – 0).**

**The Finance Committee does not recommend.**

The current limitation of 3 stories and 45 feet is a reasonable limitation on development along Route 111. Reducing this to 2 stories and 30 feet may ultimately reduces commercial development in town and restricts the development of the town's commercial tax base. The Finance Committee does not share the view that this reduction in the size of buildings along Route 111 will provide a significant aesthetic improvement to the Town's future development.

**ACTION ON ARTICLE 34**, May 11, 2004. Mr. Kembel read the “Report of the Planning Board,” as follows:

**ARTICLE 34: ZONING BYLAW AMENDMENT – AMEND SECTION 2300 DIMENSIONAL REQUIREMENTS BY CHANGING THE MAXIMUM NUMBER OF STORIES IN THE**

**BUSINESS AND BUSINESS 1 DISTRICT FROM 3-STORIES TO 2-STORIES AND  
MAXIMUM BUILDING HEIGHT IN THE BUSINESS DISTRICT FROM 45 FEET TO 30 FEET**

May 10, 2004

In accordance with MGL Chapter 40A Section 5, the Planning Board conducted a public hearing on February 24, 2004 to review Article 34.

Currently, the businesses developed along Route 111 are no greater than 2 stories and do not exceed 30 feet in height measured to the top of the plate. Under the existing Zoning Bylaw, new development and redevelopment of existing buildings in the Business and Business-1 District could be 3 stories and 45 feet and 30 feet respectively. This bylaw change would ensure that new business development along Route 111 is consistent with existing development. It is the opinion of the Planning Board that this provision will not significantly deter economic development in the Business District. Other factors such as ADA compliance and the cost of installing an elevator have more of an impact on economic development than the proposed bylaw change.

Therefore, the Planning Board recommends approval of Article 34.

**THE BOXBOROUGH PLANNING BOARD:**

Karen Metheny, Chairman

Jennie Rawski, Clerk

Owen Neville, Member

John Markiewicz, Member

David Kembel, Member

Mr. Gorman made a motion to table Article 34. This motion carried unanimously. Becky Neville made a motion to waive the 10:30 p.m. time. This motion carried unanimously. Mr. Gorman made a motion to take Article 34 off the table. This motion carried unanimously.

The tellers for this article were Rebecca Neville, Daniel Maserang, Carol Ginty-Geist and Elizabeth Markiewicz. Larry White stated that most people won't build a three story building because it would require an elevator, but they should be able to do so if they wanted. L. White made a motion to amend the main motion by adding a reference to footnote 8 to B and Bi columns for maximum stories. The text of footnote 8 to read: "Three story building only allowed by special permit" and by adding a reference to footnote 9 to the B and Bi columns for maximum building height; the text of footnote 9 to read: "Building height in excess of 30 feet allowed only by special permit. No building shall be allowed in excess of 45 feet". Mr. White's motion to amend did not carry.

David Follett made a motion to move the question. This motion carried. Mr. Kembel's motion to amend the Boxborough Zoning By-laws, Section 2310. Dimensional Schedule, by changing the entry under the "Maximum stories" column for the Business and Business-1 Districts from "3 stories" to "2 stories"; and by changing the entry under the "Maximum Building Height" column for the Business district from "45 feet" to "30 feet." This motion failed by a vote of 40 in favor; 31 opposed.

**ARTICLE 35 AMEND FEES UNDER DOG LICENSING BYLAW**

(Majority vote required)

To see if the Town will vote to amend the Dog Licensing Bylaw by increasing said fees under section 2 as follows:

**Neutered** from \$6.00 to \$10.00

**Un-neutered** from \$10.00 to \$15.00

or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (5 – 0).**

This action is consistent with the Selectmen's policy to generally make fees for Town Hall services reflect the cost of providing those services.

**The Finance Committee recommends unanimously.**

**ACTION ON ARTICLE 35**, May 11, 2004. On Mr. Bunyard's motion, the Town did vote, unanimously, to amend the Dog Licensing Bylaw by increasing said fees under section 2 as printed in the warrant under Article 35.

**ARTICLE 36 INCREASED TOWN CLERK FEES**

(Majority vote required)

To see if the Town will vote to amend the schedule of fees of the Town Clerk by increasing said fees as follows:

**Certificate of Registration for Fuel Storage licenses** from \$10.00 to \$25.00

**Marriage licenses** from \$15.00 to \$25.00

**Raffle permits** from \$10.00 to \$25.00

**Auctioneer permits** from \$10.00 to \$25.00

**Vital Statistics** from \$5.00 to \$7.50

or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (5 – 0).**

This action is consistent with the Selectmen's policy to generally make fees for Town Hall services reflect the cost of providing those services.

**The Finance Committee recommends unanimously.**

This is a minimal increase in fees.

**ACTION ON ARTICLE 36**, May 11, 2004. On Mr. Bunyard's motion, the Town did vote, unanimously, to amend the schedule of fees of the Town Clerk by increasing said fees as printed in the warrant under Article 36.

**ARTICLE 37 ELECTED OFFICIALS AND GROUP INSURANCE**

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for the purpose of adopting the following legislation:

An Act Relative to the Group Insurance Program of the Town of Boxborough

Section 1. If, pursuant to paragraph (d) of section 2 of chapter 32B of the general laws, the Board of Selectmen of the town of Boxborough allows elected town officials whose duties require less than twenty (20) hours work per week as said Board may determine to participate in said town's group insurance program, such officials shall pay one hundred per cent (100%) of the premiums.

Section 2. Pursuant to section 14 of chapter 32B of the general laws the Board of Selectmen shall adopt such rules and regulations as may be necessary for the administration of said insurance.

Section 3. This act shall take effect upon its passage. The General Court may only make clerical or editorial changes of form to the bill, unless the Selectmen approve amendments to the bill before enactment by the General Court. The Selectmen are hereby authorized to approve amendments, which shall be within the scope of the general public objectives of the petition;

or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (5 – 0).**

MGL 32B governs group health insurance. The definition of employee in the statute includes paid elected officials working under 20 hours a week. Absent the Special Act, MGL 32B allows elected officials to receive health care insurance with the town paying the same percentage contribution as for all other employees. Adoption of the special act will allow the town to control the cost of providing health care coverage to town elected officials who may choose to receive health insurance through the town's group policy. Adoption of the Act would require paid elected officials opting into the town health care insurance plans to pay 100% of the premiums out of pocket. Other towns have approved similar Special Acts.

**The Finance Committee recommends unanimously.**

Approval of this Article will enable the town to petition the legislature for a Special Act enabling the Board of Selectmen to allow compensated elected town officials whose duties require less than 20 hours per week to participate in the town's group health insurance program with the official paying 100% of the premium instead of the town sharing in the co-payment of premiums as it does for all other employees. Pursuant to MGL 32B Section 2, municipalities are required to offer part time compensated elected officials health insurance. Passage of this article will create a different and less expensive solution for the town and put the town in compliance with state laws.

The cost impact to the Town will be minimal as the compensated elected officials will be required to pay 100% of the premium.

**ACTION ON ARTICLE 37, May 11, 2004.** On Mr. Fox's motion, the Town did vote, unanimously, to authorize the Board of Selectmen to petition the General Court for the purpose of adopting legislation entitled "An Act Relative to the Group Insurance Program of the Town of Boxborough" as printed in the warrant under Article 37.

**ARTICLE 38 BYLAW FOR THE REMOVAL AND DISPOSAL OF CANINE WASTES**

(Majority vote required)

To see if the Town will vote to adopt the bylaw for the removal and Disposal of Canine Wastes as printed below; or take any other action relative thereto.

**Section 1. Removal; Disposal**

It shall be the duty of each person who owns, possesses or controls a dog to remove and dispose of any feces left by his/her dog on any Town owned active recreational field, playground and other posted areas as determined by the Board of Selectmen. No person who owns, possesses, or controls such dog shall appear with such dog on any Town owned active recreational field, playground and other posted areas as determined by the Board of Selectmen without the means of removal of any feces left by such dog. For the purpose of this Section, the means of removal shall be any tool, implement, or other device carried for the purpose of picking up or containing such feces in a manner that such feces shall be unexposed to said person or the public.

Disposal shall be accomplished by transporting such feces to a place suitable and regularly reserved for the disposal of human feces, specifically reserved for the disposal of canine feces, or as otherwise designated as appropriate by the Board of Health.

**Section 2. Penalties**

This bylaw may be enforced through the non-criminal disposition procedures established by the Enforcement Bylaw, dated September 13, 1990. Any person who violates or permits a violation of this Bylaw shall be subject to a fine of Fifty Dollars (\$50.00) to be assessed for each and every violation.

All fines shall be payable to the Town of Boxborough, through the Town Clerk's Office.

**Section 3. Authorized Enforcement Personnel**

In addition to police officers, the following municipal positions shall be authorized enforcement personnel: the Dog Officer and designees, the Board of Health and designees, Department of Public Works employees, School Department employees, Conservation Agent and the Recreation Commission and designees.

**Section 4.** To the extent that any particular provision of this bylaw is determined to be invalid, such invalidation shall not affect the validity of any other provision.

**The Board of Selectmen recommends (4 – 1).**

The Board believes that there is no excuse for anyone to have to worry about potential mine fields of canine waste on our recreation fields or conservation trails. Requiring dog owners to be responsible for cleaning up their pet's bowel movements is a step in the right direction...rather than the resulting missteps if we continue to ignore this "matter." We applaud the Recreation Commission for writing this bylaw and bringing it to Town Meeting.

**The Finance Committee unanimously does not recommend.**

While granting that a serious problem may exist with respect to canine waste on active recreation fields, the Finance Committee believes that there are significant flaws in the bylaw as written and reviewed. Additionally, we believe that non-punitive measures, such as signing, publicity, and provision of appropriate receptacles might be used in advance of a punitive bylaw to increase public awareness of this problem. It must be admitted that the issue addressed in the bylaw may be relatively unknown in the population not actively engaged in recreation programs. Enhanced public awareness and the provision of relatively convenient receptacles might prove sufficient to solve the canine waste problem by means of an alert civility among dog-owning citizens. Even if a non-punitive program might not in the end solve the problem, we believe that the bylaw presented must be modified or clarified in several areas with respect to: certification of covered areas, identification of offenders, delegation of enforcement authority, practicality of disposal provisions, and appeal procedures for citizens who may be unfairly cited.

**ACTION ON ARTICLE 38**, May 11, 2004. As there is already a section in the Dog Control By-Law that addresses this matter, on Mr. Tremblay's motion, the Town did vote, unanimously, to pass over Article 38, *Bylaw for the Removal and Disposal of Canine Wastes*.

This session of the Town Meeting adjourned at 10:40 p.m.

You are required to serve this Annual Town Meeting Warrant by posting copies thereof, attested by you, at the Town Hall, at the Sargent Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 23, 2004.

Donald R. Wheeler, Chairman  
Board of Selectmen

Leslie Fox, Clerk  
Board of Selectmen

David L. Birt  
Board of Selectmen

Simon C. Bunyard  
Board of Selectmen

Kristin Hilberg  
Board of Selectmen

**POSTED:** April 22, 2004  
**BY:** David L. Birt, Constable

**WARRANT and PROCEEDINGS  
of the STATE PRIMARY  
held on SEPTEMBER 14, 2004**

Middlesex, SS.

**To either of the Constables of the Town of BOXBOROUGH**

**GREETING:**

**In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Elections to vote at**

**WARD 1 PRECINCT 1  
BOXBOROUGH TOWN HALL**

**on TUESDAY, THE FOURTEENTH DAY OF SEPTEMBER, 2004 from 7:00 a.m. to 8:00 p.m.  
for the following purpose:**

**To cast their votes in the STATE PRIMARY for the candidates of political parties for  
the following offices:**

**REPRESENTATIVE IN CONGRESS. . . . . 5<sup>th</sup> Congressional District  
COUNCILLOR. . . . . 3<sup>rd</sup> Councillor District  
SENATOR IN GENERAL COURT. . . . . Middlesex & Worcester Senatorial District  
REPRESENTATIVE IN GENERAL COURT. . . . . 37<sup>th</sup> Middlesex Representative District  
SHERIFF. . . . . Middlesex District**

Specimen Ballots and Cards of Instruction were posted as required by law. The Ballot Box was examined and found to be empty and in order, and the keys were held by the Town Clerk because no Police Officer was assigned. The Election Officials--all duly sworn in before beginning their duties--were Warden, Richard Golden; Clerk, Virginia B. Richardson; Tellers, Marguerite Hugel, Mary Larson, Ellen Landry, Elaine Garabedian, Barbara Wheeler, Jacqueline Cumming, Anne Canfield, Shirley Warren, Mary Cobleigh, Patricia Fallon and Virginia Soderling. The counters were Charlene Golden and Rita McCarthy.

In the absence of the Moderator, Virginia Richardson opened the polls at 7:00 a.m. and closed the polls at 8:00 p.m. The checklists showed that 354 people had voted and 354 ballots were removed from the ballot box. There were 142 Democrat ballots cast (including 9 absentee ballots); 209 Republicans ballots were cast (including 8 absentee ballots); and two Libertarian ballots cast (including 1 absentee). There were no Mass Green Party ballots cast. Twenty-four Voters applied for Absentee Ballots and of these, eighteen were cast. There were 2,851 active registered voters. The count was completed at 9:00 p.m.

The results of the Democratic election are as follows:

<b>REPRESENTATIVE IN CONGRESS</b>	
Martin T. Meehan	130
All Others	2
Blanks	10

**COUNCILLOR**

Marilyn M. Petitto Devaney	108
Blanks	34

**SENATOR IN GENERAL COURT**

Pamela P. Resor	141
Blanks	1

**REPRESENTATIVE IN GENERAL COURT**

James B. Eldridge	307
Blanks	31

**MIDDLESEX COUNTY SHERIFF**

James V. DiPaola	45
Robert A. DeMoura	43
Brian M. Gillis	21
Blanks	33

The results of the Republican Primary are as follows:

**REPRESENTATIVE IN CONGRESS**

Ilana Freedman	48
Thomas P. Tierney	141
Blanks	20

**COUNCILLOR**

All Others	1
Blanks	208

**SENATOR IN GENERAL COURT**

Rod Jane	151
Arthur G. Vigeant	57
Blanks	1

**REPRESENTATIVE IN GENERAL COURT**

Todd D. Fenniman	267
Blanks	68

**SHERIFF**

Brian M. Gillis	1
James V. DiPaola	1
Robert A. DeMoura	3
All Others	3
Blanks	201

The results of the Libertarian Primary are as follows:

**REPRESENTATIVE IN CONGRESS**

James B. Eldridge	1
Martin T. Meehan	1
Blanks	0

**COUNCILLOR**

Blanks 2

**SENATOR IN GENERAL COURT**

Blanks 2

**REPRESENTATIVE IN GENERAL COURT**

Blanks 2

**SHERIFF**

Blanks 2

The results of the Green-Rainbow Party are as follows:

No Ballots Cast

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this Ninth day of August 2004.

Leslie Fox, Chairman

Simon C. Bunyard, Clerk

Donald R. Wheeler, Member

Kristin B. Hilberg, Member

David L. Birt, Member

**SELECTMEN OF BOXBOROUGH**

(Warrant must be posted by **September 7<sup>th</sup>, 2004** (at least *seven days prior* to the **September 14<sup>th</sup>, 2004** State Primary).

**POSTED:** August 10th, 2004

**BY:** Richard W. Golden, Constable

**WARRANT and PROCEEDINGS  
for the STATE ELECTION  
held on NOVEMBER 2, 2004**

**SS.**

To either of the Constables of the Town of Boxborough, **GREETING:**

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in elections to vote at

**WARD 1 PRECINCT 1  
BOXBOROUGH TOWN HALL**

on TUESDAY, the SECOND DAY OF NOVEMBER, 2004 from 7:00 a.m. to 8:00 p.m. for the following purpose:

To cast their votes in the STATE ELECTION for the candidates of political parties for the following offices:

**ELECTORS OF PRESIDENT AND VICE PRESIDENT.. FOR THE COMMONWEALTH  
REPRESENTATIVE IN CONGRESS.....5th Congressional District  
COUNCILLOR.....3rd Councillor District  
SENATOR IN GENERAL COURT.....Middlesex & Worcester Senatorial  
District  
REPRESENTATIVE IN GENERAL COURT.....34th Middlesex Representative District  
SHERIFF.....Middlesex County**

Specimen Ballots and Cards of Instruction were posted as required by law. The Ballot Box was examined and found to be empty and in order, and the keys were held by the Town Clerk because no Police Officer was assigned. The Election Officials--all duly sworn in before beginning their duties--were Warden, Richard Golden; Clerk, Virginia B. Richardson; Tellers, Marguerite Hugel, Mary Larson, Ellen Landry, Elaine Garabedian , Cheryl Levine, Barbara Wheeler, Jacqueline Cumming, Anne Canfield, Shirley Warren, Mary Cobleigh, Barbara Robinson and Virginia Soderling. The counters were Charlene Golden and Barry Harsip.

In the absence of the Moderator, Virginia Richardson opened the polls at 7:00 a.m. and closed the polls at 8:00 p.m. The checklists showed that 2,577 people had voted and 2,577 ballots were removed from the Ballot Box. Voters applied for 24 Provisional Ballots but only six qualified to be cast. Six overseas ballots were received within the ten days following the election making the total for this election 2,589. One hundred eighty-four voters applied for absentee ballots and 154 were returned (this included thirteen specially qualified voters applying and eleven ballots being cast). There were 3,009 Active Voters, and 171 Inactive Voters. The count was completed at 9:00 p.m. The head of the voting machine locked up at 4:15p.m. For a short while, ballots had to be put in the side pocket to be counted after the clerk unlocked the head.

The results of the election are as follows:

<b>PRESIDENT AND VICE PRESIDENT</b>	
Badnarik and Campagna	20
Bush and Cheney	990
Cobb and LaMarche	10

Kerry and Edwards	1,539
Nader and Camejo	12
Perontka and None	0
All Others	11
Blanks	7

**REPRESENTATIVE IN CONGRESS, Fifth District**

Martin T. Meehan	1,605
Thomas P. Tierney	877
All Others	0
Blanks	107

**COUNCILLOR, Third District**

Marilyn M. Petitto Devaney	1,677
All Others	13
Blanks	899

**SENATOR IN GENERAL COURT, Middlesex and Worcester District**

Pamela P. Resor	1,603
Rod Jane'	907
Blanks	79

**REPRESENTATIVE IN GENERAL COURT, Thirty-Seventh Middlesex District**

James B. Eldridge	1,560
Thomas J. (T.J.) Dyer	914
All Others	2
Blanks	113

**SHERIFF, Middlesex County**

James V. DiPaola	1,732
All Others	12
Blanks	833

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said meeting.

Given under our hands this Fourth day of October, 2004.

Leslie Fox, Chair  
 Simon C. Bunyard, Clerk  
 Donald R. Wheeler, Member  
 David L. Birt, Member  
 Kristin B. Hilberg, Member

**SELECTMEN, TOWN OF BOXBOROUGH**

(Warrant must be posted by **October 26, 2004** (at least *seven days prior* to the **November 2, 2004** State Election).

**POSTED:** October 4, 2004  
**BY:** David L. Birt, Constable

*The Board of Selectmen continues to search for volunteers to staff the town's various boards and committees. Participation through membership on one of the town boards, committees, or commissions will offer you a rewarding challenge, enabling you to share your talents and enthusiasm to help shape the town in which we live. The commitment of our dedicated volunteers is what helps maintain the community spirit in Boxborough.*

*Remember, town government is as strong, creative and vibrant as its volunteers, who DO make a difference.*

*If you are interested in volunteering for a position on one of the town's boards, please complete the Resident Interest form on the following page.*

**RESIDENT INTEREST LIST**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Special Training/Education:** \_\_\_\_\_

**Amount of time available:** \_\_\_\_\_

**Date submitted:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

- Acton-Boxborough Cultural Council
- Airport Study Committee
- Board of Health\*
- Board of Registrars
- Board of Selectmen\*
- Boxborough Housing Board
- Boxborough Information Technology Committee
- Cable Advisory Committee
- Conservation Commission
- Council on Aging
- Design Review Board
- Finance Committee
- Historical Commission
- Library Board of Trustees\*
- Municipal Solid Waste Committee
- Permanent Building Committee
- Personnel Board
- Planning Board\*
- Public Celebrations Committee
- Recreation Commission
- Steele Farm Advisory Committee
- Town Report Committee
- Zoning Board of Appeals

The filling out of this form in no way assures appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. If you are interested in serving on an appointed town committee please fill out this form and mail to:

**Town Administrator  
Town Hall  
29 Middle Road  
Boxborough, MA 01719**

\* Indicates an elected board

**EMERGENCY NUMBERS**

**POLICE**

911 (Emergencies Only)

For routine business, call  
978-263-2628

**FIRE**

911 (Emergencies Only)

For routine business, call  
978-263-8299

**AMBULANCE**

911 (Emergencies Only)

Be sure to give your name and address as well as the nature of your emergency. Do not hang up until you are sure your message has been understood.

**MEETINGS**

**DAY & TIME**

**LOCATION**

Annual Town Meeting	2nd Monday in May	Blanchard School
Annual Town Election	3rd Monday in May	Town Hall
Appeals, Board of	1st & 3rd Tuesday, 7:15 p.m.	Town Hall
Boxborough Housing Board	Wednesdays as posted	Town Hall
Boxborough Inform. Technology Commr	Tuesdays as posted	Town Hall
Cable TV Advisory Committee	As posted	Town Hall
Conservation Commission	1st & 3rd Wednesday, 7:30 p.m.	Town Hall
Council on Aging	1st Wednesday, 3:00 p.m.	Town Hall
EMTs	1st Tuesday, 7:00 p.m.	Fire Station
Finance Committee	As Posted	Town Hall
Fire Department	2nd & 4th Tuesday, 7:00 p.m.	Fire Station
Health, Board of	Wednesdays as posted, 7:30 p.m.	Town Hall
Historical Commission	As posted	Town Hall
Library Trustees	2nd Wednesday, 7:30 p.m.	Sargent Memorial Library
Personnel Board	Mondays as posted, 7:00 p.m.	Town Hall
Planning Board	As posted	Town Hall
Public Celebrations Committee	As posted	Town Hall
Recreation Commission	As posted	Town Hall
School Committee, Local	2nd Thursday, 7:30 p.m.	Blanchard School Library
School Committee, Regional	1st Thursday, 7:30 p.m.	R.J. Grey Jr. High School
Selectmen, Board of	Mondays as posted, 7:30 p.m.	Town Hall

All meetings posted with the Town Clerk, the Town Hall Bulletin Board, and on the Town's website located at: [www.town.boxborough.ma.us](http://www.town.boxborough.ma.us). If interested, call ahead for appointment to be placed on the agenda.

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**Town Hall Office Hours**  
General Phone Number: 978-263-1116

**Albert J. Sargent Memorial Library**  
General Phone Number: 978-263-4680

Monday through Thursday: 8:00 a.m. – 4:00 p.m.  
(other times by appointment only)

Monday & Wednesday: 10:00 a.m. – 6:00 p.m.  
Tuesday & Thursday: 10:00 a.m. – 8:00 p.m.  
Saturday: 10:00 a.m. – 3:00 p.m.

**Town Clerk**  
Mon. 10:00 a.m. – 2:00 p.m. and 7:00 p.m. – 9:00 p.m.  
Wed. 10:00 a.m. – 2:00 p.m.  
Thurs. 10:00 a.m. – 1:00 p.m.

**Board of Health**  
Mon.- Thurs. 8:00 a.m. - 4:00 p.m.

**Building Department**  
Mon. – Thurs 8:00 a.m. – 4:00 p.m.  
Monday evenings 4:00 – 6:30 by appointment only

**NOTE:** Due to staffing cuts, Town Hall is closed to the public on Fridays.

**NO SCHOOL ANNOUNCEMENTS:** Air on WBZ-1030 AM Radio; WCVB-TV CH5; WBZ-TV CH 4; & WRKO-TV CH7

## TOWN HALL PHONE LISTINGS

Due to budget and staffing reductions, Town Hall is closed to the public on Fridays. Additionally, phones are answered by an auto attendant. In order to serve you more efficiently, you may contact your party directly by dialing an extension from the list below. You can cut out this list and place it in a handy location.

<b>Boxborough Town Hall</b>		
<b>Extensions by Department</b>		
<b>Telephone: 978-263-1116</b>		<b>Fax: 978-264-3127</b>
Assessor	109	Colleen Whitcomb
Assessor Staff	110	Debbie Walsh
Assistant Town Administrator	102	Selina Shaw
Board of Health Staff	115	Mary Cobleigh
Building Inspector	114	John Field
Conservation Commission	111	Mary Nadwairski
Council on Aging	106	Kathie Schwarting
Electrical Inspector	115	Mary Cobleigh
Nashoba Assoc. Boards of Health	115	Mary Cobleigh
Plumbing Inspector	115	Mary Cobleigh
Tax Collector	107	Maripatt Shemowat
Town Accountant	105	Mike Guzzo
Town Administrator	101	Natalie Lashmit
Finance & Town Admin. Staff	103	Marie Hebert
Town Clerk	117	Ginnie Richardson
Town Clerk Staff	113	Claire Kuipers
Town Planner	112	Elizabeth Hughes
Town Treasurer	104	Margaret Dennehy
Zoning Board of Appeals	111	Mary Nadwairski
Personal Assistance	0	

All departments may also be contacted by e-mail by following this simple convention:  
**firstname.lastname@town.boxborough.ma.us**  
e.g., Assessor's e-mail address is:  
**colleen.whitcomb@town.boxborough.ma.us.**

The town website is located at **www.town.boxborough.ma.us.**