

2006
TOWN OF BOXBOROUGH
ANNUAL TOWN REPORT



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ANNUAL REPORT

**for the Year Ending
December 31, 2006**

ANNUAL TOWN MEETING

Monday, May 14, 2007

Blanchard Memorial School

7:00 P.M.

TOWN ELECTION

Monday, May 21, 2007

Town Hall

7:00 A.M. – 8:00 P.M.

A special thanks
to
Cisco Systems
for the publication
of this Report

IN MEMORIAM

Donald R. Wheeler

1935 – 2006

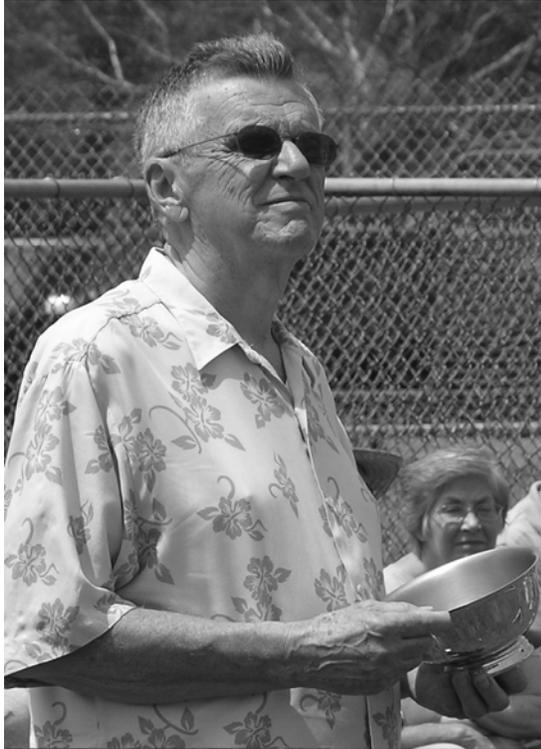
Board of Selectmen

Finance Committee

***Acton-Boxborough Regional
School Committee***

Boxborough School Committee

Golden Fife Recipient



IN MEMORIAM

Peter Cann

1922 – 2006

Highway Surveyor/Tree Warden

Public Works Department

Paul A. Hennessey

1932 – 2006

Assistant Town Clerk

Leon E. Ridlon

1945 – 2006

Planning Board

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BOXBOROUGH FACTS AND FIGURES

INCORPORATED: February 25, 1783

POPULATION: 5,195 (June 2006)

AREA: 10.39 Square Miles

FORM OF GOVERNMENT: Open Town Meeting – Board of Selectmen

VOTERS: 3,119 (October 2006)

CENSUS TRACT: 3,881

TAX RATE: \$13.87 (FY07)
\$13.24 (FY06)
\$13.10 (FY 05)

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 and Verizon
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
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 OFFICIALS

President of the United States

George W. Bush
president@whitehouse.gov
The White House
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20500

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

United States Senators

Edward M. Kennedy
kennedy.senate.gov/contact.cfm
2400 JFK Building
Boston, MA 02203
Tel: 617-565-3170
Fax 617-565-3183, or
317 Russell Senate Office Building
Washington, D.C. 20510
Tel: 202-224-4543
Fax: 202-224-2417

John F. Kerry
kerry.senate.gov/v3/contact/email.html
One Bowdoin Square, 10th Floor
Boston, MA 02114
Tel: 617-565-8519
Fax: 617-248-3870, or
304 Russell Senate Office Building, 3rd Floor
Washington, D.C. 20510
Tel: 202-224-2742
Fax: 202-224-8525

Representative In Congress

Martin T. Meehan
martinmeehan@mail.house.gov
Lowell District Office
11 Kearney Square, Lowell, MA 01852
Tel: 978-459-0101
Fax: 978-459-1907, or

U.S. House of Representatives
2229 Rayburn House Office Building
Washington, D.C. 20515-2105
Tel: 202-225-3411
Fax: 202-226-0771

OFFICIALS OF THE COMMONWEALTH

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

Deval Patrick
Tim Murray
William Francis Galvin
Timothy P. Cahill
A. Joseph DeNucci
Martha Coakley
Pamela P. Resor
State House Room 410
Boston, MA 02133
Tel: 617-722-1120
Fax: 617-722-1089
Pamela.Resor@state.ma.us
James B. Eldridge
State House, Room 33
Boston, MA 02133
Tel: 617-722-2060
Fax: 617-722-2849
Rep.JamesEldridge@hou.state.ma.us

Representative in General Court, 37th Middlesex Dist.

ELECTED TOWN OFFICIALS

Moderator

John Fallon (2007)

Town Clerk

Virginia B. Richardson (retired)
Elizabeth Markiewicz (2007)

Board of Selectmen

Donald Wheeler, Chair (deceased)
Les Fox, Chair (2008)
Kristin Hilberg, Clerk (2008)
Rebecca Neville (2009)
James Gorman (2009)

Board of Health

Also Mosquito Advisory Committee

Marie C. Cannon, Chair (2008)
Bryan Lynch (2007)
Michael P. Willis, Jr. (2009)

Collector of Taxes

Mary P. Shemowat (2009)

Commissioner of Trust Funds

The Selectmen

Constables

David L. Birt (2007)
Richard Golden (2007)

Library Board of Trustees

Sandra Haber, Chair (2007)
Elaine Garabedian, Vice Chair (2009)
Robert McNeece, Treasurer (2007)
Janet Glidden (2008)
Janet Tyndall (2008)
Mary Brolin (2009)

Planning Board

Karen Metheny, Chair (2008)
David Kembel (2007)
John Markiewicz (2007)
Owen Neville (2009)
Jennie L. Rawski (2008)

Appointed by BOS and Planning Board

Cliff Stockley, Assoc. Member (2008)

Boxborough School Committee

Bruce Sabot, Chair (2007)
Brigid Bieber (2009)
Maria Neyland (2009)
Rebecca R. Neville (2008)
Raid Suleiman (2007)

AB Regional School Committee (Boxborough Members)

Brigid Bieber (2009)
Rebecca R. Neville (2008)
Bruce Sabot (2007)

APPOINTMENTS MADE BY SELECTMEN

Town Administrator

Selina S. Shaw (2009)**
Natalie Lashmit (2007)*

Accountant

Michael Guzzo (2007)

Assessor

Colleen Whitcomb (2007)

Building Inspector and Code Enforcement Officer

John Field (2007)
John Kelly, Temp. Asst. Insp. (2006)*

Chief Procurement Officer

Selina S. Shaw (2009)

Town Planner

Elizabeth Hughes (2007)

Treasurer

Margaret Dennehy (2007)

A/B Cultural Council

Pat Myers (2009)
Cynthia Matchett (2008)
Avril Allard (2009)

* Resigned

** Appointed to fill vacancy

Airport Study Committee

Anne Canfield, Chair (2009)
 William Litant (2008)
 Jacklyn Mayer (2009)
 Michael O’Leary (2008)

Animal Control Officer

Donald C. Morse (2007)

Board of Appeals

Christian Habersaat, Chair (2009)
 Tom Gorman, Clerk (2007)
 Peggy Molander (2006)
 Lisa St. Amand (2006)
 Karim Raad (2008)
 Michael Toups (2008)
 Lonnie Weil (2008)

Board of Registrars

Elizabeth Markiewicz, Chair (2007)
 Nancy Brown (2008)
 Mary Cobleigh (2007)*
 Virginia Richardson (2007)**
 Sara Wagg (2009)

Boxborough Information Technology Committee

Jay Bhatia, Chair (2007)
 Tim Lundy (2008)
 Amando Montenegro (2009)
 Jamie Rogers (2008)
 Dan Tappan (2007)
 Derek Wylie (2007)

Boxborough Housing Board

R. Allen (Al) Murphy, Chair (2008)
 Diane Friedman (2007)
 Jeff Handler (2007)
 Joan Meyer (2009)
 Ron Vogel (2007)
 Channing Wagg (2009)

Cable Advisory Committee

Kenneth King, Chair (2009)
 Erik Molander (2009)

Cemetery Commissioner

Kenneth March (2007)

Cemetery Superintendent

Donald C. Morse (2007)

Conservation Commission

Charlene Golden , Chair (2008)
 K. C. Donovan (2008)*
 David Follet (2008)**
 Norman Hanover (2007)
 David Koonce (2008)
 Dennis Reip (2009)
 Paul Rey (2009)
 Charles Salemme (2007)*
 Arden Veley (2007)**

Appointed by ConsComm

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

Council on Aging

Frank Powers, Chair (2009)
 Karen Smolin, Vice Chair (2007)**
 David Birt (2007)**
 Betsy Krusen (2009)**
 Jini Vockel (2007)**
 Karyn Kealty (2007)*
 Elaine Garabedian (2007)*
 Mary Larson (2007)*
 Dean Machamer (2006)*

Design Review Board

Scott Robinson, Chair (2009)
 Karen Metheny (2009)

Dog Officer

Phyllis Tower (2007)

Election Warden

Richard Golden (2007)

Field Driver

George C. Krusen II (2007)

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

Kevin M. Lyons*
 Geoffrey B. Neagle (2009)**

Fire Department Officers (Per-diem)

Michael Kidd, Deputy Chief
 Kenneth March, Captain

* Resigned

** Appointed to fill vacancy

**Fire Department Officers
(Per-diem), cont.**
James DeVogel, Lieutenant
Robert M. Smith, Lieutenant

Firefighter/EMT (Permanent)
Randolph T. White
Scott C. Coleman
Dennis C. Smith*
Benn Carpenter
Robert R. DaCosta**

Per-Diem
Matthew Callahan FF/EMT
Ken Carroll FF/EMT
Robert R. DaCosta
Edmond Daigneault FF/EMT
Justin M.V. Geneau FF/EMT
Shawn S. Gray FF/EMT
Scott Krug FF/EMT
Mathew LaBossiere FF/EMT
David R. Lefebvre FF/EMT
Christopher MacMillian 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

Firefighter
Lawrence Roche

Historical Commission
Alan Rohwer, Chair (2009)
Astrid Chalupa (2007)
Mary Larson (2007)
Scott Robinson (2007)
Shirley Warren (2009)

Inspector of Animals
*Nominated by BoH, appointed by
Commonwealth of Massachusetts*
Donald C. Morse (2007)

Inspector of Gas & Plumbing
Gary Corey (2007)
Norman Card, Jr., Assistant (2007)

Inspector of Wires
Thomas A. Argento, Jr. (2007)
Charles Weeks, Assistant (2007)

Municipal Solid Waste Committee
Kristin Hilberg (2006)
Kyle Bowers (2006)
Leah Russell (2006)

Personnel Board
Richard Golden, Chair (2007)
Mary Cobleigh, Empl. Member (2008)
Geoffrey Neagle (2006)
Anne Canfield (2009)
Pat Flanagan (2009)

POLICE DEPARTMENT
Police Chief (2009)
Richard G. Vance, Jr.

Police Officers (2007)
Warren B. Ryder, Sergeant
Stephen P. Trefry, Sergeant
Nathan Bowolick, Patrol Officer
Nicholas A. DiMauro, Patrol Officer
Jeffrey C. Landgren, Patrol Officer
Benjamin M. Lavine, Patrol Officer
Warren J. O'Brien, Patrol Officer
Brett A. Pelley, Patrol Officer
Robert R. Romilly, Jr., Detective

Police Department Secretary
Andrea Veros

Special Police Officers (2007)
Gordon N. Clark
John P. Corbett
Steven P. Duffy
Patrick Mortimer

Lock-Up Attendants (2007)
Amy Cunningham
Phyllis Tower
Ricky Tower
Gary Whitaker

Crossing Guard
Lori Murray

* Resigned
** Appointed to fill vacancy

Public Safety Dispatch Officers (2007)

Appointed by Fire Chief

Nathan Bowolick*
David Byler
Rebecca R. Loiselle*
Jeffrey R. Moreau
Patrick E. Mortimer
Michelle Turner

Public Celebration

Frances Anderton (2009)
Kim Bowers (2009)
Karin Evans (2008)
Nancy Fillmore (2006)
Sharon Garde (2007)
Laura Rakauskas (2009)
Liz West (2008)*

Public Works Director, Tree Warden & Moth Superintendent

Kenneth March (2007)

Public Works Department

Juan Barrios
Jeffery L. Brown
Edmond Daigneault, part time
Scott Doughty
Thomas Garmon
Lawrence Roche
Robert Sokolowski
Gillis Soucy

Recycling Attendant

Lawrence Roche

Steel Farm Advisory Committee

Edward Whitcomb, Chair (2009)
Arden Veley, Secretary (2009)
David Birt (2008)
Bruce Hager(2007)
Mike Matchett (2008)
Owen Neville (2007)
John Schoenfeld (2009)
Eric Tornstrom (2008)

Town Counsel

Kopelman & Paige (2007)

Town Hall Employees

Marilyn Barstow, Secretary, part time
Nancy Bowers, Secretary*
Mary Cobleigh, Secretary
Claire Kuipers, Secretary, part time
Cheryl Mahoney, Secretary**
Mary Nadwairski, Secretary, part time
Kathie Schwarting, COA Coordinator
Debbie Walsh, Secretary, part time

Veterans' Agent

Donald C. Morse (2007)
Michael Guzzo, Assistant (2007)

APPOINTMENTS MADE BY MODERATOR

Finance Committee

Keshava Srivastava, Chair (2007)
Gary Kushner, Vice-chair (2008)
Kasia Lundy, Secretary (2007)**
Dan Breuer (2008)
Tracey Driscoll (2009)
Jim Ham (2009)
Thomas Handlon (2009)
Susan Hardie (2007)
Neal Hesler (2007)*
Dan Maserang (2008)

Recreation Commission

Susan Reuther, Secretary (2009)
Victor Tremblay, Treasurer (2008)
Kevin Lehner (2007)
Mike Murphy (2009)
Christopher Noble (2009)
Matthew Rosner (2008)
Todd Webber (2007)

Minuteman Regional School

Donna M. Corey (2009)

* Resigned

** Appointed to fill vacancy

APPOINTMENTS MADE BY LIBRARY BOARD OF TRUSTEES

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, Technical Services Librarian
Ramika Shah, Sr. Library Assistant
Heather Wilkinson, Youth Services Librarian

* Resigned

** Appointed to fill vacancy

BOARD OF SELECTMEN

This was a year of significant changes around Town Hall. In April, Natalie Lashmit resigned as our long-time Town Administrator to take a new position as Town Administrator in Grafton. The Board of Selectmen thanks Natalie for her eight years of dedication, hard work and long hours in service to Boxborough, and strong support for its boards and committees. Jim Gorman and Becky Neville were elected as new members in the May 2006 Annual Election, with Les Fox, Don Wheeler and Kristin Hilberg continuing in their terms. At its reorganization meeting in May, Don Wheeler was elected Chair and Les Fox Clerk.

We were saddened by the passing of Don Wheeler in October. Don was a long-time member of the Board of Selectmen, and many other boards and committees over the years. Don left a long and proud record of service and devotion to Boxborough. He is sorely missed. Given the circumstances and timing, the Selectmen decided to remain at four members until the regular annual election in May 2007. In November the Board re-organized, electing Les Fox Chair and Kristin Hilberg Clerk.

Reorganization of town administration

With the resignation of Natalie, the Board took the opportunity to examine new models of staffing and organization of Town Hall administration and operations. First, the Selectmen appointed Selina Shaw as Acting Town Administrator. We also appointed an *ad hoc* Town Government Structure Study Committee, headed by Moderator John Fallon, to gather information widely, conduct interviews with town employees and volunteers, and report back on their findings and recommendations.

As a result of the Structure Committee recommendations adopted by the Selectmen, we voted to eliminate the position of Assistant Town Administrator, and functionally organized operations around a teaming structure, as follows:

- **Finance Team** – Town Treasurer, Town Accountant, Tax Collector, Assessor. The Finance Team supports the Town Administrator in carrying out the daily financial operations of the town, and ensures that our ongoing fiduciary responsibilities are met, including reports to DOR, payroll processing, retirement fund transactions, etc.
- **Land Use Team** – Town Planner, Building Inspector/Code Administration Officer, and administrative staff for the Zoning Board of Appeals, Planning Board, Conservation Commission and Board of Health. The Land Use Team is charged with fostering the efficient flow and coordination of information for all permitting and land use planning, and facilitating interaction with the public and applicants. In addition, the Town Planner is now providing principal support for the Housing Board.

Working with the land use boards, the BoS revised the job description for the Building Inspector/Code Administration Officer. This now reflects the BoS intention of having the inspector report through the TA to the BoS, performing limited “policing” duties as they might occur during the normal course of activities. John Field was re-appointed BI/CAO, subject to the newly revised job description and directed to employ the full 25 hours budgeted and inform the BoS if increased hours might be demanded by the job.

A new job description, reflecting the changes adopted in the re-structuring, was also written and approved for the position of Town Administrator. In November, the Selectmen approved and signed a contract with Selina Shaw as Town Administrator.

Under our new structure, the department heads (Fire and Police Chiefs, and Director of DPW) now report directly to the BoS, with the Town Administrator acting in the role of chief facilitator and coordinator. We recognize this places an added burden on our BoS departmental liaisons, but we believe the positive

benefits to operations and employee relations will be worth it. Feedback from employees and the public has been very encouraging and supportive of the new structure.

Gifts

The Selectmen were pleased to accept three gifts this year:

- July 10, 2006. Gift of 10.6 acres of land from Kristin Hilberg in conjunction with a small senior housing development on Hill Road. The lands will be placed under the management of the Conservation Commission, adding to our stock of protected lands and trails.
- November 27, 2006. A grant of \$4,000 from Middlesex Savings Bank, to be applied to the Council on Aging transportation programs.
- December 18, 2006. A grant of \$5,000 from Verizon for purchase and maintenance of much needed database software to support the COA in its work with the senior community and to help generate mandatory reports to the Commonwealth.

The Selectmen thank all our benefactors for their generosity toward the town.

Employee matters

The town continues its efforts to compensate employees fairly and equitably relative to market. Realizing we were overdue for a fresh look, a major review of total compensation (wages, fringe and health benefits) was initiated in 2006. All regular full-time and part-time town (not school) employees participated in a Classification and Compensation Survey, conducted by an outside consulting firm, hired with funds approved at ATM. The results will be used going forward in FY 08 for input to the town Personnel Plan Schedules A and B.

In addition to seeking equitable pay for employees, the town remains concerned about the growing cost of non-controllable expenses, in particular employee health benefits. In 2006, we adopted a "total compensation" approach to successfully negotiate and sign contracts with all of our unions that institute a significant departure from past practice. The new contracts provide for a tapered reduction in the town portion of health care benefit contributions from our historic 90% to 75% over a three year period covering FY 07, 08 and 09. Compensatory increases in negotiated wage increases over this period provide offsetting relief to employees as they assume a greater portion of their health benefits costs over time. Boxborough is now on a course to bring it more in line with prevailing practice. A way was found to address a significant budget concern while treating employees fairly with a win-win solution.

Special Town Meeting

The Selectmen called a Special Town Meeting on October 23, 2006 for the purpose of amending the FY 2007 operating budget, consider acceptance of MGL Chapter 39, Section 23D on committee attendance and voting procedures, report/vote on the Regional Dispatch study, adopt a storm drain discharge bylaw, and provide for senior van drivers in the Personnel Plan. The primary adjustments to budget were to appropriate specific salary line items from a general salary reserve line approved at Annual Town Meeting pending resolution of union contracts.

After long study, and thorough examination of various options to develop a regional dispatch system with a number of nearby towns, the Board prepared to ask town meeting for funds to jointly sponsor development of a definitive regional dispatch model including operational plans and budget. However, as a result of last-minute decommitments from other participant towns, the Selectmen moved to pass over

this article, effectively shelving the idea for the time being. Selectman Hilberg presented a detailed briefing and status report on the work to date.

The Storm Drain Bylaw article was also passed over by the Board of Health, advising that additional study was needed.

All other articles passed.

Town facilities and buildings

Plans for major renovation and restructuring of the first floor Town Hall workspace were put on hold to allow further study and input from staff, especially in view of the operational changes being implemented. However, some minor adjustments and rearrangements were made to facilitate work flow. First, a frugal renovation of the upstairs kitchen was completed in late spring at a cost of \$11K, plus labor contributed by the DPW crew. Then, the Clerk's office was moved to the old first floor kitchen area, next to the public service window, providing more visible and immediate public access to the Clerk. Finally, after some further swaps and shuffles, the offices of the TA, Treasurer, Accountant and CoA Coordinator appeared in new locations, and the Selectmen have even regained their old table and space for executive sessions. The new arrangements seem more conducive to work flow needs and service access for the public. So far we are pleased and hope that the coming year will bear out these positive impressions.

In researching the now-tabled plans for major renovations, deficiencies in the Town Hall sprinkler system were identified. Employees have been notified that our current priority is rapid and safe evacuation of building, until such time as a thorough renovation of the building and sprinkler system can be designed and approved. In the coming year, the Selectmen will be examining a sprinkler system as well as other needed capital improvements to Town Hall as part of a comprehensive needs assessment.

The roofs were replaced on Town Hall (new wing), Steele Farm, and the Police Station using funds previously authorized at Town Meeting.

A Blanchard School – Library trail project was initiated. The trail plans call for a "woodland" path across the brook, as well as a "wayside" path along Mass Ave. The Town Planner has applied for grants, and is working with Mass Highway, DPW, the land use boards, and a host of volunteers. Plans have been developed and Boxborough permits and ConsCom NOI issued. As of this writing, we are still awaiting Mass Highway permits.

Council on Aging

The Council on Aging Bylaw was amended at ATM to set a minimum of five members, appointed by the Board of Selectmen. On June 5, the BoS voted to add two members to the CoA, increasing membership to seven, from the then-current five members. This action precipitated the resignation of several members and appointment of others to bring the total again to five. The BoS would appreciate hearing from residents who may be interested in serving on the CoA.

The Senior Tax Work-off program finished another resoundingly successful year, supporting town needs in many ways. In order to permit members of the CoA to also participate in Senior Tax Work-off while adhering to the strictures of the Conflict of Interest Law (MGL 268A), the Selectmen exercised a provision under this law to designate CoA members as Special Municipal Employees, so they too could enjoy this Senior benefit. The necessary exemptions were authorized for certain CoA members and the CoA Coordinator, all of whom have filed financial disclosures with the Town Clerk, as prescribed in the statute.

The CoA had been evaluating senior transportation needs and concluded that a van service would be beneficial. At the request of the CoA, the BoS petitioned for Boxborough to join the Montachusett Regional Transit Authority (MART) to gain access to MBTA assessments that may be applied to support senior van service. All operational costs are reimbursed to the town through MART. The petition was approved and Boxborough is now part of MART. Anticipating the need for senior van drivers, the BoS worked with the CoA and Personnel Board to add a position of driver to the Personnel Plan, as approved at the October STM.

The Selectmen commend the CoA for their energy and prompt actions to bring another transportation service to Boxborough seniors.

Conservation Commission

At the BoS meeting on December 11, 2006, the board voted to modify the Conservation Commission fee schedule as recommended by the commission to reflect a \$7500 maximum as opposed to the previously open-ended formula. The possibility of levying additional fees for special evaluation services was retained as in the previous schedule.

Department of Public Works

Transfer Station: A Pay as You Throw (PAYT) option was studied by an *ad hoc* committee and an article brought to May ATM but the motion failed. The Selectmen approved a new transfer station sticker fee policy, with one or two stickers issued for \$50, a reduction from previous years. The plan worked well in 2006, with about the same level of household participation as in the past. We plan to continue this policy and fee structure next year, with possibly a few minor tweaks. Resident feedback has been positive.

A new salt shed was completed at the highway barn, with funds authorized at the May 2006 ATM.

Approximately 20% of Boxborough's land is in conservation, recreation, or municipal use. Grass and meadows need to be mowed and trails maintained. The Conservation Commission, Steele Farm Advisory Committee, and volunteer land stewards have increased their efforts on maintenance and improvements. This has placed a large burden on the DPW who will try to assist, but must give priority to highway safety maintenance. At the BoS meeting on December 11, 2006 a process was instituted by which town boards and commissions may request services from the DPW, who will prioritize the requested work and notify the requesting board or commission as to the approximate scheduling of the work.

Fire Department

The resignation of Kevin Lyons precipitated a search for a new chief. The BoS set up a fire chief screening committee which brought forward three candidates for interviews with the BoS. In June we appointed as Fire Chief Geoff Neagle, a Boxborough resident and formerly Lieutenant in the Acton FD. The Selectmen thank Mike Kidd for serving in the interim as Acting Chief. We also thank the entire fire crew for the smooth and professional operation of the department during the search.

The new ambulance authorized at 2005 ATM was placed into service.

In July we hired the fourth full time FF/EMT authorized at May 2005 ATM.

The original 5,000 gallon Stonehedge Place cistern failed and was replaced with a 30,000 gallon tank to meet current insurance safety standards. This extensive project required a Reserve Fund Transfer to supplement the 2005 ATM Warrant article, due to extraordinary excavation and construction costs. The total cost to the town was \$47,000. One result of this forced replacement due to leakage was the realization that many of the town cisterns are substandard by the current rules, and some consideration must be given to future replacements of the smaller installations.

Police Department

After several years of haphazard cruiser replacement due to tight budgeting, Boxborough purchased two cruisers for the Police Department in 2006 to get the department back onto an effective vehicle rotation and retirement schedule.

For several years constraints on the use of special officers and shortfalls in overtime budgets had limited the department's ability to cover all shifts with more than one officer. This year, Police Department funding allowed virtually all shifts to be covered by two officers, a key objective for increased officer safety and improved ability to respond to emergencies.

Telecommunications

Upon the recommendation of the Boxborough Information Technology Committee (BITCom) the Selectmen approved Verizon's petition to upgrade existing infrastructure to provide FIOS integrated fiber optics communications for voice, broadband, and television (cable service).

The BITCom also conducted extensive negotiations with Verizon on their application for a cable television franchise in Boxborough. Again, on the recommendation of BITCom, the BoS issued a cable television license to Verizon with favorable financial terms for Boxborough.

Boxborough now has both Verizon and Comcast competing for cable television and broadband services in town. We expect that competition will be good for residents wishing to purchase telecommunications services.

The BITCom worked with the Selectmen and a large multi-board advisory group to develop specifications and bid documents for a Wide Area Network (WAN). Plans for the WAN were finalized and an RFP issued, with work slated to begin in early 2007. The WAN should benefit town-wide IT operations, and permit remote live televised broadcasts of town meetings and other events. WAN funding will come from telecommunications grants and fees, outside of town meeting budget, and therefore with no impact on tax bills.

The Selectmen heartily thank the BITCom for their hard work conducting telecommunications hearings and negotiations and providing advice to the town on its technology needs.

Affordable Housing/Housing Board

The BoS provided town input to MassHousing applications for project eligibility by Stonewall Estates (Codman Hill Road), Oak Hill (Mass Ave), OHC (Mass Ave), and Cunningham Estates (Cunningham Rd). Additionally, the town reviewed the Environmental Notification Form (ENF) for the Whitcomb Ridge project. The town requested that MassHousing deny project eligibility for the Oak Hill and OHC requests. The BoS appreciates the support of Town Planner Elizabeth Hughes in gathering and organizing the collective input from our land use boards and the Housing Board to help prepare our response.

A comprehensive permit was issued for the Whitcomb Ridge project, but the project is stalled in DHCD appeals due to disagreements with MassHousing over provisions of Boxborough's comprehensive permit language. The BoS continues to work closely with the Housing Board and Zoning Board of Appeals to monitor legal developments.

Town historical landmarks recognized

The Old Town Center and Steele Farm (Levi Wetherbee Farm) were formally recognized as places of historical interest through registration on the Massachusetts and National Historical Register of Historic Places on December 12, 2006. Kudos to the Boxborough Historical Commission for driving this.

Outlook

The Selectmen welcome suggestions from all residents on ways we can improve the delivery of services that you pay for with your taxes. We are concerned about the rising cost of services, which come mainly through personnel costs, coupled with demand for good service as expressed by the voters at Town Meeting. The Fire and Police Chiefs have already identified a need for increased staffing levels over the next few years. We anticipate stagnant State Aid and Local Receipts, and low growth in the near term, all of which will place the town in a difficult position with respect to the tax levy limitations of Proposition 2 1/2. As always, we seek citizen input throughout the year on levels of service that they require, so that we may make informed judgments about choices to be presented to voters.

PERSONNEL BOARD

The town voted to have Stone Consulting, Inc. conduct a Classification and Compensation Study by position for town employees. The Board of Selectmen and Personnel Board voted to approve the salary structure proposed by the study for FY 2008. The town will be asked to vote on the proposal at the Annual Town Meeting. The rate of increase will be 3.6% which includes 1.5% for health insurance percentage increases to the employees (employees will be paying 20% of premium this year compared to 15% last year).

Changes in the make-up of the Personnel Board are as follows:

- We lost Geoffrey Neagle who is now Fire Chief
- We welcome new members Pat Flanagan and Ann Canfield

We have an opening for another member. Anyone interested should contact the Town Hall.

Respectfully submitted,
Richard Golden, Chair

TOWN COUNSEL

During 2006, 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 six active litigation cases

involving the Town which are pending in various state courts, four of which involve the Conservation Commission.

The most significant legal services provided to the Town in 2005 involved advising the Board of Selectmen and the Conservation Commission regarding pending enforcement actions and appeals. Several issues have arisen regarding the applicability of the Town's Wetlands Bylaw to activity at the Minuteman Air Field.

We have also been actively involved in several comprehensive permit applications before the Zoning Board of Appeals, most notably the Whitcomb Ridge and Summerfields developments. The Town, with the assistance of Town Counsel, has continued its efforts to insure the ability of the Town to monitor comprehensive permit projects approved by the Zoning Board of Appeals for compliance with the conditions regarding affordability and limit profits.

Finally, we have been advising the Board of Selectmen and the Town Administrator with respect to ongoing employment and labor issues.

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 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.

Litigation Status Report 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 Wetlands 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 dismissed the challenge. The plaintiff subsequently filed a motion for judgment on the pleadings on its challenge to the Conservation Commission's decision and the Conservation Commission filed an opposition to the motion. A hearing was held on May 17, 2005, and the case was remanded by the Court to the Conservation Commission for supplemental findings consistent with the decision. On December 15, 2005, the Conservation Commission filed its supplemental findings with the Court. Thereafter, the plaintiff renewed the motion for judgment on the pleadings, but the motion was denied by the Court in October 2006.

Boxborough Conservation Commission v. Minuteman Air Field, Inc.
Middlesex Superior Court, C.A. No. 07-0951

This is an enforcement action in which the Conservation Commission is seeking a temporarily restraining order and preliminary and permanent injunctions ordering Minuteman Air Field to cease and desist from any further clear cutting of trees in a wetlands resource area located at the airport and within the Town's boundaries until such time as it submits the required filing fee for review under the local Wetlands Bylaw and is issued an Order of Conditions permitting the alterations proposed by the applicant. On March

23, 2007, the Court granted a temporary restraining order that prohibits Minuteman Air Field from continuing its clear cutting of trees.

Minuteman Air Field, Inc. v. Boxborough Conservation Commission
Middlesex Superior Court, C.A. No. MICV2007-00869

This is a *certiorari* appeal of an Enforcement Order issued by the Conservation Commission and a declaratory judgment action commenced in March 2007, whereby plaintiff Minuteman Air Field ("MMAF") is challenging the Commission's order to cease and desist from clear cutting trees and removing other vegetation from a resource area, a red maple swamp, without the issuance of an Order of Conditions under the Town's Wetland Bylaw, allowing the project. MMAF also challenges the \$7500 filing fee for review of the project.

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 and breach of contract concerning a settlement agreement executed by the Board of Selectmen, Francis Carullo and Reed Farm in 1996. There is a companion case before the Division of Administrative Law Appeals ("DALA") wherein Reed Farm has appealed the Department of Environmental Protection's ("DEP's") decision affirming the Commission's denial of an order of conditions for the project under the state's Wetlands Protection Act and its regulations. This case went to trial on January 8, 2007, and lasted five days. We are currently awaiting the Court's decision.

Whitcomb Ridge, LLC v. Boxborough Board of Appeals
Housing Appeals Committee No. 2006-11

This is an appeal to the Housing Appeals Committee of the issuance of a comprehensive permit granted by the Zoning Board of Appeals, approving a 60-unit ownership residential development located on Whitcomb Road. The applicant is arguing that certain conditions in the decision render the project "uneconomic," due to MassHousing's refusal to grant final approval, based upon the disputed conditions. The conditions concerned the Zoning Board of Appeals' affordability requirements, limited profit requirements, and auditing and monitoring requirements. The applicant has moved for summary decision (i.e. for a decision in its favor without the need for an evidentiary hearing). On March 20, 2007, Town Counsel filed an opposition to the applicant's motion. The applicant has until May 1, 2007 to file a reply.

Respectfully submitted,
Kopelman and Paige, P.C.
Town Counsel

TOWN ASSESSOR

The Assessor is responsible for determining the full and fair cash value of all real and personal property in town. This is the basis for the tax liability borne by each property owner. The total amount to be raised through taxation (tax levy) is calculated after all other sources of revenue and total expenses for the town is known. The levy for fiscal year 2007 was \$14,259,680. Listed below is the approximate percentage of the tax levy by property classification:

<u>Classification</u>	<u>Value</u>	<u>Tax Dollars</u>	<u>Levy %</u>
Residential	796,389,798	11,045,926	77.46
Commercial	80,697,358	1,119,272	7.85
Industrial	141,013,607	1,955,859	13.72
Personal Property	<u>9,994,460</u>	<u>138,623</u>	<u>.97</u>
	1,028,095,223	14,259,680	100.00

After several years of steady increase, the real estate market began to slow down in 2005. Property sales from 2005 were analyzed to determine property values as of January 1, 2006, the assessment date for fiscal 2007. Most assessments remained the same as the prior year. The exception was condominiums, which were still increasing in value. A tax rate of \$13.87 was approved by the Department of Revenue, and the average tax bill increased 5.3%, which was the same as the average increase across the state.

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). 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, members of the Finance Team, and my assistant, Debbie Walsh, for their continuing support.

Respectfully submitted,
Colleen Whitcomb
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, 2006. This unaudited report includes:

- Governmental Funds, Combined Balance Sheet
- General Fund, Schedule of Revenues, Expenditures and Changes in Fund Balance
- Combined Statement of Revenues, Expenditures and Changes in Fund Balances

Respectfully submitted,
Michael Guzzo
Town Accountant

**GOVERNMENTAL FUNDS
COMBINED BALANCE SHEET**

**JUNE 30, 2006
(Unaudited)**

ASSETS	General	Capital Projects	Trust/Agency Funds	Non - Major Government Funds	Total Governmental Funds
Cash and short-term investments	\$ 2,063,251	\$ (41,288)	\$ 1,064,523	\$ 1,702,006	\$ 4,788,492
Receivables, net of uncollectibles					
Real estate and personal property taxes	109,121	-	-	-	109,121
Tax liens and foreclosures	155,439	-	-	-	155,439
Excise taxes	-	-	-	-	-
Motor Vehicle Excise Taxes	75,404	-	-	-	75,404
Provision for Abatements	(208,426)	-	-	-	(208,426)
Departmental and other	-	-	-	-	-
Special assessments	7,773	-	-	-	7,773
	-	-	-	-	-
TOTAL ASSETS	\$ 2,202,562	\$ (41,288)	\$ 1,064,523	\$ 1,702,006	\$ 4,927,803
LIABILITIES AND FUND BALANCES					
LIABILITIES					
Other liabilities	15,093	-	70,091	-	85,184
Deferred revenues	150,660	-	-	-	150,660
Notes payable	-	-	-	-	-
TOTAL LIABILITIES	\$ 165,753	\$ -	\$ 70,091	\$ -	\$ 235,844
FUND BALANCES					
Reserved for:					
Encumbrances and continuing appropriations	\$ 164,073	\$ -	\$ -	\$ -	\$ 164,073
Stabilization	-	-	830,974	-	830,974
Court settlement	-	-	-	1,103,659	1,103,659
Perpetual permanent funds	-	-	89,156	-	89,156
Unreserved:					
Designated for subsequent years' expenditures	777,885	-	-	-	777,885
Undesignated, reported in:					
General Fund	1,094,851	-	-	-	1,094,851
Special revenue funds	-	-	-	598,343	598,343
Capital projects fund	-	(41,288)	-	-	(41,288)
Permanet funds	-	-	74,302	-	74,302
TOTAL FUND BALANCES	\$ 2,036,809	\$ (41,288)	\$ 994,432	\$ 1,702,002	\$ 4,691,955
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,202,562	\$ (41,288)	\$ 1,064,523	\$ 1,702,002	\$ 4,927,799

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FISCAL YEAR ENDED JUNE 30, 2006
(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)
REVENUES							
Real estate and personal property taxes, net of tax refunds	\$ -	\$ 13,326,337	\$ 13,326,337	\$ 13,326,337	\$ 13,363,935	\$ -	\$ 37,598
Tax and trash liens	-	-	-	-	-	-	-
Motor vehicle and other excise taxes	-	789,000	789,000	789,000	782,895	-	(6,105)
Intergovernmental	-	1,907,476	1,907,476	1,907,476	1,999,388	-	91,912
Departmental and other	-	618,852	618,852	618,852	630,317	-	11,465
Investment Income	-	23,000	23,000	23,000	112,305	-	89,305
Miscellaneous	-	-	-	-	191,474	-	191,474
TOTAL REVENUES	\$ -	\$ 16,664,665	\$ 16,664,665	\$ 16,664,665	\$ 17,080,314	\$ -	\$ 415,649
EXPENDITURES							
Current:							
General government	\$ 93,470	\$ 879,478	972,948	\$ 983,654	\$ 864,738	\$ 83,739	\$ (118,916)
Public safety	2,347	1,750,024	1,752,371	1,832,822	1,779,730	5,008	(53,092)
Education	48,479	10,535,894	10,584,373	10,584,373	10,534,568	47,186	(49,805)
Public works	34,450	687,079	721,529	745,423	727,902	20,453	(17,521)
Human services	1,200	65,583	66,783	67,743	63,895	-	(3,848)
Culture and recreation	6,473	242,390	248,863	248,863	240,096	100	(8,767)
Pension benefits	-	276,433	276,433	276,433	276,433	-	-
Property and liability insurance	-	99,396	99,396	99,396	87,702	-	(11,694)
Employee benefits	-	1,150,276	1,150,276	1,150,276	1,049,401	7,588	(100,875)
Other	-	146,000	146,000	29,989	82,550	-	52,561
Debt service:							
Principal	-	501,000	501,000	501,000	501,000	-	-
Interest	-	609,139	609,139	609,139	600,320	-	(8,819)
TOTAL EXPENDITURES	\$ 186,419	\$ 16,942,692	\$ 17,129,111	\$ 17,129,111	\$ 16,808,335	\$ 164,074	\$ (320,776)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(186,419)	(278,027)	(464,446)	(464,446)	271,979	(164,074)	736,425
OTHER FINANCING SOURCES (USES):							
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	-	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET CHANGES IN FUND BALANCE	\$ (186,419)	\$ (278,027)	\$ (464,446)	\$ (464,446)	\$ 271,979	\$ (164,074)	\$ 736,425

GOVERNMENTAL FUNDS
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FISCAL YEAR ENDED JUNE 30, 2006
(Unaudited)

	General	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES				
Real estate and personal property taxes, net of tax refunds	13,363,935	\$ -	\$ -	\$ 13,363,935
Motor vehicle and other excise taxes	659,727	-	-	659,727
Hotel/motel tax	123,168	-	-	123,168
Penalties and interest on taxes	22,515	-	-	22,515
Intergovernmental	1,999,388	-	-	1,999,388
Departmental and other	607,802	219,001	998,555	1,825,358
Special assessments	-	-	-	-
Contributions	-	-	-	-
Investment Income	112,305	-	-	112,305
Miscellaneous	191,474	-	-	191,474
TOTAL REVENUES	\$ 17,080,314	\$ 219,001	\$ 998,555	\$ 18,297,870
EXPENDITURES				
Current:				
General government	\$ 864,738	\$ -	\$ -	\$ 864,738
Public safety	1,779,730	-	280,790	2,060,520
Education	10,534,568	11,786	256,949	10,803,303
Public works	727,902	267,574	871	996,347
Human services	63,895	-	-	63,895
Culture and recreation	240,096	127,678	234,716	602,490
Pension benefits	276,433	-	-	276,433
Property and liability insurance	87,702	-	-	87,702
Employee benefits	1,049,401	-	-	1,049,401
Other	82,550	36,938	235,145	354,633
Debt service:				
Principal	501,000	-	-	501,000
Interest	600,320	-	-	600,320
TOTAL EXPENDITURES	\$ 16,808,335	\$ 443,976	\$ 1,008,471	\$ 18,260,782
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	271,979	(224,975)	(9,916)	37,088
OTHER FINANCING SOURCES (USES):				
Proceeds from bonds and notes	\$ -	\$ -	\$ -	\$ -
Sale of capital assets	-	-	-	-
Operating transfers in	-	-	-	-
Operating transfers out	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -
NET CHANGES IN FUND BALANCES	\$ 271,979	\$ (224,975)	\$ (9,916)	\$ 37,088
FUND BALANCES AT BEGINNING OF YEAR	1,819,441	1,243,027	2,819,877	5,882,345
FUND BALANCES AT END OF YEAR	\$ 2,091,420	\$ 1,018,052	\$ 2,809,961	\$ 5,919,433

**TAX COLLECTOR
FISCAL YEAR 2006**

REAL ESTATE TAX

FISCAL YEAR	UNCOLLECTED AS OF 7/1/05	TAX TITLE			REFUNDS	OUTSTANDING AS OF 6/30/06
		COMMITMENTS	EXEMPTIONS ABATEMENTS	COLLECTIONS		
2006	-	\$ 13,371,347.06	\$ 118,272.95	\$ 13,270,633.55	\$ 59,146.87	\$ 41,587.43
2005	\$ 47,674.96	-	\$ 34,455.62	\$ 45,944.50	\$ 34,455.62	\$ 1,730.46
2005 Supp	-	\$ 30,271.96	-	\$ 30,271.96	\$ -	-
2004	\$ 7,393.21	-	\$ 322.34	\$ 7,070.87	-	-
2004 Supp	\$ 12,749.98	-	-	\$ 12,296.98	-	\$ 453.00
2003	\$ 2,055.44	-	-	\$ 0.34	-	\$ 2,055.10
2002	\$ 1,177.26	-	-	\$ (1.91)	-	\$ 1,179.17
2000	\$ 898.02	-	-	\$ 898.02	-	-
1999	\$ 690.51	-	-	\$ 690.51	-	-
1998	\$ 703.00	-	-	\$ 703.00	-	-
1997	\$ 646.00	-	-	\$ 646.00	-	-
1996	\$ 610.67	-	-	\$ 610.67	-	-
	\$ 74,599.05	\$ 13,401,619.02	\$ 153,050.91	\$ 13,369,764.49	\$ 93,602.49	\$ 47,005.16

PERSONAL PROPERTY TAX

FISCAL YEAR	UNCOLLECTED AS OF 7/1/05				REFUNDS	OUTSTANDING AS OF 6/30/06
		COMMITMENTS	ABATEMENTS	COLLECTIONS		
2006	-	\$ 132,983.54	-	\$ 132,558.21	\$ 111.40	\$ 536.73
2005	\$ 293.70	-	-	\$ 293.70	-	-
2004	\$ 285.59	-	-	-	-	\$ 285.59
2003	\$ 57.98	-	-	-	-	\$ 57.98
2002	\$ 60,094.98	-	-	-	-	\$ 60,094.98
2001	\$ 1,170.41	-	-	-	-	\$ 1,170.41
	\$ 61,902.66	\$ 132,983.54	-	\$ 132,851.91	\$ 111.40	\$ 62,145.69

MOTOR VEHICLE EXCISE TAX

FISCAL YEAR	UNCOLLECTED AS OF 7/1/05				REFUNDS	OUTSTANDING AS OF 6/30/06
		COMMITMENTS	ABATEMENTS	COLLECTIONS		
2006	-	\$ 584,308.89	\$ 12,588.66	\$ 542,704.95	\$ 5,217.44	\$ 34,232.72
2005	\$ 43,392.77	\$ 85,704.35	\$ 9,874.62	\$ 115,608.74	\$ 5,057.75	\$ 8,671.51
2004	\$ 10,954.87	\$ 2,069.49	\$ 787.82	\$ 7,669.95	\$ 640.43	\$ 5,207.02
2003	\$ 9,038.38	-	\$ 1,216.87	\$ 4,398.56	\$ 914.27	\$ 4,337.22
2002	\$ 3,329.91	-	-	\$ 792.09	-	\$ 2,537.82
2001	\$ 2,373.76	-	-	\$ (26.25)	-	\$ 2,400.01
2000	\$ 4,134.91	-	-	-	-	\$ 4,134.91
1999	\$ 3,089.39	-	-	-	-	\$ 3,089.39
1998	\$ 1,675.83	-	-	-	-	\$ 1,675.83
1997	\$ 2,061.88	-	-	-	-	\$ 2,061.88
1996	\$ 2,537.52	-	-	-	-	\$ 2,537.52
1995	\$ 4,517.20	-	-	-	-	\$ 4,517.20
	\$ 87,106.42	\$ 672,082.73	\$ 24,467.97	\$ 671,148.04	\$ 11,829.89	\$ 75,403.03

ADDITIONAL REVENUES COLLECTED DURING FY 2006

INTEREST	\$ 23,339.15
MUNICIPAL LIEN CERTIFICATES	\$ 6,975.00
DUPLICATE TAX BILL CHARGES	\$ 4,056.00
DEMAND FEES	\$ 8,545.00
REGISTRY CLEAR FEES (MVE)	\$ 1,960.00
TOTAL	\$ 44,875.15

RESPECTFULLY SUBMITTED,
MARY P. SHEMOWAT, CMMC
TAX COLLECTOR

TOWN TREASURER

Herewith is presented my second report as Treasurer in the Town of Boxborough:					
FY2006 RECEIPTS:					
A.W. Wetherbee Lby Interest	3.04	Copy Machine Gift Fd.Library	20.00	Integrated School System Revolving	15,840.00
AB Cultural Council Grant	5,519.50	Court Fines	11,602.00	Interest - Excise Taxes	4,234.48
AB Cultural Council Interest	538.08	D.P.W.-Guarantd Deposit	2,829.47	Interest - Property Taxes	19,760.15
Abatements to Elderly	4,506.00	Deferred Compensation WH	126,401.47	Keyspan Eco. Redev. Program	6,000.00
Abatements to Surviving Spouses	30.00	Demand Fees	8,490.00	Library Construct Revenue - State Grant	158,764.00
Abatements to Veterans	13,192.00	Deputy Collector Fees	6,697.00	Library Fines Revolving	5,080.34
Accrued Interest - Bond Proceeds BANS	3,453.75	Dog Control Fines	30.00	Library Gift Fund	25,100.00
Accrued Interest - School Bond Refunding	2,723.19	Dog Fines	30.00	Library Gift Fund - Rotary	500.00
Alcoholic Beverage Licenses	10,500.00	Dog License Fees Revolving	20.00	Library Gift Fund Interest	292.24
Ambul Task Force Mobil Grant - FY2006	2,000.00	Dog License Revolving	7,057.00	License for AuctioneersRaffles	200.00
Assist to Firefighters Grant - FY2006	59,082.00	Dog License Revolving - Fines	1,820.00	Life Insurance WH	2,974.82
AT T Comcast Operations	61,535.53	Drug Free Schools grant	2,152.00	Long Term Disability WH	8,900.28
Bad Check Fees	215.00	Duplicate Tax Bill Fees	4,052.00	Lottery	172,984.75
BAN Interest - Affordable Housing	3,465.36	Earnings on Investments	112,443.49	M.V.E. Clear Fees	1,960.00
BAN Interest - Library Construction	460.21	Educ. Circuit Breaker - FY06	184,132.00	Medicare WH	80,911.75
Blanchard Educational Gift Fd.	650.83	Education Circuit Breaker - FY06	7,361.00	Middlesex Retirement WH	223,310.13
Board of Appeals Fees	20,131.97	Electrical Insp. Permits Revolving	23,947.42	Milk License-Bd. of Health	16.00
Board of Health Permits	1,250.00	Federal IncomeTax WH	681,161.43	Miscellaneous Licenses and Permits	400.00
Bond Premium - School Bond Refunding	118,739.60	Federal School Lunch Program	11,978.33	Miscellaneous Permits	5.00
Bond Premiums - BANS	93,709.38	FICA WH	11,987.35	Miscellaneous Revenue	14,387.55
Bond Proceeds - Affordable Housing BANS	110,000.00	Fire Alarm Permits	1,775.00	Motor Vehicle Excise - 1990 and Prior	275.75
Bond Proceeds - BANS	4,443,000.00	Fire Department - Public Ed.	2,498.34	Motor Vehicle Excise - 1992	43.75
Bond Proceeds - School Bond Refunding	3,600,000.00	Fire Dept - Sales of Vehicles	380.00	Motor Vehicle Excise - 2002	844.59
Boxborough Meadows - Summerfield	80,000.00	Fire Dept.- Misc. Fees	2,387.00	Motor Vehicle Excise - 2003	4,398.56
Boxborough Meadows Interest	33,415.99	Fire Dept.- Other Permits	865.00	Motor Vehicle Excise - 2004	7,669.95
Building Admin.Use Fees	4,015.83	Fire Dept. - Ambulance Receipts	102,479.87	Motor Vehicle Excise - 2005	122,231.35
Building Permits	126,186.99	Fire Dept.-Ambulance Receipts	246.50	Motor Vehicle Excise - 2006	535,796.92
Cancer Insurance WH	462.00	Fire MDU Grant - FY2005	3,500.00	Motor Vehicle Excise -1991	11.25
Cell Tower Rental Fee	28,083.00	Fire Union Dues WH	1,530.00	Municipal Lien Certificates	6,975.00
Cemetery Dept. Fees	3,650.00	FireS.A.F.E. Grant	3,115.21	NESWC Stabilization Fund Reimb.	137,096.12
Cemetery Perpetual Care Fd.	1,100.00	Fuel Assistance Program	18.00	Other Permits - Bldg.	1,093.00
Cemetery Perpetual Care Fd. Interest	1,281.26	Grace M. Priest Mem. Fd. Int.	111.13	Other State Revenue	467.00
Cemetery Perpetual Care Trust - Non Expend	1,300.00	Grant Interest - Library	236.87	Other Taxes-Motel Hotel Room Occ.	123,168.00
Charter School Assessment Reimburs	9,451.00	Group Health Insurance WH	186,646.16	Outside Police Detail - FY2006	146,889.60
Charter School Cap Facility Reimburs	776.00	Hammonds Scholarship Int.	520.00	Parking Fines	45.00
Charter School Sending Tuition	(10,227.00)	Hammonds scholarship Trust	69.50	Payment in Lieu of Taxes - IDC	77,164.75
CMVI Fines	24,966.73	Have Not Pond Bridge	200.00	Personal Property - 2005	579.12
Comm Pol Grant - FY2004	11,299.00	HazmatFire Outside Detail	3,587.34	Personal Property - 2006	131,329.65
Comm Policing Grant - FY2005	11,299.00	Henry Brooks Lib Trust	9.56	Peter F. Whitcomb Fd. Interest	745.38
Conserv Comm - State WPA Fee Fund	5,207.50	Henry H. Brooks Lby Interest	75.06	Planning - Half Moon Meadow Way	500.00
Conserv Comm - Town Bylaw Fee Fund	14,694.50	Highway - Sale of Scrap Metal	667.33	Planning Bd. Consultant Fees Interest	115.27
Conservation Fd. Interest	812.24	HRSA Bioterr Grant - FY2006	767.64	Planning Bd.-Guarantd Deposit	1,255.35
Conservation Gift Fund	80.00	HRSA Bioterror Grant - FY05	3,024.70	Planning Board - Butler Way	1,000.00

2006 Receipts (cont.)					
Planning Board - Codman Hill Road	500.00	Real Estate - 2006	13,270,633.55	SPED Early Childhood Grant-FY06	6,060.00
Planning Board - Fair Oaks	500.00	Real Estate Supp. - 2004	12,296.98	Stabilization Interest	22,316.12
Planning Board - Hill Road Sr. Housing Dev	1,000.00	Real Estate Supp. Tax - 2005	30,271.96	State Income Tax WH	308,680.95
Planning Board - J.A. Boxboro Realty	750.00	Recreation Comm. Fees	26,370.00	State Owned Land	1,138.00
Planning Board - Loreto Drive	500.00	Insurance Proceeds - Dividends	955.00	State School Lunch Program	2,432.58
Planning Board - Stevens Court	1,000.00	Integrated School System - FY07	1,760.00	Steele Farm Advisory Committee	1,133.00
Planning Board - Whitcomb Ridge Legal	7,500.00	Reita I. Bean Fund	34.92	Tailings Unclaimed Checks	3,191.76
Planning Board Fees	12,711.46	Reita I. Bean Lby Fd. Interest	317.71	Tax Sheltered Annuities WH	117,302.42
Planning Board-Priest Lane	500.00	Revenue - Common Victuallar	395.00	Title IIA Teacher Quality Grant-FY06	6,767.00
PlumbingGas Insp. Permit Fees	12,195.00	Revenue - Surplus Vehicles	666.66	Title I-Reading Program Grant-FY06	34,776.00
Police Career Incentive	34,841.13	Roy Custance EMT Trust	5.35	Title V Innovative Programs - FY06	1,385.00
Police Department Misc. Fees	84.99	Roy F. Custance EMT Fd. Int.C32	43.60	Title V-Septic Grant	331.79
Police Dept. Pistol Permits	2,575.00	Sale of Cemetery Lots	3,550.00	Town Clerk Fees	2,694.00
Police Outside Detail - Admin. Fee	13,266.25	Sale of Copies Etc.- Bldg. Dept.	186.60	Town Hall - Rental Fees	762.50
Police Outside Details Revolving - FY2005	13,572.00	Sale of Copies Etc.-Assessor	1,756.10	Trans Station Fees - FY2006	33,150.00
Police Union Dues WH	7,040.00	Sale of Copies Etc.-Selectmen	3.40	Transfer Station Sticker Fees	33,675.00
Prepaid Transfer Station Fees	11,350.00	Sale of Copies Etc.-Town Clerk	535.10	Transient Vendors Licenses	3,915.00
Public Library Grant	5,716.25	School Aid CH70	1,318,163.00	Trash Scrap	2,805.75
Real Estate - 1996	610.67	School Construction CH645	374,472.00	UCCI - Revenue	160.56
Real Estate - 1997	646.00	School Lunch Sales	68,719.03	Valerios Lby Fd. Interest	28.92
Real Estate - 1998	703.00	School Meals Tax	50.58	War Memorial Fd. Interest	25.77
Real Estate - 1999	690.51	School Retirement WH	286,139.50	ZBA - Stonewall Estates Consulting	4,000.00
Real Estate - 2000	896.11	School Union Dues WH	17,107.62	ZBA - Whitcomb Ridge Consult Eng	3,500.00
Real Estate - 2003	0.34	Siemens Lby Fd. Interest	377.73	ZBA - Whitcomb Ridge Fin Consult.	4,500.00
Real Estate - 2004	5,943.88	Siemens Lib Trust - Expendable	32.57	ZBA - Whitcomb Ridge Legal	7,500.00
Real Estate - 2005	45,944.50	SPED 94-142 Grant-FY2006	51,830.00	ZBA Stonewall Estates - Legal	5,000.00
				Total FY2006 Receipts	28,717,741.67

RECAPITULATION

Treasurer's Cash Balance, 7/1/05	\$	4,774,072.57
Treasurer's Trust Fund Balance, 7/1/05	\$	<u>1,052,334.12</u>
<i>Subtotal</i>	\$	5,826,406.69
FY2006 Receipts	\$	28,717,741.67
Less FY2006 Approved Disbursements	\$	<u>29,257,649.99</u>
Treasurer's Cash Balance, 6/30/06	\$	<u><u>5,286,498.37</u></u>
General Ledger Cash Balance, 6/30/06	\$	4,295,365.40
General Ledger Trust Fund Balance, 6/30/06	\$	<u>991,132.97</u>
	\$	<u><u>5,286,498.37</u></u>

PROJECTED LONG-TERM DEBT:

	PRINCIPAL	INTEREST	TOTAL
FY2007	\$ 673,000.00	\$ 336,606.25	\$ 1,009,606.25
FY2008	\$ 728,000.00	\$ 325,072.75	\$ 1,053,072.75
FY2009	\$ 723,000.00	\$ 296,967.25	\$ 1,019,967.25
FY2010	\$ 718,000.00	\$ 271,136.75	\$ 989,136.75
FY2011	\$ 698,000.00	\$ 244,181.25	\$ 942,181.25
FY2012	\$ 692,500.00	\$ 216,113.25	\$ 908,613.25
FY2013	\$ 620,000.00	\$ 188,166.25	\$ 808,166.25
FY2014	\$ 615,000.00	\$ 163,466.25	\$ 778,466.25
FY2015	\$ 610,000.00	\$ 138,966.25	\$ 748,966.25

Not included is the Boxborough share of the Regional School bond debt, which is determined annually by proportionate enrollment figures.

TOWN TREASURER TRUST FUND REPORT

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. A donation of \$130.00 was received in FY2006. The interest earned in FY2006 was \$482.63. The Trustees spent \$5,945.28 of the fund this year. The balance at fiscal year's end is \$10,507.04.

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. The Trustees spent \$415.86 of this fund this year. The interest earned in FY2006 was \$84.62, and the fund balance at year end was \$3,097.03.

Cemetery Perpetual Care Fund

The Cemetery Perpetual Care Fund balance at June 30, 2006 was \$55,686.91. Interest earned on the Fund in FY2006 was \$475.50. The total non-expendable portion of the Fund is \$34,900.

Conservation Fund

Interest earned on this fund in FY2006 was \$812.24. Expenditures of \$20,340.89 were made from the fund during the year, leaving a Fund Balance at year-end of \$20,049.74.

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 in FY2006 was \$48.95. Expenditures of \$340.79 were made from the fund during the year leaving a Fund balance is \$1,733.59.

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 \$589.50. The Fund balance is \$22,517.46.

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 Funding and other sources. The fund is prohibited by law from earning interest. The balance of the Fund is \$2,708.42.

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. Donations totaling \$2,000.00 were made during FY2003. Interest earned in FY2006 was \$135.35. The Fund balance is \$4,403.68 of which \$3,426.27 is non-expendable.

Siemen's Library Fund

The sum of \$10,000.00 was a gift to the Library, and interest earned in FY2006 was \$552.17 Interest may be expended for the purchase of art related books and materials. Expenditures of \$9,748.82 were made this year. The Fund balance at year end was \$10,552.17.

Stabilization Fund

Interest earned on the Stabilization Fund during FY2006 totaled \$22,316.12 The Stabilization Fund balance is \$830,974.09. Expenditures from the Fund require a 2/3 approval of Town Meeting and may not be for wage and salary expenses. Two articles were voted at Town Meeting on May 9, 2005 that will require expenditures totaling \$100,000, Article 13 to replace the Water Cistern at Stonehedge Place for \$40,000 and Article 17 to Install Exploration Wells for \$60,000. At the end of FY2006 only the \$60,000 for the Exploration Wells was spent.

Elisabeth Oliver Valerio & Manual C. Valerio Fund

The sum of \$1,000.00 was given to the Town. Interest earned on the funds 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 in FY2006 was \$28.92, expenditures of \$163.97 were made this year. The Fund balance at year end was \$1,046.29.

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 in FY2006 was \$25.77, and the Fund balance is \$1,017.19.

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 in FY2006 was \$3.04. Expenditures of \$24.71 were made from the fund this year. The Fund balance at year end was \$105.49.

Peter F. Whitcomb Fund

\$5,000.00 was given for Highway uses. Interest this year totaled \$745.38. The Fund balance at the end of FY2006 was \$29,442.29.

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.

At the end of FY2006 the Finance Committee lost the services of Lorraine Carvalho who reached the end of her second 3-year term and Jim Gorman who reached the end of his 3rd 3-year term. We also lost the services of Neal Hesler who resigned due to personal reasons. Thank you Jim, Neal, and Lorraine for your dedication over the last few years. Replacing them were Tracey Driscoll (2009), Kasia Lundy (2007), and Jim Ham (2009). Returning for another year were Keshava Srivastava (2007), Gary Kushner (2008), Tom Hanlon (2009), Dan Breuer (2008), Sue Hardie (2007), and Dan Maserang (2008).

Fiscal year 2006 ended on June 30, 2006. Over the course of the year the Finance Committee approved \$115,011.04 in reserve fund transfers out of a total appropriated budget of \$146,000 at ATM. An additional \$11,623 was added at the STM for fiscal year 2007. These reserve fund transfers are proposed by department heads, approved by the appropriate 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 a new police car, fire engine pump repair, highway fuel, legal services and maintenance for the Assessor's vehicle.

The Finance Committee engaged in numerous activities that directly or indirectly affect the financial stability of the town. Some of the key events, points of interest, or issues that the Finance Committee was engaged in FY06 are documented below:

- Annual budget for the Town of Boxborough for fiscal year 2006 was approved at a total amount of \$17,307,458 with \$13,533,882 raised by taxation, \$1,907,476 being anticipated in Cherry sheet aid and \$1,866,100 in local receipts and free cash. The tax rate was set at \$13.24 per \$1,000 of valuation.
- Special Town Meeting was held to update a number of budgets including the reserve fund to resolve benefits as the Union contracts were approved. A table is provided at the end of this report.
- Presentations to ATM on the current financial status and near term budget projections

- Discussion of warrant articles including part time children’s librarian, renovations for Blanchard Memorial School, town-wide classification and compensation study, replace sand/salt mix shed
- Participated in the Town Hall administrative review
- Participated in the Town Meeting Study Committee
- Review of the regional dispatch center
- Reviewed various board bylaws including BoS and CoA.
- Review of pay-as-you-throw program
- Review the state mandate that the AB Regional High School meet the 990 Mandate which potentially increases the Boxborough assessment
- Received the final state allotment for the Library building project
- Worked with the BoS, School Committee and the unions in town on a process for a change in health benefits
- Started looking at the proposed paths between school and library

The Finance Committee continues to have active liaisons to many boards in town including (but not limited to) the Boxborough School Committee, the AB Regional School Committee, the Library Trustees, 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.

Budget Category	FY '06 ATM budget	FY '06 Actual	% Expended
General Government	\$879,478	\$862,666	98%
Protection	\$1,750,024	\$1,783,219	102%
Blanchard School	\$5,165,631	\$5,165,074	100%
A/B Regional School	\$5,136,802	\$5,134,769	100%
Minuteman Technical School	\$233,461	\$233,461	100%
Public Works	\$687,079	\$716,797	104%
Cultural, Recreation, Library	\$242,390	\$234,381	97%
Health	\$65,583	\$63,325	97%
Reserve Fund	\$146,000	\$112,011	79%
Debt Service	\$1,110,139	\$1,101,321	99%
Employee Benefits*	\$1,526,105	\$1,421,125	93%
Total Operating Budget	\$16,942,692	\$6,828,149	99%
ATM warrant article within 2 1/2	\$56,500		
Stabilization fund	\$100,000		
Overlay reserve	\$208,266		
Total budget	\$17,307,458		

* includes town employees and Blanchard Employees

The shortfall in individual budgets was covered by use of the Town’s reserve fund (\$388,748).

The actual sources of funds for FY '06 are listed below:

Revenue Sources for ATM	Revenue
Maximum Allowable Tax Levy (Prop. 2 1/2)	\$13,533,882
State Aid	\$1,907,476
Local Receipts (Excise tax, permits)	\$1,419,600
Overlay Reserve released to fund budget	\$11,252
Free Cash	\$435,248
Total revenue source	\$17,307,458

Pertinent information

- Boxborough's bond rating from Moody's is listed as Aa3
- Median house price was \$551,921
- Town Valuation is \$1,019,796,577
- Revaluation occurred in 2006

Changes to FY '07 Article 5 at STM in October 23, 2006

Line Item	Description	Appropriated at ATM, 5/8/06	Proposed Increase/ Decrease	Newly Recommended FY07
123	Total Salaries - Town Administrator	\$143,903	<\$50,000>	\$93,903
192	Total Salaries - Town Hall	\$167,803	\$35,000	\$202,803
210	Total Salaries - Police	\$808,533	\$38,042	\$846,575
220	Total Salaries - Fire	\$586,263	\$32,468	\$618,731
221	Total Salaries - Dispatch	\$189,539	\$10,453	\$199,992
300	Total Expenses - Blanchard	\$5,371,944	\$31,768	\$5,403,712
915	Total Other - Med, Life, LTD Insurance	\$1,153,470	<\$52,800>	\$1,100,671
132	Reserve Fund	\$146,000	\$11,623	\$157,623
	Total Salaries - Reserved	\$70,360	<\$70,360>	-0-
	Total Budget Appropriated at ATM, 5/8/06	\$18,262,284	<\$13,806>	\$18,248,478

AIRPORT STUDY COMMITTEE

The Airport Study Committee (ASC) is a five-member committee appointed by the Board of Selectmen (BOS) to monitor Minute Man Air Field (MMAF) projects that may impact 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.

During the past year, the ASC:

- (1) met with BOS for an in-depth discussion of ASC purpose/activities; followed up by a meeting with our BOS liaison for further discussion/clarification of ASC purpose/activities;
- (2) reviewed MMAF draft Vegetation Management Plan and advised the Board of Health and ConsCom of potential issues regarding possible use of herbicides;

- (3) in response to MMAF’s proposal to install high-level lighting on land in Boxborough, the ASC reviewed the section of Boxborough’s Zoning Bylaws that addresses lighting and examined FAA specifications for this lighting;
- (4) attended meeting held with a Massachusetts Department of Environmental Protection (MassDEP) official, a Boxborough ConsCom member, and the MMAF owner/manager regarding his request to the MassDEP for the issuance of Superceding Order;
- (5) reviewed congressional report on aviation; and
- (6) continued contact with elected state officials.

The ASC has an open position and encourages interested citizens to call any member to discuss our activities and the related time commitment.

Anne Canfield (Chairperson)
Mike O’Leary

Bill Litant
Jackie Mayer

ANIMAL CONTROL OFFICER

I received and responded to 44 calls during 2005. These included:

2 Coyotes	1 Rabbit
11 Raccoons	1 Deer
3 Dead cats	1 Woodchuck
1 Animal in chimney	3 Bats
2 Skunks	8 Birds
1 Turtle	1 squirrel

In addition there were numerous inquiries regarding animals and birds.

Donald C. Morse
Animal Inspector

ANIMAL INSPECTOR

The animal count for the Town was conducted and revealed the following:

19 Sheep	58 Rabbits
66 Horses	4 Pea fowl
7 Ponies	3 Swine
38 Chickens	136 Cows
17 Goats	12 Water fowl

Donald C. Morse
Animal Inspector

DOG OFFICER REPORT

Dogs Licensed	624	Nuisance Dogs:	
Kennel Licenses:		Barking	4
\$25	4	Aggressive	7
\$50	3		
\$75	2	Cats:	
Licensed Dogs Picked Up:		Reported missing	5
Belonging in town (# of calls)	34	Reported stray	2
Belonging out of town	7	Stranded in a tree	1
Returned to owners	41	Other Animal Calls:	
Lost Dogs:		Dog versus woodchuck	1
From town	13		
From out of town	4		
Known found and returned	15		

Phyllis Tower
Dog Officer

FIELD DRIVER

No activity during the first half of the year. Starting in June there were calls to apprehend horses and ponies through December.

George C. Krusen, II
Field Driver

BOARD OF REGISTRARS REPORT

The Board of Registrars conducted the Annual Census as of January 1, 2006, showing a population of 5,252. There were four (4) 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. As of the last voter registration, there were 3,119 registered voters.

**OFFICE OF THE TOWN CLERK
VITAL STATISTICS**

There were forty-two records of births received for the year 2006.

The total number of deaths recorded for 2006 was 18.

The total number of marriages for 2006 was 18.

TOTAL RECEIPTS TURNED INTO TREASURER: \$12,546.66

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 year, BITcom has completed many projects in the area that will improve the town's and its residents' IT needs. Specifically, BITcom led the town's role in approving Verizon's various petitions to upgrade its infrastructure to fiber optics and grant a license to Verizon to provide TV services to town residents. In addition, BITcom has started work on the long planned WAN design for town offices. BITcom also continued its work in many of the same areas that marked our early years helping the town with its IT needs and services.

The committee currently has six members (of seven maximum authorized per charter). Each member is appointed for three years (the first appointees had staggered terms of 3, 2, and 1 years). Meetings are held twice monthly, generally on the first and third Tuesday at 7:30pm. The meeting times and locations are posted in Town Hall and on the town's website 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. This year, long-term member Lori Lotterman resigned her membership. Amado Montenegro and Tim Lundy joined the committee. Committee members thank Lori for her long and valuable membership and welcome Amado and Tim.

The committee's focus is primarily driven by the needs and recommendations of town government and its constituents. Regular discussions with Town Hall staff, the BoS, various departments and other town committees help us identify areas of need.

Current activities for BITcom are focused in four main areas:

- 1) Boxborough town offices Wide Area Network
- 2) Verizon's upgrade of its infrastructure to fiber and offering of TV services
- 3) Evaluation of various IT system, software & services of the town
- 4) Long-term IT strategy development

Within each of these areas, specific topics are pursued and committee members work closely on each of these topics. 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 2006, outlined in each of the main focus areas, are as follows:

1. Boxborough Town Wide Area Network

BoS organized an ad-hoc Wide Area Network (WAN) Advisory Group (WANAG) which consisted of representatives from every department of the town and other interested parties. BITcom worked with WANAG and collected and collated inputs of each department and listed out the existing network infrastructure available. In addition, BITcom also documented specific departments' needs for the WAN. Based on this, BITcom identified a WAN design that will link all town buildings through a highspeed fiber network. The funding for this WAN will be provided through Comcast and Verizon fees. In early 2007, the Town will award a contract to a vendor to complete the fiber infrastructure that will connect each of the town buildings (except the museum which will be connected via VPN). An award will be made in spring 2007 to a contractor who will design active network components that will use the fiber to provide a Gigabit network which will interconnect the buildings on a single WAN. This will enable the town to offer additional services (live video broadcasts from Blanchard School and Sargent Memorial

Library), operate efficiently and share network connection. It is expected that the WAN should be operational by late summer – early fall, 2007.

2. Verizon's upgrade of infrastructure to fiber and offering of TV services

Verizon New England, Inc. filed various petitions to the Town of Boxborough under MGL 166 Section 22 to upgrade its existing copper cables to fiber optic cables (aerial and underground) throughout the town. BITcom reviewed these petitions and conducted multiple public hearings throughout the year. It is expected that the entire town's infrastructure will be upgraded within 3 years. In addition, BITcom led the town's response to Verizon's petition to offer TV services via its upgraded fiber network. BITcom led the negotiations team, conducted various meetings and held public hearings that awarded a license to Verizon to offer TV services. The Town of Boxborough was among the first 12 towns in the Commonwealth to award a cable license to Verizon. These Verizon services will offer our residents enhanced services (higher speed internet services) and extend competition in TV services to the town's residents.

3. Various IT system, software & services evaluations

There were various functions and services provided by the committee throughout the year.

- The committee provided its recommendations to the Police department & Town Hall in selecting the right configurations for the PC and notebooks system based on specific user requirements.
- BITcom also evaluated the online payment systems, which is now being used to pay property and excise taxes.
- BITcom reviewed the Backup and Disaster Recovery Process implemented at Town Hall and set up a new backup system and processes.
- Participated in evaluating the technical aspects of a potential consolidation or regionalization of emergency dispatch services.
- In addition, committee members continued to provide support to maintain and improve the town website.
- Reviewed IT budgets (equipment and services) for various departments and made recommendations.

4. Long-term IT strategy development

In this area, the committee is addressing various topics:

- Establishment of a comprehensive Right-of-Way (RoW) policy for the town. In the past years, BITcom had drafted a baseline RoW policy which they will consolidate and finalize for BoS to review during the next calendar year.
- Establishment of a long-term policy / vision that will be built around the best practices, various state and federal regulations and policies. It is expected that the proposed town Wide Area Network will provide a backbone for well established use, implementation and management of Town's IT infrastructure.

Other ongoing activities include:

- Evaluating potential applications for the town to take advantage of WAN, e.g. data/voice/video sharing services.
- Continuing to stay abreast of the technology/business opportunities that could impact IT services to the town via various state and industry seminars.
- 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 noted above.
- Providing representation on other town committees/projects such as the Blanchard Tech Committee and other advisory committees.
- Supporting the BoS and the Town Administrator in preparation of a budget for various IT needs and operations for Boxborough.

Jay Bhatia, Chair
Boxborough Information Technology Committee

BUILDING DEPARTMENT

There was a decline in permit/construction activity from the year ending last, but Boxborough continues a relatively steady pace in residential construction. Commercial construction work was also fairly consistent from last year.

Effective April 1, 2007, the 7th edition of the Code for One and Two Family Dwellings will be the default building code. There will be a six month overlap period when a code user may choose to work under the 6th edition of the State Building Code (without mixing provisions) when designing or building a single or two family dwelling. On October 1, 2007, the 7th edition will be in full force. The 7th edition is based on the 2003 International Residential Code (2003 IRC). Copies are available from the Statehouse Bookstore, the International Code Council and other book retailers.

As a reminder, effective March 31, 2006, every residential structure that presently or in the future contains fossil fuel burning equipment or has enclosed parking shall be equipped, by the owner, landlord or superintendent, with working and listed carbon monoxide alarm protection. This applies to both new and existing dwellings. For information, please call this office (978-263-1116, x114), visit the Town of Boxborough website (www.town.boxborough.ma.us) or the Fire Marshal's website (www.mass.gov/dfs/osfm/fireprevention/cmr/527031.pdf).

Also...

- Check and change your smoke detector/carbon monoxide 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.

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, 2006.

John F. Field
 Inspector of Buildings/Code Enforcement Officer

Building Permits Issued - 2006

<i>New Construction:</i>		<i>Miscellaneous</i>	
Residential/Single Family	10	Signs	5
Commercial	1	Temporary Structures	11
Pools	3	Woodstove	8
Foundation only	1	Utilities	2
<i>Additions/Alterations:</i>		<i>Total Permits:</i>	164
Residential	107	<i>Stop Work Orders:</i>	1
Business	14	<i>Building Fees Collected:</i>	
Demolition	2	Permit Fees	\$ 109,128
		Certification Fees	918
		Fines	3,145
		<i>Total:</i>	\$ 113,191

ELECTRICAL PERMITS ISSUED - 2006

Total permits issued	173
Total fees collected	\$ 26,094

PLUMBING/GAS PERMITS ISSUED - 2006

Total permits issued	109
Total fees collected	\$ 9,910

BOXBOROUGH FIRE DEPARTMENT

Calendar year 2006 saw many changes within the Fire Department. During the year, the Department responded to a total of 1,622 calls for service, with 400 of these calls being medical emergencies. This total represents a 42 percent increase over 2005. A partial breakdown of these calls by incident type follows at the end of this report.

There were several changes in full-time personnel during the year. In January, Chief Kevin Lyons resigned to take a position as Deputy Fire Chief for the town of Acton. Call Deputy Chief Michael Kidd was appointed by the Board of Selectmen to serve as Interim Chief to fill the vacancy. In July, Benn Carpenter, a Boxborough resident, was hired to fill the fourth Firefighter/EMT position and Geoffrey Neagle, also a town resident, was appointed Fire Chief. Firefighter/EMT Dennis Smith resigned in July and Firefighter/EMT Robert DaCosta, of Ayer, was hired as his replacement, bringing the staffing level to four full-time personnel during weekdays for the first time in Department history.

The Call/Per-Diem division of the Department has seen sweeping changes as well. Six Per-Diem Firefighters left during the year to take positions with full-time departments in the area. There was also attrition of other members due to a variety of reasons. As of this writing, eight new Per-Diem members have been hired with plan to hire four more members in the immediate future to bring the division back to full strength.

New protective clothing, boots and helmets, as well as lockers, a washer/extractor and dryer to store and maintain this new gear, were purchased for the Department with funding provided by a Homeland Security Assistance to Firefighters Grant. The Department also took delivery of a new ambulance which was equipped with new radios and medical equipment with funding provided from Article 12 of the 2005 Annual Town Meeting. Also, using Article 13 of the 2005 Meeting, the Department took on the task of replacing the leaking 10,000-gallon cistern at Stonehedge Place with a new 30,000-gallon cistern that meets current standards. This replacement would not have been completed before winter set in without the undying cooperation of the Public Works Director and the members of the Public Works Department.

During the year, Chapter 148 section 26 ½ of the Massachusetts General Laws was enacted requiring carbon monoxide detectors in all residences in the Commonwealth. **These detectors do save lives if they are maintained, tested and kept in good working order.** The Department urges all residents to **change the batteries, if required, in their Carbon Monoxide and Smoke Detectors twice a year and to test these devices regularly. THIS CANNOT BE STRESSED ENOUGH! THESE DEVICES SAVE LIVES!**

The Department continues its training program, keeping members up to date on the latest techniques and equipment for both Fire and Emergency Medical Services. Members are kept current with EMT, CPR, and First Responder certifications as well as undergoing regular training in the areas of apparatus driving, pump operations, automobile extrication and seasonal emergencies such water rescue, ice rescue and emergency evacuation procedures to mention a few. Training also continues through Public Education and the SAFE Program (Student Awareness of Fire Education) for the Blanchard School, Acton-Boxborough Schools and a new emerging program for Boxborough's senior citizens. The Commonwealth will hopefully begin SAFE funding again as this is a very worthwhile program. NIMS (National Incident Management System) training, that is a Homeland Security requirement, was completed to prescribed levels for Department members as well as key town employees, elected officials and school personnel.

The Department was again busy with fire prevention and inspections. One hundred and eighty-three permits were issued for items such as smoke and CO detectors, fire alarms, blasting, oil burners, and automatic sprinkler systems. Three hundred and forty inspections were performed for items ranging from code compliance to occupancy. The municipal fire alarm system continues to grow with the addition of five new radio boxes bringing the total number of boxes online to thirty-eight. This system is a great aid to the Department because it allows for early detection as well as transmitting a location of the activation at the reporting facility. During the open burning season that ran from January 15 to May 1, 736 burning permits were issued to 295 residents. This program was very successful and residents are to be commended for keeping these fires under control.

During changing time where it becomes increasingly difficult to find dedicated volunteers and personnel, the members of the Boxborough Fire Department continue to display a level of dedication and professionalism that is second to none. Without these members the Department would not be what it is today. I would like to personally thank the department, elected officials, the other department heads, school officials and staff, town committee members, volunteers and all the other town employees and residents for their support and cooperation in making my transition to my position as Fire Chief easy and enjoyable.

Respectfully Submitted,
 Geoffrey B. Neagle
 Fire Chief

Fire Department Statistics

Aircraft Incident	0	Medical Assist	212
Alarm Box Maintenance	493	Medical Emergency	400
Alarm Investigation	123	Motor Vehicle Accident	49
Detail / Fire Watch	41	Mutual Aid - Ambulance	124
Fire - Brush	4	Mutual Aid - Fire Apparatus	15
Fire - Vehicle	12	Outside Smoke Investigation	10
Fire - Chimney	3	Public Education	47
Fire - Other	12	Special Service - Suspicious Item	3
Fire - Structure	6	Special Service - Other Assistance	17
Hazardous Materials Incident	6	Special Service - Lockout	15
Inspection	340	Special Service - Water Problem	2
Investigation - Carbon Monoxide	8	Special Station Coverage	10
Investigation - Electrical	20	Training	13
Investigation - Natural Gas	7	Water Rescue	0
Investigation - Odor	4		
Investigation - Other	15	Total Responses	1622

POLICE DEPARTMENT

During 2006, the Boxborough Police Department continued to have as our primary goal, providing the citizens of Boxborough with the highest quality law enforcement service possible. Our efforts were concentrated on crime prevention through aggressive proactive police patrols, while at the same time, retaining our service oriented and community policing philosophy.

Due to budget cuts in the FY06 fiscal budget, I was unable to fully staff patrol shifts during the first six months of 2006. On average during this time period, four (4) shifts per week (out of a total of 21 shifts) were staffed with only one police officer on duty; stated another way, this amounted to 19% of all patrol shifts being understaffed.

Staffing at this level created situations where officers were forced to respond to very dangerous calls alone, as well as an inability of officers to respond to calls as quickly as they had been able to do so in the past, in some instances. Although, it was certainly more difficult to provide full service during this time period, Boxborough police officers remained dedicated to prompt response to all emergency calls for service, and to working with community members, town officials, and other town departments to assure the safety of all residents of our community.

At the Annual Town Meeting, voters clearly expressed the desire to have their police department funded at a level that would allow full staffing, which has been defined as two police officers assigned to all three shifts. As of July 1, 2006, the police department budget was sufficient to be able to operate at full staff.

Additionally, because of budget cuts and the failure to replace a police cruiser at Annual Town Meeting of 2005, the Police Department fleet began to deteriorate, initially resulting in a significant increase in the cruiser maintenance budget. The Police Department's fleet problem peaked in early 2006, when at times, the department's fleet was reduced to only one (1) operable police cruiser. In an emergency measure, a reserve fund transfer was approved by the Board of Selectmen and Finance Committee, and a new police cruiser was purchased in February of 2006. An additional police cruiser was approved at the 2006 Annual Town Meeting (and was purchased in July of 2006), which returned the fleet to four (4) marked cruisers.

The primary goals for the Police Department in 2006 were to keep our community safe through proactive efforts to detect and reduce all criminal activity, to provide effective traffic enforcement, and to assure a quick response to all emergency situations. Although I frequently hear that Boxborough Police officers are "aggressive" with regard to traffic enforcement (particularly with regard to younger drivers), our primary focus is, and always has been, to utilize verbal and written warnings for the more minor violations of motor vehicle law, in an effort to educate all drivers of the dangers of excessive speed and other types of unsafe operation. During 2006, Boxborough Police officers made a total of 2,719 motor vehicle stops, and of that number, approximately 78%, resulted in either a verbal warning (1,793) or a written warning (318). In addition to keeping our roadways safe, an important benefit to aggressive traffic enforcement has been the frequent discovery of criminal activity during routine traffic stops. During 2006, routine traffic stops resulted in 87 arrests and 115 operators and/or passengers being summoned to court. A significant number of these arrests (33) involved taking drunk drivers off our streets.

The Police Department again received a grant from the Commonwealth of Massachusetts - Executive Office of Public Safety - in the amount of \$11,299.00 for the continuation of our community policing programs and activities. The community policing philosophy remains a standard in the vast majority of the police departments around the country, and continues to advance the concept of partnering with citizens to solve problems and prevent crime. The grant funds received each year allow us to continue to provide programs, activities, and operational services that would be unavailable otherwise. During this past year, we have been able to provide additional police patrols (particularly for special town events, holidays, and celebrations), motorcycle patrols, child safety seat instruction, youth education programs and materials, and specialized training for our command and patrol staff. As we continue to do each year, these specialized grant funds were used for police coverage at targeted events/times of the year, including graduation time, prom time, Memorial Day, Halloween night, and the Labor Day/Thanksgiving Day weekends. As we have for the past several years, we again participated in the Governor's Highway Safety Bureau's specialized "enforcement periods" during scheduled weeks in 2006, which targeted such issues as seat belt use, as well as the prevention and detection of drunk or impaired drivers. In taking part in these highly publicized enforcement periods throughout the year, we joined hundreds of other law enforcement agencies throughout Massachusetts in making our roadways significantly safer.

The Boxborough Public Safety Dispatch center continued to provide professional service to the citizens of the community, as well as serving as a vital link to all of our public safety officials on the street. The center continually provides round-the-clock service, operating 7 days per week, 24 hours per day, 365 days per year. Aside from receiving the thousands of calls for service each year and dispatching emergency personnel (Police, Fire, Emergency Medical, and Highway), Boxborough dispatchers afford citizens the opportunity to receive prompt courteous personalized service when stopping into the police station, whether to report a crime, ask for assistance or information, or to speak to a police officer. The

dispatch center received 13,803 calls for service during 2006, which is an approximate 9 % increase over last year.

In February of 2006, we were able to purchase and install a much needed upgrade to our communications console. This upgrade was made possible because of a \$12,000.00 grant received from the U.S. Department of Homeland Security. The new technology targeted the interoperability of radio communications between the Police and Fire Departments, significantly improving our ability to simulcast radio calls to both departments. The addition of this new technology has allowed emergency personnel to respond more quickly to all emergency calls for service.

In closing, I wish to thank all of the officers of the Boxborough Police Department for their dedicated and professional service to this community during 2006, as well as routinely putting their lives on the line for us every day. I would also like to thank all of our Public Safety Dispatchers for their outstanding service to the community and for assuring that there is always a vital lifeline to all emergency personnel out on the street. I would like to give a special thanks and recognition to Sergeant Stephen Trefry and Sergeant Warren Ryder for their support and leadership, and to my secretary Andrea Veros for her tireless efforts and professional secretarial support. And finally, I wish to thank the members of the Boxborough Fire Department, the Boxborough Highway Department and the members of all the other town departments, town boards, and town officials who have helped us meet our goals and objectives during this past year.

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

Boxborough Police Department Major Incidents 2006

	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>
911 Hang-ups	182	211	136	120	131
Animal Complaints	125	147	92	81	123
Annoying Phone Calls	6	17	13	12	7
Arrests	236	149	215	124	292
Attempted Suicide	7	10	13	1	8
Assist Citizens	336	575	955	1702	863
Aggravated Assaults	13	7	11	11	3
Bomb Threats/Scare	1	0	0	0	1
Breaking & Entering	14	4	26	21	12
Burglar Alarms	198	188	199	211	244
By-Law Violation	76	49	25	25	67
Complaints (traffic problems)	205	253	283	436	294
Disturbances - General	62	54	61	67	37
Disturbance - Domestic	45	34	24	47	19
Follow-up invest.	8	5	7	10	7
Kidnapping	0	0	0	3	1
Larcenies	40	61	47	52	35
Liquor Law Violations	3	7	26	4	3
M.V. Accidents w/Injury	41	41	54	52	49
M.V. A. /Property damage	59	71	90	78	58
M.V. Theft	4	1	4	3	2
Missing Persons	9	24	8	13	7

	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>
Noise Complaints	43	70	45	48	64
Protective Custody	2	5	5	5	12
Rape	1	0	2	1	1
Recovered Stolen M.V.	4	0	1	1	0
Robbery	4	1	0	3	0
Sex Offenses	2	2	3	3	2
Shoplifting	2	2	2	5	1
Summoned to Court	278	186	181	192	149
Suspicious Activity	532	468	537	381	491
Vandalism	51	40	30	24	40
Simple Assaults	9	4	10	8	2

Motor Vehicle Traffic Enforcement Statistics

	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>
Motor Vehicle Stops	3851	3006	3046	2221	2719
- Verbal Warnings	2393	1911	1915	1530	1793
- Written Warnings	379	217	191	78	318
- Citations Issued	546	462	475	247	297
- Summoned to Court	53	62	67	125	115
- Arrested	156	97	143	77	87
- Other Action	324	257	255	164	109
Average OVER Speed	17 MPH	18 MPH	17 MPH	18 MPH	18 MPH

BOXBOROUGH DISPATCH

Call Statistics and Trend Report

	<u>Walk In Service</u>	<u>911 Calls</u>	<u>Telephone Calls</u>	<u>Calls from Radio/ Alarm Box/ and Other Sources</u>	<u>Total Calls</u>
2006	1,223	432	3,869	8,279	13,803
2005	1,191	393	3,753	7,342	12,679
2004	1,281	374	3,445	10,029	15,129
2003	1,195	530	2,710	8,975	13,410

CONSTABLES

The following actions were taken by the Boxborough Constables:

- 2 Capias Warrants served
- 1 State Primary Election Warrant posted
- 1 Approved By-Law Posting
- 1 No Trespass Notice served
- 2 Special Town Meeting Warrants posted
- 1 Annual Town Meeting Warrant posted

- 1 Notice of Default and Intent served
- 1 State Election Warrant posted

In addition, both constables worked as election wardens for the state elections in 2006.

Respectfully submitted,
 David L. Birt and Richard Golden
 Constables, Town of Boxborough

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 Wetlands 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 2006, the Commission reviewed 16 Notice of Intents and 1 Resource Area Determinations (RAD). 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 and 40B multi-unit projects 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>
2002	13	1	7	11
2003	14	3	18	11
2004	10	5	6	6
2005	9	5	6	6
2006	16	1	18	4

These fees, forms, and instructional documents are now on the town website.

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
- Fort Pond Brook
- Half Moon Meadow
- Have Not Pond
- Patch Hill - Carriage Road
- Rolling Meadows
- Wolf Swamp

Liz Markiewicz has done an excellent job leading the LanSCom and their trail maintenance efforts. 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 trails are getting a lot of use and enjoyment.

There are a number of other people in town whose help make 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. A special thank you should go to Mary Nadwairski, for all her help in keeping us organized and for interacting so positively with the public and other boards.

The Commission meets on a regular basis on the 1st and 3rd Wednesday of each month and we welcome the public. If you would like to find out more about assisting the Commission as a Commission member, as an associate member, or as a land steward, please call any member or Mary Nadwairski (ext. 111) at Town Hall.

Respectfully Submitted,
Charlene Golden, Chair

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 continued to serve on the board: Christian Habersaat, Chairman (2009), Thomas Gorman, Clerk (2007), and Karim Raad (2008). Additionally, Michael Toups (2008) and Lonnie Weil (2008) were appointed to the Board as members.

The 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 9100 of the Boxborough Zoning Bylaw. The ZBA has and exercises all of the powers granted to it by G.L. c. 40A, c. 40B, and c. 41 of the Massachusetts General Laws, and by the Zoning Bylaw.

The ZBA's primary powers include hearing and deciding applications for special permits in accordance with the provisions of Section 9200 of the Zoning Bylaw; to hear and decide appeals or petitions for variances from the terms of the Zoning Bylaw pursuant to G.L. c. 40A, s. 10; to hear and decide appeals from decisions of the Inspector of Buildings; and to hear and decide applications for comprehensive permits for the construction of low or moderate income housing by a public agency or limited dividend or non-profit corporation, as authorized under G.L. c. 40B. Public hearings are held for each application for a special permit, variance or other form of appeal.

Enforcement of the Zoning Bylaw as provided for in the Zoning Bylaw 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.

The ZBA continues to devote a significant part of its time to applications and issues relating to G.L. Chapter 40B Comprehensive Permits for affordable housing. The ZBA recently completed its hearings and deliberation on the 40B application of Whitcomb Ridge LLC, which led to the ZBA's granting of a

comprehensive permit for the construction of 60 units on Whitcomb Road. The ZBA is currently hearing the 40B application of Codman Hill Development LLC seeking the construction of 8 units on Codman Hill Road. The ZBA anticipates beginning hearings in the near future on the application of the Gutierrez Co. to construct 244 units on Cunningham Road.

The ZBA generally holds regular meetings on the first and third Tuesday evenings of the month at the Town Hall. Additional meetings are planned and posted as needed. During 2006, nineteen (19) applications were considered by the ZBA. They included twelve (12) applications for special permits, two (2) applications or requests to amend previous decisions, one (1) extension of an existing decision, two (2) appeals of the Building Inspector's decisions, and the previously mentioned 40B comprehensive special permits.

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 and call the Town Hall (ext.111) with any questions.

Respectfully Submitted,
Christian Habersaat, Chair

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. Currently, its members are Diane Friedman, Jeff Handler, Joan Meyer, Al Murphy, Ron Vogel, and Channing Wagg.

Condominium Exchange Program

To date, five condominiums have been converted from market-rate units to affordable units under the CEP. No condominiums were exchanged under the Condominium Exchange Program (CEP) in 2006. A number of repairs were made to the condominium at 294 Codman Hill Road that was acquired through the tax-title process. None of the candidates that remained from the CEP Phase I lottery were able to purchase the condo. The CEP Deed rider was updated to be consistent with current guidelines of the Department of Housing and Community Development (DHCD) and a Request for Applications for more applicants, which gives preference to town and school employees, was finalized.

Comprehensive Permit (40b) Affordable Housing

Boxborough Meadows

Boxborough Meadows is a 48-unit condominium complex containing 12 affordable units that was constructed under MGL 40B by Boxborough Meadows, LLC (BMLLC) and was completed in 2004. The BHB continues its role as the Monitoring Agent. Included in this responsibility are oversight for the resale and refinancing of affordable units.

Summerfields

Summerfields Condominiums is a 24-unit, age-restricted complex located on Summer Road in Boxborough. All units at Summerfields are restricted to residents with ages 55 or older, and six of the units are affordable. The BHB continues its role as the Monitoring Agent.

Whitcomb Ridge

The BHB provided comments to the Zoning Board of Appeals (ZBA) during the Comprehensive Permit Hearings for Whitcomb Ridge, a 60-unit complex located adjacent to Whitcomb Road and the Harvard-Boxborough town line. Of the 60 two-bedroom condominium townhouse units, 15 are affordable units that are expected to sell for approximately \$160K. Although the ZBA issued a Comprehensive Permit, it was not approved by MassHousing. MassHousing objected to BHB's independent monitoring role as specified in the Comprehensive Permit. Several court actions are currently underway to resolve this conflict.

Cunningham Road Residences

The BHB participated in a number of preliminary discussions regarding the development of a large housing complex that is proposed to be constructed near Cunningham Road by the Gutierrez Company. The complex would consist of 228 rental-housing and 16 homeownership units and would contain 69 affordable units. Because of the large number of rental units, this development will enable Boxborough to permanently surpass both the Chapter 40B unit-count and land-use thresholds, so that the ZBA can deny future Chapter 40B applications if appropriate.

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 BHB sees this as the best use of its settlement monies and continues to explore opportunities to sponsor such a development. During 2006 we investigated a 30-acre lot in Boxborough for this purpose. Unfortunately, its use for multi-family affordable housing proved to be precluded by a prior special permit and the effort was abandoned.

Long-Term Planning - Planned Production Plan

During 2005, the BHB prepared a Planned Production Plan (PPP), which was submitted to DHCD January 26, 2006. After some minor revisions, it was approved by DHCD, effective June 13, 2006. The PPP will allow the denial of Comprehensive Permit applications if Boxborough establishes 14 units of affordable housing per year.

Town Support

The Boxborough Housing Board extends its gratitude to the Town Hall staff, particularly Selina Shaw and Elizabeth Hughes, for their help and support during the past year. The support and guidance of Selectman 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 one appointed Associate member, each with a term length of three years. The current board membership and their term expiration dates are as follows:

Owen Neville	2009
John Markiewicz	2007
David Kembel	2007
Jennie Rawski, Clerk	2008
Karen Metheny, Chairman	2008
Clifford Stockley, Associate	2008

Annual Town Meeting, May 2006

At the Annual Town Meeting, the Planning Board presented a warrant article for the recodification of the Zoning Bylaw to change the format, layout and numbering structure of the Bylaw. There were no text changes made to the Bylaw. The restructuring and reorganization of the Bylaw created a more-user friendly document.

Over the past year, the Town Planner has continued to work on older subdivision roadways that were never accepted by Town Meeting as public ways, even though the Town has for years sanded, plowed and done minor maintenance on the roads. The Planner worked with two property owners on Patch Hill Road, who were unknowingly conveyed the fee interest in the roadway, on the execution of Quitclaim Deeds for the transfer of the roadway to the Town. The Board filed a warrant article and recommended that Town Meeting accept Patch Hill Road as a public way. Acceptance of the road as a public way allowed the Town to receive Chapter 90 funds from the State for repair and maintenance of the road. The Planner also continued to work toward the acceptance of roads in the Reed Farm subdivision and Joseph Road and Emanuel Drive.

The developer of the Priest Lane Subdivision filed an application of road acceptance. The Board recommended that Town Meeting accept Priest Lane as a public way.

The Town Planner worked with the owners of property on Hill Road to develop a roadway and utility easement that would allow safety improvements to the roadway. The Planning Board filed a warrant article and recommend that Town Meeting accept the easement.

Fall Special Town Meeting, October 2006

The Planning Board unanimously voted to recommend that Town Meeting accept Warrant Article #3 regarding the acceptance of Chapter 39, Section 23D of the general laws, noting that all Boxborough board and committee members are volunteers with family and/or work obligations that may require them to miss a meeting. The adoption of this state statute provides board and committee members with the flexibility to miss one public hearing without jeopardizing any decision made by the board or committee or requiring an applicant to continue the processing of an application. This obviously promotes better public service.

Master Plan Implementation

At the beginning of the year, a Request for Proposals was sent out and the consulting engineering firm of Marsden Engineering from Lunenburg was selected to develop engineering construction drawings for a multi-use trail along Route 111 and in the existing utility corridor between the Blanchard Memorial School and the Sargent Memorial Library. Over the next few months, the Town Planner coordinated with the engineer and various boards and committees on the development of plans and assisted with the filing of a Notice of Intent with the Conservation Commission. The final plan was completed in May. In November, the Town Planner submitted a Project Need Form to the Massachusetts Highway Department, which is the first step in having the trail design and construction along Route 111 authorized by the state, and filed a grant application with the Department of Conservation and Recreation for funds for the construction of the utility corridor trail. The review by MassHighway and the grant were still under consideration at the end of 2006.

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 2006:

- **Cricket Hollow Revised Preliminary Plan off Flagg Hill Road**
 The Board approved a Revised Preliminary Plan for the layout and design of a new roadway for an existing house and 15 new house lots.
- **Half Moon Meadow Way Preliminary Plan off Liberty Square Road**
 The Board approved a Preliminary Plan for the layout and design of a new roadway for 3 house lots.
- **Stevens Court Definitive Plan off Burroughs Road**
 The Board reviewed the Definitive Plan and after numerous continuances by the applicant, accepted the applicant's request to withdraw without prejudice.
- **Butler Way Definitive Plan off Depot Road**
 The Board approved a Definitive Plan for the layout and construction of a new roadway for two house lots. The Board also reviewed and accepted a restrictive covenant and development documents for the lots.
- **Sara's Way Definitive Plan Condition Modification**
 The Board amended a condition of approval, accepted the performance guarantee for the construction of the roadway, and released the restrictive covenant to allow the sale of the lots.
- **Hughes Lane Definitive Plan Modification**
 The Board approved a minor modification to the approved plan to allow a circular driveway for Lot 8, the modification of the drainage at the end of the cul-de-sac and the landscaping associated with the roadway.
- **Loreto Drive Definitive Plan Condition Modification**
 The Board approved a condition modification to allow acceptance of Joseph Road and Emanuel Drive at the 2007 Town Meeting.
- **Winter Earth Removal Permit 365 Codman Hill Road**
 The Board approved an Earth Removal Permit to allow the excavation of over 5,000 cubic yards of earth in conjunction with the terracing of the hillside located at the rear of the property.
- **Hill Road Senior Housing Special Permit & Site Plan Approval off Hill Road**
 The Board approved a Special Permit and Site Plan to allow the development of six units of senior housing.
- **Stonewall Estates Comprehensive Permit off Codman Hill Road**
 The Board reviewed the proposed development and provided comments and recommendations to the Board of Appeals.
- **OHC Boxborough Site Eligibility Request**
 The Board provided MassHousing comments on a developer's request for site eligibility for a 6-unit Comprehensive Permit development for Lot 6 off Massachusetts Avenue.
- **Gutierrez Company Site Eligibility Request**
 The Board provided MassHousing comments on a developer's request for site eligibility for a 244-unit Comprehensive Permit development off Cunningham Road.

- **Stow Airport Vegetation Management Proposal**

The Board reviewed the proposed lighting as part of the Management Proposal and provided input to the Airport Study Committee that the proposed lights were not in compliance with the Zoning Bylaw.

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, Butler Way, Sara's Way, Joseph Road, Emanuel Drive and a final inspection of Priest Lane.

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 2006:

- **MCWL, Inc.**

ANR Plan off Hill Road to allow the conveyance, combination and division of three lots; Assessor Parcel #04-3-168; 4-3-170; 8-3-171-1.0 & 3-171-2

- **Mark & Larry White**

ANR Plan off Sara's Way to allow the conveyance of property between two existing lots; Assessor Parcel #6-4-373-4.0, 5.0 & 6.0

- **20 Codman Hill Road, LLC**

ANR Plan off Codman Hill Road to allow the combination of two lots into a single larger lot; Assessor Parcel #2-1-108 & 109

- **Habitech, Inc.**

ANR Plan at the intersection of the Town of Boxborough, Stow and Harvard to allow the reconfiguration of existing lot lines and deletion of a lot; Assessor Parcel #5-2-195-5.B

- **Habitech, Inc.**

ANR Plan off Burroughs Road to allow the creation of 8 new building lots and two undevelopable lots; Assessor Parcel #6-4-108

Commercial Project Review

The Planning Board reviewed the following commercial developments in 2006:

- **Rooftop Recycling Site Plan and Earth Removal Permit on Codman Hill Road**

Amendment to allow a modification in the limit of work for the removal of a portion of the hillside due to a field error.

- **YSC, Inc at 240 Littleton County Road**

The Board granted site plan approval for various exterior improvements to the existing building and the creation of a fenced outside storage yard for the steeple jack company.

- **Intertek Site Plan Approval at 70 Codman Hill Road**
The Board approved the construction of a 9,600 sq. ft. accessory building.
- **Middlesex Savings Bank Drive-up ATM Site Plan Approval;**
The Board granted approval to allow the installation of a drive-up ATM and small canopy.
- **80 Central Street Signage**
The Board reviewed and approved a new wall sign for Crossbeam and Motorola contingent upon approval of a condition modification of the Special Permit for the existing free standing sign by the Board of Appeals.
- **Omnipoint Cellular Tower at 90 Central Street and 1120 Massachusetts Avenue**
The Board reviewed the proposed development and provided comments and recommendations to the Board of Appeals.
- **Grapevine Freestanding Sign**
The Board reviewed the proposed freestanding sign and provided comments and recommendations to the Board of Appeals.
- **80-90 Central Street Freestanding Sign**
The Board provided comments and recommendations to the Board of Appeals on the request to allow the existing freestanding sign and building wall signs.
- **Sweeney Drywall Freestanding Sign**
The Board provided comments and a recommendation to the Board of Appeals regarding a new freestanding sign.

Scenic Road Plans

In Boxborough, any removal/modification of stone walls or removal of public shade trees along designated scenic roads requires approval from the Planning Board under the Scenic Road Bylaw. In 2006, the Planning Board issued scenic road approval to:

- **475 Burroughs Road**
The Board approved a Permit to allow the relocation of a driveway from Burroughs Road to Stow Road.
- **201 Sargent Road**
The Board approved a Permit to allow the construction of a driveway for a new house.
- **Hill Road Senior Housing**
The Board approved a Permit to allow the modification of an existing driveway and the creation of an additional driveway off Hill Road for the construction of six units of senior housing.
- **Butler Way Subdivision**
The Board approved a Permit to allow the modification of an existing driveway to allow the creation of a new subdivision roadway.

Long Range Planning/Other Projects

At the request of an interested citizen, the Planning Board began discussing the potential for providing accessory apartments within the Zoning Bylaw and decided they would hold a public meeting to gather comments and concerns from citizens to determine whether there was a need for this type of housing.

A number of boards, committees and individuals participated in Heritage Landscape Reconnaissance Inventory with the consulting team from the Division of Conservation & Recreation and the Freedom's Way Heritage Association. The group traveled around town identifying various locations and areas they thought were heritage landscapes. Heritage landscapes are those special places and spaces that help define the character of our community. The final Reconnaissance Report was presented to the Town in October. The Report identifies eight priority heritage landscapes and four areas of critical concerns and provides recommendations for the preservation of these special places.

The Town Planner attended various workshops and training sessions to help update the Town's Geographic Information System. She continues to update various maps, including the Assessor Parcel Map, street map and conservation trail maps. Additionally, she provided GIS maps for the Water Resources Committee.

The Planning Board met five times over the past year with other land use boards and committees to further communication between the boards on current activities and projects and to discuss issues concerning land use.

The Town Planner has been working with LELD on the installation or shielding of flood lights so they meet the lighting requirements of the Zoning Bylaw. Additionally, she coordinated with LELD and the Board of Selectmen on the installation of a new street light for the relocated crosswalk across Massachusetts Avenue from the Fire Station parking lot to the Blanchard Memorial School and drafted for the Board of Selectmen a policy for the installation or removal of street lights.

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** 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

MAPC ANNUAL REPORT

Created in 1963, the Metropolitan Area Planning Council (MAPC) promotes inter-local cooperation and advocates for smart growth by working closely with cities and towns, state and federal agencies, non-profit institutions, and community-based organizations in the 101 cities and towns of Metropolitan Boston. MAPC strives to provide leadership on emerging issues of regional significance by conducting research, building coalitions, and acting as a regional forum for action.

MAPC provides technical assistance and specialized services in land use planning, water resources management, transportation, housing, environmental protection, economic development, public safety, geographic information systems (GIS), collective purchasing, data analysis and research, legislative and regulatory policy, and the facilitation and support of inter-local partnerships. More information about MAPC's services and ongoing activities is available at **www.mapc.org**.

MAPC is governed by 101 municipal government appointees, 21 gubernatorial appointees, and 13 appointees of state and City of Boston agencies. An Executive Committee comprising 25 elected members oversees agency operations. The agency employs approximately 40 professional staff under the leadership of an executive director. Funding for MAPC activities is derived from governmental contracts and foundation grants, and a per-capita assessment on member municipalities.

To better serve the people who live and work in Metro Boston, MAPC has divided the region into eight subregions. Each subregion is overseen by a council of local leaders and stakeholders, and a staff coordinator provides organizational and technical staff support.

Smart Growth Across Municipal Boundaries

MAPC's MetroFuture: Making a Greater Boston Region initiative is planning for Metro Boston's growth and development through 2030. In 2006, the project involved nearly 2000 people. At more than 50 briefings, participants analyzed "Scenario 1: Current Trends to 2030," MetroFuture's "base case" of what the region might look like if current trends continue. We also hosted two working sessions in June 2006, where participants designed alternatives to the "base case," and two in December 2006, where participants chose the scenario they liked the best. In 2007, after additional public input and a May 1, 2007 Boston College Citizens Seminar, the project will complete a regional strategy to achieve the preferred scenario.

MAPC assisted cities and towns in a variety of ways throughout 2006. The agency helped over 70 cities and towns to rewrite zoning bylaws, evaluate smart growth uses for key parcels, keep traffic under control and expand transit, deal with crime, and prepare for natural disasters.

As a member of the Massachusetts Smart Growth Alliance, MAPC worked with six allied organizations to advocate for sustainable development throughout the Commonwealth. MAPC participated in a successful Alliance campaign to recapitalize and reform the state's Brownfields Tax Credit; researched, analyzed, and reacted to significant state land use and transportation policy proposals, including Governor Romney's 20-year transportation plan; and advanced research about the impact of sprawling development in Massachusetts.

In partnership with the 495/MetroWest Corridor Partnership, MAPC produced the Massachusetts Low Impact Development Tool Kit, which presents state-of-the-art practices for managing stormwater and increasing the recharge of water to aquifers. MAPC also produced *Once is Not Enough: A Guide to Water Reuse in Massachusetts*, a manual that describes techniques for non-potable reuse of treated wastewater and provides case studies of several successful water reuse projects in Massachusetts. In partnership with the U.S. Geological Survey, MAPC began work on a hydrologic modeling project that simulates the impacts of future development on the water resources of the Charles River and Assabet River watersheds.

Getting Around the Region

In March 2006, MAPC sponsored a conference on the impact of transportation emissions on public health. The workshop began a process to build connections, raise awareness, and stimulate action around the issue of air pollution adjacent to major roadways and rail corridors. The content and results of this workshop are available at www.mapc.org/air_quality.

MAPC developed a Regional Bicycle Plan in 2006 to assess current conditions and to guide future improvements to bicycle transportation in the region. The plan reviews goals set in previous plans, and proposes six general goals and strategies for the region, including encouraging more trips by bicycle in

each community, working with state and federal agencies to simplify and coordinate funding programs, and increasing regional knowledge about bicycling. The plan can be accessed at www.mapc.org/transportation/transportation_alternatives.html.

A consistent complaint of bicyclists is the lack of parking. To address this need, MAPC worked with the MPO and EOT to develop the Regional Bike Parking Program. Under this program, MAPC negotiated discount group purchasing contracts with three leading vendors of bicycle parking equipment, funded through federal transportation funds. More information about MAPC's bicycle and pedestrian planning activities, and the bike parking program, is available at www.mapc.org/transportation/transportation_alternatives.html.

Collaboration to Address Shared Municipal Challenges

MAPC, through its Metro Mayors Coalition, played a leading role in developing legislation to create a statewide anti-gang initiative known as the Senator Charles E. Shannon Jr. Community Safety Initiative, which supports regional and multi-disciplinary gang and youth violence prevention and law enforcement efforts. MAPC coordinated Shannon grants totaling \$1.2 million for 10 Metro Boston communities and 7 Essex County communities. These communities used the funds to enhance public safety through targeted workforce development, after-school mentoring, re-entry initiatives, gang-prevention education, and collaborative community policing.

MAPC facilitated the work of the Municipal Health Insurance Working Group, which drafted and proposed landmark legislation to let cities and towns purchase their health insurance through the Group Insurance Commission.

Collaboration for Safety

MAPC carries out fiduciary, planning, and project management duties for the Northeast Homeland Security Regional Advisory Council (NERAC), a network of 85 cities and towns north and west of Boston. In 2006, NERAC distributed more than \$1.5 million in emergency equipment and supplies to member communities, and trained hundreds of first responders in various roles in the United States Department of Homeland Security incident command system.

In 2006, MAPC advanced Pre-Disaster Mitigation (PDM) plans for cities and towns throughout the region. These plans are designed to help communities reduce their vulnerability to damages due to natural hazards. The plans include an inventory of critical facilities and infrastructure in each community, a vulnerability analysis, and a mitigation strategy with specific recommended actions and projects that will protect the communities from future damages.

Collaboration for Savings

MAPC's Consortiums Project administered 37 procurement contracts for 42 municipal clients in 2006, saving cities and towns up to 20% on the purchases. As the administrator of the more than 300-member Greater Boston Police Council (GBPC), MAPC concluded 7 procurement contracts for public safety, public works and general use vehicles. In all, 142 municipalities purchased 180 vehicles. MAPC staff also collaborated on procurements that advanced MAPC's environmental and transportation objectives, helping communities to buy bicycle racks, hybrid vehicles, and water leak detection services at a favorable cost.

Charting a Course to Regionwide Prosperity

MAPC developed its annual Comprehensive Economic Development Strategy (CEDS), an assessment of current regional economic trends and conditions. The report includes background about trends and conditions in the regional economy, including a discussion about the relationship between the economy and factors such as geography, population, labor force, resources, and the environment. MAPC's 2006 CEDS report can be downloaded at

www.mapc.org/economic_development/comprehensive_economic.html.

Tools to Improve Planning and Decision-Making

MAPC's Metro Data Center partnered with The Boston Foundation to develop the MetroBoston DataCommon, a new online data and mapping tool for residents and leaders in the region. The resource, which helps individuals to create customized maps and charts, is available at **www.MetroBostonDataCommon.org**. The Data Center partnered with MAPC's Legislative Committee to advocate for the establishment of a statewide population estimates program at the University of Massachusetts Donahue Institute. The program, funded at \$100,000 in the FY2007 budget, lays the foundation for the Commonwealth to analyze Census estimates in a more robust way.

MAPC's Geographic Information Systems (GIS) Lab provides professional services and products and technical assistance in support of local and regional planning projects. In 2006, MAPC's GIS team completed extensive projects for the Northeast Homeland Security Regional Advisory Council (NERAC) region, and maps associated with the Pre-Disaster Mitigation Program, both of which are described above. The GIS Lab also made major contributions to the MetroBoston DataCommon and the MetroFuture planning project. The Lab also began mapping areas suitable for economic development throughout the region, in accordance with smart growth principles.

In 2006, MAPC transitioned from a paper to an electronic newsletter, the Regional Record, which is distributed quarterly, and provides updates on the latest regional projects and thinking, and provides opportunities for residents and communities to get involved in various events. People interested in receiving the e-newsletter can send their e-mail addresses to contactinfo@mapc.org.

On Beacon Hill: 2005 – 2006 Legislative Session

- **Brownfields Redevelopment**

The Legislature recapitalized the Brownfields Redevelopment Fund with \$30 million, and extended and enhanced the Brownfields Tax Credit so that non-profit development projects can raise equity by selling the credit to taxable entities.

- **Expedited Permitting**

The Legislature passed a law to expedite permitting of commercial/industrial developments in "priority development sites" designated by cities and towns. In part as a result of MAPC's advocacy, the new law includes funding for technical assistance to municipalities, development of a statewide expedited permitting model, and criteria to steer priority development sites toward smart growth locations.

- **GIS Data Layer**

MAPC successfully advocated for \$400,000 in the FY2007 budget to update and improve the quality of Mass GIS data linking aerial photographs to land uses on the ground.

- **Statewide Population Estimates Program**
MAPC led the advocacy effort to establish a statewide population estimates program at the University of Massachusetts Donahue Institute. The program was funded at \$100,000 in the FY2007 budget.
- **Shannon Community Safety Initiative**
The Legislature created a new \$11 million grant program to encourage the creation of regional, multi-disciplinary initiatives to combat gang violence, youth violence, and substance abuse.
- **Sewer Rate Relief**
The Legislature included \$25 million in the FY2007 budget for water and sewer rate relief, which will help lower costs for residential consumers and businesses served by sewer districts, including the MWRA.
- **Surplus Land**
Both the House and Senate passed legislation to reform the state's surplus land disposition policy. Both bills included an assignable municipal right of first refusal to purchase the parcel at a discount; a professional smart growth review for larger parcels; a Surplus Land Coordinating Council to oversee disposition; and a municipal share of 10%-25% of proceeds in instances where the municipal right of first refusal is not exercised. Unfortunately, the Conference Committee did not advance the bill to final passage, but significant progress was made setting the foundation for the 2007-08 legislative session.

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

MAGIC held 8 regular meetings in 2006, at which the local officials from 11 communities discussed transportation planning and priorities for state funding, grant programs for municipalities, and other inter-municipal planning issues. MAGIC provided feedback to MAPC on legislative priorities and input into various state and regional transportation plans. In addition, MAGIC hosted two productive dialogues between the subregion's legislative delegation and selectmen, planning board members, town administrators, planners, and business associations to strategize about effective legislative action to address communities' issues.

MAGIC also sponsored a planners' roundtable event, where local planners and planning boards could share information, learn about innovative tools and techniques, and plan cooperative approaches. At the roundtable, guest speakers led a discussion of Open Space Residential Design, including technical information, issues to consider, case studies, and model bylaws. MAGIC also provided support for preparation of mixed use zoning bylaws for the towns of Bedford and Stow, most of which was funded by the state's Priority Development Fund program. The final bylaws produced, along with the visual preference program, information on existing and model bylaws, and public education materials, are all available for the benefit other interested communities.

Marc D. Draisen
Executive Director, Metropolitan Area Planning Council.

HISTORICAL COMMISSION

During 2006, the Historical Commission completed the first year of operation of the old library building, 575 Middle Road, in its use as a Town museum. The History Society arranged portions of their collection into exhibits and volunteers manned opening hours each month. Modifications to the building supplied by the Town included installation of a wireless alarm system, tied to the Town-wide alarm network and monitored by the public safety dispatcher. The building is equipped with intrusion, temperature and high water sensors. The rear doors to the building were replaced using a reserve fund transfer. The Historical Society made modifications to the interior of the building using their own funds and volunteer efforts. Electrical outlets and lighting switches were relocated to permit reconfiguration of the central circulation desk enhancing space utilization. Work continues on historical displays and the growing artifact collection is being cataloged on a computer database. Preparations for Town record storage in the basement has been agreed to.

On December 12, 2006, Boxborough received its first two listings on the National Register of Historic Places. These listings, maintained by the National Park Service, include the Old Boxborough Town Center Historic District, located along Hill Road, and the Levi Wetherbee/Steele Farm. The national listing marked the culmination of a long process of research and nomination. The original nominations were submitted to the State in November 2004. During the past year, the Historical Commission held a public information meeting in August in preparation for the review hearing before the Massachusetts Historical Commission on September 13, 2006. The State then forwarded the approved nomination to the National level, resulting in December's inclusion on the National List.

The Historical Commission and a representative from the Steele Farm Advisory Committee were invited participants in a workshop at the 2006 Statewide Historical Preservation Conference. A presentation was made on the management of Steele Farm in a workshop entitled Stewardship of Municipal Properties.

The Commission participated in Boxborough Freedom's Way Landscape Inventory Reconnaissance Report. Participation included assistance in identifying Town assets and in reviewing the report materials. The Commission will be working with other Town land use boards in implementing several of the report's recommendations.

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

BOARD OF HEALTH

During the past year, the Board of Health was served by members Bryan Lynch (2007), Marie Cannon (2008), and Mike Willis (2009). The daily operations of the Board were ably managed by Mary Cobleigh, Secretary to the Board of Health (and Building Department). In addition, the board's new agent Ben Cutone (from Nashoba Associated Boards of Health) has seamlessly replaced our former agent (Jamie Clement) whose services were greatly appreciated. Ben Cutone provides the needed field coordination, review of plans and inspections of wastewater systems and coordination of other services relating to pool and restaurant inspections.

General Services

In general, the areas of public health that the Board was involved with during 2006 included: 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 2006, the BOH continued to monitor the performance of existing wastewater facilities including larger treatment plants that serve condominiums and larger business properties, as well as the many smaller facilities that require periodic reporting on compliance. In addition, upgrades and new septic systems continue to be developed throughout town despite the apparent slump in the housing market. In fact, the BOH considered a number of 40B development proposals with regard to potential water supply and wastewater management issues, in addition to the typical residential and commercial development plans.

The Board of Health continues to utilize the new geographical information system (GIS) and has invested resources to locate private water supply wells for mapping. 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 2006

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. With the bird flu pandemic threat this past year, review of public immunization plans is ongoing. 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. Nashoba Associated Boards of Health also provides regional management and support for Emergency Planning and response.

In October 2006, the BOH and its agent met with a representative of the Medical Reserve Corps (MRC) to initiate a group for Boxborough. An informational meeting was held November 15, 2006 and the first group meeting was held in early 2007. The MRC was founded after President Bush's 2002 State of the Union Address, in which he asked all Americans to volunteer in support of their country. MRC is a specialized component of Citizen Corps, a national network of volunteers dedicated to ensuring hometown security. Citizen Corps, along with the Corporation for National and Community Service and the Peace Corps, are all part of the President's USA Freedom Corps, which promotes volunteerism and service throughout the nation.

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 throughout town. Key contaminants of concern include MTBE, perchlorates, and sodium in specific areas of town. In addition, local water quality reports note continuing issues relating to alkalinity, hardness and sodium in many areas of town.

Water Supply: The BOH continues to support the Water Resources Committee to plan for the protection and development of future water supplies. Refer to the Water Resources Committee report for more details.

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

- Continue implementation of the Board of Health portions of the GIS with a focus on water quality data
- Improve our ability to convey public health information to the public
- Promote additional measures to reduce the risk to public health from contact with ticks, mosquitoes and other natural disease carriers
- Build our capacity to participate in public health measures to protect against emergency medical and/or safety catastrophes
- Monitor the development and progress of the newly formed Medical Reserve Corps
- Continue support of the WRC including water quality data collection regarding public and private water supply issues throughout town

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), Kristin Hilberg (BoS), Marie Cannon (BoH), Norm Hanover (Cons Comm), Bryon Clemence, Anne Gardulski, Keshava Srivastava (Fin Com), and Michael Willis (BoH). We would also

like to acknowledge and thank Don Wheeler, who served on the WRC as an active member representing the Board of Selectmen until his passing last fall; his contributions will be missed.

The committee held meetings throughout 2006. The WRC has worked with the team of CDM/DL Maher to perform exploratory drilling to determine quality and quantity for a potential public water supply. The committee has identified the following results during this year's exploration:

- Wolf Swamp – 2 bedrock test wells
 - Neither test well yielded water (a second bedrock well was drilled after the first well yielded poor results).
 - No further drilling at Wolf Swamp is recommended at this time.
- Hazard Lane – 1 unconsolidated fill test well
 - This well yielded unfavorable results.
- Harvard Sportsmen Club – 3 unconsolidated fill test wells
 - Well # 1-06 yielded favorable results with the potential yield between 500-700gpm.
 - Well # 2-06 yielded favorable results with the potential yield greater than 500gpm.
 - Well # 3-06 yielded unfavorable results

The BOH/WRC was notified that an Administrative Consent Order had been agreed upon between the Verc Enterprises (Exxon/Mobil gas station) and the DEP which would provide the WRC with additional funds to promote water exploration in the town.

Based on the contamination issues found in the Codman Hill Road, Swanson Road, Route 111, Hill Road, Whitcomb Road, and Barteau Lane, the WRC voted in December to create Phase 1 of a Boxborough Public Water Supply which currently includes Codman Hill Road, Swanson Road, Route 111, Hill Road, Whitcomb Road, Barteau Lane, and Schoolhouse Lane. The WRC has discussed with Littleton Water the possibility of becoming part of the Littleton Water district and extending their system into the Boxborough Phase 1 area. The Committee is currently drafting a statement of work which will solicit a study to better determine the costs and issues associated with the creation of a Public Water Supply.

The Highway Department has been instrumental in supporting water explorations by supporting drill rig access throughout the year.

Thank you to everyone who has helped make this effort possible.

Respectfully submitted,
Michael Willis, Chairman

NASHOBA ASSOCIATED BOARDS OF HEALTH
www.nashoba.org
978.772.3335

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 addition to the day to day public health work conducted for Boxborough we also provide the following services:

- Maintain Nashoba's internet web site to provide information for the public. (See **nashoba.org**)
- Through our involvement in the Bioterrorism Regional Coalition, we keep the Boxborough Board of Health up-to date on matters of emergency preparedness planning. We are currently working on

Boxborough's Emergency Dispensing Site plan.

- Respond 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.
- Respond to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.
- Respond 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 2006 were the following:

Reviewed 36 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.

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).....79**
The Nashoba sanitarian is available to the public on Tuesday, 1:00 to 3:00 p.m., 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.....32**
Nashoba annually mails out and receives applications 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..... 13**
 Nashoba, as agent for the Boxborough Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspects for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.
- **Pool/Camp/School Inspections.....16**
 Pools are inspected upon opening and as needed thereafter to insure compliance with the state pool regulations.
- **Septic System Test Applications.....23**
 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..... 102**
 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.....32**
 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.....94**
 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).....6**
- **Septic System Permit Applications (upgrades).....14**
 Applicants’ approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.
- **Septic System Construction Inspections.....98**
 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.....60**
 During all phases of application, design and construction, the Nashoba Sanitarian is called upon for legal details and interpretation.
- **Well Permits.....9**
- **Water Quality/Well Consultations.....30**
 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.....12**
 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 & Hospice

- **Home Health**
 - **Nursing Visits.....107**
 Nashoba’s Certified Home Health Registered Nurses’ visits provide skilled services to patients in their homes under physician’s orders. These services include 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.
 - **Home Health Aide Visits21**
 Nashoba’s Certified Home Care Aides provide assistance with daily activities of daily living including bathing, dressing, exercises and meal preparation.
 - **Rehabilitative Therapy Visit.....166**
 Nashoba Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional dependence.
 - **Medical Social Service Visits.....11**
 Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.
- **Clinics**
 - **Local Well Adult, Support Groups, & Other Clinic Visits.....226**
 Visits include well adult clinics, and immunization, cholesterol exercise, mental health and bereavement clinics.
 - **Number of patients that attended Flu Clinics held in Boxborough.....76**
 - **Number of patients who received Flu Shots that live in Boxborough.....71**
 - **Number of patients who received Pneumovax Vaccine..... 11**
 - **Number of patients who attended Well Adult Clinics from Boxborough116**

Communicable Disease

- **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 Chap111, 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 Chap111, Sec6)
- 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.

● **Number of Communicable Disease cases investigated.....24**

Communicable Disease Number of Cases

- Hepatitis3
- Giardia1
- Lyme Disease..... 13
- Pertussis 2
- Salmonella 1
- Tuberculosis 4

Dental Health Department

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

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

- Students Eligible..... 230
- Students Participating..... 110
- Referred to Dentist.....7

● **Instruction - Grades K, 1 & 5**

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

- Number of Programs..... 11
- Students Participating 225

● **Fluoride Rinse Grant Program (State Supplied Materials, Nashoba Administered, Local Volunteers)**

Nashoba’s Registered Dental Hygienists secure the dental materials for this program through a grant application to the Massachusetts Department of Public Health.

- Students Participating..... 256

CONCORD FAMILY AND YOUTH SERVICES
A DIVISION OF JUSTICE RESOURCE INSTITUTE
www.jri.org
978.263.3006

Thank you for your generous past support. Your ongoing funding has allowed us to concentrate on providing services specifically in Boxborough to help build and support services for the parenting community. This year, a significant leap in providing in-town family centered services was realized with the reorganization of the Boxborough Family Network (BFN) under the auspices and guidance of First Connections.

The following numbers reflect services provided to Boxborough residents during the first 6 months of fiscal year 2006.

- *Boxborough Family Network* re-launched
- 26 families received the thrice-yearly First Connections Newsletter
- 4 parents attended an educational parenting seminar
- 6 parents attended a parent-child program with their son or daughter
- 6 mothers currently attend monthly support groups including, Calling All Grandparents, Parenting in a Culture Not Your Own, First Time Moms group And Forty Something

Services delivered in Boxborough

10/24/06 – “The Joys of Sex While Mothering (Are You Kidding?)” presented by Meg Striepe, Ph.D., at Boxborough Public Library

3/24/07 – “My Little Farmer” for Dads and their 2-year-old children will be held at Littlefield Farm in Boxborough

Concrete intensive services to Boxborough families

Through Healthy Families, our intensive home visiting program for first time mothers under age 21, a 19-year-old mom with two children received intensive home visiting support. Specialized assistance was given by supporting her in court during a domestic violence incident at her apartment in Boxborough. The home visitor identified a program she was eligible for to legalize her status in this country, where she has lived since age 12. She and her children are now living in another town in a supported teen-parenting program, where her developmentally delayed son is receiving more services, and mom is in a G.E.D. program. While still part of our program, the family also received Christmas gifts, clothing for the children, and they participated in a group trip with other young families to Drumlin Farm.

Through First Connections, a young family living in a low-income home in Boxborough (obtained through a lottery process), received assistance several times recently. This family includes two children in Boxborough Public Schools, one receiving services for autism. Dad has a mental illness and works sporadically, and mom lost her job in December. We helped the family with clothing for the children, letters of referral to food pantries, and Christmas gifts for the children. Phone support was continued through the crisis period.

Collaborations

The Director of Boxboro Integrated Preschool is on the Advisory Board at First Connections, and attended an in-service with an Immigration Attorney in December '06.

The Coordinator for Acton/Boxborough/Littleton Community Partnerships for Children is also on our Advisory Board. First Connections' Director, in turn, is on the Advisory Board of A/B/L CPC.

Please feel free to contact me with any further questions or if clarification is needed on any data provided.

Respectfully submitted,
Ellen Weisstein, Director, First Connections

ELIOT COMMUNITY HUMAN SERVICES, INC.
<http://www.eliotchs.org>
(978) 369-1113

The Eliot Center offers a range of mental health services, including crisis intervention, diagnostic evaluation, individual, couple, family, and group therapy, psychopharmacological services, psychological testing, information and referral, consultation and case management services, and 24-hour emergency coverage. The mission of The Eliot Center is to provide a continuum of high quality services to individuals across the life span; services are client-centered, flexible and responsive to the needs of the community.

The Eliot Center provided 606.16 hours of service to 29 residents of Boxborough for fiscal year 2006. This represents a 14% increase in the number of residents served and a 25% increase in the hours of service we provided from the previous year.

We remain extremely grateful for the funding we receive from the Town of Boxborough. Town funding has greatly contributed to our success in being able to offer unique and specialized services to the community. Our services are comprehensive and offer the flexibility to go beyond the traditional treatment hour, and help clients obtain additional resources that impact their functioning, such as housing, entitlements, medical or educational services, if needed.

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT
www.cmmcp.org
(508) 393-3055

The 2006 Annual Report of the Central Massachusetts Mosquito Control Project (the Project) has been prepared to provide the citizens and officials of the member cities and towns with information pertaining to the Project's control procedures and related activities.

As you read through this report you will notice that the Project is committed to an Integrated Mosquito Management (IMM) program. IMM utilizes a variety of control techniques and evaluation procedures. All control efforts are undertaken only after surveillance data has been collected and analyzed. This allows control decisions to be made based on the exact need that exists at each specific site. Environmental considerations are paramount when prescribing various control techniques.

The CMMCP Board of Commission is appointed by the State Reclamation and Mosquito Control Board to represent your community's interest. The Commissioners meet with the Executive Director and Director of Operations on a regular basis to discuss and formulate policies, and to provide their expertise in the operation of the Project. The Commissioners welcome your input, and we encourage you to schedule an appointment to visit our Project headquarters.

Copies of this report are distributed to key officials and departments in our member communities, as well as to the public libraries. We would encourage officials to take time from their busy schedule to read this report. Project personnel are available to answer questions you may have, and to meet with you to discuss out procedures and techniques. The Project's website at www.cmmcp.org has extensive information on mosquito control in Central Massachusetts.

The Project's goal is to provide effective and environmentally sound mosquito control, reducing mosquito annoyance and the potential for the transmission of mosquito-borne diseases. Our staff of competent, well-trained employees are known throughout the member communities as individuals who take great pride in their work.

Mosquito Control Activities

One basic fact of the mosquito's biology is the dependence on still, stagnant water to complete its life cycle from egg to adult. Currently, there are two basic control methods practiced by the Project to disrupt this process. The first and most permanent method is called "*water management, source reduction or wetlands restoration*". This method reduces or eliminates the source of a potential mosquito problem, and consists of cleaning road-side ditches and culverts, removal of brush and accumulated debris from streams, and removal of containers which contain water. All of the above mentioned methods serve to accomplish the same goal - they permit water to flow freely, and reduce the likelihood for stagnant areas, areas in which the mosquito needs to reproduce. Source reduction is practiced year-round, and is done only after extensive examinations, and permission is received by the property owner(s).

There are places where water management is neither practical nor feasible for one reason or another. In these situations, we practice a method called *larviciding*. After a field technician has determined that larval mosquitoes are present, a small amount of environmentally sensitive product is applied to the area according to label directions. This is often a very effective control method, reducing the emergence of the adult mosquito from that area. Larviciding is practiced from late-March to September. Bti is the product of choice for larviciding in wetlands.

A third method is to attempt to control the adult mosquito. The control of adult mosquitoes is done on a **request-only** basis, and the presence of adult mosquitoes is confirmed before any application is done. Adulticiding can be an effective method of *temporary* control, which can be beneficial prior to public gatherings, outdoor events and festivals, or when mosquito populations have been determined to be intolerable. Since this part of the program is done **only upon request**, this allows the individual resident to have the ultimate discretion on mosquito spraying in their area - how much or how little. Exemptions for spraying are handled through the City/Town Clerk and the Project office, and are updated each year. Adulticiding is done from approximately Memorial Day to Labor Day, depending on prevalent mosquito populations and the mosquito-borne disease situation.

All products used by the Project have been extensively tested by manufacturers, the US government and mosquito control agencies for many years. They are registered by the EPA and the Mass. Pesticide Bureau. Labels and fact sheets are available upon request to the public from the Project's office, or from our website.

We operate a full surveillance program in our service area. The landing rates performed by our field staff are brought back to the Project lab to be keyed out to species, allowing us to tailor our larviciding program and reduce future dependence on adulticides. We have a mobile team of specialized mosquito traps, called *gravid traps*, designed to capture virus-bearing mosquitoes. These mosquito collections, called *pools*, are sent into the Mass. Dept. of Public Health (MDPH) laboratory in Jamaica Plain for testing of West Nile Virus, Eastern Equine Encephalitis, and other arboviruses of concern by MDPH. These traps are used in a rotation throughout our service area, and are then concentrated in areas showing arboviral activity to supplement MDPH's collection protocols. Additional trap types are utilized in suspect areas to monitor and evaluate the risk of viral transmission to the local populace.

A comprehensive educational program is offered to area schools and civic groups. The program is aimed towards mosquito biology, mosquito habitat, and efforts citizens can undertake to reduce the potential for mosquito populations in their own neighborhood. This program is tailored to suit the requirements of the individual group, from elementary school children, to high school, to adult groups.

Program Evaluation

This is a part of the program which many people involved directly never see. It must begin with a carefully planned program, one designed so that the data obtained during surveys before treatment and the surveys taken after treatment can be analyzed by statistically sound methods. Only by doing this can the value of a mosquito control program be determined. We will then know what type (species) of mosquito we are dealing with; what the population density is; what method(s) of control provide the most economical and efficient results. Then and only then can we say that we have or have not affected mosquito control on a level that is acceptable to the community.

Seasonal Outline of Mosquito Control Program

1. Vehicle and equipment repair and storage - November through March
2. Wetlands Restoration - throughout the year
3. Program Preparation – December through March
4. Map compilation and training - throughout the year
5. Larviciding - May through September
6. Adulticiding - June through September
7. Catch Basin Treatment - May through September

Any mosquito control being done by individual member communities must, by law, be coordinated through the Central Massachusetts Mosquito Control Project.

Services and Activities

The following services and activities are available to those communities participating in the Central Massachusetts Mosquito Control Project:

Administrative

1. Assess the need for mosquito control within each of the member communities.
2. Plan and organize a mosquito control program for each member community based on the specific needs of that community.

3. Assist member communities to implement mosquito control programs so as to enable the residents of that community to receive maximum benefits from organized mosquito control.
4. Administer new and coordinate existing mosquito control programs.
5. Collect and maintain accurate records of mosquito populations, ascertain prevalent species, and collate pertinent data for each member community.
6. Cooperate with federal, state and local agencies concerned with vector control programs which may be implemented in the community.
7. Prepare annual reports of Project activities, mosquito population density profiles, recommendations, and any other data requested by the member communities.
8. Provide supervision to staff members and encourage policies which lend themselves to effective and efficient mosquito control.

Public Education

1. Inform the general public, as well as professional groups, of the mosquito control activities intended for each member community through news releases, speakers for community and professional organizations, special educational and training programs (including seminars for environmental interest groups), integration of proposed vector control programs with other organizations, agencies and institutions with similar goals.
2. Offer educational programs to the public school system within the member cities and towns. Programs will be aimed toward mosquito biology, mosquito habitat, and efforts which citizens can undertake to reduce mosquito populations in their neighborhoods.
3. Keep the member communities informed of changes and advancements in mosquito control technology and legislation.

Medical Entomology Laboratory Report, 2006

The mission of the Medical Entomology Laboratory is to refine and maximize the CMMCP's ongoing effort to control mosquitoes. During 2006 Medical Entomology Laboratory personnel carried forward this mission in the following ways:

- Medical Entomology Laboratory personnel made educational presentations about mosquito biology and mosquito control practices before elementary school students.
- The CMMCP's adulticiding practices were evaluated for efficacy.
- The Medical Entomology Laboratory's physical capabilities were improved during 2006 by the acquisition of ten New Standard Miniature Light Traps with Photocell-Controlled CO₂ Release.

A New Standard Miniature Incandescent Light Trap uses a small incandescent light bulb to attract mosquitoes. Cleaner collections may be made by not using the light bulb and adding CO₂ gas released from a cylinder. Mosquitoes are attracted by the CO₂ to the trap. The addition of CO₂ gas also results in larger collections of mosquitoes. The trap has a small precision pneumatic valve which is controlled by an internal photo switch that turns on and off the release of CO₂ with the light level. Therefore the release of gas is taking place when mosquitoes are most likely to be active in the area being monitored.

CMMCP Surveillance Summary

2006

Mosquito Pools Submitted for testing		1,276
Mosquito Pools (total)		3,594
Mosquito Pools Positive WNV		2 (both Westboro)
Horses Positive		0
Humans Positive		2 (Billerica & Webster)
Pools Positive EEE		1 (Leominster)
Horses Positive		0
Humans Positive		0
01-25-06	Stream Cleaning 125'	Massachusetts Avenue
	Stream Cleaning 5'	Codman Hill Road
	Stream Cleaning 40'	Codman Hill Road
	Stream Cleaning 5'	Codman Hill Road
	Stream Cleaning 15'	Codman Hill Road
	Stream Cleaning 15'	Adams Place
	Stream Cleaning 10'	Adams Place
	Stream Cleaning 10'	Old Harvard Road
	Stream Cleaning 5'	Old Harvard Road
	Culvert Cleaning (18)	Massachusetts Avenue, Codman Hill Road, Adams Place, Burroughs Road, Old Harvard Road
02-01-06	Administrative Contact	Assessors Office
	Stream Survey	Guggins Lane
02-28-06	Public Relations	Depot Road
	Stream Survey	Depot Road
	Stream Cleaning 10'	Reed Farm Road
	Stream Cleaning 5'	Littlefield Road
	Stream Cleaning 5'	Littlefield Road
	Stream Cleaning 10'	Liberty Square Road
	Stream Cleaning 15'	Liberty Square Road
	Stream Cleaning 5'	Waite Road
	Stream Cleaning 10'	Depot Road
	Stream Cleaning 15'	Joseph Road
	Culvert Cleaning (34)	Waite Road, Liberty Square Road, Depot Road, Joseph Road, Reed Farm Road, Sargent Road, Littlefield Road, Depot Road, Davidson Road, Nashoba Drive
03-06-06	Administrative Contact	Assessors Office
	Public Relations	Depot Road
	Stream Survey	Depot Road
	Stream Survey	Guggins Lane - Cleaned Dead Debris from banking
03-07-06	Administrative Contact	Assessors Office
	Public Relations	Town Hall
	Stream Survey	Middle Road
	Brush Cutting 537'	Guggins Lane
03-08-06	Stream Survey	Depot Road
	Stream Survey	Middle Road
03-09-06	Administrative Contact	Town Clerk, Board Of Selectmen, Finance Committee, Board Of Health, Library, Conservation Commission, Department Of Public Works
03-15-06	Public Relations	Stow Road
	Stream Cleaning 300'	Guggins Lane
	Stream Survey	Stow Road
03-16-06	Administrative Contact	Assessors Office

	Stream Cleaning 300'	Guggins Lane
	Stream Survey	Richardson Road
04-04-06	Administrative Contact	Town Hall
	Stream Cleaning 20'	Depot Road
	Stream Cleaning 15'	Avebury Circle
	Stream Cleaning 20'	Hill Road
	Stream Cleaning 10'	Swanson Road
	Culvert Cleaning (24)	Depot Road, Cobleigh Road, Avebury Circle, Hill Road, Tokatawan Lane, Wetherbee Lane, Barteau Lane, Whitcomb Road, Cunningham Road, Swanson Road, Spencer Road
04-13-06	Administrative Contact	Assessors Office
	Public Relations	Old Littleton Road
	Larval Survey	Old Littleton Road, Swanson Road, West Whitcomb Road
	Larviciding	Old Littleton Road, Swanson Road, West Whitcomb Road
04-22-06	Public Relation	Depot Road
	Larval Survey	Depot Road, Patch Hill Road, Joseph Road, Liberty Square Road
	Larviciding	Depot Road, Patch Hill Road
04-25-06	Stream Survey	Massachusetts Avenue, Depot Road
04-28-06	Administrative Contact	Town Clerk's Office
	Public Relations	Massachusetts Avenue, Burroughs Road, Codman Hill
	Larval Survey	Massachusetts Avenue, Burroughs Road, Swanson Road, Cunningham Road, Depot Road, School House Lane, Hill Road
	Larviciding	Codman Hill, Swanson Road, Massachusetts Avenue, Cunningham Road
05-02-06	Administrative Contact	Board Of Health
05-03-06	Stream Cleaning 20'	Burroughs Road
	Stream Cleaning 30'	Burroughs Road
	Stream Cleaning 10'	Old Harvard Road
	Stream Cleaning 15'	Old Harvard Road
	Stream Cleaning 10'	Old Harvard Road
	Stream Cleaning 5'	Burroughs Road
	Stream Cleaning 5'	Stow Road
	Stream Cleaning 5'	Stow Road
	Stream Cleaning 5'	Stow Road
	Stream Cleaning 5'	Stow Road
	Stream Cleaning 75'	Howard Road
	Stream Cleaning 5'	Howard Road
	Stream Cleaning 5'	Flagg Hill Road
	Stream Cleaning 10'	Woodward Lane
	Stream Cleaning 100'	Summer Road
	Stream Cleaning 5'	Burroughs Road
	Stream Cleaning 20'	Adams Place
	Culvert Cleaning (31)	Burroughs Road, Old Harvard Road, Robinson Road, Stow Road, Howard Road, Flagg Hill Road, Woodward Lane, Summer Road, Kendall Road, Adams Place
05-06-06	Public Relations	Eldridge Road
	Larval Survey	Eldridge Road, Codman Hill Road, Adams Place
	Larviciding	Codman Hill Road, Adams Place
05-10-06	Larval Survey	Burroughs Road, Old Harvard Road, Hazard Lane, Eldridge Road, Steele Lane
	Larviciding	Burroughs Road, Old Harvard Road
05-18-06	Larval Survey	Adams Place, Massachusetts Avenue, Burroughs Road, Priest Lane, Whitney Lane, Stow Road, Tamarack Lane

	Larviciding	Adams Place, Massachusetts Avenue, Burroughs Road, Stow Road
05-23-06	Trap Survey	Burroughs Road
05-24-06	Public Relations	Stow Road, Stonehedge Place, Cedarwood Road
	Larval Survey	Stow Road, Fifers Lane, Flagg Hill Road, Pine Pasture Run, Pine Hill road, Cedarwood Road, Burroughs Road, Kendall Road, Liberty Square Road
	Larviciding	Stow Road, Richardson Road, Flagg Hill Road, Stonehedge Place, Pine Hill Road, Cedarwood Road, Burroughs Road, Liberty Square Road, Guggins Lane
05-31-06	Set Trap	Burroughs Road
	Administrative Contact	Police Department
	Public Relations	Stow Road, Pine Hill Road
	Adulticiding	Stow Road
06-01-06	Pick Up Trap	Burroughs Road
06-06-06	Administrative Contact	Police Department
	Adulticiding	Codman Hill Road, Codman Hill Condominiums
06-07-06	Set Trap	Burroughs Road
06-08-06	Pick Up Trap	Burroughs Road
06-13-06	Administrative Contact	Police Department
	Public Relations	Depot Road, Prescott Road, Stow Road, Eldridge Road, Pine Hill Road, Inches Brook Lane, Depot Road
	Adulticiding	Eldridge Road, Prescott Road, Pine Hill Road, Stow Road, Depot Road
	Larval Survey	Depot Road
	Larviciding	Inches Brook Lane
06-14-06	Set Trap	Burroughs Road
06-15-06	Administrative Contact	Police Department
	Adulticiding	Flerra Field
	Pick Up Trap	Burroughs Road
06-20-06	Administrative Contact	Police Department
	Public Relations	Cedarwood Road, Pinehill Road, Inches Brook Lane, Picnic Street
	Landing Count	Pinehill Road
	Adulticiding	Cedarwood Road, Pinehill Road, Inches Brook Lane, Hill Street, Picnic Street
06-21-06	Set Trap	Burroughs Road
06-22-06	Pick Up Trap	Burroughs Road
06-27-06	Administrative Contact	Police Department
	Public Relations	Burroughs Road, Pine Hill Road, Liberty Square Road
	Landing Count	Liberty Square Road
	Adulticiding	Burroughs Road, Pine Hill Road, Liberty Square Road
07-05-06	Administration Contact	Police Department
	Public Relations	Davidson Road, Depot Road, Prescott Road, Eldridge Road, Massachusetts Avenue, Pine Hill Road, Inch Brook Lane
	Adulticiding	Davidson Road, Inch Brook Lane, Pine Hill Road, Prescott Road, Depot Road, Massachusetts Avenue
	Larval Survey	Eldridge Road
	Set Trap	Burroughs Road
07-06-06	Pick Up Trap	Burroughs Road
07-11-06	Administrative Contact	Police Department
	Public Relations	Prescott Road, Eldridge Road, Pine Hill Road
	Adulticiding	Pine Hill Road
07-12-06	Set Trap	Burroughs Road

07-13-06	Pick Up Trap	Burroughs Road
07-18-06	Administrative Contact	Police Department
	Public Relations	Depot Road, Stow Road, Pine Hill Road, Morse Lane, Eldridge Road
	Adulticiding	Depot Road, Stow Road, Pine Hill Road, Morse Lane, Eldridge Road
	Catch Basin Larviciding [283]	Adams Place, Massachusetts Avenue, Settee Lane, Houghton Lane, Morse Lane, Hagar Lane, Mayfair Drive, Pierce Lane, Coolidge Farm Road, Whitney Lane, Priest Lane, Burroughs Road, Chester Road, Meadow Lane, Tamarack Lane, Fifers Lane, Windemere Drive, Kendall Road, Pine Pasture Run, Summer Road, Cedarwood Road, Russet Lane, Stonehenge Place, Applewood Drive, Macintosh Lane, Beaver Lane, Sheriff's Meadow
07-19-06	Set Trap	Burroughs Road
07-20-06	Pick Up Trap	Burroughs Road
07-25-06	Administrative Contact	Police Department
	Public Relations	Burroughs Road, Depot Road
	Adulticiding	Burroughs Road, Depot Road
	Larval Survey	Burroughs Road
	Catch Basin Larviciding [300]	Hemp Hill Road, Rushwood Road, Commercial Road, Sholan Circle, Swanson Road, Biotech Avenue, Beaver Brook Road, Guggins Lane, Box Mill Road, Reed Farm Road, Blanchard Road, Inches Brook Lane, Joseph Road, Loreto Road, Emmanuel Drive, Cobleigh Road, Depot Road, Prescott Road, Patch Hill Road, Liberty Square Road, B Benjamin Drive, Waite Drive, Nashoba Drive, Colonial Ridge Road
07-26-06	Set Trap	Burroughs Road
07-27-06	Pick Up Trap	Burroughs Road
08-01-06	Administrative Contact	Police Department
	Public Relations	Burroughs Road, Davidson Road, Massachusetts Avenue
	Adulticiding	Davidson Road, Burroughs Road
08-02-06	Set Trap	Burroughs Road
08-03-06	Pick Up Trap	Burroughs Road
08-08-06	Administrative Contact	Police Department
	Public Relations	Burroughs Road, Stow Road, Pine Hill Road, Depot Road
	Adulticiding	Depot Road, Pine Hill Road, Burroughs Road
	Larviciding	Burroughs Road
08-09-06	Set Trap	Burroughs Road
08-10-06	Pick Up Trap	Burroughs Road
08-15-06	Administrative Contact	Police Department, Board Of Health
	Public Relations	Depot Road
	Adulticiding	Depot Road
08-16-06	Set Trap	Burroughs Road
08-17-06	Pick Up Trap	Burroughs Road
08-22-06	Administrative Contact	Police Department
	Public Relations	Morse Lane, Depot Road, Burroughs Street, Davidson Road
	Adulticiding	Davidson Road, Depot Road, Burroughs Street
08-23-06	Set Trap	Burroughs Road
08-24-06	Pick Up Trap	Burroughs Road
08-28-06	Trap Site Survey	Burroughs Road
08-29-06	Administrative Contact	Police Department

	Public Relations	Morse Road, Middle Road, Liberty Square Road
	Adulticiding	Middle Road, Liberty Square Road
	Larval Survey	Depot Road, Massachusetts Avenue, Cunningham Road
	Larviciding	Massachusetts Avenue, Boxborough DPW
08-30-06	Set Trap	Burroughs Road
08-31-06	Pick Up Trap	Burroughs Road
09-06-06	Administrative Contact	Massachusetts Avenue
	Public Relations	Morse Lane
	Adulticiding	Morse Lane

	Larval Survey	Massachusetts Avenue
	Larviciding	Massachusetts Avenue, Codman Hill Road
	Set Trap	Burroughs Road
09-07-06	Pick Up Trap	Burroughs Road
09-12-06	Administrative Contact	Police Department
	Public Relations	Pine Hill Road
	Adulticiding	Pine Hill Road
	Larval Survey	Codman Hill Road
09-13-06	Set Trap	Burroughs Road
09-14-06	Pick Up Trap	Burroughs Road
09-20-06	Set Trap	Burroughs Road
09-21-06	Pick Up Trap	Burroughs Road
09-27-06	Set Trap	Burroughs Road
09-28-06	Pick Up Trap	Burroughs Road
09-29-06	Administrative Contact	Board Of Health
	Stream Cleaning 5'	Tokatawan Spring Lane
	Stream Cleaning 5'	Tokatawan Spring Lane
	Stream Cleaning 5'	Liberty Square Road
	Culvert Cleaning (10)	Hill Road, Tokatawan Spring Lane, Liberty Square Road, Joseph Road
10-06-06	Clear Trap Site	Burroughs Road
11-13-06	Stream Cleaning 15'	East Whitcomb Road
	Stream Cleaning 20'	Hill Road
	Stream Cleaning 30'	Tokatawan Spring Lane
	Stream Cleaning 35'	Tokatawan Spring Lane
	Culvert Cleaning (20)	Swanson Road, West Whitcomb Road, Cunningham Road, Hill Road, East Whitcomb Road, Hill Road, Barteau Lane, Tokatawan Spring Lane
11-15-06	Stream Cleaning 70'	Liberty Square Road
	Stream Cleaning 20'	Liberty Square Road
	Stream Cleaning 15'	Liberty Square Road
	Stream Cleaning 5'	Depot Road
	Stream Cleaning 25'	Depot Road
	Stream Cleaning 5'	Depot Road
	Stream Cleaning 40'	Sargent Road
	Stream Cleaning 5'	Reed Farm Road
	Stream Cleaning 30'	Summer Road
	Culvert Cleaning (31)	Liberty Square Road, Depot Road, Patch Hill Road, Depot Road, Littlefield Road, Sargent Road, Reed Farm Road, Apple Wood Drive, Massachusetts Avenue, Summer Road, Pine Pasture Run
12-01-06	Stream Cleaning 25'	Swanson Road
	Stream Cleaning 30'	Hill Road
	Stream Cleaning 10'	Tokatawan Spring Road
	Stream Cleaning 10'	Tokatawan Spring Road
	Stream Cleaning 20'	Middle Road
	Stream Cleaning 15'	Depot Road
	Culvert Cleaning (24)	Swanson Road, Massachusetts Avenue, Hill Road, Middle Road, Cobleigh Road, Depot Road, School House Lane, Tokatawan Spring Road
12-27-06	Stream Cleaning 15'	Littlefield Road
	Stream Cleaning 10'	Colonial Ridge Drive
	Stream Cleaning 20'	Sargent Road
	Stream Cleaning 5'	Liberty Square Road
	Stream Cleaning 10'	Liberty Square Road
	Stream Cleaning 15'	Liberty Square Road
	Stream Cleaning 10'	Depot Road
	Culvert Cleaning (32)	Littlefield Road, Depot Road, Davidson Road, Osceola Drive, Colonial Ridge Drive, Sargent Road, LibertySquare Road, Tokatawan Spring Lane, Hill Road,

		Schoolhouse Lane, Middle Road
12-29-06	Stream Cleaning 15'	Codman Hill Road
	Stream Cleaning 50'	Codman Hill Road
	Stream Cleaning 15'	Codman Hill Road
	Stream Cleaning 20'	Adams Place
	Stream Cleaning 5'	Burroughs Road
	Stream Cleaning 10'	Old Harvard Road
	Stream Cleaning 15'	Old Harvard Road
	Stream Cleaning 30'	Old Harvard Road
	Stream Cleaning 100'	Old Harvard Road
	Stream Cleaning 20'	Old Harvard Road
	Culvert Cleaning (23)	Codman Hill Road, Adams Place, Burroughs Road, Old Harvard Road, Robinson Road, Steele Lane, Robinson Road

2006 Summary

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 is located at 111 Otis Street, Northborough, 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 2006, the Project received eight thousand and fifty five (8,455) 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, nine hundred and fifty-nine (5,959) pounds by hand throughout our service area were applied to area wetlands to reduce the emergence of adult mosquitoes. This represents over one thousand, one hundred and ninety one (1,191) acres of wetland that was treated with this mosquito-specific bacterium, significantly reducing adult mosquito populations in these areas. Thirty-three thousand, nine hundred and eighteen (33,918) 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. Seven thousand, three hundred and ninety-three (7,393) 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 seventy-six thousand, one hundred and eighty-one (176,181) feet of streams, brooks and ditches. This represents over thirty-three (33) miles of waterways which were cleaned and improved by Project personnel in 2006.

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. Two thousand, two hundred and fifty (2,250) 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, five hundred and twenty-eight (1,528) pools (collections) of mosquitoes totaling thirty-nine thousand, five hundred and six (39,506) specimens were tested for mosquito-borne viruses this year. One (1) pool of *Cs. morisitans* in Leominster was confirmed to be infected with the EEE virus late in the season. Two (2) pools of West Nile Virus were confirmed, both in Westborough in the *Culex* species. Two (2) human cases were identified with WNV, one in Billerica and one in Webster. No human cases of EEE were identified, and there were no cases of WNV or EEE in horses in our service area.

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 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 2006 and we look forward to helping you and your community with its mosquito problems in 2007 and beyond.

Thank you,
Richard J. Day, Chair
Board of Commissioners
Central Massachusetts Mosquito Control Project

DEPARTMENT OF PUBLIC WORKS

The past year was a busy year for the Public Works Department.

The winter season began on November 24th with a small snow storm and ended on February 25th with another small snow storm. The storms in between were relatively routine events with three being larger events. These events were a 15", a 10" and a 16" event. During the 10" event we had the misfortune of losing one small truck to a fire. Even though the Fire Department had a very fast response time there was not anything that could have saved this truck. The truck basically exploded into flames consuming the truck and all of its contents, including the hat and gloves of the driver. The driver barely had time to get out before he was injured, let alone get anything else out. Fortunately we were able to replace this truck with a used one, using the insurance payment. The total amount of snow for the season was 66" inches

with a total of 27 responses for these storms. That translates into 40 less inches of snow than the previous year and 5 less responses.

The spring clean up went fairly well with some equipment break downs. Although we were able to get an early start on the sweeping equipment, break downs and a wet spring had us sweeping into July. One thing to keep in mind is with the ever increasing roads in town, it takes more time to get this task accomplished. All the roads can't be done at the same time. Each year we start at a different place in town, so on one year one road will get done first and the next it may be the last. It is very difficult to get a set schedule on when a particular road will get swept. It all depends on Mother Nature and equipment break downs. Please have patience, we will get there.

Once again, the summer growing season didn't have the expected slow down, so the municipal properties and athletic field required a lot of mowing. The roadside mowing went well this season. We were able to get some of the roads done twice during the season. We also mowed a number of other town properties and trails during the good months.

Some Chapter 90 work was done. The projects were sections of Old Harvard Road, Robinson Road and Burroughs Road, as well as the entire lengths of Hagar Lane, Morse Lane and Steele Lane. Also from Chapter 90, we got the approval to purchase a new backhoe to replace the one that we had. The old machine had a major failure and needed to be replaced. The failure was the rear of the machine; it fell off.

Along with the routine work that was done during the year, we had a couple of larger projects to get done. The most pressing one was the culvert replacement on Littlefield Road. This was not a planned project, but after the collapse of one of the three pipes at this location, it was determined that all three needed to be replaced. The most involved one was the fire cistern on Stonehedge Place. The cistern that was there had failed and was also substandard. The old 5,000 gallon cistern was removed and replaced with a new 30,000 gallon cistern. This was a multi-department project involving both the DPW and the Fire Department. This project succeeded only because there was excellent communication, cooperation and coordination from all involved and the willingness for those involved to go the extra mile to 'get it done' and get it done we did. The third project was the replacement of the mix shed. This was done in-house using the talent of the DPW staff at a substantial cost savings. Plans were drawn up and a Building permit was applied for and issued. After the paper work was done we were able to get started on the removal of the old shed and the construction of the new one. The only part of this project that we were not able to do was to provide the forms for the concrete. Even though we do not own the needed concrete forms, a local contractor provided them for us and instructed the DPW crew on the setting of them.

The Transfer Station / Recycling Center went fairly smooth this past year. This is due, in large part, to the cooperation of the people who use the facility. This past year we had to make some changes in the way the stickers are issued. This was made necessary to try and cut down on sticker pirating; it appears to be working.

I would like to thank the workers of the DPW for their dedication and hard work, without these people we wouldn't be able to provide the level of service that the tax payers have come to expect. I would also like to thank the Board of Selectmen for their support throughout the year, and the taxpayers for their support and patience. I would also like to take this opportunity to thank the Fire Chief and the personnel of the Fire Department for their assistance throughout the year and give them a "job well done" on the cistern project.

Kenneth March
Director of Public Works

CEMETERY

The normal upkeep and maintenance of the North and South Cemeteries was done throughout the year. The number of burials was about the same as other years. 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 during the growing season. Some tree work had to be done with the town's bucket truck. A couple of dead trees had to be removed. The antique hearses have been relocated to the museum on Middle Road for safe keeping.

I would like to thank Donald Morse and the DPW crew for all the work that they do there. They do a lot of work to keep the cemeteries in good order. A good job was done by all.

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 2006. There was one inquiry regarding World War II benefits, two inquiries on disability pension, two inquiries on medical pensions and one inquiry on financial assistance.

A flag was placed on each Veteran's grave for Memorial Day. There were two veteran burials in the South Cemetery:

Louis N. Fichtner, Jr.	World War II	May 11, 2003
Roger L. Tracy	Vietnam	July 19, 2006

If you know of any veteran's grave that has not been recognized, please give us a call at 978.263.1116. Also, I am looking for 214D files for anyone who entered the service from the Town of Boxborough as we are looking into establishing a permanent war memorial.

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

COUNCIL ON AGING

There are approximately 600 senior citizens residing in Boxborough. The mission of the Boxborough Council on Aging is to reach out to these senior citizens 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, congregate luncheons, town information, health issues, political issues, legal information, and other pertinent topics.

In June of this year, Karen Kealty, Dean Machamer, Mary Larson, and Elaine Garabedian stepped down from the Council on Aging Board. They all served as board volunteers for many years and their contributions to the senior citizens of Boxborough are very much appreciated. The current Council on Aging Board consists of five members. Frank Powers serves as Chairman, Karen Smolin as the Vice-Chairman, Jini Vockel as Treasurer, David Birt as Recording/Corresponding Secretary and Betsey Krusen as member-at-large. 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, from 8:30AM-3:30PM. 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," celebrating their 10th Anniversary of service this year, 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, and Kathy Blackey as Trip Planner. The Friends of the COA has received generous donations from the Acton-Boxborough United Way as well as from private citizens. These donations benefit our senior citizens and are gratefully acknowledged. The Friends sponsored several senior get-togethers at the Library throughout the winter and spring months. Other 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 the Grange Hall transformed into a festive holiday retreat. New this year and in response to a senior survey, the Friends have initiated a "Speaker Series Program" which is a luncheon followed by speakers from the Boxborough community. In November Boxborough seniors were treated to a delicious free luncheon followed by two dynamic speakers, Dr. Steven Victorson and Boston Marathon winner, Bill Rodgers. The Speaker Series Program will continue into 2007.

Friends' volunteer, Kathy Blackey, served as Trip Coordinator for our seniors again this year. A wonderful selection of events, either in conjunction with neighboring towns or by Boxborough residents alone, consisted of trips to: the Keene Flower Show & The Inn at East Hill Farm in Troy, NH; Fruitlands Museum in Harvard, MA; a lunch-time cruise on the Concord River in Concord, MA; "Rail & Sail" in Newport, Rhode Island, the Lowell Spinners at LeLacheur Stadium, the Bull N' Claw Restaurant & Museum of Lighthouse History in Wells, Maine, the Culinary Archives & Museum and the Johnson & Wales Inn in Rhode Island; and the Edaville Railroad & Fireside Grille in Middleborough, MA. The Friends of the COA also sponsored two 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 has 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 2006 volunteer drivers include: Brigid Bieber, Lorraine Carvalho, Bela Chandhok, Rita Gibes Grossman, Kristin Hilberg, Karyn Kealty, Anne McNeece, Ellen Sathe, Karen Smolin, Susan Vine, and Jini Vockel. Their names and phone numbers are

listed in the monthly newsletter for seniors to call when alternate transportation is not available. 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 and he has delighted us with his beautiful photographs of senior activities. Our Library Director, Maureen Strapko, together with the Friends of the Library, provides monthly movies, library computer instruction, and home delivery of books to our senior citizens. Thank you all!

On the second Wednesday of each month from 11:00AM-12:00 noon, the Nashoba Nursing and Hospice Service provides a Wellness Clinic at the United Church of Christ. Services offered include 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.

Senior luncheons, also held on the second Wednesday of each month at the United Church of Christ and organized by the Boxborough Neighbors (Karyn Kealty, Mary Larson, Elaine Garabedian and Dean Machamer), took place from January to June and from September to December. Approximately 40+ seniors attended each of 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 by preparing scrumptious meals 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 Boxborough Conservation Trust, the Boxborough Neighbors and the Boxborough Town employees. Brown-bag luncheons were also held during the summer months at our new library. The COA would also like to extend our thanks 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 Barbecue for Acton and Boxborough senior residents in October.

The Fuel Assistance Program began on November 1, 2006 and continues through April 30, 2007. 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 as well as volunteer Robert McNeece attended training in October 2006 to help with fuel assistance applications. Rob has been a great help in this endeavor. Also this year, the American Association for Retired Persons (AARP) sponsored a free tax preparation service for low-and moderate-income Boxborough senior taxpayers. Appointments for this service are coordinated through the COA Office, and we thank AARP volunteer Jim Brown for this continued valuable assistance.

The Boxborough Council on Aging extends our heartfelt thanks to Boxborough residents Lorraine Carvalho and Jini Vockel for their service as SHINE (Serving the Health Information Needs of Elders) volunteers. Lorraine finished her service in June, and Jini continues to be available to Boxborough residents for one-on-one health information counseling. Jini attends monthly meetings at Minuteman Senior Services in Burlington, MA, in order to receive updates on the most recent health insurance information.

Our aerobics and line-dancing instructors, Phyllis Kennedy and Sam O'Clair respectively, 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. Phyllis teaches exercise classes three times a week and these classes have grown in size and popularity. Sam O'Clair teaches line dancing one morning a week, and we have participants from other towns as well as from Boxborough. Our bridge

group, enthusiastically promoted by Dean Machamer, continues to take place once a week. This group attracts senior citizens from several surrounding towns, and their laughter can be heard every Thursday throughout Town Hall. The exercise and line dancing classes as well as the bridge group always welcomes new participants.

In April of 2006, the Boxborough Council on Aging applied for and was awarded a \$3,000.00 grant from the Massachusetts Executive Office of Elder Affairs. 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 exercise classes and also to purchase birthday/greeting cards for our senior citizens.

Verizon is another organization which generously provided the COA a grant in 2006 so that we could purchase a new senior citizen database called, *MySeniorCenter*. We are very pleased to have received this latest COA technology in that our old database had become outdated, to the point that we were unable to use it on some of the new Town Hall computers. The *MySeniorCenter* database is very flexible and will help us run the office in a much more efficient manner.

A third organization, Middlesex Savings Bank, made a donation to the COA to establish a capital working fund for a van service. During the first few months of 2006, the COA Board and other volunteers spent considerable time tabulating results from our senior citizen (60+) survey. An important area that the survey touched upon was that of transportation; the senior survey indicated a strong interest in some form of van service in addition to the already established volunteer driver program. The COA Board went to work on this right away, and due to a recent change in Regional Transit Authority affiliations, was able to provide a van service for senior and disabled citizens at no cost to the town of Boxborough. Although spear-headed by the COA Board members, many other organizations also supported this effort. We would like to thank the Board of Selectmen, the Town Administrator, the Personnel Board, the Fire Department, and the Highway Department who have all worked with us to make this van service a reality.

Following up on another topic of the senior survey and looking towards the future, in December, the Board of Selectmen approved the COA request to authorize establishment of a task force to assess the need for and feasibility of a senior center for Boxborough. This task force will be formed in January 07 and will provide an initial report to the town at Annual Town Meeting. The COA Board is also planning for implementation of a bocce court next year in cooperation with other town organizations.

2006 was a year in which more of our seniors participated in COA 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, the library, and the school continues to be advantageous to both our seniors and to our Town. The program is administered by the Council on Aging Coordinator; the number of participants has increased from 7 to 36 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 Friends of the Council on Aging, the Boxborough Recreation Commission and the Acton-Boxborough

United Way. It is through these efforts of the entire Boxborough community that we are able to continue pursuing our mission of reaching out to as many of our valued senior citizens and their families as possible.

Respectfully submitted,
Kathie Schwarting,
Council on Aging Coordinator, 2006

ACTON BOXBOROUGH CULTURAL COUNCIL

The Acton-Boxborough Cultural Council (ABCC) was established in 1982 to promote the arts, to help develop cultural programs in the Acton and Boxborough communities and to award and administer Massachusetts Cultural Council (MCC) Grant funds. We are a volunteer committee appointed by the selectmen of each community, but functioning as a single entity. We accomplish our goals by:

- Reviewing grant applications from individuals, libraries, schools, and arts organizations and awarding MCC grant funds to projects that provide a local public benefit. The ABCC is one of 329 Local Cultural Councils (LCCs) that is funded by the Mass Cultural Council through an annual appropriation by the state legislature
- Sponsoring annual cultural programs for the Acton and Boxborough communities using grant funds generously designated by the towns' Selectmen – these funds have been used by the ABCC to present jazz and classical music concerts, vocal performances, opera, public art installations and more
- Advocating for the arts through community outreach and publicity

2006 was an exciting and active year for the Council; we initiated three new events and brought back a popular favorite for the third year. We were delighted to fund 23 individuals, schools, libraries and arts organizations in our towns by granting MCC funds. We advocated for the arts on the state and local level, and made significant outreach to our local communities in the form of publicity.

MCC Grant Cycle Funding

Each fall, the ABCC is required to distribute our annual MCC allocation through a grant process. We enjoyed a significant increase in available grant funds in calendar year 2006. A sizable increase in state funding to the Massachusetts Cultural Council resulted in an allotment to the ABCC of \$8,000 for our FY07 Grant Cycle (we were awarded \$4,400 for our previous grant cycle). We once again did not withhold the allowed 5% of the MCC allocation and made the entire amount available for the community members. Additionally, we had \$550 in unclaimed funds from FY05 and \$63 in ungranted FY06 funds that, in compliance with MCC guidelines, we re-granted this year. The ABCC also unanimously voted to grant an additional \$868 from our own Council funds. As a result, the total amount of grantable funds was \$9,481.

Despite our higher than usual funds to spend, we faced a very competitive grants season. We worked hard to publicize the availability of grants and saw a lot of new applicants and creative applications. We received 38 applications totaling \$23,713 and funded 23 of those.

FY ' 07 Acton-Boxborough Cultural Council Approved Grants

<u>Applicant, Project Name</u>	<u>Grant Award Amount</u>
• Richard Clark, “Mark Twain”	\$350
• Harvard Pro Musica, 2006-2007 Concert Season	\$498
• Ruth Harcovitz, Celebration of Rogers & Hammerstein	\$300
• ABRHS Band, New music composition and Guest Artist	\$1000
• Discovery Museums of Acton, Multicultural March	\$200
• Gates Elementary School, PASS grant to Museum of Fine Arts	\$355
• Acton Chinese Language School, Acton Traditional Chinese Music Night	\$500
• Elaine Sisler/Niela Miller, Celebration of Aging	\$150
• Longwood Opera Company, <i>Falstaff</i>	\$300
• Douglas Elementary School, Opera to Go	\$400
• Blanchard School, Handel & Hayden Vocal Quartet	\$400
• Merrimack Rep. Theatre, Pay As You Will Nights	\$200
• Commonwealth Ballet, The Nutcracker	\$500
• Acton Community Chorus, Winter and Spring Concerts	\$100
• Sargent Memorial Library, Rhythms of the World: Songs and Stories for Everyone	\$250
• Sargent Memorial Library, Movies @ the Sargent Memorial Library	\$250
• Janet Applefield, No Room for Hate	\$280
• Acton Recreation Dept./Teen Repertory Theater, Bye Bye Birdie	\$1000
• Merriam & McCarthy Towne Schools, Meet the Musicians	\$500
• Acton Memorial Library, Robert Creeley Poetry Award	\$500
• Indian Hill Music, performance for Boxborough COA	\$450
• Acton Historical Society, The Jolly Rogues performance	\$800
• Acton Community Ctr., Inc./Theatre III, On Golden Pond	\$298

Local Funding

The ABCC was once again generously supported by both Acton and Boxborough town funds via warrant articles and line items. The dedication of the Board of Selectman in both towns is truly remarkable. Acton provided the ABCC, through a Warrant Article, with \$2000.00. Boxborough generously raised our allotment in 2006 to \$1500.00 for exclusive use in Boxborough.

The level of local support we enjoy is rare among LCC’s across the state. We are extremely grateful and constantly acknowledge the support of our two towns 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, Walter Foster and Boxborough Selectman, Kristin Hilberg.

The ABCC initiated several exciting events/projects in 2006. Funding for these programs came from unspent FY '06 and FY '05 Acton Funds and our own fundraising revenue. We used our Boxborough allocation to fund a new event at Fifer’s Day and a project at the Blanchard School. Here are details on Council-initiated events in 2006:

- **March 9, 2006 – Grantee Reception**
The ABCC held its 1st Annual Grantee Reception at Boxborough Town Hall. FY06 grantees were invited to attend, along with our state and local legislators. Grantees were given an

opportunity to promote their upcoming events through a publicity table. Each grantee received an official ABCC certificate. Senator Pam Resor, Representative James Eldridge and Boxborough Selectman Kristin Hilberg spoke at the event. The Beacon ran a photo following the event. The ABCC plans to make this an annual reception.

- ***May 13, 2006—Arts Alive!***

- **ABCC in conjunction with the Arts Process Network**

- The ABCC collaborated with the Arts Process Network to present an interactive, arts-education event for adults. The theme of the event was the relationship of people to their towns, and centered around a mural created by participants depicting feelings about the towns where we live, work and play. Panelists from the Arts Process Network discussed ways that arts and arts processes can be used to gather data in all aspects of life and our communities. The Beacon ran a detailed article about this event and Action Unlimited helped promote this event as well.

- ***June 17, 2006—The Storyteller's Tent at Fifer's Day in Boxborough***

- The ABCC sponsored a new Storyteller's Tent at the annual Fifer's Day fair in Boxborough. We hired two costumed storytellers—Merrill Kohlhofer and Andrea Lovett, who brought to life original tales from the American Revolution. The Storyteller's Tent was a resounding success, welcoming over 75 audience members throughout the day; many had never been to Fifer's Day previously and came specifically to enjoy the storytellers. The Beacon ran excellent publicity and photos for this premiere event.

- ***June, 2006 –Mural at the Blanchard School, Boxborough***

- The ABCC supported the Blanchard School in Boxborough by assisting with the cost of installing an artistic porcelain tile mural which was created by the 6th grade students at the Blanchard School.

- ***November 3, 2006—Falstaff, by Giuseppe Verdi***

- **Presented by the Longwood Opera Company**

- For the third consecutive year the ABCC sponsored a performance by the Longwood Opera Company. This popular performance in 2006 was of Falstaff, by Giuseppe Verdi at the Congregational Church in Acton. Directed by Jeffrey Brody, Music Director, and J. Scott Brumit, Stage Director. Fully costumed and staged and in English with piano accompaniment, this event attracted an audience of nearly 70.

Arts Advocacy and Arts Promotion

On March 8, 2006 Ann Budner, Rachel Lucas and Pat Myers attended the LCC Assembly at the Massachusetts State House. This event, sponsored by the Mass Cultural Council, brought LCC's from across the state together to draw attention to the vital role that arts, culture and humanities play in our state; hundreds of LCC volunteers attended. We visited the offices of our state legislators to advocate for the arts and to request increased funding. We'd like to give special thanks to our state legislators, Senator Pam Resor, Representative Cory Atkins, and Representative James Eldridge for generously supporting local cultural and arts activities in Acton, Boxborough and across the state.

We also stepped up our local promotional efforts. We re-designed our website to offer our communities easier access to our events and grant information. In the year to come we hope to install an arts calendar on the new website, where we will offer local organizations a free venue where they can publicize their own events.

The Council initiated a "Got Art?" community input campaign. The campaign consists of a postcard survey which we are distributing at events, meetings and schools, libraries, etc. The survey is designed to give us feedback on our current activities, and also help us find out from community members what type

of art and culture they would like us to present. These survey cards have already given us ideas for events in the future.

Board Members

This year ABCC installed a new Co-Chair, Rachel Lucas of Acton, a new Co-Secretary, Cindy Matchett of Boxborough, and Pat Myers of Boxborough was installed to the positions of Treasurer and Grants Coordinator. We also welcomed new members Linda Biyun Zhu of Acton and Avril Allard of Boxborough. We sadly said goodbye to three members in 2006: Co-Chair Ann Budner (retired 12/2006), former Treasurer, Jana Kertzner (resigned 6/2006), and former Grants Coordinator Rosie Latto (resigned 1/2006).

Fiscal Year 2006 Acton-Boxborough Cultural Council Members:

Ann Budner, Co-Chair - Acton (retired December 2006)
Rachel Lucas, Co-Chair - Acton
Jana Kertzner, Treasurer - Acton (resigned June 2006)
Cindy Matchett, Co-Secretary - Boxborough
Nancy Gerhardt, Public Relations - Acton
Rosie Latto, Grants Coordinator - Acton (resigned January, 2006)
Rixin Li, Co-Secretary - Acton
Pat Myers, Treasurer and Grants Coordinator - Boxborough
Elaine Sisler - Acton
Linda Biyun Zhu – Acton (joined December 2006)
Avril Allard – Boxborough (joined November, 2006)

Submitted by Rachel Lucas, Chair

PUBLIC CELEBRATIONS COMMITTEE

The Public Celebrations 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.

This year we had some turnover on the committee. We would like to thank Nancy Fillmore and Liz West for all their help and service, and would like to welcome Laura Rakauskas and Kim Bowers to the committee.

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 by Don Morse, remarks were made, and the Minutemen fired a musket salute.

At North Cemetery, our State Senator Pam Resor reflected on the meaning of Memorial Day. At Town Hall, Veteran Essex Fowlks led the crowd in a moment of reflection. Finally, at South Cemetery, Norm Hanover of the Boxborough Minutemen gave some short remarks.

Marchers included the speakers, veterans, Boxborough Selectmen, Boxborough Minutemen, the Blanchard Band directed by Chris Baird and Cesar Garde, the Acton-Boxborough R. J. Grey Junior High School Band directed by Mark Hickey, Fire Department and Scouts.

Fifer's Fair, held on June 17, was a collaborative effort of the Celebrations Committee, the Boxborough Minutemen and the Receptions 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, bicycles and antique cars. Parade Marshals this year were Chris and Sharon Hood. The Golden Fife Award was given to Don Wheeler in recognition of his long and faithful service to the Town.

The Holiday Tree Lighting ceremony was held on Saturday December 2nd at 4:30pm at the corner of Middle and Hill Roads. All enjoyed the tree lighting and refreshments on the front lawn of the Boxborough Museum. Ginnie Richardson was our honored tree-lighter this year. Chris Baird led the Blanchard School Brass Ensemble and Margie Callaghan led the Blanchard Chorus, to guide the crowd in song. We would like to thank the Historical Society for the use of the Museum and the Boxborough firefighters for providing alternate transportation for Santa Claus.

We are especially gratified at the number of residents of the Town who are joining us at these celebrations. Coming 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 Memorial School and the Acton-Boxborough Regional Schools for their continued support at our events.

Public Celebrations Committee: Sharon Garde (Chair), Frances Anderton, Karin Evans, Kim Bowers, Laura Rakauskas

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, Susan Reuther, Matt Rosner, 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 offers basketball, 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 **87** 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 **28** participants.

K – 6th 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. Some teachers from Blanchard, and other members of the community have run the popular program for the past three years with many local high school and college students helping as counselors. Lauren Grady, Kristin Sandock and Joanne Mills directed this summer’s program. There were over **191** 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.

Adult Basketball

The Commission sponsors an adult basketball program. The program is held at the Blanchard School gymnasium during a weekday night (Mondays) and is open to all adult residents of the Town.

Winterfest

The 7th annual Winter Fest was CANCELED at Steele Farm in January due to no snow.

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 (978)266-2525.

Field Update

The Recreation Commission continues to support the DPW for maintenance on the fields. We also plan to create a 5 year maintenance plan for all of our fields. We hope to rest more fields in the near future.

Misc. Projects

We worked with the DPW to install a full basketball court behind the Blanchard Memorial Elementary School.

Future Plans

The Recreation Commission is working with the Council on Aging, the Library Trustees and the DPW Director to create a Bocce Ball Court and Shuffleboard Court at the Boxborough Library. This project was requested by the seniors of our town. We are looking to complete this project in the Spring of 2007.

We need to recruit new members for the Recreation Commission.

STEELE FARM COMMITTEE

The Steele Farm Advisory Committee has as one of its goals the continuance of the agricultural character of Steele Farm. In support of this goal we were able to accomplish the following activities:

- Fifty new trees were planted and we plan to add more each year.
- This year we continued Christmas tree sales. We had our most successful sale to-date. The stumps, brush and debris from the sale have been cleaned up and the walking trails affected returned to a natural state. Thanks to all who bought Christmas trees.
- Once again Ken March and his DPW crew helped us to maintain the property in many ways, some of which were mowing the trails as necessary, mowing the old pasture land, grading and seeding the area affected by the electrical trench, grinding the tree stumps and chipping the tree waste.
- Thanks to Donnie Morse for haying the fields again and helping us to maintain the agricultural heritage of the property.

An additional goal was to improve the property so that it can be used and enjoyed by the townspeople of Boxborough. Toward this goal we accomplished the following:

- The electrical components in the house were deemed unsafe. Thus power was removed from the house. The electrical service in the barn is now the primary service. We continued our efforts to preserve the house by adding a vapor barrier to the cellar floor to supplement the French drain that we had previously installed on the road side of the house.
- Electrical modifications in the barn were completed. Now we feel it is safer and will accommodate functions such as Winterfest better. The much needed barn roof was contracted and completed. Fire extinguishers were acquired and placed.
- Drainage was improved in a several areas to facilitate travel around the property.
- The area south of the barn was cleaned up for material storage.

The year 2006 was a busy one for us. Our thanks to all who helped!

Respectfully submitted,
Ed Whitcomb, Chairman
Steele Farm Committee

SARGENT MEMORIAL LIBRARY

2006 was our first full year in the new library. Boxborough residents, and those from surrounding towns, have been frequent visitors to this beautiful building. 668 new patrons applied for library cards. For statistical purposes, 59,726 people visited the library during 2006. We circulated a total of 82,491 items, which included books, DVD's, videos, audio books, and periodicals. 5,909 items were lent to patrons in other Massachusetts libraries. These numbers show that the collection is being used by people of all ages.

4,344 new items were purchased and added this year. Thank you to the Sargent Memorial Library Foundation for the generous donation towards new materials which helped to make this increase possible. The meeting and conference rooms continued to be heavily used for library programs and community groups. These rooms were booked for 251 programs and meetings during the year. Some of the town groups included: Boxborough Conservation Trust, Friends of the Library, Garden Club, Council on Aging, Recreation Committee, Solid Waste Committee, Friends of the Council on Aging, Boxborough Democratic Committee, Planning Board, Boxborough Neighbors, as well as several A/B sports groups, A/B Girl Scouts and Boy Scouts. The Acton-Boxborough United Way, Nashoba Home Schoolers, the Massachusetts Board of Library Commissioners, and the Central Massachusetts Regional Library System all scheduled meetings this year.

Programming

The Sargent Memorial Library in Boxborough, Acton Memorial Library, and the Gleason Public Library in Carlisle, were jointly awarded a grant by the Massachusetts Foundation for the Humanities which partially funded a lecture and discussion series, "Understanding the Modern Middle East." This very timely six program series, which explored the past and future of the Middle East, was well attended. Thank you to the Friends of the Library for their generous support as co-sponsors. Chorus members from R. J. Grey Junior High, and Blanchard Memorial schools performed a musical concert on the one year anniversary of the opening of the new library. The ABRHS Madrigal Singers performed a spring concert and a concert of traditional Christmas Music at the library this year. The beautiful music from these student groups brought joy to all who attended. The Friends of the Library sponsored a Poetry Reading evening during April to celebrate National Poetry Month. The art of Chinese brush stroke painting and storytellers from the Three Apples Festival were also programs held at the library during 2006.

Pizza & Pages

Fifth and sixth grade students meet monthly at the library on Thursday evenings to discuss their latest book selection while enjoying a pizza supper. All Boxborough 5th & 6th graders are encouraged to join. Call the library to sign up and reserve a book.

Book Club

The Library Book Club continues to meet on the 1st Tuesday morning 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.

Movies @ the Library

Early Release Thursday Movies @ the Library for children continues to be popular. Each month a family friendly movie is shown with snacks provided courtesy of the Friends of the Library. This has been a very popular program with high attendance numbers. Afternoon Movies @ the Library for seniors and adults also continued this year. Those who enjoy movies, without the expense or hassle of the multiplex, are welcome to drop in at the library on the 2nd Monday of the month. Title suggestions for future movie selections are always welcome.

Electronic Access

The library website www.boxlib.org has all the most current information on the library. 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 access reference databases from a variety of magazines and newspapers.

C/W MARS network access from on-site and at home 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 provided and funded by the C/W MARS network, the Mass. Board of Library Commissioners, and the MA Regional Library Systems

Digital Audio Books and Videos

The Sargent Memorial Library, a member of the C/W MARS Library network, is proud to announce the arrival of downloadable videos along with digital audio books and e-books. Patrons from member libraries can browse and search hundreds of great titles and download them to computers, transfer them to portable devices, or burn them onto CDs for watching, reading, and listening anywhere, anytime.

Summer Reading Program

This summer over 650 children participated in the annual summer reading program. Library staff visited Blanchard Memorial School to enroll students. This year's theme was "What's Buzzin' @ Your Library." Some of the highlights were the kick-off event featuring magician Ed Popielarczyk, and a summer evening performance by storyteller/musician Stephen Baird. Staff members of the Fire, Police, and Highway departments and Littleton Electric all displayed their emergency vehicles at the library. We held craft events such as henna tattoos, and beading and art classes. Local veterinarian Janyce Vicik visited with the family hedgehog, and it was standing room only for the live animal show "Curious Creatures." The "End of Summer Reading" Ice Cream Social, sponsored by the Friends of the Library and Blanchard Memorial School was the finale to a busy summer at the library. Many local businesses donated prizes and gift certificates for the weekly drawings.

Friends of the Library

The Sargent Memorial Library has a small but active Friends of the Library group who meet regularly on the 2nd Tuesday of the month and provide support for various library activities. The Friends now hold annual book sales in both the spring and fall to raise funds for the Library. They also provide the library with resources and refreshments for programming, summer reading activities, and the ice cream social, as well as supporting many other activities such as purchasing museum passes. Everyone is welcome to join the Friends of the Library. It is a great way to support your library and town. For more information about the Friends, check out our website www.boxlib.org or pick up a brochure at the Library.

Sargent Memorial Library Foundation

A reception for donors to the Library Foundation was held on Sunday, September 10. Good friends, refreshments, beautiful music, and wonderful weather made the afternoon memorable. Folks had a chance to wander out to the patio and find family names on the bricks they donated. The generosity of the donors to the Foundation is greatly appreciated.

Library Trustees

In May, Greg Ross resigned after 15 years as a member of the Library Board of Trustees. We are grateful to Greg for his service to the library and especially for his efforts as Co-chair of the Library Building Committee. The current Board of Library Trustees members include Elaine Garabedian, Janet Glidden, Sandra Haber, Rob McNeece, and Janet Tyndall. Mary Brodin was elected as the newest member.

Library Staff

The library staff members are Judy Reiter, Joanne Parker, Ruth Hamilton, Ramika Shah, Marion Powers and Claudia Murphy. Heather Wilkinson joined the library staff this year as Children's Librarian. Heather is a recent graduate of Simmons College where she earned her Masters in Library Science.

Library Hours 2006:

Monday	10-6
Tuesday	10-8
Wednesday	10-6
Thursday	10-8
Saturday	10-3

Maureen Strapko
Library Director

BLANCHARD MEMORIAL SCHOOL

The year 2006 was a time of transitions at the Blanchard Memorial School. January through March, 2006, the Administrative Structure Review Process Committee (ASRP) began the recruitment process to find a Superintendent/Curriculum Director for the Boxborough School District. The ASRP Committee developed a job description for the Superintendent/Curriculum Director and for the Principal. They also developed recruitment information which consisted of a cover letter, brochure, and advertisements. The School Committee approved the ASRP recruitment process and set criteria on January 12, 2006. The position of Superintendent/Curriculum Director was advertised from January 13 – 22, 2006. A Screening Committee, consisting of two administrators, two staff members, two parents, two community representatives, and one or two members-at-large, was selected to review the 33 resumes that were received. The Committee selected 10 candidates to interview. The Screening Committee did a reference check on finalist candidates and the School Committee interviewed finalist candidates in open sessions on March 6 – 9, 2006. The School Committee chose two finalists to visit Blanchard for a full day to meet with School Committee members, administrators, staff, parents and students. Two members of the School Committee and two members of the Screening Committee did additional reference checks. On March 29, 2006, Dr. Curtis A. Bates was appointed the new Superintendent/Curriculum Director for the Boxborough School District to begin on July 1, 2006.

Under the new administrative structure, Maryellen Driscoll, who was hired as the Assistant Principal for Blanchard Memorial School in 2005, was appointed as the new Principal on July 1, 2006 to replace interim Superintendent/Principal Malcolm (Mac) Reid. The Boxborough School District was extremely fortunate to have had the leadership and guidance of Mr. Mac Reid, Interim Superintendent/Principal; Dr. Sandy Daigneault, Director of Special Education and Mr. Charles Mahoney, Business Manager, as they maneuvered through the lengthy process of selecting a new administrative structure that best met the needs of the students, staff and community.

The Blanchard School eagerly welcomed new staff members for the 2006-07 school year: Ms. Connie Long, Librarian; Ms. Christy Bluhm, Music/Chorus teacher; Mr. Chris Baird, Band Director; Ms. Susan Bent, English Language Learner teacher; Ms. Nancy Melbourne, Grade Four teacher and Ms. Jessica Sands, Grade Five teacher.

Blanchard Memorial School is a very active and vibrant center of the Boxborough community. The excellent teachers and curriculum provide outstanding educational opportunities for the children in the pre-kindergarten through sixth grade. The 2005-06 school year ended with an enrollment of 565 students and had an enrollment of 543 students on October 1, 2006. The fall months were filled with primary and intermediate grade level Open Houses and Curriculum Nights. Staff members are concentrating their professional development activities on the improvement of writing and math instruction based upon research-based strategies. The music program saw a change in staff with Mr. Chris Baird appointed as the Band Director and Ms. Christy Bluhm appointed as Music and Chorus teacher. The Blanchard music program continues to be a significant part of the life of the school. We have 83 students involved in our choral program and over 140 band members who all study their instruments with private teachers. We congratulate our Brass Ensemble who performed the National Anthem at the Providence Bruins' hockey game and received a commendation at the Spring Massachusetts Instrumental and Choral Conductors Association (MICCA) Spring Festival. Other after school activities include soccer, basketball, and Destination Imagination. Four teams from Blanchard participated in the Destination Imagination regional tournament in Ayer. Two of the teams qualified for awards. In addition, the fifth grade team won the state tournament and went on to represent Massachusetts at the Global Finals in Knoxville, Tennessee where they placed ninth. To assist in building a positive school culture, Blanchard hosts a Community Meeting once a month where all staff and students begin the day together sharing interests and talents.

At the beginning of the 2006 – 07 school year, Blanchard School began a paper recycling program. The entire school participates in this project-based learning experience. Working in small groups, 6th grade students have done research about recycling. They have shared their findings with the younger grade students and have tracked data on how much paper is being recycled through spreadsheets and graphs. We are very grateful to the Boxborough community members who have supported this project by dropping off their recyclable paper.

Blanchard Memorial School's successes could not be realized without the support of a very active parent volunteer program. Kristin Hilberg and Ellen Sathe coordinate the Blanchard Parent Volunteer Program which organizes room parents for each classroom. The Parents, Teachers, Friends (PTF) Organization is also a very active and supportive group. Mary Brolin serves as President. This group organizes a variety of fundraisers which support programs for students at Blanchard. It also awards teacher grants for specific activities and enrichment programs. The PTF appropriated the funds for the new sign installed in front of the Blanchard School.

We wish to thank and recognize the Boxborough School Committee for their leadership and guidance. These members continue to support the numerous programs and the budget need for the students of Boxborough. We also wish to thank residents and other town leaders of Boxborough who generously

appropriate the needed funding in the FY'07 budget to help maintain a quality educational program. We are pleased that the FY'08 budget has a low percentage increase while maintaining our outstanding programs.

Finally, I wish to personally thank the Blanchard students, staff, parents, Leadership Team, School Committee members, town leaders, and community members who have assisted in making my transition to Boxborough a rewarding and enjoyable experience.

Curtis A. Bates, Ed. D.
Superintendent/Curriculum Director

Grants

(Submitted by Charles F. Mahoney, Business Manager)

The Blanchard Memorial School continues to look and apply for a range of state and federal grants. Grants include: Teacher Quality Grant, used to provide professional development that will improve content knowledge and instructional practices and to recruit and retain highly qualified teachers; Enhanced Education through Technology Grant, used to provide professional development in the use of technology; Special Education Entitlement Grant, used to provide eligible students with funds and activities essential for their success; Special Education Early Childhood Grant, used to provide high quality, inclusive programs for preschool and kindergarten students; Special Education Program Improvement Grant, used to enhance our special educator induction programs; Title I funds, used to provide support services toward achieving the standards of the curriculum frameworks; Safe and Drug Free Schools, used to help support a safe and drug free learning environment and to develop behavioral interventions as part of the classroom management; Title VI, used to improve teacher quality in curriculum and classroom teaching; Title V, used to fund educational reform and school improvement needs. State and federal grants for this current school year totaled \$172,600.

Library

(Submitted by Connie Long, Library Media Specialist)

The focus of the school library program is to provide programs and services that are centered on information literacy and designed around active, authentic student learning. Information literacy is the ability to access, evaluate, interpret, appreciate and communicate information from a variety of sources and formats coupled with ethical practices and behavior to become socially responsible citizens. It is our goal that students become successful independent learners, critical thinkers, and problem solvers. Another goal of the library media program is to lay a foundation for love of reading and to foster an appreciation of literature. Our objective is to develop the habit and enjoyment of reading and learning, and the use of libraries throughout each student's life.

Every student and staff member at the Blanchard Memorial School has access to the library media center. Classroom teachers bring classes to the library where the library staff and classroom teachers work with students to conduct research. Staff members also check out books and other resources to support their teaching. Students come with their class to the library on a weekly basis to check out books and participate in lessons that integrate literacy and library skills with the school curriculum. Students select books to read for both pleasure and information. Additionally, the facility is 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. The library has been designed to try and meet the very diverse needs of the broad age and interest range found at Blanchard Memorial School. It has a flexible space with a child-friendly story area used by our primary students to take part in lessons, choose books, hear stories, and participate in activities while at the same time several older students can use the computers, select

materials or access the reference section of the library. The library space is used after school by the Boxborough community for meetings and group activities.

This fall, the library was awarded a PTF grant for a new color printer. The new printer is very much appreciated by both students and teachers who are networked to it. At the present time, the library has over 11,500 titles. The library staff is continually working to maintain a collection that is curriculum relevant, enhances classroom thematic units, and appeals to student interests. On an ongoing basis, we are ordering new titles as well as weeding old. 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. We also received a number of books this year from different members of the community and we would like to thank all for the 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 that “just right” book.

In September 2006, Connie Long became the new Library Media Specialist. She continues to refine a comprehensive scope and sequence for the information literacy program at the Blanchard School. Additionally, the library program supports classroom learning by integrating the Massachusetts Curriculum Frameworks into lessons that are taught in library. Diane Hoff continued as the Library Assistant. She provides an important service by completing a myriad of administrative tasks along with providing services to students and teachers. In closing, the library staff would like to thank the volunteers for their tireless efforts and the faculty, administration, and the PTF for their support. We would also like to thank the Boxborough community, which continues to recognize and provide the resources that help to make the Blanchard Memorial School Library Media Center a place where students are challenged to reach their full potential in an environment that nurtures lifelong learning.

The Massachusetts Comprehensive Assessment System

(Submitted by Dr. Curtis A. Bates, Superintendent/Curriculum Director)

The Massachusetts Comprehensive Assessment System (MCAS) is a key component of the Commonwealth of Massachusetts Department of Education initiative to improve the achievement of every child in our state. The MCAS is designed to meet the requirements of the Education Reform Law of 1993. This law specifies that the testing program must:

- test all public school students in Massachusetts, including students with disabilities and limited English proficient students;
- measure performance based on the Massachusetts *Curriculum Frameworks* learning standards;
- report on the performance of individual students, schools, and districts.

The MCAS program is used to hold school and districts accountable, on a yearly basis, for the progress they have made toward the objective of the *No Child Left Behind* Law that all students be proficient in Reading and Mathematics by 2014.

For the academic year 2006-07, the Commonwealth of Massachusetts Department of Education is continuing 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 requirements established under the federal legislation of *No Child Left Behind* (NCLB). Two Thousand and Six was the first year that students in grades three through eight throughout Massachusetts were required to participate in English Language Arts and Mathematics assessments. The goal of the continuous yearly assessments will

be for each school and district to begin to develop year-to-year comparative analysis of grade level and individual student progress. Also, in the spring of 2006, our fifth grade students had participated in question tryouts in History and Social Science. No student, school, or district results were reported for the question tryouts.

Performance and improvement ratings for Massachusetts public schools and districts are issued every two years. Ratings are based on aggregate student performance on the MCAS tests. Performance is measured using a Composite Performance Index (CPI), a measure of the distribution of student performance relative to attaining proficiency. The ratings are used to track schools' progress toward meeting the goal of all students achieving proficiency in English Language Arts and Mathematics. The 2006 English Language Arts Cycle IV Performance Rating for Blanchard is *Very High*. The State Target was 80.5, Blanchard's CPI was 90.1. The 2006 Mathematics Cycle IV Performance Rating for Blanchard is *High*. The State Target was 68.7, Blanchard's CPI was 89.4. MCAS results have been reported to parents, Blanchard staff and administration. The results have been analyzed by members of our Curriculum Committees, MCAS analysis teams, and administration to assist in identifying areas of student success and challenge.

A sample of the overall Blanchard Memorial scores for 2006 is listed below. It is important to note that parents and teachers are provided much more detail 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 *Above Proficient/Proficient* ranges for Reading, while 3% were in the *Warning* range. The state-wide scores were 58% and 8%.
- 77% of our Grade 3 students scored in the *Advanced/Proficient* range for Math, while 3% were in the *Warning* range. The state-wide scores were 52% and 16%.
- 69% of our Grade 4 students scored in the *Advanced/Proficient* range for English Language Arts, while 4% were in the *Warning* range. The state-wide scores were 50% and 12%.
- 64% of our Grade 4 students scored in the *Advanced/Proficient* range for Math, while 3% were in the *Warning* range. The state-wide scores were 40% and 15%.
- 87% of our Grade 5 students scored in the *Advanced/Proficient* range for English Language Arts, while 6% were in the *Warning* range. The state-wide scores were 59% and 9%.
- 80% of our Grade 5 students scored in the *Advanced/Proficient* range for Math, while 5% were in the *Warning* range. The state-wide scores were 43% and 23%.
- 86% of our Grade 5 students scored in the *Advanced/Proficient* range for Science and Technology/Engineering, while 3% were in the *Warning* range. The state-wide scores were 50% and 11%.
- 94% of our Grade 6 students scored in the *Advanced/Proficient* range for English Language Arts, while 1% was in the *Warning* range. The state-wide scores were 64% and 8%.
- 81% of our Grade 6 students scored in the *Advanced/Proficient* range for Math, while 5% were in the *Warning* range. The state-wide scores were 46% 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 will continue to take a systematic and disciplined approach to curriculum alignment and student instruction for the MCAS. Areas of improvement are identified and the MCAS analysis teams, committees, and administration design ways to implement research-based "best practice" adjustments to the curriculum or instructional methods. We continue to align our curriculum with the Massachusetts State Frameworks and provide the knowledge and skills students need to be successful in all areas of academics, as well as standardized testing. The reasoned approach to data driven adjustments to curriculum and instructional methods is afforded to us because of an outstanding faculty and 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 education it has valued in the past, and that students' academic and social growth will continue to thrive.

Parents, Teachers and Friends (PTF)

(Submitted by Mary Brolin, 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 fundraising and donations supporting a comprehensive array of enrichment programs and materials used in every grade level throughout the school. Fundraising programs for the 2005-2006 school year generated over \$35,000 and included: a casino night and auction, fall bulbs sale, fall gift wrap sale, spring annuals sale, Gould's Plaza Shopping Night, Boxtops for Education, family portrait sale, Kidsart card sale, Blanchard night at Willow Books and Blanchard day at Cambridgewear. Family donations for 2005-2006 were \$5,330. 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 Grants 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 2005-2006 school year, the PTF Grants Program awarded twelve grants for approximately \$11,000 in total. Among the grants awarded were: remedial math supplies, recording equipment, tot lot playground equipment, family literacy kits, talking globes, math and ELA MCAS tutoring program and an LCD projector.

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 other 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 fundraising 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 that 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 Mother's Day table. 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 lunch to express their thanks and appreciation for all that the staff and teachers do for the children and families of the Blanchard Memorial Elementary 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. In 2005-2006, the PTF awarded two \$1,000 scholarships.

Each month, the PTF publishes a newsletter, *The Blanchard Bits*, which serves as its main instrument of communication between school and home. The 2005-2006 school year constitutes its eleventh 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 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 Ellen Sathe, 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 Maryellen Driscoll, 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 2005-2006 John Collins writing program was offered in response to teacher requests for a writing program that was uniform and addressed writing across the curriculum. The writing program was so successful that it has been continued as a graduate course, developing an Effective Writing Program for the school year 2007. The writing course was attended by 35 members of our staff and administration, and matches the goals and objectives detailed in federal education legislation and the Commonwealth of Massachusetts curriculum frameworks.

Over 20 teachers attended a ten-hour science workshop presented by the Drumlin Farm Wildlife Sanctuary on *Wetlands and Watersheds* which was held this past spring at Blanchard. Nine of our teachers took the *Studying Skillful Teaching* course, a graduate course offered by Research for Better Teaching, Inc.

In addition, teachers have been involved in various EDCO/CASE workshops, workshops sponsored by the Department of Education, self-selected workshops and graduate courses, curriculum committees that meet on a regular basis and summer institutes where professional development topics are pursued by faculty during the summer months.

School Council

(Submitted by Maryellen Driscoll, Principal)

Blanchard's School Council convenes six times during the school year. 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.

The Council recognizes the outstanding work of the staff regarding writing across the curriculum on which the staff focused during the 2005-6 school year. Thanks and appreciation is extended to Blanchard's School Council.

2005-6 School Council

Mac Reed, Interim Superintendent/Principal
Eileen Kassower, Parent Representative
Catherine Christensen, Parent Representative
Libby Reichlen, Parent Representative
Kim Musto, Parent Representative
Tracey Johnson, Teacher Representative
Rebecca Schuhmacher, Teacher Representative
Kerin Crockett, Teacher Representative
Elizabeth West, Community Representative
Leanne Winker, Community Representative
Kristin Hilberg, Town Board Representative

2006-7 School Council

Maryellen Driscoll, Principal
Eileen Kassower, Parent Representative
Kim Musto, Parent Representative
Sarah Briones, Parent Representative
Catherine Christensen, Parent Representative
Kerin Crockett, Teacher Representative
Nancy Melbourne, Teacher Representative
Julie Geran, Teacher Representative
Shelly Lawson, Community Representative
John Fallon, Community Representative

The 2005-6 School Council recommends four goals for the 2006-7 school year. These goals are a result of needs perceived within the staff and administration and from the School Council itself.

First, the Council recommends a Professional Development Program designed to support the needs of Blanchard staff which will help them meet the requirements of “Highly Qualified” as determined by “No Child Left Behind.”

Second, the Council supports the continued development of the STARR (Support, Teamwork, Attitude, Responsibility and Respect) qualities.

Third, the Council supports the integration of the new administrative structure and personnel in these new roles.

Finally, the Council supports the addition of a recycling program for Blanchard trash.

Members of the 2005-6 School Council believe that these four goals will provide appropriate opportunities for staff and support students in their educational pursuits.

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 2006, approximately 11% of Boxborough’s students were eligible for special education services. Of these students with identified special needs, approximately 83% 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 includes 14 licensed educators and therapists. These staff members are responsible for conducting necessary student evaluations to determine eligibility for special education, as well as completing associated documents, including evaluation reports, Individualized Education Programs (IEPs) and progress reports. A critical part of their job roles is to provide consultation to paraprofessionals, parents and general educators. Additionally, and most importantly, the special education department offers the following direct services:

- Special Educators provide services through our Learning Center and Resource Room programs. They serve students with mild-moderate special needs in grades K-6. The students have varying types of disabilities, though the majority are diagnosed with learning disabilities. Special education teachers

provide specially designed instruction, support, reinforcement, modifications, and individualized programs, as appropriate to address student needs. Most instruction occurs in small groups, although some one-to-one instruction is provided, as well.

- 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. 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 functional school related tasks related to the motor areas identified as delayed. Therapy occurs one-to-one or in small groups. The occupational therapist also provides some instruction in general education classrooms.
- 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, school-based counseling occurs for one session per week, with a focus on school-related issues. 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 position 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 IEP-required 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.

Blanchard Memorial School hosts a CASE (Concord Area Special Education) Collaborative class. The CASE Collaborative consists of 14 local communities who join to serve students with low-incidence disabilities. Blanchard's class serves students in grades 4-6 with social, emotional, and/or behavioral needs. The students and staff of the class are a wonderful part of our school community.

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 exceptional educational programs.

During 2005, Blanchard Memorial School participated in a Coordinated Program Review conducted by the Massachusetts Department of Education. During 2006, a Corrective Action Plan was implemented to address the areas of our programs that were found to be partially implemented. It is our expectation that

we are now in full compliance with all regulations in the areas of Special Education, Civil Rights, Title I, Safe and Drug Free Schools, and English Language Learner Education.

Technology

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

In an effort to upgrade our school network, we planned to migrate from a Windows NT 4.0 network environment to a Windows 2003 with Active Directory during the summer of 2006. Because of a server crash in late January 2006, this migration was made during the April vacation.

Thanks to the favorable outcome at the Town Elections, and because of some very good pricing, we were able to replace 36 computers. This allowed us to bring two Windows XP computers into the 3rd and 4th grade clusters. We were also able to replace all 10 of the computers in the Library with Windows XP computers, and fill the 5th and 6th grade clusters with Windows XP computers, including one in each cluster that has a firewire plug to provide movie-making capability. This year, members of the 5th and 6th grades were given more opportunities to become involved in filming and video editing activities within the school through creation of public service announcements and classroom projects. We also outfitted all the 6th grade teachers with laptops as a test to see how staff laptops might work at Blanchard.

We ended up recycling the computers that were below the “B” rating as defined by the Massachusetts Department of Education, with four exceptions which were left in places where the teachers had requested them, but they now have three times the amount of RAM.

Technology became a greater component in the curriculum at several grade levels. Elizabeth (Liz) Sheldon continued to make technology integration inroads during the first half of the year helping teachers identify and effectively utilize technology opportunities. The year-long Internet based, cross curriculum project, Journey North, a global study of migration and seasonal change, continued in the spring of 2006 culminating in another beautiful display of tulips planted by fifth graders. This successful project expanded in 2006 to include the Integrated Preschool as well as other additional classes and additional projects. Classrooms at all grade levels have been exploring other project-based learning opportunities as well. In the fall of 2006, we kicked off a community-based learning project around paper recycling. Although the project is being driven by the 6th graders, the entire school community is involved. This project is providing curricular connections in areas of math, science, and technology.

To complement the rolling carts with laptops and LCD projectors, we continue to bring SmartBoard technology into additional classrooms. We now have two boards in grade 6 and will be adding second boards in grades 2 and 4 and a first board in grade 3 early in 2007. This will bring us to at least one board at each grade level except Kindergarten. We recently conducted an all day training session with a SmartBoard representative to help teachers to make effective use of this technology in their teaching.

Many people in the Boxborough community have volunteered their time and have helped with the computers both in the classroom and through the migrations this year. Several parents have donated computers by taking advantage of programs they have at work that allows them to either write grants, or get a significantly reduced rate for computers to be donated to Blanchard. Below is a list of people who served on the Technology Advisory Council during the year. Some of the members helped with the computers at Blanchard.

Technology Advisory Council

Eileen Barnett, Faculty Representative Jim Dowrey Michael Hoff Janet LaVigne, Faculty Representative Jeannie Liang (2005-6) Tim Lundy (2006-7) Gail Neuman, Network/Hardware Coord.	Raid Suleiman, School Committee Representative Paul Oka Abby Reip Tom Reuther Elizabeth Sheldon, Instructional Technology Specialist Tina Stevens (2006-7) Derek Wylie, BITCom Representative
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Blanchard Memorial School Staff

Name	Position	Date of First Appt	Educational Background
Barnett, Eileen	Art	09/99	Southern Conn. State College, B.S.
Baron, Sandra	Learning Center	09/00	Fitchburg State, B.S.
Bates, Dr. Curtis	Superintendent/ Curriculum Director	07/06	Boston College, Ed.D. Fitchburg State College, M.Ed. Fitchburg State College, B.S.
Bent, Susan	English Language Learner	09/06	Lesley College, M.Ed. Framingham State College, B.S.
Bluhm, Christy	Music/Chorus	09/06	Berkley College of Music, B.A.
Bondaruk, Katherine	Grade 6	09/02	Lesley College M.Ed. Lesley College B.S.
Boudreau, Carol	Kindergarten	09/97	Worcester State College, B.S.
Callaghan, Margaret	Music/Chorus	09/02	Central Michigan University, B.A.
Clark, Karen	Occupational Therapist	09/05	Worcester State College, Masters-OT UMASS-Lowell, B.S.
Crockett, Kerin	Grade 5	09/04	Fitchburg State College, M.Ed. Bridgewater State College, B.S.
Daigneault, Dr. Sandra	Special Education Director	09/80	Boston College, Ed.D. Fitchburg State, M.Ed. Rhode Island College, B.A.
Daniel, Katherine	School Nurse	12/01	University of Lowell, B.A. Westbrook College, A.S.

Dimen, Jason	Grade 6	09/03	Seattle University, M.A. Boston University, B.S.
Driscoll, Maryellen	Principal	07/05	Salem State College, M.Ed. St. Bonaventure University, B.S.
Erhartic, Dr. Michael	Physical Education	01/74	Boston University, Ed.D. Fitchburg State, M.Ed. Adelphia University, B.S.
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.
Hayes, Melissa	Art	01/06	Salem State College, B.A.
Hirsh, Robin	Grade 1	09/04	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 College, B.A.
Ingham, Marga	Primary Learning Center	09/00	Providence College, B.A.
Johnson, Tracey	Resource Room	09/02	Framingham College, M.A. Assumption College, B.A.
Kish, Sheila	Grade 6	01/06	Fitchburg State College, B.S.

LaVigne, Janet	Grade 6	09/00	Regis College, M.A. Merrimack College, B.A.
Lavin, Pamela	Speech/Language	09/93	UMASS-Amherst, M.A. UMASS-Amherst, B.A.
Long, Constance	Librarian	09/06	Salem State College, M.Ed. University of Oregon, B.S.
Luck, Phyllis	Grade 4	09/97	Fitchburg State College, B.S.
Mahoney, Charles	Business Manager	08/05	UMASS Boston, M.B.A. Suffolk University, B.S.
McLean, Deb	Integrated Preschool	09/04	Wheelock College, M.A. Salve Regina College, B.A.
McMaster, Susan	Math Support	09/01	Lesley College, M.Ed. UMASS-Amherst, B.A.
Melbourne, Nancy	Grade 4	09/06	Mt. Holyoke 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 3	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.
Reaves, Karen	Grade 3	09/91	Boston College, B.A.
Sands, Jessica	Grade 5	09/06	Lesley University, M.Ed. Stonehill College, B.A.
Schuhmacher, Rebecca	Grade 5	09/00	Framingham State College, B.A.
Sheldon, Elizabeth	Instructional Technology Specialist	09/03	Lesley College, M.Ed. University of New Hampshire, B.S.
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 2	09/01	Framingham State College, 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	Northeastern University, M.A. University of Massachusetts, B.A.
Wheeler, Linda	Grade 2	09/85	Framingham State College, B.S. Fitchburg State College, M.Ed.
Whyte, Erin	Grade 5	09/00	Lasell College, B.A.

ACTON-BOXBOROUGH REGIONAL SCHOOLS

Education Report

Introduction

The 2005-2006 school year once again witnessed a myriad of activities that added to the learning experiences of all our students. As an educational community committed to excellence in all our endeavors, the Acton-Boxborough Regional Schools continued to develop, research and further enhance our curricular and instructional skills and course offerings. With a culture that believes in supporting all learners, we are proud of our accomplishments over the past year and anticipate that even greater successes lie ahead.

Enrollment

The junior high school enrollment increased by 37 students, from 917 to 954 with no school choice students remaining. The high school numbers went from 1,725 to 1,849, an increase of 124. There were 52 school choice students – an increase of 49 students from the previous year.

Personnel

Staffing changes for the 2005-06 school year were affected by the June 2005 retirement of two Acton-Boxborough Regional teachers. Leaves of absence for four teachers were granted, and eight resignations were received. The 15.8 full-time equivalent new teachers who were hired filled these vacancies and additional openings.

Curriculum and Instruction

Throughout the year, the Assistant Superintendent for Curriculum and Instruction had the privilege of meeting with curriculum leaders, teachers, students, parents and many other groups and committees who represent all aspects of our curriculum – academic and cultural. Our entry in the Town Report presents an opportunity to acknowledge and celebrate all that we do for the children of Acton and Boxborough, both in our classes and beyond the walls of our classrooms. Our staff is forever refining their craft to ensure that our schools are exceptional places for teaching and learning.

Countless programs, resources, and opportunities for students were made possible through the support of parents and the community-at-large. These groups worked tirelessly to give students cultural programs, classroom materials, extra-curricular activities, curriculum enhancement and the donation of hundreds of hours of their time. Individually and collectively, these organizations, faculty, staff and parents benefited all our children by collaborating with other community organizations to sponsor programs and events open to everyone.

Curriculum is the what, the why, and the how of the classroom. We are always asking what it is that we want our children to know, understand, and be able to do. Why do we teach what we teach? What are the best strategies by which children learn? When and how will we know our children have achieved their goals? What to teach, how to teach it, and how to determine if students have learned are continual questions to be answered.

Change is ever present. As educators we view these changes as opportunities to grow and as a way to invest in the future of our students. Teachers use a range of strategies and techniques for the diverse demands that accompany today's drive for high-quality instruction because curriculum matters. A great deal of time and quality effort has been and is being expended on behalf of learning.

Learning together creates new ideas that bring inspiration to our work with students.

**In English . . .
at the junior high**

- The faculty is becoming familiar with the vast potential of our new literature anthologies, Prentice-Hall's *Timeless Themes and Timeless Voices* series.
- The teachers have begun to use some of the readings to enrich their thematic units and to help the students continue to develop their reading and writing skills.
- There has been collaboration between the junior high English and Social Studies teachers to discuss the importance of the writing process and evaluation of writing in all curriculum areas.

at the high school

- English teachers and Social Studies teachers have discussed common curriculum issues, such as writing instruction, curriculum content, SAT prep, MCAS prep, research and MLA documentation and style guides.
- Ninth-grade teachers prepared for an extensive review of the English I curriculum, and 12th-grade teachers designed a Senior Project component for English 4AE.

**In Math . . .
at the junior high**

- Curriculum work entailed the development of a review of the standards covered in the Geometry and Measurement Strands of the Massachusetts Curriculum Frameworks for 8th-grade students. Students cover these topics in 7th grade but are tested at the end of 8th grade.
- Teachers prioritized the topics to be covered in the various 8th-grade levels to assure coverage of topics to be tested on MCAS before the exam. They also determined what supplementary topics needed to be covered in the AE and Honors level.
- Teachers began slight revisions to the 7th-grade curriculum to better meet the 7th-grade standards and developed a new mini-unit to introduce linear equations in a more conceptual manner.

at the high school

- The 2005 MCAS exam was reviewed on Professional Development Day; Geometry teachers are ensuring proper coverage of topics.
- We decided to reinstitute the Probability/Statistics unlevelled course with an updated curriculum. This course was publicized, and over fifty students enrolled.
- We instituted a new course, Statistics H/AP. This course was publicized, and over forty students enrolled.

In Science . . .

at the junior high

- Teachers revised the 8th-grade physics unit to include use of a new physics text.
- Students and teachers alike learned and used *Australian Woodlands*, food web computer simulation, in the 7th grade.
- There was continued use of the TELS (Technology Enhanced Learning in Science) igneous rock computer-based lab activities in some 7th-grade classes.

at the high school

- The department piloted an on-line version of its AP Environmental Science class. The majority of the work is done in an online environment; the class does meet once a week for two hours at night for more traditional labs and tests.
- The Science Department began using computers in the chemistry classrooms for data acquisition and analysis.
- Congratulations to students on the ABRHS Science Team! The ABRHS Science Team won 1st place in the Massachusetts competition among 36 other teams in the state. The students traveled to Indiana for the National Science Olympiad.

In Social Studies . . .

at the junior high

- The department worked to enhance and document the curriculum in both 7th and 8th grades.
- In an effort to improve communication and connections among teachers, a series of curriculum topics were discussed: increased geography skills, writing skills, integration of current events, common assessment terms and critical thinking skills.
- Coordination with the English Department to discuss writing goals and a common language resulted in the writing of a thesis statement and well-supported essay to be included in grade 8 and paragraph writing to be emphasized in grade 7.

at the high school

- World History teachers created a new unit, “The Silk Road.” It is designed for all ability levels, maintains alignment with frameworks and further globalizes the course. The Silk Road unit streamlines the more significant elements of Byzantium, China, Islam, and even some Roman themes.

In World Language . . .

at the junior high

- The department participated in a World Language Institute, during which the teachers created rubrics, revised their grading policy and developed new curriculum units.
- The department sponsored its annual National Foreign Language Week.

- Additionally, grade 8 students of French and Spanish took the national exams.
- Future selections of additional language offerings were surveyed at the JHS.

at the high school

- World Language Institute rubrics for listening and reading second language skills were developed.
- Textbooks for Spanish IV Honors were reviewed and analyzed for adoption.
- Classroom activities were developed for French III Honors classes in the WL Institute.
- Some students participated in a trip to Spain.
- *Hope for Haiti*, a community service learning oriented project, continued this year.
- The Language Lab Institute for WL teachers enabled the use of varied strategies in technology to enhance teaching in world languages.
- We revived the French and Spanish clubs.
- Students participated in the National French and Spanish exams.
- World Language Awards Night honors those students who have excelled in the National French and Spanish exams, inducts members into the French and Spanish Honor Societies, and provides certificates of merit for the highest averages in each of the language levels taught.

Districtwide Initiatives for Acton-Boxborough . . .

Wellness Policy Committee

- This year the district formed a committee to begin the process of developing a Wellness Policy. The members of this group included physical and health educators, nurses, teachers, curriculum leaders, the assistant superintendent, parents, a town health board member, food director and a cross section of representation from both schools. The council reviewed the regulations and guidelines and met regularly to discuss the suggested direction for the districts.
- By the start of the next school year, it is mandated by the state and federal government that all districts have an adopted Wellness Policy.
- The Wellness Policy includes four categories:
 - ~ *Nutrition Education* addresses nutrition in the classroom.
 - ~ *Nutrition Standards* addresses all foods available on campus.
 - ~ *Physical Activity* addresses recess, gym and other activities.
 - ~ *Other Events* addresses fundraising, classroom celebrations, school stores, etc.
- Next, we will begin defining the planning stages and implementation of this new policy.

Wellness Activities

The following represents a sampling of the activities that took place this year.

Book Groups

- *Talk So Teens Will Listen and Listen So Teens Will Talk* by Adele Faber and Elaine Mazlish
- *Queen Bees and Wannabes* by Rosalind Wiseman
- *The Secret Life of Bees* by Sue Monk Kidd
- *The Wonder of Boys* by Michael Gurian
- *Real Boys* by William Pollack

January's theme was *Teen Dating: Reality, Risks, and Rewards*.

February's theme was a panel discussion on *Depression and Anxiety*.

March's theme was *The Blossoming Teenager*.

- Emerson's **YRBS** (Youth Risk Behavior Survey) was developed and revised this year for 2006 administration.
- *Project Wellness*: a 7th-grade conference for parents and students on a variety of wellness issues.

April's theme sponsored discussion groups on issues that concerned 7th-grade parents.

May's topics included an *Internet Safety* presentation in collaboration with Project Alliance/Middlesex District Attorney's Office.

School Business Partnership Programs

The following represents a sampling of activities:

Job Shadowing

Students had an opportunity to meet their business hosts and talk with educational staff; they then visited their business sites for a job-shadowing experience.

Career Speakers

This program offered approximately 250 students an opportunity to listen to speakers who shared information about their typical day, requirements and training for their job and their career path.

Senior Internship

- Thirty students participated in a three-week internship, working in a career field in which they have a strong interest.
- The internship provided students with practical work experience and a "hands on" look at a career field they selected.

Parent Involvement Programs (PIP)

Acton PIP (Parent Involvement Project) offered high-quality science, technology, engineering, and math (STEM) learning experiences for Acton and Boxborough families. A typical Acton PIP event is "hands-on" and curriculum-centered with a twist.

This year's major PIP events included:

- Sci-Tech Fest (grades 6-12), a parent-led, science and career festival for every student who ever wondered why they needed to study trigonometry, chemistry or physics.
- Real-time physics, with PIP and Danny's Place sponsoring a local *Skid School*.

Community Service Learning

The school district received a DOE Partnership Grant again this year to support and encourage community service learning in grades K-12 in Acton and Boxborough. Service learning is an educational strategy that combines classroom learning and community service.

- In addition, professional development opportunities were available to teachers. Some of these included a CSL course at Fitchburg State College and a statewide service learning conference.
- Over twenty community and non-profit agencies and teachers worked together at a fall Community Forum to gain an understanding of each other's needs.

- Teachers researched, developed or enhanced a wide variety of service learning projects.
 - ~ HS: *Social Change* world history project
 - ~ 7th grade: Lowell community team project

Living Democracy is also a CSL Partnership grant; it was in its third year.

- The purpose was to increase the practice of service learning while implementing the Massachusetts History and Social Science Curriculum Framework.
- Two 7th-grade teams developed projects that help to teach history and citizenship while providing a service to the community.

The Discovery Museums

The Discovery Museums are very excited about the newly remodeled space at the Administration Building to use as a distribution center for the Museums' Traveling Science Workshop program. They have been thrilled with the positive response from teachers and students alike!

It's all about learning . . .

The aforementioned curriculum highlights represent only a sampling of what happened in our schools. When educators design the curriculum, it helps them to see the bigger picture of student experience, and it enables them to make the logical connections. If a viable curriculum is what determines how well students achieve, no educator can leave the school's curriculum unexamined. Designing curriculum means defining and redefining what is taught and when, in order to improve student learning. We all benefit when we work together. We can build off of each other's ideas, contribute to the development of new initiatives, and help each other solve problems.

Pupil Services

In February 2006, the Acton-Boxborough Regional School District received the results of the Department of Education's Coordinated Program Review, where it was commended for "having a significant and positive impact on the delivery of educational services for enrolled students." Specific to Pupil Services, the following areas were evaluated during on-site visits: Special Education, English Language Learner Education, Civil Rights and Other General Requirements, such as health education, counseling services, and more. Program initiatives and best practices are described below.

In special education, special educators, speech and language specialists, and occupational and physical therapists make up a cohesive group of talented and dedicated specialists serving students with disabilities. Classroom teachers, specialists, and therapeutic disciplines communicate regularly. Special Education Teams provide highly effective services, including detailed and comprehensive evaluation reports and Individualized Education Programs (IEPs). Strong professional development is offered to all specialists, increasing their repertoire of strategies and interventions used to remediate reading, writing and math disabilities. Additional professional development is provided to train specialists on the administration of current cognitive and academic assessment batteries used to qualify students for special education services. Specific training and resources are also offered to classroom teachers, broadening their repertoire of educational approaches, accommodations and modifications. A continuum of services exists among the preschool programs, elementary schools, the junior high and the senior high school, ensuring a highly organized, specialized range of programs and services in all buildings. As students transition from preschool to kindergarten, from the 6th to the 7th grade, from the junior high to the high school, parents/guardians are provided with opportunities to participate in relevant transition discussions with Pupil Services Coordinators through question and answer forums.

Within all schools, continued support is provided to help families understand new special education regulations pertaining to eligibility, services and methodology. An additional emphasis has been placed

on helping families of secondary students with transitional planning toward adulthood. In particular, this has included transitional discussions during IEP Team meetings that focus on effective transition planning, course of study, employment, community experiences, and daily living skills and needs. This results-oriented planning promotes movement from high school to post-school activities based upon an individual child's needs.

The Acton Public Schools Preschool, including the Integrated Preschool and Preschool ABA (Applied Behavior Analysis) Program, is a well-respected early childhood option within the community. The Integrated Preschool continues to provide opportunities for typical students to learn alongside students with special education needs in a developmentally appropriate setting. The ABA Program focuses on children on the Autism Spectrum.

District, state, and national data document that the population of students on the Autism Spectrum Disorders (ASD) continues to rise, and as such, specialized staff training is ongoing, including student assessment, curriculum development, behavior plan development, supervision and consultation. Additionally, the early childhood staff participated in a number of professional development opportunities to gain greater knowledge and insight regarding various cultural childrearing practices, establishing appropriate educational expectations and evaluation practices.

Regarding health and nursing services, the school nurses continued to consult with the Massachusetts Department of Public Health (DPH) and the Town of Acton Board of Health on issues including pertussis, varicella, life-threatening allergies and emergency treatment. Relevant planning for communicable diseases, such as pandemic flu, has been an important focus as well. Nurses have stayed involved with the state-funded Essential School Health Services with Consultation grant, providing professional development for nurses, as well as community education through Project Wellness. Within buildings, the nurses provided ongoing, individualized health teaching to students, staff, and families, as well as coordinating state-mandated vision, hearing, height, weight and postural screenings. Several nurses participated in a skin cancer prevention program called Sunwise, developed by the Environmental Protection Agency (EPA). This included being part of a study group and providing sun skin care information to parents. During Professional Day in March, the nurses spent the day at Children's Hospital in Boston. They participated in workshops and spent time on psychiatric, diabetes, respiratory, gastrointestinal and emergency medicine clinical units. For their study group, the nurses continued reviewing and updating health office procedures. In the fall, the nurses trained bus drivers, teachers and other staff in recognition of life-threatening allergic reactions and EpiPen administration and continued to support the implementation of the systemwide Emergency Response Plan in collaboration with school principals and safety committees. In the spring, the nurses developed an educational slide show on health office services, which included current information about increasing student medical needs and current challenges for nurses in this system. One of the nursing supervisors presented this program to the school committee, with all the nurses in attendance as well.

With a new English Language Learner (ELL) teacher at the regional level, increased collaboration has occurred between the junior and senior high schools. A review of existing ELL services and an assessment of needs has been completed; results indicate a need to significantly increase classroom teacher training and support at all levels. This has been initiated, organized by grade/curriculum level rather than by building. Supporting and involving ELL parents/guardians has also been a priority for staff. The district has implemented a paired buddies program, in which English-proficient parents are placed with limited-English-proficient parents to facilitate the involvement of limited-English-proficient-parents in the school. Parent evenings that provide information about the schools, as well as community resources, have also been well received.

Pertaining to counseling services, junior high counselors continued to establish strong relationships with teams and regularly attended team meetings. The department prioritized programming and services that focused on respecting individual differences and maintaining a safe and welcoming climate for all

students and staff. The counseling staff was involved in delivering the sexual harassment curriculum to all seventh-grade teams, which included units on respect, bullying, teasing, and sexual harassment. Expanding the curriculum into the eighth grade was a priority as well. Additionally, counselors and a school psychologist participated in a Social Integrity Committee, which developed a student questionnaire pertaining to the important issues outlined above. Learning more about the daily experiences of our junior high school students outside of the classroom will help our faculty and administration explore current issues to ensure a comfortable environment for all.

In addition to their strong involvement in building-based programs such as VOICE (Valuing Others in an Inclusive and Caring Environment), Mentors in Violence Prevention and class advisorships, the high school counseling department was fortunate to receive grant money to hire a part-time social worker whose primary focus was to support students with substance abuse issues. The department was also excited to have several talented school psychologist interns to assist in meeting the academic, social, emotional, and career goals of students. The department initiated the use of the new web-based college search program, Naviance. This versatile program allows students to use a variety of tools in planning their post-graduation years, including interest/career exploration and college and financial aid exploration. The program also includes information about post-Acton-Boxborough college application history, formally provided through the College Action Report.

Acton-Boxborough Regional Schools

R. J. Grey Junior High School

R. J. Grey began the 2005-2006 school year with 954 students, 500 in the seventh grade and 454 in the eighth grade on October 1. This was an increase of 40 students over the enrollment for October 1, 2004. As school began, Craig Hardimon, Principal, welcomed new Assistant Principal Megan Hatt.

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. There were four teams in both seventh and eighth grades. Each seventh-grade team had approximately 125 students and five teachers (English, Social Studies, Math, Science, and Spanish and/or French). In grade eight, each team averaged 114 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. The team model allows us to create a strong web of support to enhance student success. A large school becomes a smaller school. With built-in consistent communication among team teachers, there are fewer cracks for students to fall through. Issues are addressed early, and students have the best chance of success. Students have an opportunity to develop close relationships with their teachers, and with a familiar peer group as well.

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 classes, 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 Study Skills, Art, Music and Minuteman Technology Lab I, each of which meets every other day for half of the year. Exploratory courses for the eighth graders are Art, Minuteman Technology Lab II, Life Skills/Health and Study Skills Technology; these classes last for one marking period.

In addition to the core curriculum, students could elect to participate in band, chorus or x-block. X-block is a combination of curriculum-related mini-courses and study halls with team teachers.

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 basketball, lacrosse, strength training and Club 107, a running group to prepare students to run in Boston before the marathon. Other after-school activities included Art Club, Adopt-a-Grandparent, Jazz Band, Speech and Debate Team, Chess/Board Games Club, the Tolkien Society, Math Counts, Science Olympiad, the Yearbook and the AB Blueprint (school literary publication). The school musical, "Honk, Jr.," involved over 150 students and 125 parents. R. J. Grey held its third annual Spelling Bee, and the winner represented our school at the *Lowell Sun's* 66th Annual Northern Middlesex Spelling Bee. We continued the tradition of the Rotunda Project, where each student created a small, self-representative piece of art. These individual squares were then hung in the rotunda on poster-board painted the color of each team.

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. Several Student Council members continued to serve on the Principal Student Advisory Board. 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, the Student Council and teams found new programs to support. Among these were a day of maintenance work at local parks and conservation lands, visiting local community service agencies, such as Life Care Center of Acton and supporting Heifer International. In addition, our annual used-coat drive earned us praise from Anton's Cleaners for the most coats collected per capita.

In our continued effort to address all of the needs of students and parents/guardians, we held our fifth annual Project Wellness Day. This event brought seventh-grade students and adult family members together at Merrimack College on March 15, 2006 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 fifth 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 Halloween Dress-up Day, the Thanksgiving Assembly, Blue and Gold Day (school spirit day), World Language Week, a weekend ski trip to Waterville Valley, the end-of-year seventh-grade Boston Harbor Cruise and eighth-grade day at Canobie Lake Park, 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 Advisory Committee continued the work of investigating implementation of an advisory program at R. J. Grey.

The School Council, consisting of four parents, one community-person-at-large, three staff members, and the principal, addressed a wide variety of issues and made recommendations to the administration that were very helpful. The School 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 continued to distribute his weekly email newsletter to parents, “Grey Matters,” and offered monthly “Drop-In” hours to facilitate more communication between home and school.

In October 2006, R. J. Grey (as well as the high school and elementary schools) 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 2005-2006 school year, one veteran staff member, Joanne Lazdowski, retired after many years of service to our school. This professional devoted decades to our school community and touched the lives of several hundred students and families. We thank her for her 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 2006 was comprised of 436 students; of these, 89% enrolled at four-year schools, while 6% continued their education at two-year colleges and technical schools.

Standardized Test Results: Average SAT scores for 2006 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 85% and the national average of 48%. Our average combined score for the SATs was 1236, which is 215 points higher than the average combined Massachusetts score of 1028.

National Merit Scholarship Corporation: Twenty-one members of the Class of 2006 achieved semi-finalist recognition; 69 others received letters of commendation.

National Honor Society: There were 118 members of the class of 2005 inducted into the NHS.

National World Language Honor Societies: In 2006, sixty ABRHS students qualified for membership in local chapters of the National French and Spanish Honor Societies.

National, Regional, and State World Language Competitions: Four ABRHS students placed nationally in the National Spanish Examination in 2006; 71 students placed statewide; 76 students received certificates of merit. Eighty-one students placed nationally and at the chapter level in the National French Contest.

World Language Achievement Awards and Leadership Award: Twenty-six students of Spanish and French were recipients of the World Language Achievement Awards. These students, who achieved the highest average in their language classes for the year, represented all of the levels that are taught in the department. Laura Press was the recipient of the Leadership Award; Nicola Rentschler received the Excellence in Spanish Award; and Kate Brady received the Excellence in French Award.

Academic Decathlon Team: In its 18th year of competition, this team of nine regulars and twenty alternates placed first in the Massachusetts State Championship, which was held in March 2006. A total of forty-five Massachusetts high schools competed. In addition, the team placed 6th overall in the country. English teacher Andrew Crick coached the team.

Mathematics Team: In the 2005–2006 season, Acton-Boxborough Regional High School finished in third place in the Massachusetts Mathematics League and then finished in third place in New England among large schools at the New England Math League Competition in May 2006. Six students from

Acton-Boxborough Regional High School were finalists on the state Mathematics Olympiad examination: Alex Kazberouk, Patrick Wu, George Hong, Feigi Jiang, Anandh Swaminathan and Andrew Dai. There were 17 Acton-Boxborough Regional High School students as finalists for the National Exam: Feigi Jiang, Alex Kazberouk, Rashmi Jasrasaria, Patrick Wu, Andrew Dai, Michael Ryan, Bob Liu, Anandh Swaminathan, David Corwin, Anton Li, George Hong, Mike Sestrich, Lijian Zhou, Hursha Krovi, Max Tabachnik, Samarth Bhargava and Prabhat Putchakayala.

Speech & Debate Team: The Acton-Boxborough Regional High School Speech & Debate Team had a very successful 2005-2006 season. More than 75 boys and girls, grades 9-12, competed for the team in such diverse events as Original Oratory, Play Reading, and Student Congress. The team competed throughout the year in the Massachusetts Catholic Forensic League against public, catholic and private school teams from the entire state. The team consistently placed in the top five scorers in tournament team sweepstakes awards and placed fourth in the prestigious Natick Holly Tournament and fifth in the State Tournament. Five students represented the ABRHS team at the Grand National Tournament held over Memorial Day weekend in Chicago. The team was directed by Coach Chris Beck and Faculty Advisor Frank Calore.

Athletics: During the 2005-06 school year, participation in athletics grew to a level exceeding 1,700 students in grades 7-12. In the fall season, our Girls Swim team ranked second in their sectional and at the state meets. Our Boys Soccer, Girls Soccer and Field Hockey teams each qualified for post-season play. The Field Hockey team was divisional runner-up, and the Boys Soccer team won the Eastern Massachusetts Championship.

In the winter, many of our teams enjoyed successful seasons and qualified for tournament participation. The Girls Indoor Track team was DCL Champions, and Division A & State Champions.

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. (See the following Performing Arts section for more details.)

Proscenium Circus: Proscenium Circus, which grew in its membership and activities during 2005-2006, placed Acton on the Massachusetts high school theatre map with several awards. (See the following Performing Arts section for more details.)

Peer Leadership Program: Peer Leadership had another very successful year with a spike in membership of over thirty dedicated students. The peer leaders facilitated alcohol/drug awareness programs in Acton's elementary schools, led social development programs at R. J. Grey Junior High, chaperoned the sixth-grade social, and engaged in smoking awareness programs.

The School Newspaper: *The Spectrum*, published five times during the school year, includes articles and photography of interest to the ABRHS community. Its staff of approximately forty students works on all aspects of the paper, including writing, editing, photography, layout and copy editing. For five consecutive years, the paper has received an award for Excellence in Writing 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. All layout and printing—copying, collating and stapling—is done in-house by the students.

Idiosyncrasy: The high school topical magazine, *Idiosyncrasy*, began four years ago when a group of enthusiastic students approached English teacher Dennis Kavanagh with the idea. Since then, the magazine has put out many issues. This year we decided to make several changes to the magazine to make it more relevant and appealing.

Harvard Model Congress: Ten juniors represented ABRHS at this four-day government simulation. The Acton League of Women Voters generously underwrote their participation. Those representing ABRHS were Mark Amoroso, Amy Corron, Alexandra Essman, David Estabrook, Matt Finley, Clara Kollm, Jita Ray, Hannah Slocum, Monica Trobagis and Martina Zartarian.

Girls State: One junior 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 support of the Middlesex West Chamber of Commerce School Business Partnership Committee, which sponsors 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 included the Senior Seminar course, the Work Study program, a website listing employment opportunities, and workshops on resume writing and searching for jobs and internships.

Senior Community Service Day: On April 28, the Class of 2006 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 twelfth year that the senior class 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. The school held its sixth Community Service Awards Night on January 16, 2006; at this ceremony and other class assemblies, 547 students received recognition for their volunteer efforts. A new addition to the school's extracurricular activities was Youth in Philanthropy, an effort sponsored by the Crossroads Community Foundation, which trained a team of students in the principles of philanthropy and grant-making and gave them the opportunity to read grants and make recommendations about which agency applicants would receive funding for projects serving children and youth.

The Performing Arts

Many exciting events took place throughout our schools. At the R. J. Grey Junior High School, ten 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 8th-grade band and chorus performed at the Great East Music Festival in May, where the band earned a Gold Medal and the Chorus took top honors with Platinum! The students of R. J. Grey performed a musical, "Seussical," to sold-out audiences for six consecutive performances.

At the Acton-Boxborough Regional High School, our Band and Chorus 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. Twelve students were selected to perform in the concert band, chorus and orchestra at the MMEA Northeast Senior District Festival, held in January; five 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 Dublin, Ireland, where the band marched in the St. Patrick's Day Parade, was an outstanding experience for our band members as they took home **Best Overall Band** honors!

Proscenium Circus, which grew in its membership and activities during 2005-2006, placed Acton on the Massachusetts high school theatre map with several awards. Over 200 students participated in activities and shows throughout the year. Students began the year by performing at the West Acton Oktoberfest. "Wiley and the Hairy Man," the fall play directed by Linda Potter, was enjoyed by large audiences from the town. "42nd Street," the musical directed by Linda Potter, Jeanie Furlan and Melinda Samperi, played

to sold-out houses here in Acton. Nominated for twelve awards at the Northshore Music Theatre Awards Night, “42nd Street” took first place in five categories, including “Best Musical of the Year.” The Massachusetts State Drama Festival Play, directed by Andrea Southwick, went all the way to the state finals of the competition for the first time in nine years. Over 100 students participated in eight student-directed plays supervised by PC Director Linda Potter. The newly formed adult drama support group, Friends of Drama, established its charter and was granted tax-exempt status by the State of Massachusetts. This group funded special professionally led seminars for PC and supported each production in varied ways.

The Visual Arts

In the ongoing process of curriculum articulation and review, the Visual Arts staff continued to implement a visual journaling component for the 7–12 curriculum. The goal for this initiative is for students to practice the process of developing ideas by creating multiple planning sketches. Art teachers have been serving as role models for their students by maintaining their own art journals and sharing these with their classes.

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 off-site settings. Student artwork appeared in various school newsletters.

In the highly competitive Boston Globe Scholastic Art Awards, 24 ABRSD students (twenty high school and four junior high) received a total of 25 state-level awards. These awards included: six Gold Key Awards, eleven Silver Key Awards, and eight Honorable Mention Awards. The Gold and Silver Key student work was exhibited at the State Transportation Building in Boston during January and February. Award-winning students were recognized at an awards ceremony at Hancock Hall in Boston. Student work receiving Gold Key Awards was sent to New York for the National Scholastics judging. One high school art teacher, the Visual Arts Director, and four high school students assisted teams of judges during the daylong Scholastics judging process held at the State Transportation Building in January. The K-12 Visual Arts Director also served on the Massachusetts Scholastics Advisory Board.

Two high school students were among 140 high school juniors statewide who were 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 with practicing artists who serve as mentors. 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 K-12 Visual Arts Director served on the Art All-State Steering Committee.

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

Students in the Junior/Senior Portfolio class prepared and exhibited their work in a show entitled “Elections,” which was held at the Acton Memorial Public Library during the spring. The work of four high school art students was selected for exhibition in a show at the Art Institute of New Hampshire.

One high school art teacher, working with ABCO, directed the “Empty Bowls Project.” Students created clay bowls that were sold to raise money to ease world hunger. Money raised from this project was donated to the Acton Food Pantry and to Lesotho, Africa.

AB graduates who are majoring in art at the college level returned to AB to share their experiences with students in the Junior-Senior Portfolio class. Advice on the college application process was also shared.

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. A Virtual Art Show, highlighting artwork from both seventh- and eighth-grade students, was posted on the RJG website.

The grade 8/Art 2 art teacher at RJG organized and led the school-wide "Unification Project," where students and staff were each encouraged to create a collage square that voiced their personality and personal interests. The squares were assembled into "quilts" by the teams and hung in the RJG Rotunda area as symbols of the school's unity.

During March, Acton and Acton-Boxborough student artwork was included in the annual Youth Art Month Show at the Worcester Art Museum. Over fifty student works were included. There was an opening reception for students, their families and art teachers in the Museum's Renaissance Court. RJ Grey Junior High and the Acton-Boxborough Regional High School were represented in this show.

A show of representative student artwork from each school was on display at the Acton Senior Center during the month of May. An opening reception was held for the students, their teachers and parents, and members of the general community.

A series of digital photographs of high school students enrolled in Digital Photography was exhibited at the Acton Memorial Library in the spring. The exhibit later traveled to the Administration Building Conference Room and then to the Administrative Conference Room at the high school.

Several professional development workshops were offered for art teachers during the 2005-2006 school year. 7-12 art teachers participating in an art journaling workshop created, maintained and shared their work during a series of sessions.

During the summer of 2006, the Art Director taught a weeklong Teacher Institute at the Worcester Art Museum. This course, "Making Connections Through Art," was open to teachers of all content areas.

Technology

Districtwide: During the 2005-2006 school year, Priscilla Kotyk, Director of Technology Integration and Instruction, and Steve Hall, Director of Information Technology, continued to collaborate to provide integrated technology services to address both curriculum integration support and technical support. The PowerSchool student information system is being used in all schools to manage student data, track information related to DOE reporting requirements, and provide valuable information for a variety of reports and data analysis. The IT group continued to provide infrastructure, technical support services, and project management for a wide range of technology-related functions.

High School: Many exciting ongoing projects are underway in the area of technology integration and instruction. Teachers at the high school continued to embrace technology as an instructional tool, employing innovative ideas. Students used technology to create art, produce videos, and write music. In the sciences, students worked on physics and biology investigations with online tools from the Concord Consortium. English and social studies departments utilized stationary and mobile labs, in addition to the library's technology for research. Some English students piloted an online writing program, My Access. This program automatically scores the writing sample and provides the student with immediate feedback based on a 6-point rubric. Teachers in various subject areas have begun to use Moodle, an open-source online learning environment. The teachers are using this application to create online threaded discussions that provide opportunities for students to contribute to discussions outside the classroom.

In order to discuss the use of instructional technology, the high school formed a High School Technology Committee, with representation from all departments, to share best practices with technology and discuss ideas around professional development for teachers and technical issues or concerns.

Junior High School: Video projection systems and teacher laptops are being used in select classrooms to enhance the learning process.

In the area of technology integration and instruction, some junior high students used the My Access program in English; other students employed web tools to investigate the stock market in math. In addition, science teachers and students continued to use web-based tools with the TELS grant from Concord Consortium. Students in the study skills class tried using scanning pens to scan words for vocabulary development. Students learned about Internet safety with the iSafe curriculum in the Information Skills class.

Summer School

The Acton-Boxborough Regional School District Summer School had a successful year in 2006. With an enrollment of 491 students, we served nearly 100 more students than in 2005. 23% of our students came from twelve other districts. Several Math, Science and Physical Education courses reached capacity, forcing us to turn away students not currently enrolled in the Acton Public and Acton-Boxborough School Districts. The number of student scholarships increased by 20%. The number of faculty increased in '06 from 19 to 25. Tuition receipts continued to allow us to function as a self-sustaining educational program. Course changes (from 2005) include: the doubling of Physical Education classes, the addition of French 1- 2, the removal of Earth Science, and the removal of the SAT II preparatory course.

Courses offered for the summer of 2006 included:

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

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

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 230 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. Preschool had a total enrollment of 52 (22 three-year-olds on Tuesday and Thursday; 27 four-year-olds on Monday, Wednesday and Friday).

All-Day Kindergarten Program: Community Education administers the business affairs of the all-day kindergarten program at Douglas, Conant, Gates, McCarthy-Towne and Merriam Schools.

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 twelve 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 110 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, Youth Lacrosse 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. Community Education also schedules Leary Field for school and community use.

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

The Facilities Department met the challenges of completing its major building cleaning and preparation while managing project work. Two projects that relate to continued improvements to Leary Field should be noted. First, the Woodland Path project, which was supported through the Town of Acton's Community Preservation Act funds, should be ready for the start of school. The path will provide direct access to Leary Field from the High School upper parking lot. Secondly, through the combined financial support of FOLF (Friends of Leary Field) and AB Community Education, we expect to have a vastly improved viewing area for Leary Field events. FOLF has provided the funding for a terracing project on the home side 'hill,' and Community Education has funded replacement of the home-side bleachers. In addition to these efforts, other major work projects were:

- HVAC repairs to compressors and pumps at the Administration Building
- Completed accessibility projects (curb cuts, etc.) at the High School

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 communities' 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 towns and the schools that we want to maintain for the future.

William Ryan
Superintendent of Schools
On Behalf of the School Committee

MINUTEMAN REGIONAL HIGH SCHOOL SCHOOL OF APPLIED ARTS & SCIENCES

Class of 2006 Graduate Achievement Highlights

- 96% of the Class of 2006 graduated into college, employed in their field of study or enlisted in the US military.
- Commercial & Human Services graduates achieved 98% placement rate with 76% enrolled in college, 21% employed in their field of study, and 1% in the military.
- Science Technology graduates achieved 98% placement with 81% enrolled in college, 7% employed in their field of study and 10% enlisted in the US military with 100% of Electromechanical Engineering, Environmental Science, Office Technology and Graphic Communications students attending college.
- Construction-Trades graduates achieved 92% placement rate with 35% enrolled in college, 49% entering the workplace in their field of study and 8% enlisting in the US military.
- 100% of Dental graduates passed the National Dental Board examination.
- 100% of Early Childhood Education graduates were certified by the Office for Child Care Services.
- 100% of Cosmetology graduates passed the state board examination to become licensed hair stylists.
- Medical Occupations graduates achieved 100% placement in college.
- Daniel Ceddia, a Plumbing graduate from Sudbury, was honored as an Outstanding Vocational Student of the Year by the Minuteman Regional School Committee, the Massachusetts Association of Vocational Administrators and State Commissioner of Education, Dr. David Driscoll.
- John Pelletier, a Computer Technology student from Lancaster, graduated Valedictorian in the Class of 2006.
- Student speakers at the Class of 2006 graduation ceremony were Valedictorian John Pelletier of Lancaster, Salutatorian Victoria Coffey of Watertown and Class President Nicholas Radl of Stow.

The Class of 2006

Boxborough

Christopher Johnston

HVAC

President's Award of Academic Achievement

Daniel Ceddia, Outstanding Student of the Year 2006

Daniel J. Ceddia, a Plumbing major from Sudbury, is the son of Stephen and Lorraine Ceddia. Ranked sixth in his graduating Class of 2006, Dan has excelled in academics, his technical program of study and sports, and has been active in extracurricular activities. Senior year, Dan earned the distinction of being one of the state-wide recipients of the John and Abigail Adams Scholarships awarded by the Massachusetts Department of Education for advanced scoring on the MCAS test.

Dan has brought honor to his family, community and school throughout his high school years through student activism and leadership both on and off campus, including being a student representative to the

Minuteman Plumbing Advisory Committee, his membership in the Sudbury Little League Baseball Umpiring Association, the National Association of Sports Officials, and volunteering with the *Read Boston* book drive program. He is a Gold and Bronze Medal winner at SkillsUSA and is active in the Minuteman chapter, a four-year varsity member of the Minuteman Baseball team, a member of the Minuteman Student Ambassador Corps and a straight four year Honor Roll Student earning high honors each marking term since freshmen year.

Complimenting his plumbing and construction management studies at Minuteman, Dan has combined his interest in business and computers with an appreciation for math and science as they relate to his field of study. He enjoys both geometry and physics and says that he came to better appreciate these subjects as they were taught both in the academic classroom and his shop through the perspective of plumbing and construction. Dan has also earned numerous awards and recognitions related to his vocational major including the Vocational Student of the Month, the OSHA 10 hour safety training certification, the Sawzall Power Tool Industry certification, and Right Angle Drill industry certification and has already received his Apprentice Plumbing license. Active in the school's co-op program, Dan has been employed by AJ Carey Plumbing & Heating in Needham where he has earned promotions and pay raises due to both his skill set and his outstanding work ethics and habits.

Dan has also been an outstanding and always willing student ambassador assisting at various school functions including freshman orientation programs, school open houses and 8th grade tour programs. Dan has been accepted to all colleges where he applied, including the University of Massachusetts, Framingham State College, Massachusetts Bay Community College and Middlesex Community College; and plans to enroll majoring in Business Management at Framingham State with later plans to start a plumbing contracting business.

Daniel Ceddia, Minuteman's Vocational Student of the Year, envisions a plumbing and business career in a field that he has enjoyed while studying academics and participating fully in campus activities at Minuteman Regional High School.

2006 Students of the Month

January:	Courtney DeCosta of Belmont, <i>Office Technology</i>
February:	Hava & Michal Pullman of Needham, <i>Office Technology & Medical Occupations</i>
March:	John Pelletier of Lancaster, <i>Computer Technology</i>
April:	Laura Martino of Watertown, <i>Cosmetology</i>
May:	Nicole McCarthy of Belmont, <i>Environmental Science</i>
September:	Krista Burgoyne of Bolton, <i>Culinary Arts & Hospitality Management</i>
October:	Brian Clough of Dover, <i>Carpentry</i>
November:	Alice Ofria of Medford, <i>Environmental Technology</i>
December:	Aaron Gralnik of Lexington, <i>Environmental Science</i>

Academic Division Highlights

- Minuteman Regional High School sophomores had a 98% pass rate on the English Language Arts MCAS Test taken in May 2006.
- Thirty-eight 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 third year in a row.
- A Latin course was expanded to serve the growing number of students interested in medical careers, biotechnology and science.

- The Minuteman Players, the school's drama students, produced and performed a full production of Tim Kelley's murder mystery comedy, *"Love is Murder."*
- 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, Math, Science and several vocational fields designed a series of MCAS Science curriculum standards for use throughout each of the school's 22 vocational majors.
- Chemistry Teacher Gary Sypteras was awarded the *"2006 Theodore William Richards Award for Excellence in Teaching Secondary School Chemistry"* presented by the American Chemical Society.

Science & Technology Division Highlights

- The first state-approved high school pre-engineering program entered its seventh year and graduated its third class of students, again with 100% attending college.
- Electromechanical Robotics students Max Cane of Acton and George McKenna of Winchester took National Third Place in Skills USA National Competition on Team Robotics and Automation held in Kansas City, MO in June 2006.
- 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.
- Approximately 82% of the division seniors graduating received certification in their respective area, while approximately 92% were planning to continue their education or training upon graduation.
- This past summer, Sam Rogers of Concord served as an intern at Harvard University's Molecular Biology Laboratory.
- A Team of two Pre-Engineering students placed second in the "West Point Bridge Design" contest – A National Internet-based software design contest.
- Minuteman is now an authorized CertiPort Testing Center for Microsoft Office Specialist Certifications.

Construction – Power Mechanics – Building Trades Division Highlights

- The Automotive Technology Department won the industry's Most Outstanding Automotive Program in Massachusetts award for the sixth year in a row.
- Students in Carpentry, Electrical Wiring, Plumbing and HVAC completed construction of the 3,000 square foot two-family Gambrel home for the Lexington Housing Authority in partnership with the Lexington Rotary Club.
- Underclassmen created four scaled New England style homes for display at the New England Home Show in Boston. Minuteman is the only participating vocational high school in MA.
- In Landscape Management, two graduates won the two most prestigious scholarships given by the Mass Arborist Association.
- Electrical Wiring students completely wired two residential units in Lexington.
- Carpentry was invited to attend the Secretary's Award for Excellence in Environmental Education as an honorable mention. This award honors individual schools, teacher and students across the commonwealth who have distinguished themselves in environmental education initiatives.

Commercial & Human Services Division Highlights

- For the third 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.

- Krista Burgoyne of Bolton, a junior Culinary Arts Baking student, won National First Place in the SkillsUSA skills competition held in Kansas City, MO in June 2006. Krista also placed first in this competition for the past three consecutive years.
- The Cosmetology Class of 2006 had a 100% success rate when taking the State Board Exams.

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

- A new Freshmen Exploratory program was designed and implemented as a means to ensure that members of the Class of 2010 have a full opportunity to experience each of Minuteman's twenty-two 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 over 78 different courses and programs at over 17 colleges and universities.
- 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 renovation of the school's Special Education administrative areas, renovation of elevators, upgrade of grades 9 & 10 Cosmetology Training Rooms, and updating of a Technical literacy Mac Lab and Training Room.

Minuteman Students Receive John and Abigail Adams Scholarships

The John and Abigail Adams Scholarship provides a tuition waiver for eight traditional semesters of undergraduate education at the University of Massachusetts, the seven state colleges, or fifteen community colleges. Students qualify for the scholarship when they score in the Advanced category in either the Mathematics or the English Language Arts section of the grade 10 MCAS test; score in the Proficient or Advanced category on the second subject (Mathematics or English Language Arts); and have a combined MCAS score on these assessments that ranks in the top 25% in their school district.

The following students were awarded: Chris Poznick, Morgan Quirk, David Keyworth, Francis Gassert, Ethan Maitland, Adam Norman, and Jaime Michaels of Acton; Louis Bowers, Karl Gibson, Molly McDowell, James Murray, and Matt Taber of Arlington; Ian Hurley of Ayer; Dean Crimaldi of Belmont; William Neville of Boxborough; Raisa Marcelino and Amanda Watson of Cambridge; Erin Guertin and Sam Rogers of Concord; Dan Brauer of Lexington; Derek McLaughlin, Brendan Sullivan, and Dean Viera of Medford; Eliza Leahy of Needham; Brian Leao of Sudbury; Steven Hallet, Carl Mahon, Jonathan Sapienza, and Matt Sproul of Stow; Raphael Santiago of Waltham; Stephen Akian, Tim Doherty, and Desi Forte of Watertown

Three Students Awarded National Merit Scholarship

Three Minuteman Students were awarded as "*Commended Students*" in the National Merit Scholarship Program. These Commended Students are being recognized for the exceptional academic promise demonstrated by their outstanding performance on the PSAT's. The following students were awarded the scholarship: Francis Gassert (Pre-Engineering) and Morgan Quirk (Graphic Communications) of Acton and Karl Gibson (Computer Technology) of Arlington. These students received a Letter of Commendation for their exceptional scores.

Minuteman Students Take Gold, Silver and Bronze Medals at National SkillsUSA Competition

Eleven 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. Eight came home with first, second or third place medals and three more returned with top ranking national placements.

Krista Burgoyne of Bolton, known now as “*The #1 Student Baker in the Country, (Again!)*”, took National 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. Krista 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, Krista was awarded a full tuition scholarship at the Culinary Institute of America for her first-place win. However, as Krista was a sophomore upon earning the scholarship, she returned to National Competition for a second time this year to defend her title, and succeeded.

Karl Gibson of Arlington, a junior in Computer Technology placed First in the Nation in the Computer Programming Competition. This is the first year in which this competition has been available to compete. This was Karl’s first year competing in SkillsUSA and he was very excited about his success and ease in the competition. Karl will compete again next year to defend his title as a senior.

The team of **Kerry McCoy, Molly McDowell, and Gina Willms, all of Arlington**, were honored as Second Place finalists in the Tech Prep Showcase Competition. Tech Prep Showcase is a unique leadership competition where students are required to perform an act of community service and develop a detailed and rehearsed presentation following competition guidelines and concludes by making a formal presentation to a group of judges. This competition is also in its infancy stages and has had great success from students for the past two years of its existence.

The team of **Max Cane of Acton and George McKenna of Winchester** took their skills in Robotic and Automation Technology to the national level, and emerged as bronze medal winners, placing third in the country. Max and George’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 2006, both are headed to college in the fall.

Jake Shearer of Wayland, a sophomore in Medical Assisting placed third in the Medical Assisting competition. This was Jake’s first year in Medical Assisting, having started out as a Culinary Art’s student in his freshman year. Jake’s impressive national third place ranking as a sophomore brings high hopes for next year’s competition.

Three other students also received national standings; **James Sullivan of Arlington**, placed first in the state in Technical Computer Applications. **Francis Gassert of Acton** placed first in the state in Related Technical Math. **Evan Rogers of Concord** placed first in the state in Job Interview, another Leadership competition.

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.

Art and Literary Magazine Celebrates 21st Anniversary

The ink is dry on the twenty-first edition of Minuteman Regional High School's Art & Literary Magazine, and as usual, the publication contains many outstanding examples of student-generated poetry and art. This year's magazine showcases 19 poets and 20 artists.

The winners of school-wide poetry and art contests provide the content for the magazine. This year, approximately 150 poems from about 80 poets were submitted. In the art contest, 40 artists submitted 70 pieces of artwork. Originality is the primary criteria used in selecting work for inclusion in the magazine, and selection committee members also try to ensure a mixture of styles.

"We really have quite an artistic community at the school," Mr. Donovan said. "We used to just get block printing, but now, it's quite a variety. We added photography to the art contest three or four years ago. This year, there are quite a few pieces of artwork done in anime style. Anime has become very popular in the school," he said. "They had an Anime Club this year for the first time."

A third contest, open to juniors in the Graphics department, determines who designs the magazine's cover. Jasmine Sanders of Needham won this year's cover design contest. Jasmine also did the magazine's entire layout.

Former Minuteman English teacher Denise R. Donovan served as the Copyright Editor, and the Graphics Coordinator was Graphics Department senior teacher Daniel Vardaro. The school's Office Technology department did the word processing. "The magazine is truly an integrated student effort," Mr. Donovan said. "By the time it's done, many students from all majors and departments have played a part in its creation."

The student artists featured in this year's magazine are Sean Chicosky and Arielle Shander of Acton; Pat Cooney, Geoffrey Landskov, Nate O'Farrell, Shanon Rogers, Rebecca Rowe and Ashley Val all of Arlington; Courtney Lindhorst and Isaac Tsavalakoglou of Belmont; Elizabeth Mullane of Cambridge; Erin Guertin, Tim Overton and Will Roche of Concord; Lily Altshuler of Maynard; Keith Frankston of Newton; Collin Aucoin, Elizabeth Haberkorn, all of Stow; and Montana Mirabella of Winchester.

The student poets featured in this year's magazine are Francis Gassert, David Keyworth, and Morgan Quirk of Acton; Molly McDowell and Ashley Val of Arlington; Andrea Bergstrom of Belmont; Joanna Rosario of Cambridge; Gabe Gerzon and Sam Rogers of Concord; Nick Solano of Everett; Ashley Cobuzzi and Pierre Etienne of Lexington; Eliza Leahy and Jasmine Sanders of Needham; Marissa Gabel, Avi Love, and Niles Radl all of Stow; Leo Jordan of Watertown; and Montana Mirabella of Winchester.

Minuteman Regional School Committee 2006

Charles Olmstead of Acton	Rosalie Barton-May of Lancaster
Laura Morrissette of Arlington	Marjorie Daggett of Lexington
Linda Frizzell 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>)
John Lang of Concord	Mary Ellen Castagno of Wayland
Frank Gobbi, Jr. of Dover	David Harmon of Weston

Student Representative – James Sullivan of Arlington

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL
DISTRICT OPERATING FUND**

	FY 05	FY 06	ACTUAL/	TRANSFER/	
REVENUES	ACTUAL	BUDGET	ENCUMBERED	RECEIPTS	AVAILABLE
DISTRICT ASSESSMENTS	\$ 7,990,324.00	\$ 9,129,974.00	\$ 9,072,541.00	\$ -	\$ (57,433.00)
CHAPTER 70 AID	\$ 2,045,500.00	\$ 2,071,250.00	\$ 2,062,420.00	\$ -	\$ (8,830.00)
CURRENT TUITION	\$ 670,807.00	\$ 650,000.00	\$ 600,000.00	\$ -	\$ (50,000.00)
TRANSPORTATION REIMB	\$ 653,811.00	\$ 743,040.00	\$ 834,795.00	\$ -	\$ 91,755.00
CHOICE	\$ 156,633.00	\$ -	\$ -	\$ -	\$ -
OTHER PROGRAM INCOME	\$ 222,201.00	\$ 214,026.00	\$ 289,529.00	\$ -	\$ 75,503.00
LAND SALE	\$ -	\$ -	\$ -	\$ -	\$ -
APP SUR	\$ 322,349.00	\$ -	\$ -	\$ -	\$ -
PREV YEAR'S TUITION	\$ 3,282,714.00	\$ 2,890,865.00	\$ 2,839,870.00	\$ -	\$ (50,995.00)
TOTAL	\$ 15,344,339.00	\$ 15,699,155.00	\$ 15,699,155.00	\$ -	\$ -
EXPENSES					
BUILDING TRADES	\$ 72,555.00	\$ 72,120.00	\$ 69,560.00	\$ (59.00)	\$ 2,501.00
COMMERCIAL SERVICES	\$ 15,637.00	\$ 19,212.00	\$ 20,120.00	\$ 1,800.00	\$ 892.00
ELECTRONICS	\$ 28,162.00	\$ 25,102.00	\$ 21,369.00	\$ 144.00	\$ 3,877.00
GRAPHICS	\$ 49,388.00	\$ 66,061.00	\$ 63,040.00	\$ 10,809.00	\$ 13,830.00
HEALTH INSTRUCTION	\$ 17,193.00	\$ 18,540.00	\$ 18,002.00	\$ 110.00	\$ 648.00
METAL FABRICATION	\$ 28,594.00	\$ 30,074.00	\$ 28,126.00	\$ -	\$ 1,948.00
POWER MECHANICS	\$ 13,787.00	\$ 11,836.00	\$ 11,470.00	\$ -	\$ 366.00
TECHNOLOGY	\$ 75,241.00	\$ 71,552.00	\$ 61,300.00	\$ 60.00	\$ 10,312.00
AFTERSCHOOL PROGRAM	\$ 14,414.00	\$ 13,600.00	\$ 13,967.00	\$ 862.00	\$ 495.00
REGULAR OCCUPATIONAL	\$ 3,930.00	\$ 3,985.00	\$ 3,421.00	\$ -	\$ 564.00
SPECIAL TRADES	\$ 18,968.00	\$ 20,990.00	\$ 12,399.00	\$ (2,360.00)	\$ 6,231.00
SAFETY	\$ 8,793.00	\$ 7,250.00	\$ 7,993.00	\$ 702.00	\$ (41.00)
COMMUNICATIONS	\$ 32,582.00	\$ 35,718.00	\$ 30,281.00	\$ 96.00	\$ 5,533.00
HUMAN RELATIONS	\$ 15,639.00	\$ 19,138.00	\$ 15,629.00	\$ -	\$ 3,509.00
MATH	\$ 37,345.00	\$ 35,578.00	\$ 34,226.00	\$ -	\$ 1,352.00
SCIENCE	\$ 50,914.00	\$ 51,145.00	\$ 41,242.00	\$ (4,660.00)	\$ 5,243.00
PHYSICAL EDUCATION	\$ 4,803.00	\$ 5,610.00	\$ 2,714.00	\$ (300.00)	\$ 2,596.00
ATHLETICS	\$ 101,225.00	\$ 95,497.00	\$ 96,367.00	\$ 650.00	\$ (220.00)
BUSINESS INSTRUCTION	\$ 2,735.00	\$ -	\$ -	\$ -	\$ -
FOREIGN LANGUAGE	\$ 15,910.00	\$ 16,040.00	\$ 14,148.00	\$ -	\$ 1,892.00
ART	\$ 4,673.00	\$ 6,864.00	\$ 1,246.00	\$ -	\$ 5,618.00
MUSIC	\$ 95.00	\$ -	\$ -	\$ -	\$ -
ALTERNATIVE EDUCATION	\$ 1,413.00	\$ 9,000.00	\$ -	\$ -	\$ 9,000.00
INSTRUCTIONAL RESOURCES	\$ 83,169.00	\$ 77,910.00	\$ 74,992.00	\$ 441.00	\$ 3,359.00
PUPIL SUPPORT	\$ 80,461.00	\$ 60,910.00	\$ 104,226.00	\$ (318.00)	\$ (43,634.00)
PRINCIPAL	\$ 122,810.00	\$ 74,250.00	\$ 99,327.00	\$ 455.00	\$ (24,622.00)
VOCATIONAL COORDINATOR	\$ 3,050.00	\$ 5,800.00	\$ 1,931.00	\$ (1,311.00)	\$ 2,558.00
COMPUTER SERVICES	\$ 15,087.00	\$ 25,400.00	\$ 22,569.00	\$ 9,809.00	\$ 12,640.00
DEAN	\$ 1,855.00	\$ 6,845.00	\$ 6,063.00	\$ -	\$ 782.00
DISTRICT PROGRAMS	\$ 232,884.00	\$ 249,835.00	\$ 248,910.00	\$ -	\$ 925.00
LEGAL FEES	\$ 65,767.00	\$ 30,760.00	\$ 57,195.00	\$ -	\$ (26,435.00)
AUDIT FEES	\$ 57,800.00	\$ 54,075.00	\$ 58,500.00	\$ -	\$ (4,425.00)
SUPERINTENDENT	\$ 4,012.00	\$ 4,700.00	\$ 3,177.00	\$ -	\$ 1,523.00
PLAN/ACADEMICS	\$ 7,980.00	\$ 28,500.00	\$ 32,385.00	\$ -	\$ (3,885.00)
BUSINESS OFFICE	\$ 10,213.00	\$ 20,175.00	\$ 38,528.00	\$ (125.00)	\$ (18,478.00)
RISK INSURANCE	\$ 176,593.00	\$ 188,882.00	\$ 173,390.00	\$ 104.00	\$ 15,596.00
RETIRE/EMPLOYEE BNFT	\$ 1,544,734.00	\$ 1,825,127.00	\$ 1,829,573.00	\$ 55,992.00	\$ 51,546.00
TRANSPORTATION	\$ 1,105,614.00	\$ 1,133,630.00	\$ 1,190,179.00	\$ 4,825.00	\$ (51,724.00)
CAFETERIA	\$ 7,290.00	\$ 6,550.00	\$ 5,438.00	\$ 150.00	\$ 1,262.00
OPER & MAINTENANCE	\$ 1,003,206.00	\$ 935,400.00	\$ 1,088,475.00	\$ 75,000.00	\$ (78,075.00)
EQUIPMENT PURCHASES	\$ 24,000.00	\$ 75,000.00	\$ 74,995.00	\$ -	\$ 5.00
DEBT MANAGEMENT	\$ -	\$ -	\$ -	\$ -	\$ -
SALARIES	\$ 10,000,789.00	\$ 10,260,494.00	\$ 10,218,152.00	\$ 44,135.00	\$ 86,477.00
TOTAL	\$ 15,161,310.00	\$ 15,699,155.00	\$ 15,894,625.00	\$ 197,011.00	\$ 1,541.00
EXCESS REV	\$ 183,029.00	\$ -	\$ (195,470.00)	\$ 197,011.00	\$ 1,541.00

**SPECIAL/ANNUAL TOWN MEETING
MAY 8, 2006
LIST OF ARTICLES**

SPECIAL TOWN MEETING

- 1. CLOSE OUT OLD ARTICLES**
- 2. SUPPLEMENTAL APPROPRIATION – REPLACE ROOFS AT TOWN HALL, POLICE STATION AND STEELE FARM**
- 3. LAND PURCHASE**

ANNUAL TOWN MEETING

- 1. CHOOSE TOWN OFFICERS
QUESTION 1 - REMOVAL OF SNOW AND ICE FROM PRIVATE WAYS**
- 2. HEAR AND RECEIVE REPORTS**
- 3. SET SALARIES AND COMPENSATION OF OFFICERS**
- 4. PERSONNEL ADMINISTRATION PLAN CHANGES**
- 5. TOWN OPERATING BUDGET**
- 6. LIBRARY – PART-TIME CHILDREN’S LIBRARIAN**
- 7. LIBRARY – ADDITIONAL HOURS OF OPERATION**
- 8. PAYMENT OF PRIOR YEAR BILLS**
- 9. CAPITAL EXPENDITURE - BLANCHARD MEMORIAL SCHOOL – RENOVATIONS**
- 10. PETITION ARTICLE – PROHIBITION OF FIREARM DISCHARGE BYLAW##**
- 11. MOVE TO FEE FOR SERVICES AT TRANSFER STATION (PAYT)++**
- 12. CAPITAL EXPENDITURE – TOWN HALL RENOVATIONS, ALTERATIONS & FURNISHINGS**
- 13. TOWN-WIDE CLASSIFICATION AND COMPENSATION STUDY**
- 14. INTER-MUNICIPAL AGREEMENT - SHARED ANIMAL CONTROL DEPARTMENT**
- 15. CAPITAL EXPENDITURE – ONE-TON DUMP TRUCK**
- 16. CAPITAL EXPENDITURE – REPLACE SAND/SALT MIX SHED**
- 17. RE-CODIFICATION OF ZONING BYLAWS**
- 18. REVOLVING FUND - ELECTRICAL INSPECTION****
- 19. REVOLVING FUND - PLUMBING AND GAS INSPECTION****
- 20. REVOLVING FUND - FIRE ARMS PERMITS****
- 21. REVOLVING FUND – LIBRARY FINES****
- 22. REVOLVING FUND – DOG LICENSE FEES****
- 23. REVOLVING FUND – STEELE FARM****
- 24. REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM****
- 25. REVOLVING FUND – CONSERVATION COMMISSION WETLAND BYLAW****
- 26. ELDERLY TAX RELIEF – INCREASE IN EXEMPTIONS****
- 27. ROAD ACCEPTANCE – PRIEST LANE****
- 28. ROAD ACCEPTANCE – PATCH HILL ROAD****
- 29. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM****

- 30. **AMEND POLICE DEPARTMENT BYLAW****
- 31. **AMEND FIRE ALARM AND PROTECTION SYSTEMS BYLAW****
- 32. **SET INTEREST RATE FOR SENIOR TAX DEFERRAL****
- 33. **ROADWAY AND UTILITY EASEMENT – HILL ROAD****
- 34. **BOH - INTER-MUNICIPAL MUTUAL AID AGREEMENT(S)****
- 35. **RESIDENCY REQUIREMENTS FOR REGULAR FIRE AND POLICE OFFICERS****
- 36. **AMEND COUNCIL ON AGING BYLAW****

LEGEND

- ** **CONSENT AGENDA**
- ## **PETITION ARTICLE – submitted by petition by ten or more registered voters in the town**
- ++ **SENSE OF THE MEETING VOTE – non-binding**

**WARRANT AND PROCEEDING
OF THE SPECIAL TOWN MEETING
HELD ON MAY 8, 2006**

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 8, 2006 at 7:30 p.m. to act on Articles 1 through 3 of this Special Town Meeting Warrant.

The Special Town Meeting was called to order at 7:50 p.m. on Monday, May 8th, 2006 at the Blanchard Memorial School in Boxborough, Massachusetts by Moderator John Fallon.

ARTICLE 1 CLOSE OUT OLD ARTICLES**

(Majority vote required)

To see if the Town will vote to transfer to the General Fund the unexpended balance of monies in the amount of Nine Thousand Five Hundred Sixty-Seven Dollars and Sixty-Three Cents (\$9,567.63), more or less, as voted by past Town Meetings, or take or take any other action relative thereto.

The articles to be closed or reduced are indicated below:

Article #	Description	Amount
Article 25 May 2001 (ATM)	Thermal Imaging Camera (Fire Dept.)	\$111.50
Article 3 Nov. 2001 (STM)	Town-Wide Historic Inventory	556.14
Article 3 May 2004 (STM)	Police Cruiser	437.46
Article 22 May 2004 (ATM)	Heavy Duty Dump Truck (DPW)	2009.00

Article 23	May 2004 (ATM)	One-Ton Pick-up Truck with plow (DPW)	883.00
Article 24	May 2004 (ATM)	Town Hall Copier	5,432.85
Article 25	May 2004 (ATM)	Emergency Response Vehicle (Fire Dept.)	125.40
Article 4	Jan. 2005 (STM)	Police Cruiser Modems	12.28
			\$9,567.63
			\$9,567.63

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

The Finance Committee recommends (5 – 3).

This is a housekeeping article in the sense of dispositioning funds that were appropriated in excess of the actual cost required to fulfill the purposes of the several warrant articles included herein. If left in their warrant article accounts, these funds cannot be used for other legitimate purposes. If transferred to the General Fund, these monies will in the future be used to assist in funding other items or services that the Town Meeting may decide. The only meaningful question in the disposition of these funds is whether they should be transferred to the General Fund, from which future expenditures require a majority vote, or perhaps to the Stabilization Fund, from which future expenditures would require a 2/3 vote. While there are sensible reasons for increasing the Stabilization Fund, the judgment of the FinCom at this time of fairly strained finances is that the slightly greater flexibility afforded by transferring these monies to the General Fund is the preferred approach.

Finance Committee Minority Position

The Finance committee believes that this article is the right process for cleaning out old and unused warrant articles. The discussion that the FinCom had was the best use for the funds when old articles are closed out. Some of us believe that in the future the funds left over from closing out of old articles should be moved to stabilization rather than free cash. We know this requires a 2/3 vote, but believe that we need to start adding to stabilization. There is also question if any of these articles were bonded. We hope to have this question resolved by the time of the ATM.

ACTION ON ARTICLE 1, May 8, 2006. On Mr. Wheeler’s motion, the town did vote to transfer to the General Fund the unexpended balance of monies in the amount of Nine Thousand Five Hundred Sixty-Seven Dollars and Sixty-Three Cents (\$9,567.63), as voted by past Town Meetings, and as printed in the Special Town Meeting warrant under Article 1.

ARTICLE 2 SUPPLEMENTAL APPROPRIATION – REPLACE ROOFS AT TOWN HALL, POLICE STATION AND STEELE FARM

(Majority vote required)

To see if the town will vote to raise and appropriate or transfer from available funds a sum of money to supplement the appropriation voted under Article 18 of the May 9, 2005 Annual Town Meeting for the purpose of replacing the roofs for Town Hall, Police Station and Steele Farm barn; or take any other action relative thereto.

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

In May 2005, Town Meeting appropriated \$41,450 to replace roofs on Town Hall (newer east and joining sections of building), the Police Station and the barn at Steele Farm. A Proposition 2 1/2 capital expenditure exclusion for this appropriation was approved on Ballot Question 7.

The amount of \$41,450 requested in May 2005 was based on non-binding bids that had been submitted to the town. It was later discovered that the bids were defective – prevailing wage rates had not been used to calculate labor costs as required by law. Re-bids of the work came in well over the amount appropriated by town meeting. The Selectmen and FinCom explored a number of options to carry out the work within the scope of town meeting authorization, and laws governing municipal procurement. These options included use of the Reserve Fund for modest supplemental funding, use of lower-cost DPW labor, and professional project management contributed by residents. Unfortunately, these options were not workable, so fresh new bids at prevailing wages were solicited. The new bids that we have received significantly exceed the FY 06 authorization, requiring the Selectmen to seek supplemental funding under this article.

The original justification has not changed: the roofs on the Town Hall and the Police Station are the original ones from when those buildings were built in 1988. They are still leaking and must be replaced. The roof on the barn at Steele Farm is failing. The Board of Selectmen recommends that these roofs be replaced to prevent further water damage. Despite the increase in costs, these are not optional expenditures. The repair work is critical to protecting our investment in these town facilities.

The Finance Committee recommends unanimously.

At the May 2005 Annual Town Meeting, voters approved a Warrant Article for \$41,450 to accomplish roof repairs at the Town Hall, Police Station, and Steele Farm. An initial round of bids resulted in likely costs considerably in excess of the appropriated amount, due to a failure to consider the application of “prevailing wage” standards in some of the estimates prior to the May 2005 Town Meeting. A second round of bids resulted in one bid close to the appropriated amount, and one bid considerably in excess of the original estimate. The low bidder here was subsequently disqualified for failure to provide proof of insurance. While the Finance Committee is disappointed with the bidding process, the roofs are not improving, and it is necessary to provide the planned repairs. The Finance Committee Recommendation is contingent upon qualifying bids being received by Town Meeting, based upon the original intention of the May 2005 Town Meeting. This article is to cover the final quote, but to date that final number is not known. The actual financial impact to the town of this article will be reported at ATM when the final dollar amount is known.

ACTION ON ARTICLE 2, May 8, 2006. On Ms. Hilberg’s motion, the Town did vote to pass over Article 2 of the Special Town Meeting warrant.

ARTICLE 3 LAND PURCHASE

(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain for general municipal purposes and to be held in the care, custody, management and control of the Board of Selectmen, the fee simple interest in:

(1) a parcel of land containing 11.00 acres, more or less, being the land described in the deed recorded with the Middlesex South District Registry of Deeds in Book 22794, Page 187, shown as Assessors Map 6, Block 4, Lot 166.1.0, located at 72 Stow Road; and

(2) a parcel of land containing 3.00 acres, more or less, being the land described in the deed recorded with said Deeds in Book 20996, Page 094, shown as Assessors Map 10, Block 4, Lot 207.1.0, located off Stow Road;

and that the Board of Selectmen is authorized to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said acquisition(s);

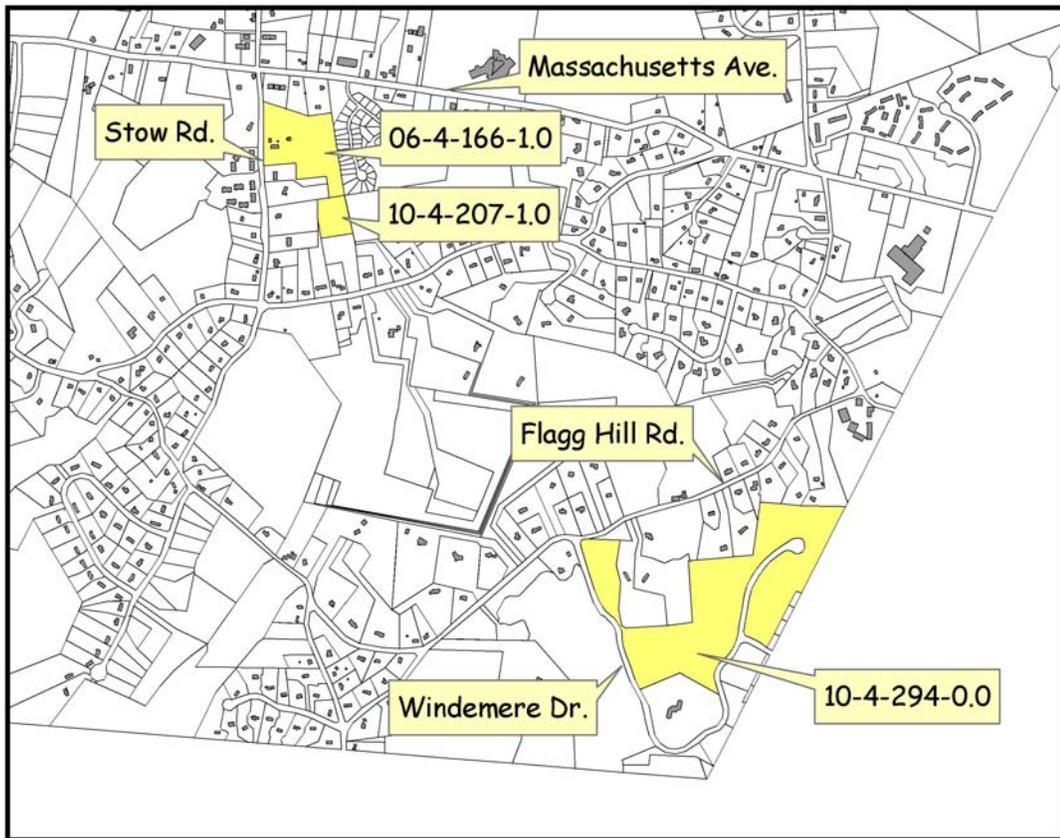
and further to raise and appropriate or appropriate by transfer or by borrowing a sum or sums of money for the acquisition of said real property and for legal fees and costs related thereto, and to meet such appropriation by authorizing the Treasurer, with the approval of the Board of Selectmen, to borrow such sum under G.L. Chapter 44, section 7 or any other enabling authority, and to authorize the Board of Selectmen to apply for any grants or loans in connection therewith and to take all action necessary to carry out this project;

and further to authorize the Board of Selectmen to sell all or any portion, not to exceed that portion necessary to yield proceeds of sale approximately equal to the amount paid for the Stow Road parcel(s) described above, and legal fees and costs related to such acquisition and the disposition authorized hereby and related costs of design and improvement, of the land on Windemere Drive shown as Lots 1 and 2, Lots 13 through 29, Parcel A and the fee in Windemere Drive and Ticonderoga Road, as shown on a plan entitled "Plan of Land in Boxborough, MA, Prepared for Joseph V. Stuart, Owner: Mary E. Stuart, 320 Flagg Hill Road, Boxborough, MA 01719," dated: June 19, 1998, filed as Plan No. 646 of 1998 in Record Book 28741, Page 193, as well on Assessor's Map 10, Block 4, Lot 294.0.0, being the land described in the deed to the Town recorded with said Deeds in Book 28741, Page 201, on such terms and conditions and for such consideration as the Selectmen shall determine;

and further to raise and appropriate or appropriate by transfer or by borrowing a sum or sums of money for design and improvement of Windemere Drive and/or Ticonderoga Road and related utilities including drainage, for legal fees and disbursements related to the improvement of said roadways and the sale and conveyance of such Windemere Drive land;

or take any other action relative thereto.

Stow Road Land Purchase



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

When land within the Town, which has had the benefit of real estate tax exemption under Chapter 61, is offered for sale, the Town has the right to exercise its first right of refusal and acquire the property.

The Town has such an opportunity to purchase the property located at 72 Stow Road. The owners of the parcel have executed a purchase and sales agreement with a developer, who has offered to acquire the property in order to develop Ch 40B housing on the site. There is an additional parcel of land involved in the transaction which does not fall under the Town's rights to acquire, but it would become inaccessible if the Town were to acquire only the parcel under Chapter.

After consultation with the various Town boards and committees, the BoS is recommending that the Town enter into negotiations to acquire these parcels. This centrally located site could be used for many Town purposes such as a community center, a senior center, a building to house expansion of Town government, affordable housing, a site for a sewer treatment plant, and many combinations of this list.

In an effort to minimize the impact of this purchase on real estate taxes, the BoS is proposing that we follow through on commitments made in past land acquisitions, and sell some Town land for house lots.

The article if passed would allow for the borrowing of money for the short term while the parcels which could be sold are identified and sold. All costs associated with this process would be covered by the sale of these sites and any surplus monies would be held in a fund reserved for future land purchases.

The Finance Committee defers unanimously.

This article asks the Town to purchase a parcel of land located near the town center coming out of Chapter 61B, for which the Town has a first right of refusal. Two town boards (Planning and Board of Health) have recommended that the Town purchase this parcel for diverse purposes, such as a water treatment plan, senior center, or community center. While the Finance Committee recognizes the opportunity offered by this parcel, we are concerned about the lack of a firm purchase price as well as the method of financing such purchase. We await further information about the details of pricing and financing options and will make a recommendation at Town Meeting.

The Planning Board recommends (5 – 0).

From a short term and long range planning perspective, the Planning Board believes this property offers significant possibilities for a variety of municipal options, including but not limited to a location for a senior center, community center, affordable housing development or a package sewage disposal treatment plant for municipal buildings. The Planning Board thinks that the physical characteristics of the property and its prime location in the Town Center area provide a truly great opportunity for the Town that should not be refused. The Board voted unanimously 5 to 0 to support the purchasing of this property; however, there was no discussion of the potential sale of lots at Flagg Hill to facilitate the purchase.

The Board of Health recommends unanimously (3 – 0)

It was brought to the attention of the BoH that a certain piece of property owned by Stow Road LLC was available for sale. At the March 8, 2006 Board of Health meeting, the Stow Road LLC property was deliberated. It was determined that this parcel would make an excellent future site for a wastewater disposal facility. The Board of Health unanimously supports the purchase of this property for the following reasons:

- 1) The soils in this area have excellent percolation characteristics and available space, which would allow a large onsite wastewater disposal facility.
- 2) Geographically it is closely located to the center of town.
- 3) Due to its proximity to the school, police/fire departments, town hall and future town center and senior center, it supports a feasible economic solution to meet the growing needs of the town and the need for a viable approach to treating the future effluent from these properties.

ACTION ON ARTICLE 3, May 8, 2006. On Mr. Wheeler's motion, the Town did vote to pass over Article 3 of the Special Town Meeting warrant.

On Mr. Wheeler's motion, the Town did vote, unanimously, to dissolve the Special Town Meeting at 8:00 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 21, 2006.

BOARD OF SELECTMEN
Simon C. Bunyard, Chairman
Donald R. Wheeler, Clerk
David L. Birt
Leslie Fox
Kristin Hilberg

POSTED: April 21, 2006
BY: Richard W. Golden

**WARRANT AND PROCEEDINGS
OF THE ANNUAL TOWN MEETING
HELD ON MAY 8TH AND MAY 9TH, 2006**

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 8, 2006 at 7:30 p.m. to act on Articles 2 through 36 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 15th day of May, 2006 at 7:00 a.m. for the Election of Town Officers pursuant to Article 1 and Question 1. 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 (#18 through #36, 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 17.

Please do your homework. If you have any questions about the consent articles or procedure, please feel free to call the Assistant Town Administrator, at 978-263-1116, ext. 102 or send an e-mail to selina.shaw@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.

The first session of the Annual Town Meeting was called to order at 7:40 p.m. by the Moderator, John G. Fallon with 270 voters in attendance. There was a moment of silent prayer for those who passed away during the last year. Mr. Fallon recognized the heads of different departments who worked on committees and volunteered their time. Mr. Fallon explained that Article 1 would be addressed at the Annual Town Election to take place on May 15th at the Boxborough Town Hall on 29 Middle Road.

On Mr. Bunyard's motion, the Town did vote that any adjourned sessions of Annual Town Meeting would be held on Tuesday, May 9th; Thursday, May 11th; Wednesday, May 17th and Thursday, May 18th, and further, that no debate begin on any new article after 10:30 p.m.

On Mr. Bunyard's motion, the Town did vote that on town meeting matters requiring a two-thirds vote by statute, a count need not be taken unless seven or more registered voters immediately question the vote so declared by the Moderator.

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

One Moderator for a one-year term

One Town Clerk for a one-year term

One Tax Collector for a three-year term

Two Board of Selectmen members, each for a three-year term

One Board of Health member for a three-year term

Two Library Trustees, each for a three-year term

One Planning Board member for a three-year 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

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

ACTION ON ARTICLE 1, May 15, 2006. 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, Barbara Wheeler, Jacqueline Cumming, Ellen Landry, Diane Machamer, Anne Canfield and Kenneth Canfield. 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. Both check lists indicated that 555 persons had voted and 555 Ballots were removed from the ballot box. There were 2,844 registered voters. The count was completed at 8:45 p.m.. There were two Provisional Ballots cast but both applicants proved not to be registered voters. Nine voters applied for Absentee Ballots, eight of which were returned.

The results of the election are as follows:

QUESTION 1 REMOVAL OF SNOW AND ICE FROM PRIVATE WAYS

(Majority vote required)

Shall the town vote to accept the provisions of section six C of chapter forty of the General Laws, which authorize cities and towns to appropriate money for the removal of snow and ice from private ways therein open to public use?

YES 300 NO 211 BLANKS 114

MODERATOR, One Year

John G. Fallon	485
All Others	5
Blanks	65

TOWN CLERK, One Year

Elizabeth A. Markiewicz	449
All Others	3
Blanks	103

BOARD OF SELECTMEN, Three Years
Vote for not more than TWO

David L. Birt	204
James G. Gorman	402
Rebecca R. Neville	340
All Others	8
Blanks	156

TAX COLLECTOR

Mary P. Shemowat	482
Blanks	73

SCHOOL COMMITTEE

Local and Regional

Christine L. Robinson	228
Brigid O. Bieber	291
Blanks	36

SCHOOL COMMITTEE

Local

Maria E. Neyland	349
Alfred C. Santilli, Jr.	140
Blanks	66

LIBRARY TRUSTEE	
Vote for not more than TWO	
Elaine Garabedian	413
Mary F. Brolin	374
Blanks	318

PLANNING BOARD	
Owen J. Neville	465
All Others	3
Blanks	87

BOARD OF HEALTH	
Michael P. Willis	441
Blanks	114

ARTICLE 2 HEAR AND RECEIVE REPORTS

(Majority vote required)

To receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2005 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting; or take any other action relative thereto.

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

The Finance Committee recommends unanimously.

ACTION ON ARTICLE 2, May 8, 2006. Minuteman Vocational Technical Superintendent Markham gave a brief overview of the education that the students receive at this school. There are sixteen towns in the district which was formed thirty-five years ago. The Finance Committee gave their report which is on file in the records of the Town Clerk. On Mr. Bunyard’s motion, the Town did vote to receive the report of the Selectmen and other Town Officers, Agents and Committees as published in the 2005 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting.

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, 2006 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$52,117.60 /year
Town Clerk	\$33,945.04 /year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

or take any other action relative thereto.

The Board of Selectmen recommends (5 – 0).

This article establishes the salaries for all elected members of Town Government.

The Finance Committee recommends unanimously.

ACTION ON ARTICLE 3, May 8, 2006. On Mr. Bunyard’s motion, the Town did vote to fix the salaries and compensation of various officials for the year beginning July 1, 2006 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 make the following changes to the Personnel Administration Plan:

Article III (Definitions)

Section 1: Add (before the last sentence):

“The employee representative shall be a Regular Employee working no less than 20 hours per week and shall not be a member of a bargaining unit.”

[Further sets the criteria for the employee representative]

Section 3: Revise to read:

“Pay Period is a fourteen-day period.”

(Section currently reads: “Pay Week is a seven-day period that begins on Monday at 12:01 am and ends the following Sunday at midnight.”)

[Allows for bi-weekly pay period with specifics of start and end to be defined by policy instead of by Town Meeting action]

Section 4: Delete “pay” before “week” so that section will read:

“Regular Work Period shall consist of forty (40) hours during each week unless the Town requires fewer hours of work from such position.”

[Consistent with section 3, “Pay Period”]

Section 4a: Delete in its entirety.

(Section currently reads “Regular Work Period Firefighter/EMT - The regular work week for Firefighter/EMTs shall consist of 5 shifts consisting of 10 hours in any one shift or a maximum of 50 hours in any one week.”)

[This class of employee is covered by collective bargaining agreement]

Re-number sections accordingly: 4b becomes 4a; 4c becomes 4b.

Article IV (Administration)

Section 1: Revise to read:

“The Plan shall be administered by the Personnel Board, as defined in Article III Section 1 of the Plan.”

(Section currently reads: “The Plan shall be administered by the Personnel Board consisting of four unpaid members residing in Boxborough, and a fifth unpaid member who shall be an employee of the Town but not necessarily a resident. The employee representative shall not be a Department Head or

other such employee in a managerial capacity. The members shall be appointed by the Board of Selectmen for a term of three years.”)

[Existing language is redundant and is already specified under Article III Section 1]

Article VII (Hours of Work and Overtime)

Section 1: Revise to read:

“The regular workweek of all regular full-time employees shall consist of forty (40) hours in any one week.”

(Section currently reads “The regular workweek of all employees, except as defined in Section 3 of this Article, shall consist of five shifts, seven and one-half (7.5) or eight (8) hours in any one shift, or thirty-seven and one half (37.5) or forty (40) hours in any one week”)

[All regular full-time employees work 40 hours per week]

Section 2: Delete in its entirety.

(Section currently reads “Shifts shall be scheduled so that each employee shall have five consecutive days duty followed by two consecutive days off.”)

[Section is unnecessary because applicable classes of employee covered does not work shifts]

Section 3: Delete in its entirety.

(Section currently reads “The regular workweek for Firefighter/EMTs shall consist of 5 shifts consisting of 10 hours in any one shift or maximum of 50 hours in any one week.”).

[This class of employee is covered by collective bargaining agreement]

Re-number sections accordingly: 3a becomes 2; 3b becomes 3.

Section 4: Delete “, other than Firefighter/EMT” in first sentence, so that it will read:

“A non-exempt employee shall be paid at one and one-half (1.5) his/her regular rate for work

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

Delete second paragraph, “Firefighter/EMTs shall be paid at one and one-half (1.5) his/her regular rate for work in excess of fifty (50) hours in one (1) week.”

[This class of employee is covered by collective bargaining agreement; do not need to show exception in first sentence, since references to this class of employee have been deleted]

Article VIII (Other Forms of Pay)

Section 1: Revise minimum call-in from two to four hours, so that section will read:

“If any employee is called to work while the employee is not scheduled to be on duty, the employee shall be compensated for the time worked at the employee's hourly rate, but in no event shall the employee's compensation be measured by less than four hours.”

[Treats employees covered by the Personnel Plan consistently with those covered by collective bargaining units]

Article X (Vacations)

Section 1: Revise accrual rates for all regular full-time employees as listed under the column “Accrual Rate:”

Service	Accrual Rate	Vacation
Date of hire to end of fiscal year	from One (1) day for each five (5) weeks worked to 6.67 hours per month	
After one (1) year	from 1 day for 5 weeks worked to 6.67 hours per month	Ten (10) work days
After five (5) years	from 1.5 days for 5 weeks worked to 10 hours per month	Fifteen (15) work days
After ten (10) years	From 2 days for 5 weeks worked to 13.34 hours per month	Twenty (20) work days

[Consistent with manner in which payroll system actually handles accruals]

Section 2: Delete quotation mark at end of line.

Article XI (Paid Leaves of Absence)

Section 2: Revise by adding: “step-child,” “step-parent,” “, father-in-law, mother-in-law, son-in-law or daughter-in-law” and deleting “, or the employee's spouse or partner,” to the first sentence, so it will read:

“In the event that the spouse or partner, child, foster child, step-child, grandchild, father, mother, step-parent, sister, brother, grandparent, father-in-law, mother-in-law, son-in-law or daughter-in-law of a regular, full-time employee shall die, the Department Head shall grant such employee a leave of absence with pay for a period not to exceed three (3) working days.”

and by adding a second sentence to the section:

“In the event that the aunt, uncle, brother-in-law or sister-in-law of a regular, full-time employee, or of the employee's spouse or partner, shall die, the Department Head shall grant such employee a leave of absence with pay for a period not to exceed one (1) working day.”

[Clarifies language and extends bereavement leave to additional family members, consistent with collective bargaining agreements]

Article XII (Benefits)

Section 1: Revise the amount paid by the Town for an Indemnity Plan from “seventy-five (75%)” to “fifty (50%)” and the share paid by the Town for an HMO plan from “ninety percent (90%)” to “eighty-five percent (85%)” so the section will read:

“Medical Insurance - The Town will continue to provide the following plans or their equivalents: an Indemnity Plan paid at fifty percent (50%) by the Town and an HMO plan paid at eighty-five percent (85%) by the Town.”

[This is the first of three planned shifts in insurance coverage moving by year 3 (FY 2009) to a 75% - 25% town-employee share for the HMO plan]

And by:

Amending Schedule B as indicated in the following schedule;

or take any other action relative thereto.

Summary

The changes to the Personnel Plan are mostly housekeeping items:

- to clarify the criteria for the employee representative on the Personnel Board
- to align pay period and work week to the change to bi-weekly payroll
- to adjust vacation accrual rates to be consistent with the payroll system
- to delete references to hours of work for employees covered by collective bargaining agreements
- to clarify bereavement leave and call –in pay and align with union contract language

In addition, health insurance has been changed to reduce town costs over time, with the employees assuming more of the percentage of cost.

The Board of Selectmen recommends unanimously (5 - 0).

A public hearing was held jointly with the Personnel Board on March 20, 2006.

Personnel Board recommends unanimously (3 – 0).

These changes clarify and upgrade the referenced sections. The Board strongly supports the changes to Schedule B and is firm in its conviction that employees should be compensated equally for equal work.

The Finance Committee does not recommend (7 - 1).

The Finance Committee fully supports the planned changes including the one described in “Article XII” above. The plan was to give a 2.5% cost of living increase plus a 1.5% salary increase to compensate for the 5% shift in cost of benefits to the employee. The proposed plan gives a 4% salary increase to all employees including those who are not eligible for benefits (those employees who are working less than 20 hours per week). The intent of the proposed personnel plan is to compensate employees for accepting a larger share of their benefit burden.

Since part-time employees working less than 20 hours per do not receive benefits, they should not receive the compensation associated with assuming a larger financial burden for benefits. The current plan does not include salary adjustments for some of the department heads due to contractual discussions.

Finance Committee Minority Position

One member of the Finance Committee believes that we should support the Personnel Board’s decision.

ACTION ON ARTICLE 4, May 8, 2006. The tellers for this article were Rebecca Neville, Elizabeth Markiewicz, Carol Ginty-Geist, Robert McNeece, Bruce Sabot and John Schoenfeld. Mr. Gorman made a motion to amend Schedule B of the Personnel Administration Plan, Compensation of Positions, to include the following changes as compared to the schedule printed in the warrant:

For **Regular Part Time Schedule**, change the rate of increase between FY 2006 and FY 2007 from the 4% shown to 2 ½ %, the specific revisions of which are shown in the attached Amended Schedule B.

For **Per Diem Schedule**, change the rate of increase between FY 2006 and FY 2007 from the 4% shown to 2 ½ %, the specific revisions of which are shown in the attached Amended Schedule B.

For **Intermittent Schedule**, where salary adjustments were made between FY 2006 and FY 2007, change the rate of increase between FY 2006 and FY 2007 from the 4% shown to 2 ½%, the specific revisions of which are shown in the attached Amended Schedule B.

Mr. Gorman stated that this change would save \$7,749.03. Ms. Kangas asked how many of us could continue to live here if our taxes doubled in ten years. The Finance Committee can control only 50% of

our budget. Mr. Carroll stated that it is hard to get firefighters and other employees. He stated that he couldn't take employment in Boxborough.

Mr. Soroka made a made a motion to move the question. This motion carried. Mr. Gorman's motion to amend Schedule B was defeated by a vote of 92 in favor; 143 opposed.

On Mr. Golden's motion, the Town did vote to amend Articles III, IV, VII, VIII, X, XI, and XII of the Personnel Administration Plan, and to amend Schedule B of the Personnel Administration Plan, Compensation of Positions, as printed in the warrant under Article 4.

or take any other action relative thereto.

FY 2006 Schedule B						
<u>Position Title</u>						
				FY2006	FY2007	
<i>Town Administrator</i>	<i>Contract expires 12/31/06</i>			86,262.50	TBD	
<u>Department Heads</u>						
<i>Police Chief</i>	<i>Contract expires 12/31/06 (base)</i>			68,430.66	TBD	
		<i>with Quinn Bill</i>		82,116.78	TBD	
<i>Fire Chief</i>	<i>Contract expires 12/31/05</i>			68,916.06	TBD	
<i>DPW Director</i>	<i>Contract expires 12/31/06</i>			75,909.78	TBD	
<i>Library Director</i>	<i>Contract expires 12/31/07</i>			55,000	58,760	

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
<u>Regular Full-Time Schedule</u>						
<u>Exempt Employees</u>						
Assistant Town Administrator	48,531.17	50,229.76	51,987.81	53,807.38	55,690.64	57,639.81
Treasurer	50,748.40	52,524.60	54,362.96	56,265.66	58,234.96	60,273.18
Accountant	48,024.59	49,705.45	51,445.14	53,245.72	55,109.32	57,038.15
Assessor	54,304.37	56,205.02	58,172.20	60,208.23	62,315.51	64,496.56
Building Inspector/Code Enforcement	48,067.32	49,749.68	51,490.92	53,293.10	55,158.36	57,088.90
Planner	49,721.60	51,461.86	53,263.02	55,127.23	57,056.68	59,053.66
<u>Non-Exempt Employees</u>						
Secretary I	14.40	14.91	15.43	15.97	16.53	17.11
Secretary II	18.21	18.85	19.51	20.19	20.90	21.63
<i>Police Sergeant</i>						
<i>Police Officer (Step A1/A2) 18.35</i>						
<i>Firefighter/EMT</i>						
Custodian	14.65	15.17	15.70	16.25	16.82	17.40
DPW Foreman	21.57	22.32	23.11	23.91	24.75	25.62
DPW Worker	17.26	17.86	18.49	19.14	19.81	20.50
DPW Semi-skilled Worker	15.75	16.30	16.87	17.46	18.07	18.71
Bldg & Grounds Maintenance Worker	15.81	16.36	16.94	17.53	18.14	18.78
<i>Dispatch Supervisor</i>						
<i>Dispatcher</i>						

Regular Reduced Hours Schedule						
COA Coordinator	18.85	19.51	20.19	20.90	21.63	22.39
Children's Librarian	18.24	18.88	19.54	20.22	20.93	21.67
Technical Services Librarian	16.54	17.11	17.71	18.33	18.98	19.64
Sr. Library Assistant	13.46	13.93	14.42	14.92	15.44	15.98
Library Assistant	11.45	11.85	12.27	12.70	13.14	13.60
DPW Worker	17.26	17.86	18.49	19.14	19.81	20.50
Regular Part-Time Schedule						
Secretary I	14.40	14.91	15.43	15.97	16.53	17.11
Secretary II	18.21	18.85	19.51	20.19	20.90	21.63
Children's Librarian	18.24	18.88	19.54	20.22	20.93	21.67
Technical Services Librarian	16.54	17.11	17.71	18.33	18.98	19.64
Sr. Library Assistant	13.46	13.93	14.42	14.92	15.44	15.98
Library Assistant	11.45	11.85	12.27	12.70	13.14	13.60
Transfer Station Operator I	15.74	16.29	16.86	17.45	18.06	18.69
Conservation Agent	22.07	22.84	23.64	24.47	25.32	26.21
Position Title						
Rate						
Per Diem Schedule						
Fire Lieutenant/EMT	16.01					
Call Fighter/EMT	14.54					
Call Firefighter	14.54					
Special Police Officer	14.54					
Dispatcher	14.54					
Intermittent Schedule						
Cemetery Superintendent	7,635.74	annually				
Cemetery Laborer	9.58					
Registrar Chairperson	819.17	annually				
Clerk of Elections	10.41					
Election Worker	9.26					
Registrar Member	245.77	annually (plus \$0.33 a head)				
Veterans' Agent	13.51					
Call Fire Chief	37.51					
Deputy Fire Chief	17.59					
Fire Captain	16.80					
Fire Lieutenant	16.01					
Call Firefighter/EMT	14.54					
Fire Department Chaplain	14.54					
Call Building Inspector	37.51					
Special Police Officer	14.54					
Lock-up Attendant	13.02					
Dispatcher	14.54					
Seasonal Maintenance Worker	11.86					
Snow Plower	18.80					
Seasonal Conservation Worker	11.12					
Assistant Building Inspector	23.13					
Wiring Inspector	fees	\$50,000 cap/yr Selectmen & FinCom may modify if required				
Plumbing and Gas Inspector	fees	\$15,000 cap/yr Selectmen & FinCom may modify if required				

Dog Officer	9,624.11	annually			
Assistant Dog Officer	9.43	4 hour call min			
Animal Control Officer	2,344.34	annually			
Animal Inspector	863.70	annually			
Fence Viewer	40.00	annually			
Field Driver	45.00	annually			
Director of Summer Playground	16.93				
Director of Gymnastics	16.30				
Director of Winter Programs	16.30				
Lead Counselor	12.34				
Counselor	9.26				
Counselor-in-Training	8.65				
Intern (Town Hall)	9.26				
Library Page	9.26				
Junior Library Page	8.33				
Elected Positions		FY 2006		FY 2007	
Selectman	400.00	annually		400.00	annually
Board of Health Member	166.67	annually		166.67	annually
Planning Board Member	109.00	annually		109.00	annually
Library Trustee	0.00	annually		0.00	annually
Moderator	25.00	per meeting		0.00	annually
Constable	3.12	/warrant posted/location		3.00	/warrant posted/location
Tax Collector	50,113.08			52,117.60	
Town Clerk	32,639.46			33,945.04	
NOTES					
Fee maximum is 1% of FY06 levy (or \$135,021)					
4% shown for employees and elected officials (Tax Collector and Town Clerk)					
Salaries for primary department heads are still under negotiation					
Italics: set by bargaining unit or personal contract					
Bold: set by Personnel Board					

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, 2006; 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 total Town operating budget proposed for FY 07 is \$18,267,284. Adjustments due to the use of State Aid revenues and local receipts as well as the costs associated with warrant articles and maintaining an Overlay Reserve lead to an amount \$18,788,494 more or less to be raised by taxation and free cash and the stabilization fund. The estimated tax rate associated with the proposed levy limit is \$13.82 per \$1,000 of valuation. This implies a tax bill of \$7,971.20 for the Department of Revenue estimated average

single-family home FY 07 valuation of \$576,757. The estimated FY 07 tax bill for the “average” single family home represents an increase of 4.4% or \$644 from the tax bill for FY 06. Voters should be aware that the FY 06 numbers are as voted at the May 11, 2005 ATM. More detail can be found in the Finance Committee Report in your 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 FY 2007 Schedule B” of the Personnel Administration Plan, as reproduced under Article 4 above. Further details of the tax rate and tax bill implications of Article 5 and other warrant articles may be found in the Finance Committee Report at the end of the warrant.

<u>Account Name</u>	<u>FY2005 BUDGET</u>	<u>FY2005 ACTUAL</u>	<u>FY2006 BUDGET</u>	<u>FY2007 BUDGET RESOLVED</u>	<u>FY07 BUDGET VS FY06</u>	<u>% CHANGE FY07 VS FY06</u>
114 Total Salaries - Moderator	\$ 75	\$ 50	\$ 75	\$ -	\$ (75)	-100.00%
114 Total Other Expenses - Moderator	\$ -	\$ -	\$ -	\$ 75	\$ 75	0.00%
114 Total Moderator Expenses	\$ 75	\$ 50	\$ 75	\$ 75	\$ -	0.00%
119 Total Salaries - Town Constable	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
119 Total Other Expenses - Town Constable	\$ 100	\$ 94	\$ 100	\$ 100	\$ -	0.00%
119 Total Constable Expenses	\$ 100	\$ 94	\$ 100	\$ 100	\$ -	0.00%
122 Total Salaries - Selectman	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
122 Total Other Expenses - Selectman	\$ 1,810	\$ 860	\$ 1,810	\$ 1,810	\$ -	0.00%
122 Total Selectman Expenses	\$ 3,810	\$ 2,860	\$ 3,810	\$ 3,810	\$ -	0.00%
123 Total Salaries - Town Administrator	\$ 137,559	\$ 137,559	\$ 141,686	\$ 143,903	\$ 2,217	1.56%
123 Total Other Expenses- Town Administrator	\$ 5,625	\$ 5,625	\$ 6,075	\$ 6,675	\$ 600	9.88%
123 Total Expenses - Town Administrator	\$ 143,184	\$ 143,184	\$ 147,761	\$ 150,578	\$ 2,817	1.91%
131 Total Salaries - Finance Committee	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
131 Total Other Expenses- Finance Committee	\$ 450	\$ 355	\$ 450	\$ 450	\$ -	0.00%
131 Total Expenses - Finance Committee	\$ 450	\$ 355	\$ 450	\$ 450	\$ -	0.00%
135 Total Salaries - Accountant	\$ 48,026	\$ 48,026	\$ 51,199	\$ 55,110	\$ 3,911	7.64%
135 Total Other Expenses- Accountant	\$ 22,055	\$ 22,054	\$ 22,360	\$ 20,900	\$ (1,460)	-6.53%
135 Total Expenses - Accountant	\$ 70,081	\$ 70,080	\$ 73,559	\$ 76,010	\$ 2,451	3.33%
141 Total Salaries - Assessor	\$ 54,306	\$ 54,305	\$ 57,893	\$ 62,316	\$ 4,423	7.64%
141 Total Other Expenses-Assessor	\$ 7,991	\$ 7,901	\$ 12,591	\$ 9,065	\$ (3,526)	-28.00%
141 Total Expenses - Assessor	\$ 62,297	\$ 62,206	\$ 70,484	\$ 71,381	\$ 897	1.27%
145 Total Salaries - Treasurer	\$ 57,267	\$ 49,926	\$ 56,996	\$ 61,274	\$ 4,278	7.51%
145 Total Other Expenses-Treasurer	\$ 18,863	\$ 20,758	\$ 16,010	\$ 13,235	\$ (2,775)	-17.33%
145 Total Expenses - Treasurer	\$ 76,130	\$ 70,684	\$ 73,006	\$ 74,509	\$ 1,503	2.06%
146 Total Salaries - Tax Collector	\$ 49,653	\$ 49,653	\$ 51,114	\$ 53,118	\$ 2,004	3.92%
146 Total Other Expenses-Tax Collector	\$ 12,022	\$ 12,022	\$ 14,013	\$ 16,525	\$ 2,512	17.93%
146 Total Expenses - Tax Collector	\$ 61,675	\$ 61,675	\$ 65,127	\$ 69,643	\$ 4,516	6.93%

Budget changes include

123 Other expenses-town administrator increase in mileage reimbursement

146 Other expenses – tax collector increase is for software conversion

<u>Account Name</u>	<u>FY2005 BUDGET</u>	<u>FY2005 ACTUAL</u>	<u>FY2006 BUDGET</u>	<u>FY2007 BUDGET RESOLVED</u>	<u>FY07 BUDGET VS FY06</u>	<u>% CHANGE FY07 VS FY06</u>
151 Total Salaries - Legal	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
151 Total Other Expenses-Legal	\$ 64,000	\$ 203,361	\$ 64,000	\$ 64,000	\$ -	0.00%
151 Total Expenses - Legal	\$ 64,000	\$ 203,361	\$ 64,000	\$ 64,000	\$ -	0.00%
152 Total Salaries - Personnel Board	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
152 Total Other Expenses-Personnel Board	\$ 330	\$ -	\$ 330	\$ 330	\$ -	0.00%
152 Total Expenses - Personnel Board	\$ 330	\$ -	\$ 330	\$ 330	\$ -	0.00%
161 Total Salaries - Town Clerk	\$ 31,689	\$ 31,689	\$ 32,640	\$ 33,946	\$ 1,306	4.00%
161 Total Other Expenses-Town Clerk	\$ 869	\$ 869	\$ 1,453	\$ 1,978	\$ 525	36.13%
161 Total Expenses - Town Clerk	\$ 32,558	\$ 32,558	\$ 34,093	\$ 35,924	\$ 1,831	5.37%
162 Total Salaries - Elect & Regist	\$ 4,610	\$ 3,656	\$ 2,522	\$ 4,874	\$ 2,352	93.26%
162 Total Other Elect & Regist	\$ 4,070	\$ 4,070	\$ 2,888	\$ 5,814	\$ 2,926	101.32%
162 Total Expenses - Elect & Regist	\$ 8,680	\$ 7,726	\$ 5,410	\$ 10,688	\$ 5,278	97.56%
171 Total Salaries - Conservation Comm	\$ 16,630	\$ 13,056	\$ 14,070	\$ -	\$ (14,070)	-100.00%
171 Total Other - Conservation Comm	\$ 1,650	\$ 1,650	\$ 1,650	\$ 4,650	\$ 3,000	181.82%
171 Total Expenses - Conservation Comm	\$ 18,280	\$ 14,706	\$ 15,720	\$ 4,650	\$ (11,070)	-70.42%
175 Total Salaries - Planning Board	\$ 55,674	\$ 28,260	\$ 57,328	\$ 59,599	\$ 2,271	3.96%
175 Total Other - Planning Board	\$ 3,897	\$ 12,667	\$ 3,747	\$ 3,759	\$ 12	0.32%
175 Total Expenses - Planning Board	\$ 59,571	\$ 40,927	\$ 61,075	\$ 63,358	\$ 2,283	3.74%
176 Total Salaries - Zoning Board	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
176 Total Other - Zoning Board	\$ 335	\$ 150	\$ 335	\$ 335	\$ -	0.00%
176 Total Expenses - Zoning Board	\$ 335	\$ 150	\$ 335	\$ 335	\$ -	0.00%
177 Total Salaries - Housing Board	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
177 Total Other - Housing Board	\$ 1,000	\$ 113	\$ 1,000	\$ 1,000	\$ -	0.00%
177 Total Expenses - Housing Board	\$ 1,000	\$ 113	\$ 1,000	\$ 1,000	\$ -	0.00%
192 Total Salaries - Town Hall	\$ 166,815	\$ 118,121	\$ 160,903	\$ 167,803	\$ 6,900	4.29%
192 Total Other - Town Hall	\$ 81,475	\$ 106,177	\$ 102,240	\$ 88,857	\$ (13,383)	-13.09%
192 Total Expenses - Town Hall	\$ 248,290	\$ 224,298	\$ 263,143	\$ 256,660	\$ (6,483)	-2.46%
Total Town Government - Salaries	\$ 624,304	\$ 536,301	\$ 628,426	\$ 643,943	\$ 15,517	2.47%
Total Town Government - Other Expenses	\$ 226,542	\$ 398,726	\$ 251,052	\$ 239,558	\$ (11,494)	-4.58%
Total Town Government - Total Expenses	\$ 850,846	\$ 935,027	\$ 879,478	\$ 883,501	\$ 4,023	0.46%

<u>Account Name</u>	<u>FY2005 BUDGET</u>	<u>FY2005 ACTUAL</u>	<u>FY2006 BUDGET</u>	<u>FY2007 BUDGET RESOLVED</u>	<u>FY07 BUDGET VS FY06</u>	<u>% CHANGE FY07 VS FY06</u>
210 Total Salaries - Police	\$ 715,463	\$ 711,312	\$ 754,272	\$ 791,462	\$ 37,190	4.93%
210 Total Other - Police	\$ 93,378	\$ 92,215	\$ 97,201	\$ 126,576	\$ 29,375	30.22%
210 Total Expenses - Police	\$ 808,841	\$ 803,527	\$ 851,473	\$ 918,038	\$ 66,565	7.82%
220 Total Salaries - Fire	\$ 477,153	\$ 469,029	\$ 558,640	\$ 586,263	\$ 27,623	4.94%
220 Total Other - Fire	\$ 70,795	\$ 70,718	\$ 76,815	\$ 79,119	\$ 2,304	3.00%
220 Total Expenses - Fire	\$ 547,948	\$ 539,747	\$ 635,455	\$ 665,382	\$ 29,927	4.71%
221 Total Salaries - Dispatch	\$ 184,527	\$ 177,670	\$ 186,294	\$ 189,539	\$ 3,245	1.74%
221 Total Other - Dispatch	\$ 24,725	\$ 24,016	\$ 26,135	\$ 26,219	\$ 84	0.32%
221 Total Expenses - Dispatch	\$ 209,252	\$ 201,686	\$ 212,429	\$ 215,758	\$ 3,329	1.57%
241 Total Salaries - Building Insp	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
241 Total Other - Building Insp	\$ 39,300	\$ 31,037	\$ 39,300	\$ 40,236	\$ 936	2.38%
241 Total Expenses - Building Insp	\$ 39,300	\$ 31,037	\$ 39,300	\$ 40,236	\$ 936	2.38%
249 Total Salaries - Asst Building Insp	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
249 Total Other - Asst Building Insp	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
249 Total Expenses - Asst Building Insp	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
291 Total Salaries - Civil Defense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
291 Total Other - Civil Defense	\$ 500	\$ 257	\$ 500	\$ 500	\$ -	0.00%
291 Total Expenses - Civil Defense	\$ 500	\$ 257	\$ 500	\$ 500	\$ -	0.00%
292 Total Salaries - Dog Officer	\$ 8,986	\$ 8,984	\$ 9,254	\$ 9,625	\$ 371	4.01%
292 Total Other - Dog Officer	\$ 1,823	\$ 1,395	\$ 1,553	\$ 1,553	\$ -	0.00%
292 Total Expenses - Dog Officer	\$ 10,809	\$ 10,380	\$ 10,807	\$ 11,178	\$ 371	3.43%
299 Total Salaries - Field Driver	\$ 45	\$ 45	\$ 45	\$ 45	\$ -	0.00%
299 Total Other - Field Driver	\$ -	\$ -	\$ 15	\$ 15	\$ -	0.00%
299 Total Expenses - Field Driver	\$ 45	\$ 45	\$ 60	\$ 60	\$ -	0.00%
Tota Salaries - Protection	\$ 1,386,174	\$ 1,367,040	\$ 1,508,505	\$ 1,576,934	\$ 68,429	4.54%
Total Other - Protection	\$ 230,521	\$ 219,639	\$ 241,519	\$ 274,218	\$ 32,699	13.54%
Toatl Expenses - Protection	\$ 1,616,695	\$ 1,586,679	\$ 1,750,024	\$ 1,851,152	\$ 101,128	5.78%

210 Total Salaries – Increase due to additional shift coverage

210 Total Other – Police increase is due to new cruiser for \$30,000

<u>Account Name</u>	<u>FY2005 BUDGET</u>	<u>FY2005 ACTUAL</u>	<u>FY2006 BUDGET</u>	<u>FY2007 BUDGET RESOLVED</u>	<u>FY07 BUDGET VS FY06</u>	<u>% CHANGE FY07 VS FY06</u>
300 Total Salaries - Blanchard School	\$ 3,309,247	\$ 3,260,316	\$ 3,541,692	\$ 3,683,360	\$ 141,668	4.00%
300 Total Other - School-Blanchard School	\$ 1,482,070	\$ 1,494,040	\$ 1,623,939	\$ 1,688,584	\$ 64,645	3.98%
300 Total Expenses - Blanchard School	\$ 4,791,317	\$ 4,754,356	\$ 5,165,631	\$ 5,371,944	\$ 206,313	3.99%
310 Total Salaries - Minuteman Vocational HS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
310 Total Other - Minuteman Vocational HS	\$ 174,774	\$ 174,178	\$ 233,461	\$ 260,801	\$ 27,340	11.71%
310 Total Expenses - Minuteman Vocational HS	\$ 174,774	\$ 174,178	\$ 233,461	\$ 260,801	\$ 27,340	11.71%
320 Total Salaries - A/B RHS Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
320 Total Other - A/B RHS Assessment	\$ 4,788,078	\$ 4,788,078	\$ 5,136,802	\$ 5,473,056	\$ 336,254	6.55%
320 Total Expenses - A/B RHS Assessment	\$ 4,788,078	\$ 4,788,078	\$ 5,136,802	\$ 5,473,056	\$ 336,254	6.55%
Tota Salaries - Education	\$ 3,309,247	\$ 3,260,316	\$ 3,541,692	\$ 3,683,360	\$ 141,668	4.00%
Total Other - Education	\$ 6,444,922	\$ 6,456,296	\$ 6,994,202	\$ 7,422,441	\$ 428,239	6.12%
Total Expenses - Education	\$ 9,754,169	\$ 9,716,612	\$ 10,535,894	\$ 11,105,801	\$ 569,907	5.41%

300 Total Salaries – Blanchard School increase is due to contracted salary increases

300 Total Other – Blanchard School increase due to transportation, utilities and SPED costs.

310 Total Other – Minuteman Vocational HS increase is due to additional enrollment by Boxboro students

320 Total Other – A/B RHS is an assessment

<u>Account Name</u>	<u>FY2005 BUDGET</u>	<u>FY2005 ACTUAL</u>	<u>FY2006 BUDGET</u>	<u>FY2007 BUDGET RESOLVED</u>	<u>FY07 BUDGET VS FY06</u>	<u>% CHANGE FY07 VS FY06</u>
422 Total Salaries - Public Works	\$ 337,676	\$ 331,849	\$ 358,012	\$ 418,488	\$ 60,476	16.89%
422 Total Other - Public Works	\$ 202,828	\$ 175,268	\$ 211,428	\$ 217,771	\$ 6,343	3.00%
422 Total Expenses - Public Works	\$ 540,504	\$ 507,117	\$ 569,440	\$ 636,259	\$ 66,819	11.73%
423 Total Salaries - Snow & Ice	\$ 33,306	\$ 33,320	\$ 33,306	\$ 46,507	\$ 13,201	39.64%
423 Total Other - Snow & Ice	\$ 32,000	\$ 65,494	\$ 35,280	\$ 43,582	\$ 8,302	23.53%
423 Total Expenses - Snow & Ice	\$ 65,306	\$ 98,814	\$ 68,586	\$ 90,089	\$ 21,503	31.35%
424 Total Salaries - Street Lighting	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
424 Total Other - Street Lighting	\$ 2,950	\$ 2,915	\$ 3,098	\$ 3,191	\$ 93	3.00%
424 Total Expenses - Street Lighting	\$ 2,950	\$ 2,915	\$ 3,098	\$ 3,191	\$ 93	3.00%
429 Total Salaries - Fuel	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
429 Total Other - Fuel	\$ 34,767	\$ 39,581	\$ 36,510	\$ 49,500	\$ 12,990	35.58%
429 Total Expenses - Fuel	\$ 34,767	\$ 39,581	\$ 36,510	\$ 49,500	\$ 12,990	35.58%
431 Total Salaries - Hazardous Waste Coll	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
431 Total Other - Hazardous Waste Coll	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	0.00%
431 Total Expenses - Hazardous Waste Coll	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	0.00%
491 Total Salaries - Cemetery	\$ 7,807	\$ 7,709	\$ 8,030	\$ 8,355	\$ 325	4.05%
491 Total Other - Cemetery	\$ 1,150	\$ 1,025	\$ 1,415	\$ 1,458	\$ 43	3.04%
491 Total Expenses - Cemetery	\$ 8,957	\$ 8,734	\$ 9,445	\$ 9,813	\$ 368	3.90%
Total Salaries-Public Works & Facilities	\$ 378,789	\$ 372,878	\$ 399,348	\$ 473,350	\$ 74,002	18.53%
Total - OtherPublic Works & Facilities	\$ 273,695	\$ 284,284	\$ 287,731	\$ 330,502	\$ 42,771	14.86%
Total Expenses-Public Works - Facilities	\$ 652,484	\$ 657,162	\$ 687,079	\$ 803,852	\$ 116,773	17.00%

422 Total Salaries – Public Works increase was due to moving worker from Town Hall budget to DPW and salary increases

423 Total Salaries – Snow and Ice increase was due to actual cost increases

429 Total Other – Fuel increase due to rising fuel prices

431 Total Other – Hazardous Waste Collection was previously covered by NESWIC Stabilization fund

<u>Account Name</u>	<u>FY2005 BUDGET</u>	<u>FY2005 ACTUAL</u>	<u>FY2006 BUDGET</u>	<u>FY2007 BUDGET RESOLVED</u>	<u>FY07 BUDGET VS FY06</u>	<u>% CHANGE FY07 VS FY06</u>
510 Total Salaries - Landfill Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
510 Total Other - Landfill Monitoring	\$ 5,500	\$ 2,736	\$ 5,500	\$ 5,500	\$ -	0.00%
510 Total Expenses - Landfill Monitoring	\$ 5,500	\$ 2,736	\$ 5,500	\$ 5,500	\$ -	0.00%
511 Total Salaries - Board of Health	\$ 501	\$ 500	\$ 501	\$ 501	\$ -	0.00%
511 Total Other - Board of Health	\$ 1,765	\$ 1,426	\$ 1,765	\$ 1,765	\$ -	0.00%
511 Total Expenses - Board of Health	\$ 2,266	\$ 1,926	\$ 2,266	\$ 2,266	\$ -	0.00%
519 Total Salaries - Environmental Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
519 Total Other - Environmental Services	\$ 9,073	\$ 9,073	\$ 9,073	\$ 9,345	\$ 272	3.00%
519 Total Expenses - Environmental Services	\$ 9,073	\$ 9,073	\$ 9,073	\$ 9,345	\$ 272	3.00%
521 Total Salaries - Family Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
521 Total Other - Family Services	\$ 4,000	\$ 4,000	\$ 6,000	\$ 6,000	\$ -	0.00%
521 Total Expenses - Family Services	\$ 4,000	\$ 4,000	\$ 6,000	\$ 6,000	\$ -	0.00%
522 Total Salaries - Nursing Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
522 Total Other - Nursing Services	\$ 2,325	\$ 2,325	\$ 2,325	\$ 2,395	\$ 70	3.01%
522 Total Expenses - Nursing Services	\$ 2,325	\$ 2,325	\$ 2,325	\$ 2,395	\$ 70	3.01%
523 Total Salaries - Mental Health Srvices	\$ -	\$ -	\$ -	\$ -	\$ -	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	\$ 23,513	\$ 23,513	\$ 27,252	\$ 34,929	\$ 7,677	28.17%
541 Total Other - Council on Aging	\$ 2,785	\$ 2,783	\$ 2,651	\$ 2,730	\$ 79	2.98%
541 Total Expenses - Council on Aging	\$ 26,298	\$ 26,296	\$ 29,903	\$ 37,659	\$ 7,756	25.94%
543 Total Salaries - Veterans	\$ 50	\$ 227	\$ 50	\$ 50	\$ -	0.00%
543 Total Other - Veterans	\$ 50	\$ 35	\$ 50	\$ 250	\$ 200	400.00%
543 Total Expenses - Veterans	\$ 100	\$ 262	\$ 100	\$ 300	\$ 200	200.00%
599 Total Salaries - Inspect of Animals	\$ 807	\$ 806	\$ 831	\$ 864	\$ 33	3.97%
599 Total Other - Inspect of Animals	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
599 Total Expenses - Inspect of Animals	\$ 807	\$ 806	\$ 831	\$ 864	\$ 33	3.97%
600 Total Salaries - Animal Control Officer	\$ 2,189	\$ 2,189	\$ 2,255	\$ 2,345	\$ 90	3.99%
600 Total Other - Animal Control Officer	\$ 330	\$ 146	\$ 330	\$ 330	\$ -	0.00%
600 Total Expenses - Animal Control Officer	\$ 2,519	\$ 2,334	\$ 2,585	\$ 2,675	\$ 90	3.48%
Total Salaries-Health Services	\$ 27,060	\$ 27,234	\$ 30,889	\$ 38,689	\$ 7,800	25.25%
Total - Other - Health Services	\$ 32,828	\$ 29,524	\$ 34,694	\$ 35,315	\$ 621	1.79%
Total Expenses-Health Services	\$ 59,888	\$ 56,759	\$ 65,583	\$ 74,004	\$ 8,421	12.84%

541 Total Salaries – Council on Aging increase is due to increase work hours and increase in salary

<u>Account Name</u>	<u>FY2005 BUDGET</u>	<u>FY2005 ACTUAL</u>	<u>FY2006 BUDGET</u>	<u>FY2007 BUDGET RESOLVED</u>	<u>FY07 BUDGET VS FY06</u>	<u>% CHANGE FY07 VS FY06</u>
610 Total Salaries - Library	\$ 101,377	\$ 97,953	\$ 119,049	\$ 129,704	\$ 10,655	8.95%
610 Total Other - Library	\$ 68,890	\$ 62,056	\$ 82,953	\$ 93,951	\$ 10,998	13.26%
610 Total Expenses - Library	\$ 170,267	\$ 160,008	\$ 202,002	\$ 223,655	\$ 21,653	10.72%
630 Total Salaries - Recreation Comm	\$ 21,268	\$ 19,878	\$ 22,962	\$ 23,881	\$ 919	4.00%
630 Total Other - Recreation Comm	\$ 9,028	\$ 8,933	\$ 9,900	\$ 10,880	\$ 980	9.90%
630 Total Expenses - Recreation Comm	\$ 30,296	\$ 28,810	\$ 32,862	\$ 34,761	\$ 1,899	5.78%
691 Total Salaries - Historical Comm	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
691 Total Other - Historical Comm	\$ 300	\$ 274	\$ 5,361	\$ 4,221	\$ (1,140)	-21.26%
691 Total Expenses - Historical Comm	\$ 300	\$ 274	\$ 5,361	\$ 4,221	\$ (1,140)	-21.26%
692 Total Salaries - Public celebration	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
692 Total Other - Public Celebration	\$ 665	\$ 465	\$ 665	\$ 665	\$ -	0.00%
692 Total Expenses - Public Celebration	\$ 665	\$ 465	\$ 665	\$ 665	\$ -	0.00%
693 Total Salaries - Steele Farm	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
693 Total Other - Steele Farm	\$ 500	\$ 459	\$ 500	\$ 500	\$ -	0.00%
693 Total Expenses - Steele Farm	\$ 500	\$ 459	\$ 500	\$ 500	\$ -	0.00%
699 Total Salaries - A/B Cultural Council	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
699 Total Other - A/B Cultural Council	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,500	\$ 500	50.00%
699 Total Expenses - A/B Cultural Council	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,500	\$ 500	50.00%
Total Salaries - Culture & Recreation	\$ 122,645	\$ 117,830	\$ 142,011	\$ 153,585	\$ 11,574	8.15%
Total Other- Culture & Recreation	\$ 80,383	\$ 73,185	\$ 100,379	\$ 111,717	\$ 11,338	11.30%
Total Expenses - Culture & Recreation	\$ 203,028	\$ 191,016	\$ 242,390	\$ 265,302	\$ 22,912	9.45%

610 Total Salaries – Library increase is due to increase salary for library director

610 Total Other – Library increase is due to state rules for increase in books line item as a percentage of budget, landscaping and utilities due to the new building

630 Total Other – Recreation Comm. Increase due to electricity for sprinkler on Fifers (Cisco) Field

<u>Account Name</u>	<u>FY2005 BUDGET</u>	<u>FY2005 ACTUAL</u>	<u>FY2006 BUDGET</u>	<u>FY2007 BUDGET RESOLVED</u>	<u>FY07 BUDGET VS FY06</u>	<u>% CHANGE FY07 VS FY06</u>
710 Total Salaries - Maturing Debt Principal	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
710 Total Other - Maturing Debt Principal	\$ 552,752	\$ 554,000	\$ 501,000	\$ 678,000	\$ 177,000	35.33%
710 Total Expenses - Maturing Debt Principal	\$ 552,752	\$ 554,000	\$ 501,000	\$ 678,000	\$ 177,000	35.33%
751 Total Salaries - Maturing Debt Interest	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
751 Total Other - Maturing Debt Interest	\$ 559,314	\$ 508,105	\$ 609,139	\$ 694,142	\$ 85,003	13.95%
751 Total Expenses - Maturing Debt Interest	\$ 559,314	\$ 508,105	\$ 609,139	\$ 694,142	\$ 85,003	13.95%
Total Salaries - Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Other - Debt Service	\$ 1,112,066	\$ 1,062,105	\$ 1,110,139	\$ 1,372,142	\$ 262,003	23.60%
Total Expenses - Debt Service	\$ 1,112,066	\$ 1,062,105	\$ 1,110,139	\$ 1,372,142	\$ 262,003	23.60%
830 Total Salaries - County Ret. Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
830 Total Other - County Ret Assessment	\$ 264,076	\$ 264,076	\$ 276,433	\$ 317,905	\$ 41,472	15.00%
830 Total Expenses - County Ret Assessment	\$ 264,076	\$ 264,076	\$ 276,433	\$ 317,905	\$ 41,472	15.00%
912 Total Salaries - Other Benefit Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
912 Total Other - Other Benefit Insurance	\$ 67,853	\$ 66,235	\$ 75,820	\$ 87,628	\$ 11,808	15.57%
912 Total Expenses - Other Benefit Insurance	\$ 67,853	\$ 66,235	\$ 75,820	\$ 87,628	\$ 11,808	15.57%
913 Total Salaries - Deferred Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
913 Total Other - Deferred Compensation	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.00%
913 Total Expenses - Deferred Compensation	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.00%
914 Total Salaries - FICA	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
914 Total Other - FICA	\$ 12,000	\$ 9,862	\$ 12,600	\$ 12,600	\$ -	0.00%
914 Total Expenses - FICA	\$ 12,000	\$ 9,862	\$ 12,600	\$ 12,600	\$ -	0.00%
915 Total Salaries - Med,Life, LTD Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
915 Total Other - Med,Life, LTD Insurance	\$ 911,675	\$ 934,355	\$ 1,056,856	\$ 1,153,470	\$ 96,614	9.14%
915 Total Expenses - Med,Life, LTD Insurance	\$ 911,675	\$ 934,355	\$ 1,056,856	\$ 1,153,470	\$ 96,614	9.14%
945 Total Salaries -Liability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
945 Total Other - Liability Insurance	\$ 90,000	\$ 84,925	\$ 99,396	\$ 99,396	\$ -	0.00%
945 Total Expenses - Liability Insurance	\$ 90,000	\$ 84,925	\$ 99,396	\$ 99,396	\$ -	0.00%
Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Other- Employee Benefits	\$ 1,345,604	\$ 1,364,452	\$ 1,526,105	\$ 1,675,999	\$ 149,894	9.82%
Total Expenses- Employee Benefits	\$ 1,345,604	\$ 1,364,452	\$ 1,526,105	\$ 1,675,999	\$ 149,894	9.82%

710 Total Other – Maturing Debt Principal increase due to bond issue where previously we were using BANs.

751 Total Other – Maturing Debt Interest increase due to bond issue in July

912 Total Other – Other Benefit Insurance increase due to police and fire accident insurance

915 Total Other – Med, Life, Insurance increase

<u>Account Name</u>	<u>FY2005 BUDGET</u>	<u>FY2005 ACTUAL</u>	<u>FY2006 BUDGET</u>	<u>FY2007 BUDGET RESOLVED</u>	<u>FY07 BUDGET VS FY06</u>	<u>% CHANGE FY07 VS FY06</u>
820 Total Salaries - Cherry Sheet Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
820 Total Other - Cherry Sheet Assessment	\$ 67,340				\$ -	0.00%
820 Total Expenses - Cherry Sheet Assessment	\$ 67,340	\$ -	\$ -	\$ -	\$ -	0.00%
132 Reserve Fund - Original Budget	\$ 146,000	\$ -	\$ 146,000	\$ 146,000	\$ -	0.00%
132 Reserve Fund - Transferred Out	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
132 Reserve Fund - Net Balance	\$ 146,000	\$ -	\$ 146,000	\$ 146,000	\$ -	0.00%
Total Salaries - Reserved	\$ -	\$ -	\$ -	\$ 89,531	\$ 89,531	0.00%
Total Other Expenses - Reserved	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Expenses - Reserved	\$ -	\$ -	\$ -	\$ 89,531	\$ 89,531	0.00%

<u>Account Name</u>	<u>FY2005 BUDGET</u>	<u>FY2005 ACTUAL</u>	<u>FY2006 BUDGET</u>	<u>FY2007 BUDGET RESOLVED</u>	<u>FY07 BUDGET VS FY06</u>	<u>% CHANGE FY07 VS FY06</u>
SALARIES						
Town Government	\$ 624,304	\$ 536,301	\$ 628,426	\$ 643,943	\$ 15,517	2.47%
Protection	\$ 1,386,174	\$ 1,367,040	\$ 1,508,505	\$ 1,576,934	\$ 68,429	4.54%
Public Works & Facilities	\$ 378,789	\$ 372,878	\$ 399,348	\$ 473,350	\$ 74,002	18.53%
Health Services	\$ 27,060	\$ 27,234	\$ 30,889	\$ 38,689	\$ 7,800	25.25%
Cultural & Recreation	\$ 122,645	\$ 117,830	\$ 142,011	\$ 153,585	\$ 11,574	8.15%
Total Salaries Reserved	\$ -	\$ -	\$ -	\$ 89,531	\$ 89,531	0.00%
Total Town	\$ 2,538,972	\$ 2,421,284	\$ 2,709,179	\$ 2,976,032	\$ 266,853	9.85%
Education	\$ 3,309,247	\$ 3,260,316	\$ 3,541,692	\$ 3,683,360	\$ 141,668	4.00%
Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Cherry Sheet Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL SALARIES	\$ 5,848,219	\$ 5,681,600	\$ 6,250,871	\$ 6,659,392	\$ 408,521	6.54%
OTHER EXPENSES						
Town Government	\$ 226,542	\$ 398,726	\$ 251,052	\$ 239,558	\$ (11,494)	-4.58%
Protection	\$ 230,521	\$ 219,639	\$ 241,519	\$ 274,218	\$ 32,699	13.54%
Public Works & Facilities	\$ 273,695	\$ 284,284	\$ 287,731	\$ 330,502	\$ 42,771	14.86%
Health Services	\$ 32,828	\$ 29,524	\$ 34,694	\$ 35,315	\$ 621	1.79%
Cultural & Recreation	\$ 80,383	\$ 73,185	\$ 100,379	\$ 111,717	\$ 11,338	11.30%
Total Town	\$ 843,969	\$ 1,005,359	\$ 915,375	\$ 991,310	\$ 75,935	8.30%
Education	\$ 6,444,922	\$ 6,456,296	\$ 6,994,202	\$ 7,422,441	\$ 428,239	6.12%
Employee Benefits	\$ 1,345,604	\$ 1,364,452	\$ 1,526,105	\$ 1,675,999	\$ 149,894	9.82%
Debt Service	\$ 1,112,066	\$ 1,062,105	\$ 1,110,139	\$ 1,372,142	\$ 262,003	23.60%
Reserve Fund	\$ 146,000	\$ -	\$ 146,000	\$ 146,000	\$ -	0.00%
Cherry Sheet Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL OTHER EXPENSES	\$ 9,892,561	\$ 9,888,213	\$ 10,691,821	\$ 11,607,892	\$ 916,071	8.57%
TOTAL EXPENSES						
Town Government	\$ 850,846	\$ 935,027	\$ 879,478	\$ 883,501	\$ 4,023	0.46%
Protection	\$ 1,616,695	\$ 1,586,679	\$ 1,750,024	\$ 1,851,152	\$ 101,128	5.78%
Public Works & Facilities	\$ 652,484	\$ 657,162	\$ 687,079	\$ 803,852	\$ 116,773	17.00%
Health Services	\$ 59,888	\$ 56,759	\$ 65,583	\$ 74,004	\$ 8,421	12.84%
Cultural & Recreation	\$ 203,028	\$ 191,016	\$ 242,390	\$ 265,302	\$ 22,912	9.45%
Total Salaries Reserved	\$ -	\$ -	\$ -	\$ 89,531	\$ 89,531	0.00%
Total Town	\$ 3,382,941	\$ 3,426,643	\$ 3,624,554	\$ 3,967,342	\$ 342,788	9.46%
Education	\$ 9,754,169	\$ 9,716,612	\$ 10,535,894	\$ 11,105,801	\$ 569,907	5.41%
Employee Benefits	\$ 1,345,604	\$ 1,364,452	\$ 1,526,105	\$ 1,675,999	\$ 149,894	9.82%
Debt Service	\$ 1,112,066	\$ 1,062,105	\$ 1,110,139	\$ 1,372,142	\$ 262,003	23.60%
Cherry Sheet Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Fund	\$ 146,000	\$ -	\$ 146,000	\$ 146,000	\$ -	0.00%
TOTAL EXPENSES	\$ 15,740,780	\$ 15,569,812	\$ 16,942,692	\$ 18,267,284	\$ 1,324,592	7.82%
Budget Prior to Reserve Fund Calculation	\$ 15,594,780	\$ 15,569,812	\$ 16,796,692	\$ 18,121,284	\$ 1,324,592	7.89%

ACTION ON ARTICLE 5, May 8, 2006. Ms. Neville made a motion to strike the 913 line item, “deferred compensation,” in the amount of \$5,000. This motion carried.

On Mr. Hanlon’s motion, the Town did vote, unanimously, that the Town appropriate the sum of \$18,262,284—for the operations and expenses of the Town during the fiscal year beginning July 1, 2006, 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 2007 Budget Resolved*, except for:

Department 210, Total Salaries Police, \$791,462 is increased to 808,533;
Department 422, Total Salaries Public Works, \$418,488 is increased to 420,588;
Department 913, Deferred Compensation, \$5,000, is decreased to \$0;
and Total Salaries Reserved, \$89,531, is decreased to \$70,360.

and to meet this appropriation that \$150,000 be transferred from overlay surplus; that an amount of \$541,400 be transferred from Free Cash; and that the balance of \$17,570,884 be raised by taxation.

ARTICLE 6 LIBRARY – PART-TIME CHILDREN’S LIBRARIAN

(Majority vote required)

To see if the town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirty-Seven Thousand One Hundred and Sixty-Eight Dollars (\$37,168), more or less, for the purpose of funding a Part-time Children’s Librarian at the Sargent Memorial Library; further that the sum of Twenty Thousand Three Hundred and Twenty-Two Dollars (\$20,322) be transferred to FY 2007 Budget - Department 610, Total Salaries – Library, the sum of Four Thousand Five Hundred and Eighty-Five Dollars (\$4,585) be transferred to FY 2007 Budget - Department 610, Total Other – Library and the sum of Twelve Thousand Two Hundred Sixty-One Dollars (\$12,261) be transferred to FY 2007 Budget - Department 915, Health, Life and LTD Insurance; or take any other action relative thereto.

The Board of Library Trustees recommends unanimously.

The significant increase in the usage and administration of the new Library has made adding this position necessary. Our Director is responsible for collection development, facility administration, business administration, staff management and a variety of “professional librarian” roles. She serves as Adult Librarian, Reference Librarian, Young Adult librarian, and Children's Librarian and also is responsible for program development for all age groups.

We are proposing a part-time (20 hrs) position in order to reallocate some of the workload the Library Director is now facing. The person who fills this position will focus on Young Adult and Children's services and will be responsible for the selection and ordering of materials for their collections. He or she will also assist the Director with some of her other professional responsibilities.

At the old library all of these duties, although creating a heavy workload, were manageable by one person. In the new building, they can no longer be performed satisfactorily by one person. Circulation has more than doubled. The collection and new book purchases have increased dramatically with the new space. Managing the old library was like running a small house. Now, the Director is faced with running a complex, commercial building.

Evidence of the need for this kind of position, is the fact that all of the surrounding towns with comparable sized libraries have a Children's Librarian position. In addition to making the Director's workload manageable, this position will focus on providing new and exciting services for children and young adults.

The Finance Committee recommends unanimously.

We have reviewed the requirements of the library with the Trustees. We agree that with the additional workload generated by the increase in the library hours and usage of the library that this position should be filled. It should be pointed out that this position was originally planned and approved for in the FY 2001 budget, but was never filled. Instead the head librarian position was changed from a part time to a full time position and the budgeted amounts were moved to that position. The FinCom position was that since this approved position was over five years ago and that people might have forgotten that this new position was created, that it should again be brought in as a warrant article. Going forward, this position (if approved) will be added to Article 5 as part of the operating budget. This will add \$.036 per \$1,000 or \$19.87 for a house of median valuation (\$551,921).

ACTION ON ARTICLE 6, May 8, 2006. We thanked Greg Ross who is retiring after sixteen years as a Library Trustee; and a big thank you to Maureen Strapko for all her hard work and for all her new programs. Patrons have increased by 72%. It more than doubled for children and teens. Mr. Raad stated that the budget is already 13.7% higher and we keep adding to the expenses. Mr. Brown stated that it seemed excessive for part-time help. 13% of its clientele are not residents. Ms. Ruether made a motion to move the question. This motion carried.

On Mr. McNeece's motion, the town did vote to transfer from Free Cash the sum of Thirty-Seven Thousand One Hundred and Sixty-Eight Dollars (\$37,168), for the purpose of funding a Part-time Children's Librarian at the Sargent Memorial Library; further that the sum of Twenty Thousand Three Hundred and Twenty-Two Dollars (\$20,322) be transferred to FY 2007 Budget - Department 610, Total Salaries – Library, the sum of Four Thousand Five Hundred and Eighty-Five Dollars (\$4,585) be transferred to FY 2007 Budget - Department 610, Total Other – Library and the sum of Twelve Thousand Two Hundred Sixty-One Dollars (\$12,261) be transferred to FY 2007 Budget - Department 915, Health, Life and LTD Insurance.

ARTICLE 7 LIBRARY – ADDITIONAL HOURS OF OPERATION

(Majority vote required)

To see if the town will vote to raise and appropriate, or borrow or otherwise provide the sum of Twelve Thousand Four Hundred and Forty-Two Dollars (\$12,442), more or less, for the purpose of funding personnel and operating costs to add four more hours of operation at the Sargent Memorial Library, increasing the hours of operation from 41 to 45; further that the sum of Ten Thousand and Five Dollars (\$10,005) be transferred to FY 2007 Budget - Department 610, Total Salaries – Library, and the sum of Two Thousand Four Hundred and Thirty-Seven Dollars (\$2,437) be transferred to FY 2007 Budget - Department 610, Total Other – Library; or take any other action relative thereto.

The Board of Library Trustees recommends unanimously.

The most frequent request made of the Library Director is that the Library be open more hours. This article will make it possible to keep the Library open an additional four hours per week over what is funded in Article 5. Even with these additional four hours, Boxborough's total number of hours of operation will be considerably less than the average hours provided by surrounding towns.

The Finance Committee does not recommend (5 - 3).

This article expands coverage by an additional 4 hours per week. We believe that with the addition of the new children's librarian this year, the limits on Free Cash and the increases in the costs of the library that we should delay this additional operating cost for a year. The increase in taxation would be \$.012 per \$1,000 valuation, or \$6.62 for the "average" single-family home of \$551,921 valuation.

Finance Committee Minority Position

The purpose of this warrant article is to provide additional evening hours on Monday and Wednesday from 6 PM to 8 PM. Currently the hours vary from day to day and are causing confusion to the general population.

ACTION ON ARTICLE 7, May 8, 2006. Ms. Tyndall made a motion to transfer from Free Cash the sum of Twelve Thousand Four Hundred and Forty-Two Dollars (\$12,442). For the purpose of funding personnel and operating costs to add four more hours of operation at the Sargent Memorial Library increasing the hours of operation from 41 to 45; further that the sum of Ten Thousand and Five Dollars (\$10,005) be transferred to FY 2007 Budget – Department 610, Total Salaries – Library, and the sum of Two Thousand Four Hundred and Thirty-Seven Dollars (\$2,437) be transferred to FY 2007 Budget – Department 610, Total Other – Library.

There were suggestions how the Library could get more help without it being added to our tax rate. The Senior Tax Work-off, the High School Community Service program, a fund raiser or interns from a college (such as Simmons for Library Science) were all suggestions. Ms. Ruether made a motion to move the question. This motion carried. This article was defeated by a vote of 66 in favor; 119 opposed.

This session of the Annual Town Meeting was adjourned at 10:33 p.m. and reconvened at 7:30 p.m. on Tuesday, May 9th, 2006 with 193 voters in attendance.

Mr. Wheeler made a motion to take Article 10 out of order. This motion carries. The action on articles will be taken in consecutive order.

ARTICLE 8 PAYMENT OF PRIOR YEAR BILLS

(Four-fifths vote required)

To see if the town will vote to raise and appropriate, or borrow or otherwise provide the sum of One Thousand Six Hundred Dollars (\$1,600), more or less, to pay bills from prior fiscal years; or take any other action relative thereto.

The School Committee recommends unanimously.

The School Committee has determined that the goods and/or services described in these invoices have been received and that these bills were somehow overlooked and left unpaid.

The Finance Committee recommends unanimously contingent upon agreement by the School officials and the Town Accountant.

This article is necessary to clean up bills for Blanchard School from prior fiscal years that were left unpaid due to errors or omissions by the previous business manager. The new administration has instituted financial controls to minimize the possibilities of such errors occurring in the future. If left unpaid these bills will result in collection judgments being levied against the Town, which ultimately must be paid. The increase in taxation would be \$.0016 per \$1,000 valuation, or \$.88 for the "average" single-family home of \$551,921 valuation.

ACTION ON ARTICLE 8, May 9, 2006. On Ms. Markiewicz's motion, the Town did vote, unanimously, to transfer from Free Cash the sum of One Thousand Six Hundred Dollars (\$1,600) to pay bills from prior fiscal years.

**ARTICLE 9 CAPITAL EXPENDITURE - BLANCHARD MEMORIAL SCHOOL –
RENOVATIONS**

(Majority vote required)

To see if the town will vote to raise and appropriate, or borrow or otherwise provide the sum of Sixty Eight Thousand Dollars Five Hundred (\$68,500), more or less, for the purpose of replacing and/or repairing the exterior security doors and repairing all fascias on the exterior of the Blanchard Memorial School; or take any other action relative thereto.

The School Committee recommends unanimously.

The exterior security doors do not always close and lock automatically, as they were designed to do. This represents a potential safety hazard to the students and staff, as well as night and weekend security problems due to the possibility of unauthorized entry. Also, during the winter months, the heat lost through doors that have not closed could be significant, driving up energy costs. The fascia around the roofline is coming away from the building allowing easy access to bees, wasps, hornets and rain. Closing the gaps would save on pest management expenses and repairs due to water damage.

The Finance Committee recommends unanimously.

At the May 2005 Annual Town Meeting, voters authorized the School Committee to hire a consultant to evaluate the Blanchard School infrastructure and provide recommendations for a maintenance/capital improvement plan to ensure the continued safety and efficiency of the building. The capital improvements or more properly maintenance elements proposed here represent the initial installment of that recommended infrastructure maintenance plan. The specific items proposed include critical building envelope issues, such as roof repairs, exterior doors, downspouts and fascia that have proved troublesome from security, weatherproofing, and insect infestation issues. This will add \$.066 per \$1,000 or \$36.43 for a house of median valuation (\$551,921).

ACTION ON ARTICLE 9, May 9, 2006. Ms. Mahoney asked if there were any grants available. A motion was made to move the question. This motion carried. On Ms. Markiewicz's motion, the Town did vote that the sum of Sixty eight Thousand Five Hundred Dollars (\$68,500) be hereby appropriated to pay costs of replacing and/or repairing the exterior security doors and repairing all fascias on the exterior of the Blanchard Memorial School, and for the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer with the approval of the Selectmen, is authorized to borrow said amount, under and pursuant to Chapter 44, Section 7(3A) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore. Mr. Fallon stated that this motion carried by better than a two-thirds vote.

ARTICLE 10 PROHIBITION OF FIREARM DISCHARGE BYLAW##

(Majority vote required)

To see if the town will vote to adopt the following general Bylaw "Prohibition of Firearm Bylaw," submitted by petition; or take any other action relative thereto.

X.X.010 Discharge of firearms prohibited - Exemptions.

Within the town limits of Boxborough, Massachusetts no person or persons shall discharge any firearm, air or gas operated gun of any kind. Except under the following conditions:

- 1) All law enforcement officers, whether federal, state, or municipal in the lawful performance of their duties.
- 2) The discharge of firearms using blank ammunition in fulfilling but not limited to the needs of historical, ceremonial, competitive and sporting activities.
- 3) Contractors using powder-fired charge tools at a construction site.
- 4) Person or persons at an authorized target range.
- 5) Citizens in the lawful defense of themselves or others.

X.X.020 Permit issuance.

The Town Administrator, with the approval of the Board of Selectmen and the Police Chief, may issue permits or licenses to maintain or operate rifle, pistol, and revolver ranges. These permits or licenses may, at any time, be revoked by the Town Administrator and Board of Selectmen with just cause.

X.X.030 Violation - Penalty.

A violation of this law shall result in the following:

First Offense: A warning

Second or Subsequent Offense: A \$50.00 fine

The Board of Selectmen does not recommend by unanimous vote (5 – 0).

After considering the language and parameters of the petition article, the BoS has many reservations about the necessity, management and enforceability of prohibiting the discharge of firearms in Boxborough. We also have concerns about the town's burgeoning deer population as well as maintaining our farmers' rights to protect their livestock.

The Finance Committee does not recommend by a majority vote (7 - 1).

This article is presented by petition on the basis of a perceived threat to public safety due to accidental or misdirected firearms discharge. No credible evidence of such threat to public safety has either been presented by the petitioner or uncovered by the efforts of Finance Committee members and the Chief of Police. In fact, it appears that the public safety threat of motor vehicle accidents in striking deer within Boxborough far exceeds that associated with firearms discharge. The petitioner's article would prevent hunting within Boxborough, the legitimate control of predators and vermin by farmers, as well as the several recreational uses of firearms, air or gas-operated guns (including paintball) that may be enjoyed safely with responsible supervision and currently enacted controls. In addition to these issues related to the substance of the article, the specification of exemptions, permitting, and penalties is insufficient in scope and precision to ensure fair and effective enforcement.

ACTION ON ARTICLE 10, May 9, 2006. Mr. Kembel asked if permission could be given to Mr. Johnson from the Harvard Sportsman Club to give the reasons why hunting should be allowed. Mr. Follett stated that open land has diminished and would like to see hunting stopped. Mr. Rey stated that he thought that conservation land should be opened up on a trial basis for a limited time to see if it makes a difference in the deer population. The dangers of lyme disease, overpopulation, danger to drivers upon hitting them were brought up. The voters opposed were concerned about someone getting injured by a gun being discharged. Ms. Ruether made a motion to move the question. This motion carried. Ms. Schmitt made a motion to adopt a General Bylaw entitled "Prohibition of Firearm Bylaw," submitted by petition, as printed in the warrant under Article 10. This motion did not carry.

Mr. Wheeler made a motion to take Article 11 out of order. This motion carried.

ARTICLE 11 MOVE TO FEE FOR SERVICES AT TRANSFER STATION (PAYT)++

To see if the Town will vote a sense of the meeting that the Board of Selectmen establish a pay as you throw program for the disposal of solid waste and recyclables at the Town's transfer station so as to recover a portion of the cost of solid waste handling, transportation and disposal through user fees, and to incentivize recycling or waste reduction; or take any other action relative thereto.

The Board of Selectmen is currently divided on this issue.

There are pros and cons to either staying with the status quo or initiating a change. We will be presenting our research and financial model to the town, and would like Town Meeting participants to have the opportunity weigh in on the discussion.

The Finance Committee does not recommend (7 - 1).

We disagree with the notion of shifting the cost of key town services from the tax levy to a fee-for-service basis. The reasoning behind the “sense of the meeting” motion being proposed at present, seems to be to free up more money within the Proposition 2 ½ Levy Limit so as to minimize the need for overrides of an operational nature in the future. The specific PAYT proposal will inevitably lead to larger out-of-pocket expenses on the part of Boxborough residents. The PAYT proposal will certainly increase the expenses of seniors using the transfer station, which seems at odds with Town actions of the past several years to relieve the costs to seniors of living in Boxborough. It should be noted that PAYT user fees are not tax deductible while property taxes are a deduction. We are further more concerned with the availability of the bags and how the monies are collected. There are uncertainties in the finance model and with the expectation that recycling will increase by some percentage leading to a higher cost to the town.

Finance Committee Minority Position

It is important to point out that while the philosophical question of PAYT and fees is an important one we did not want to ignore the financial question of the PAYT. The PAYT model can be made to work and is cost neutral to the town.

ACTION ON ARTICLE 11, May 9, 2006. Many voters did not like the idea of money coming out of their pockets to pay to get rid of their trash. Others stressed how important it was to recycle and wanted to give them some incentive to do so. Ms. Neville made a motion to move the question. This motion carried. Ms. Hilberg’s motion, by a sense of the meeting, that the Board of Selectmen establish a pay as you throw program for the disposal of solid waste and recyclables at the Town’s transfer station so as to recover a portion of the cost of solid waste handling, transportation and disposal through user fees, and to incentivize recycling or waste reduction, did not carry.

ARTICLE 12 TOWN HALL – RENOVATIONS, ALTERATIONS & FURNISHINGS

(Majority vote required)

To see if the town will vote to raise and appropriate, or borrow or otherwise provide the sum of Ninety Thousand Dollars (\$90,000), more or less, for the purpose of providing renovations, alterations and furnishings at the Town Hall; or take any other action relative thereto.

The Board of Selectmen recommends (4 – 0).

This is to carry out renovations primarily to the west end of Town Hall to reconfigure it for more convenient public access, and provide a better working environment for the Town Hall staff. In May 2005, Town Meeting unanimously approved \$20,000 for an architectural design study of staffing and

space needs and to develop a set of detailed schematic plans and construction budget. The funds requested under this article are to implement those plans.

The proposed new first floor layout will provide a common work area, facilitate process flow and resource sharing, and improve efficiency and security. It will especially address the need for more space for applicants working with the land use boards and town planner, as well as additional evening meeting space for the Board of Health or others.

With the exception of replacing very old carpet throughout Town Hall, the bulk of renovation work will be done on the west end first floor, and will include the removal and replacement of walls, floors, storm windows, doors, and installation of new smoke detectors. Separately funded work has already been completed on a small kitchen and lunch room off the upstairs Grange Room, so the downstairs kitchen space will be reclaimed for additional work area. A number of previously identified problems with the Town Hall HVAC and sprinkler system were further studied and quantified in the course of the renovation planning. Work on these systems will be addressed separately and is not included in this article.

With these improvements, our venerable Town Hall will work better for all - whether you are coming in occasionally for business or reporting there every day for work.

The Finance Committee defers to ATM.

We have not seen the overall objective or the plan prior to closing of the warrant. We are concerned that we are doing the projects piecemeal and would rather see a comprehensive plan for town hall. This would add \$.087 per \$1,000 or \$48.02 for a house of median valuation (\$551,921).

ACTION ON ARTICLE 12, May 9, 2006. On Mr. Fox's motion, the Town did vote, unanimously, to pass over Article 12.

ARTICLE 13 TOWN-WIDE CLASSIFICATION AND COMPENSATION STUDY

(Majority vote required)

To see if the town will vote to raise and appropriate, or borrow or otherwise provide the sum of Fifteen Thousand Dollars (\$15,000), more or less, for the purpose of hiring a consultant to provide a classification and compensation study for all town employees, excluding those at the Blanchard Memorial School; or take any other action relative thereto.

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

In the interest of maintaining quality employees, the BoS, with support from the Personnel Board, has tried to set annual wages, as reflected in Schedule B of the Personnel Plan, slightly above the median wages for similar positions in "like" towns. To accomplish this, data must be collected from many sources and validated through a comprehensive review every decade or so. The last time the Town conducted a similar study was in 1987. This comprehensive analysis will include job descriptions, job analysis, benefits/salary analysis, compensation and classification plan, FLSA (Fair Labor Standards Act) evaluation and methodology. Approval of this Article would enable the Personnel Board and the BoS to hire consultants to conduct the study and prepare a town-wide compensation and classification plan.

The Finance Committee recommends (5 – 3).

The proposed compensation study will provide unbiased data regarding the levels of service provided, job responsibilities, and rates of pay for key positions within the Town as compared with nearby towns of comparable size, service levels, equalized valuation, and per capita income. The Finance Committee

believes that data of this type is essential in reaching fair labor agreements with union personnel, and appropriately managing the Personnel Plan for non-union personnel. This would add \$.015 per \$1,000 or \$8.28 for a house of median valuation (\$551,921).

Finance Committee Minority Position

While the Finance Committee generally agrees with the notion of collecting unbiased data regarding labor standards, job responsibilities, levels of service, and rates of pay from comparable towns, we question whether this proposed study would accomplish these ends.

ACTION ON ARTICLE 13, May 9, 2006. Mr. Neville asked if we looked into senior work-off for this project. Mr. Wheeler stated that we don't have the support team to back up seniors. In answer to a survey that the Beacon mentioned, Mr. Wheeler said that they wanted to survey similar towns. In answer to a question asked by Mrs. Neville, Mr. Fox stated that it will include towns in the metro west. Ms. Reuther made a motion to move the question. This motion carried. On Mr. Wheeler's motion, the Town did vote to transfer from Free Cash the sum of Fifteen Thousand Dollars (\$15,000) for the purpose of hiring a consultant to provide a classification and compensation study for all town employees, excluding those at the Blanchard Memorial School.

ARTICLE 14 INTER-MUNICIPAL AGREEMENT - SHARED ANIMAL CONTROL DEPARTMENT

(Majority vote required)

To see if the Town will vote pursuant to Chapter 40 Section 4A of the General Laws to authorize the Board of Selectmen to enter into an inter-municipal agreement with other towns for the purpose of creating a shared Animal Control Department and further to allocate the costs associated with the wages and expenses; or take any other action relative thereto.

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

Our Town Administrator has been working with other towns in the area to create a job description and an agreement which would provide for the hiring of a full time employee to provide animal control duties on a shared cost basis. The objective of this task was to create a position which would better manage and fulfill the duties of the animal control function. Today these duties are done using a variety of methods which are often not the best means to efficiently accomplish the tasks. Approval of this Article would enable the BoS to negotiate the terms of an agreement for a shared Animal Control Department.

The Finance Committee defers to ATM.

We do not have enough information to recommend this one at this time.

ACTION ON ARTICLE 14, May 9, 2006. The Finance Committee unanimously recommends this article. On Mr. Wheeler's motion, the Town did vote, unanimously, to authorize the Board of Selectmen, pursuant to chapter 40 Section 4A of the General Laws, to enter into an inter-municipal agreement with other towns for the purpose of creating a shared Animal Control Department and further to allocate the costs associated with the wages and expenses.

ARTICLE 15 CAPITAL EXPENDITURE – ONE-TON DUMP TRUCK

(Majority vote required)

To see if the town will vote to raise and appropriate, or borrow or otherwise provide the sum of Forty-Five Thousand Dollars (\$45,000), more or less, for the purpose of purchasing a one-ton dump truck for the Public Works Department; or take any other action relative thereto.

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

The 1974 flatbed truck being replaced was obtained at no cost to the town and minimal funds were expended to transform it from a fire truck to a flatbed truck for general DPW use. The truck is now obsolete and replacement parts are difficult, if not impossible to find. Additionally, the existing vehicle requires a CDL-licensed operator. A replacement, non-CDL vehicle will allow the department to run more efficiently and will expand the options of who can use the vehicle during daily operations, enabling other departments in need to borrow the vehicle.

The Finance Committee recommends unanimously.

The purchase of the one-ton dump truck will replace a converted fire engine flat bed truck put into service in 1974. The converted truck requires the driver to have a special license thereby limiting its use. The converted truck has reached the end of its useful life. The new dump truck will provide greater flexibility and reliability. In addition to daily use by the DPW maintenance staff, the truck will have sanding capabilities and will be made available for use by other departments. This will add \$.044 per \$1,000 or \$24.29 for a house of median valuation (\$551,921).

ACTION ON ARTICLE 15, May 9, 2006. Mr. March stated that this piece of equipment would be used for small parking lots. On Ms. Hilberg’s motion, the Town did vote, unanimously, that the sum of Forty-Five Thousand Dollars (\$45,000) be hereby appropriated to pay costs of purchasing a one-ton dump truck for the Public Works Department, and for the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(9) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore.

ARTICLE 16 CAPITAL EXPENDITURE – REPLACE SAND/SALT MIX SHED

(Majority vote required)

To see if the town will vote to raise and appropriate, or borrow or otherwise provide the sum of Sixty Thousand Dollars (\$60,000), more or less, for the purpose of replacing the sand/salt mix shed; or take any other action relative thereto.

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

The replacement of the Sand and Salt shed has been on our “to do” list for several years, but has been delayed due to budget constraints. At this time, we can no longer put it off. The existing sand/salt mix shed was built around 1975 and has deteriorated significantly to the point of being a safety issue. The Public Works Director is seeking to replace it with a new larger shed which will accommodate a greater capacity of mixed materials, enabling the DPW to better respond to winter sanding operations. With the exception of the form work, the DPW staff will provide the labor to demolish the existing shed and build its replacement.

The Finance Committee recommends unanimously.

The existing sand/salt mixing shed has been used since 1975 and has reached the end of its useful life. Although properly maintained, the shed suffers from a crumbling foundation and rafters that have been repeatedly repaired.

The proposed new shed will be slightly larger. The increased size will enable the storage of an increased amount of mixed material. The increased volume of sand/salt mix will enable the DPW to better respond to major storms or ice storms.

The current shed size requires the mixing of materials during a storm. The mixing is made more difficult as the mixing should take place under dry conditions which is difficult to maintain given the size of the shed and the need for the loader to repeatedly enter the shed to replenish sanding trucks. This will add \$.059 per \$1,000 or \$32.56 for a house of median valuation (\$551,921).

ACTION ON ARTICLE 16, May 9, 2006. It was stated that the shed would be basically in the same place and that the work would be done by the Highway Department, except for the foundation. On Ms. Hilberg's motion, the Town did vote, unanimously, that the sum of sixty Thousand Dollars (\$60,000) be hereby appropriated to pay costs of replacing the sand/salt mix shed, and for the payment of any other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(3) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore.

ARTICLE 17 RE-CODIFICATION OF ZONING BYLAWS

(Two-thirds vote required)

To see if the Town will vote to delete in its entirety the existing Zoning Bylaw dated May 10, 2004 and accept in its entirety the re-codified Zoning Bylaw dated May 2006, on file in the office of the Town Clerk.

Summary

The current Zoning Bylaw numbering structure no longer allows for the inclusion of additional amendments. This is evident in a previous Bylaw amendment that required a number with a letter (Section 5390A through Section 5390E). Additionally, over time, various amendments have been included in the Bylaw in Sections that do not make sense to the average reader, which makes it more difficult to find information. Recodification of the Zoning Bylaw involves the change in the format, layout and numbering structure of the Bylaw. This is purely a housekeeping change; there are no amendments to the language of the Bylaw.

Copies of the re-codified Zoning Bylaw may be downloaded from the Town' website at www.town.boxborough.ma.us and are also available at the Town Hall.

The Planning Board recommends (4 – 0)

The Planning Board recommends that Town Meeting vote to delete the current Zoning Bylaw dated May 10, 2004 and accept the re-codified Zoning Bylaw dated May 2006 because the new Bylaw numbering system and structure is organized more appropriately and will facilitate future amendments.

The Boxborough Planning Board conducted a public hearing pursuant to Massachusetts General Laws Chapter 40A, Section 5, on March 27, 2006, at 7:30 p.m. to consider and receive comments from interested parties concerning the re-codification of the Boxborough Zoning Bylaw. There was no one from the public in attendance at the meeting.

The Finance Committee recommends unanimously.

There is no financial impact based on the bylaw as the bylaw is simply being renumbered.

ACTION ON ARTICLE 17, May 9, 2006. This doesn't change any wording, but does make it more user friendly. On Ms. Metheny's motion, the Town did vote, unanimously, to delete in its entirety Zoning Bylaw dated May 10, 2004 and accept in its entirety the re-codified Zoning Bylaw dated May 2006, on file in the office of the Town Clerk.

Mr. Wheeler made a motion that the 10:30 p.m. deadline set at the beginning of Town Meeting be amended in order to finish all warrant articles. This motion carried unanimously.

On Mr. Fallon's motion, the Town did vote, that Articles, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, and 36 be voted on the Consent Agenda.

ARTICLE 18 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 2007 be carried over into fiscal year 2008 to pay for inspections for permits not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 - 0).

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 FY 08. This article has no tax rate implications to the Town.

ACTION ON ARTICLE 18, May 9, 2006. On Mr. Fallon's motion, the Town did vote, unanimously, on the Consent Agenda, in favor of Article 18.

ARTICLE 19 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 2007 be carried over into fiscal year 2008 to pay for inspections for permits not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 - 0).

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 FY 08. This article has no tax rate implications to the Town.

ACTION ON ARTICLE 19, May 9, 2006. On Mr. Fallon's motion, the Town did vote, unanimously, on the Consent Agenda, in favor of Article 19.

ARTICLE 20 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 2007 be carried over into fiscal year 2008 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends (5 - 0).

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 06 (\$2,000) and has no tax rate implications to the town.

ACTION ON ARTICLE 20, May 9, 2006. On Mr. Fallon's motion, the Town did vote, unanimously, on the Consent Agenda, in favor of Article 20.

ARTICLE 21 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 2007 be carried over into fiscal year 2008 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Library Trustees recommends unanimously.

This article will permit the library to use fees and fines that are collected up to \$5,000 per year for the 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 21, May 9, 2006. On Mr. Fallon's motion, the Town did vote, unanimously, on the Consent Agenda, in favor of Article 21.

ARTICLE 22 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 2007 be carried over into fiscal year 2008 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 - 0).

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 FY 06 and has no tax rate implications to the Town.

ACTION ON ARTICLE 22, May 9, 2006. On Mr. Fallon's motion, the Town did vote, unanimously, on the Consent Agenda, in favor of Article 22.

ARTICLE 23 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 Ten Thousand Dollars (\$10,000), 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 2007 be carried over into fiscal year 2008 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 - 0).

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 23, May 9, 2006. On Mr. Fallon's motion, the Town did vote, unanimously, on the Consent Agenda, in favor of Article 23.

ARTICLE 24 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 2007 be carried over into fiscal year 2008; or take any other action relative thereto.

The Boxborough School Committee recommends.

The Boxborough School Committee unanimously recommends the reauthorization of a revolving account for the Integrated Preschool. A revolving account allows the Blanchard School to accept tuitions for typically developing Boxborough students and for out-of-district Special Education students. The revolving account will be used for payment of expenses associated with the Preschool program.

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 24, May 9, 2006. On Mr. Fallon's motion, the Town did vote, unanimously, on the Consent Agenda, in favor of Article 24.

ARTICLE 25 REVOLVING FUND – CONSERVATION COMMISSION**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E and 1/2 to reauthorize a revolving fund for purposes of receiving fees associated with the regulation of the local Wetland Bylaw and that all fees be deposited in said fund to pay for expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses), up to a maximum of Twenty Thousand Dollars (\$20,000), to be under the direction of the Conservation Commission within the administrative procedures established by the Board of Selectmen; the Commission shall approve all such expenditures by majority vote; and further to provide that the monies remaining in the fund at the end of the fiscal year 2007 be carried over into fiscal year 2008 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends (5 - 0).

The Finance Committee recommends unanimously.

ACTION ON ARTICLE 25, May 9, 2006. On Mr. Fallon's motion, the Town did vote, unanimously, on the Consent Agenda, in favor of Article 25.

ARTICLE 26 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 of 100% in certain property tax exemptions for qualifying senior citizens, disabled veterans and other individuals; or take any other action relative thereto.

The Board of Selectmen recommends (5 - 0).

This simply is a housekeeping article; each year we must reconsider and accept this article in order to allow senior citizens, disabled veterans and others who qualify to take advantage of property tax relief opportunities. Anyone with questions or who might wish to take advantage of these tax exemptions should contact the Town Assessor, Colleen Whitcomb, at 263-1116, Ext. 109 or by e-mail to: colleen.whitcomb@town.boxborough.ma.us..

The Finance Committee recommends unanimously.

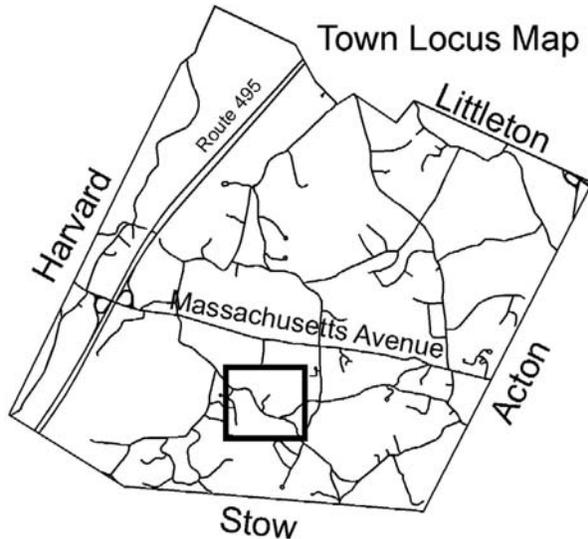
At the May 1999 Annual Town Meeting the Town approved Elderly Tax Relief according to the state statute identified above. State law requires that this be reauthorized by the taxpayers annually prior to the setting of the tax rate. This tax relief act has stringent income and asset guidelines. While the 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. This equates to \$.0029 per \$1,000 or \$1.62 for the median price of a house.

ACTION ON ARTICLE 26, May 9, 2006. On Mr. Fallon's motion, the Town did vote, unanimously, on the Consent Agenda, in favor of Article 26.

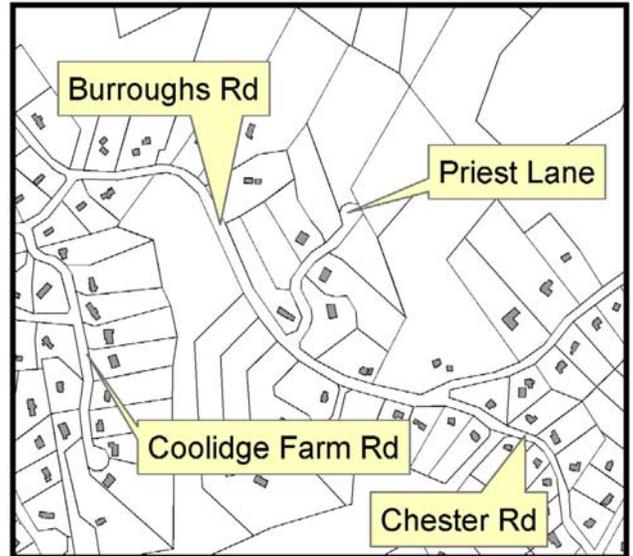
ARTICLE 27 ROAD ACCEPTANCE – PRIEST LANE**

(Majority vote required)

To see if the Town will vote to accept the laying out of Priest Lane and establish it as a town way, together with all drainage and other easements related thereto and included in the Order of Layout, the boundaries and measurements shown on the plan entitled "As-Built Plan and Profile, Priest Lane, Boxborough, Massachusetts, Prepared for Coughlan Construction, dated January 6, 2006, Scale 1" = 20 Feet, prepared by Foresite Engineering Associates, Inc.", which plan is to be recorded with Middlesex South District Registry of Deeds and is included in the Order of Layout adopted by the Selectmen with respect to such way and related easements and filed in the office of the Town Clerk in accordance with the provisions of Massachusetts General Laws Chapter 82, Section 21 – 23, and to authorize the Selectmen to acquire by purchase, eminent domain, gift or otherwise for highway purposes the fee or any lease interests that may be necessary for such town ways; or take any action relative thereto.



Priest Lane Road Acceptance
Map Insert



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

A public hearing was held on March 20, 2006 and the Selectmen approved the laying out of Priest Lane per the final as-built plans.

The Planning Board recommends (4-0).

The Planning Board voted to recommend that Town Meeting accept Priest Lane as a public way.

The Finance Committee recommends unanimously.

Our understanding is that all required agreements are in place and that the town is already maintaining this road.

ACTION ON ARTICLE 27, May 9, 2006. On Mr. Fallon’s motion, the Town did vote, unanimously, on the Consent Agenda, in favor of Article 27.

ARTICLE 28 ROAD ACCEPTANCE – PATCH HILL ROAD**

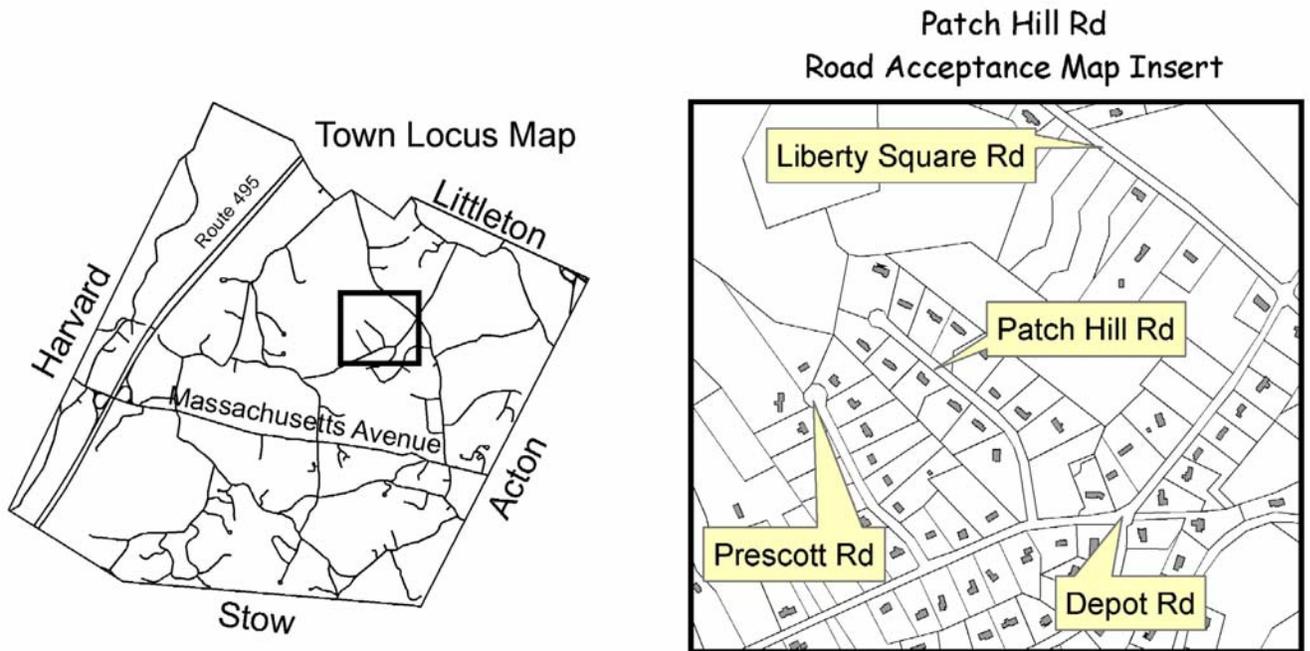
(Majority vote required)

To see if the Town will accept the laying out of Patch Hill Road (formerly known as Tisbury Lane) and establish it as a town way, together with certain easements for the benefit of Lot 2A, Lot 3 and Lot 9, as laid out by the Board of Selectmen according to a plan on file entitled “Definitive Subdivision Plan of Land of Baldwin Hills in Boxborough, MA.”, by Bryan F. Lynch, P.E. Consulting Civil Engineers and Land Surveyors, P.O. Box 693, Acton, MA. 01720, dated December 1992, Revised April 29, 1993 and June 15, 1993, Owner: Jeanne S. Kangas, Trustee, Steele Realty Trust V, 959 Hill Road, Boxborough, MA. 01719, Developer and Subdivider: Compass Builders, Inc. 77 Mayfair Drive, Boxborough, MA. 01719, which plan is recorded with Middlesex South Registry of Deeds as Plan No. 508 of 1993 and on file in the office of the Town Clerk, and to authorize the Board of Selectmen to acquire by purchase,

eminent domain, gift or otherwise for highway purposes the fee or easement, including easements for drainage, utility or other purposes where shown on said plan; or take any action relative thereto.

Summary

The Patch Hill Road subdivision was approved by the Planning Board in June of 1993. In 1996, during the course of construction and prior to the completion of the roadway, the builder filed for bankruptcy. The Town pulled the developer's performance bond, completed construction of the roadway and has been sanding, plowing and maintaining the roadway since 1997; however the road was never accepted by the Town. Due to a complicated series of events related to the foreclosure proceedings, two unknowing owners purchased all of the developer's interest in the subdivision, including the fee in Patch Hill Road, and effectively became the owners of the roadway. The Town Planner has been working with them to execute Quitclaim Deeds conveying the fee in the road to the Town. With the acceptance of Patch Hill Road as a public way, the Town will be able to use Chapter 90 funds for roadway improvements, ultimately providing a cost savings to the Town.



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

A public hearing was held on March 27, 2006 and the Selectmen approved the laying out of Patch Hill Road per the final as-built plans.

The Planning Board recommends (3-0-1).

The Planning Board recommends that Town Meeting accept Patch Hill Road as a public way.

The Finance Committee recommends unanimously.

The town now has full ownership of the road and the road meets all town requirements.

ACTION ON ARTICLE 28, May 9, 2006. On Mr. Fallon's motion, the Town did vote, unanimously, on the Consent Agenda, in favor of Article 28.

ARTICLE 29 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

(Majority vote required)

To see if the Town will vote 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; or take any other action relative thereto.

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

Each year the town must vote to accept highway funds from the State's Chapter 90 program. Recent acquisitions and improvements using funds from this program include purchase of a four-wheel drive backhoe loader, repaving of Central Street, overlay of Codman Hill Road and repaving of Robinson, Hager, Morse, Steele and Old Harvard Roads and the portion of Burroughs Road between Stow and Chester Roads. Future plans include replacing guard rails on Middle, Codman Hill, Hill and Liberty Square Roads.

The Finance Committee recommends unanimously.

Passage of Article 29 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 29, May 9, 2006. On Mr. Fallon's motion, the Town did vote, unanimously, on the Consent Agenda, in favor of Article 29.

ARTICLE 30 AMEND POLICE DEPARTMENT BYLAW**

(Majority vote required)

To see if the town will vote to amend the Police Department Bylaw as follows:

Section 1: Revise last sentence to read:

“The fee for each application shall be specified in the *Schedule of Fees and Penalties*.”
(Sentence currently reads “The fee for each application shall be twenty-five (\$25.00) dollars.”)

Section 8: Revise the first sentence to read:

“False Alarms: Each alarm user shall be assessed a penalty, as specified in the *Schedule of Fees and Penalties*, for each false alarm, except for those alarms due to a power outage, or other systematic disturbance over which the user has no control.”
(Sentence currently reads “False Alarms: Each alarm user will be assessed a penalty of twenty-five (\$25.00) dollars for each false alarm, except for those alarms due to a power outage, or other systematic disturbance over which the user has no control.”)

Add a new section:

“11. Fees and Penalties

After due notice and a public hearing, the Board of Selectmen may from time to time adopt and amend a fee schedule associated with this bylaw, a copy of which shall be filed in the office of

the Town Clerk. Said schedule shall include application fees, penalties for false alarms and fines associated with violations of any provisions of this bylaw.”

Or take any other action relative thereto.

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

These amendments would remove the fee and penalty structure from the bylaw, to facilitate enabling the Selectmen to set the fees after a public hearing.

The Finance Committee recommends unanimously.

There is no financial impact to the town.

ACTION ON ARTICLE 30, May 9, 2006. On Mr. Fallon’s motion, the Town did vote, unanimously, on the Consent Agenda, in favor of Article 30.

ARTICLE 31 AMEND FIRE ALARM AND PROTECTION SYSTEMS BYLAW**

(Majority vote required)

To see if the town will vote to amend the Fire Alarm and Protection Systems Bylaw as follows:

Add a new section:

“Section 4. Fees and Penalties

After due notice and a public hearing, the Board of Selectmen, upon recommendation from the Fire Chief, may from time to time adopt and amend a fee schedule associated with this bylaw, a copy of which shall be filed in the office of the Town Clerk. Said schedule shall include registration and permit fees, annual fire alarm service fees, reconnection fees, penalties for false alarms and fines associated with violations of any provisions of this bylaw.”

Re-number all remaining sections, and references to those sections, accordingly.

Revise newly numbered **Section 5 (Registration and Permits)** by:

Deleting “of ten (\$10.00) dollars” in the first sentence of the second paragraph and **replacing** with “as specified in the *Schedule of Fees and Penalties.*” so that sentence will read:

“Alarm system permits may be obtained by completion of a registration form provided by the Department and payment of an initial permit fee as specified in the *Schedule of Fees and Penalties.*”

and by **deleting** “ten (\$10.00) dollar renewal” in the third sentence of the second paragraph and **replacing** with “as specified in the *Schedule of Fees and Penalties.*” so that sentence will read:

“Renewal permits will be issued after payment of a fee as specified in the *Schedule of Fees and Penalties.*”

Revise newly numbered **Section 6 (Annual Fire Alarm Service Fee)** by:

Deleting in its entirety paragraph (b)

(Paragraph currently reads “The annual fire alarm service fee will be fifty (\$50.00) dollars per master fire alarm box for churches and one hundred fifty (\$150.00) dollars per master fire alarm box for all other types of properties.”

Re-lettering all remaining paragraphs accordingly.

Adding to end of newly-lettered paragraph (b) “, and shall be specified in the Schedule of Fees and Penalties.” So that sentence will read:

“The fire alarm service fee shall be determined annually by the Boxborough Fire Department, subject to the approval of the Board of Selectmen, and shall be specified in the *Schedule of Fees and Penalties*.”

Revising newly-lettered paragraph (g) to read:

“In the event that service is disconnected, the service may be reconnected upon payment of any outstanding bills and a reconnection fee, as specified in the *Schedule of Fees and Penalties*.”

(Paragraph currently reads “In the event that service is disconnected, upon payment of any outstanding bills and a fifty (\$50.00) dollar reconnection fee, the service may be reconnected.”)

Revise newly numbered **Section 8 (Secured Key Access)** to delete “of fifty (\$50)” in last paragraph and replacing with “as specified in the Schedule of Fees and Penalties” so that paragraph will read:

“Any building owner violating Section 8 of this bylaw after receiving due notice by the Department shall be subject to a fine as specified in the Schedule of Fees and Penalties.”

Revise newly numbered **Section 10 (False Alarms - Errors, Mistakes or Malfunctions; Penalty)** by:

Deleting “of one hundred fifty (\$150.00) dollars per false alarm” in paragraph (b) sub-paragraph (2) and **replacing** with “per false alarm in an amount specified in the *Schedule of Fees and Penalties*.” so that paragraph will read:

“The fifth (5th) such false alarm and every such subsequent false fire alarm during any calendar year shall result in a fine per false alarm in an amount specified in the *Schedule of Fees and Penalties*.”

and by **deleting** “one hundred and fifty (\$150.00) dollars” in paragraph (e) and **replacing** with “, as specified in the *Schedule of Fees and Penalties*” so that paragraph will read:

“Notwithstanding the provisions of sections (b), (c) and (d) above, if subsequent alarms are received due to a failure to properly reset an alarm system within a reasonable time period, a fine, as specified in the *Schedule of Fees and Penalties* shall immediately be imposed after the receipt of the such false alarm, provided that the owner, manager or person responsible for the property has been properly notified.

Revise newly numbered **Section 11 (Same-Intentional; Penalty)** paragraph (c), first sentence by **deleting** “one hundred and fifty (\$150.00) dollars” and **replacing** with “an amount as specified in the *Schedule of Fees and Penalties*,” so that sentence will read:

“Any person who violates subsections (a) or (b) of this section shall be fined an amount as specified in the *Schedule of Fees and Penalties*, and where applicable, may additionally be subject to prosecution under the Massachusetts General Laws for falsely reporting an incident.”

Or take any other action relative thereto.

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

These amendments would remove the fee and penalty structure from the bylaw, to facilitate enabling the Selectmen, upon recommendation of the Fire Chief, to set the fees after a public hearing.

The Finance Committee recommends unanimously.

There is no financial impact to the town.

ACTION ON ARTICLE 31, May 9, 2006. On Mr. Fallon's motion, the Town did vote, unanimously, on the Consent Agenda, in favor of Article 31.

ARTICLE 32 SET INTEREST RATE FOR SENIOR TAX DEFERRAL**

(Majority vote required)

To see if the town will vote to act pursuant to Ch.136 of the Acts of 2005, *An Act Providing Senior Tax Relief*, to set the interest rate that accrues on deferred property taxes at five percent (5.0%); or take any other action relative thereto.

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

Under recently enacted legislation, town meeting may vote to establish an alternative lesser interest rate as low as zero percent on property tax deferrals for certain eligible seniors. Unless a lower rate is adopted, the rate will remain at 8%. After discussion with the Town Assessor, the Board of Selectmen agrees that a 5% interest rate is a fair and appropriate rate. This program is not heavily utilized in Boxborough and has limited financial effect on the town. Anyone with questions or who might wish to take advantage of this program should contact the Town Assessor, Colleen Whitcomb, at 263-1116, Ext. 109 or by e-mail to: colleen.whitcomb@town.boxborough.ma.us.

The Finance Committee recommends (6 – 2).

The Finance Committee is committed to making it easier for senior citizens to continue to live in Boxborough as long as possible and to enable them to delay their move to a condominium or assisted living facility. This requires that the Town of Boxborough provides enhanced services and property tax relief focused on helping the senior citizens. One of the key elements is to enable them to defer taxes at reasonable interest rates. The Finance Committee supports a policy of setting the interest rate at close to the borrowing costs for the town, which is currently five (5%) percent. 5% is also the approximate rate of interest we would receive if these funds were invested. This is a win-win situation for both the Town and the Senior citizens. The senior citizens consume a lot less in services compared to younger families with children. Currently only one senior citizen is taking advantage of tax deferral. Supporting the senior citizens is morally and ethically the right thing to do.

Finance Committee Minority Position

The article authorizes reducing the interest rate on the deferred tax balance from eight percent (8%) to five (5%) percent. While we favor a less onerous rate burden on our seniors opting for the program, authorizing a static rate only temporarily resolves the problem as prevailing interest rates change based on market conditions. We favor a variable interest rate based on a prime borrowing rate established at a local bank. The deferred tax interest rate would be adjusted annually. As the prime rate declines, the senior would benefit from the decline. Conversely if the prime rate increased, the Town would not be subsidizing the senior taxpayer.

ACTION ON ARTICLE 32, May 9, 2006. On Mr. Fallon's motion, the Town did vote, unanimously, on the Consent Agenda, in favor of Article 32.

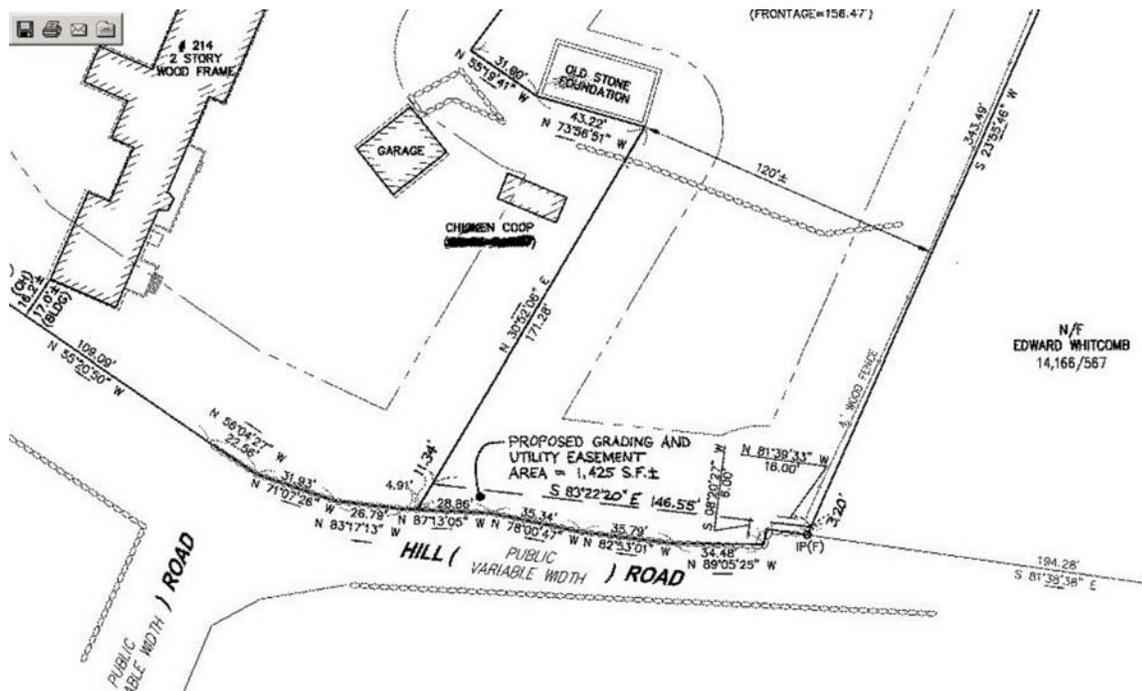
ARTICLE 33 ROADWAY EASEMENT – HILL ROAD**

(Majority vote required)

To see if the Town will vote to accept a Roadway Easement as shown on a plan titled “Proposed Grading and Utility Easement Area” over Lot 2 Hill Road, Boxborough, Middlesex County, Massachusetts, being shown on a plan entitled “Plan of Lane in Boxborough, Mass” prepared for Clifford O. & Margaret A. Stockley, Scale 1 inch = 30 feet, Date: February 18, 2005 by Goldsmith, Prest & Ringwall, Inc. recorded with Middlesex South Registry of Deeds as Plan No. 56 of 2006; incorporated herein by reference and on file in the office of the Town Clerk; and as described in the Grant of Easement as conveyed by Clifford O. & Margaret A. Stockley; and further to authorize the Board of Selectmen to sign whatever documents might be necessary to accomplish removal and replacement of the utility pole(s); or take any other action relative thereto.

Summary

The Town Planner, Public Works Director and the Littleton Electric Light Department have been working with the property owners, Mr. & Mrs. Stockley of 214 Hill Road, on granting this easement so that the Town can move forward with widening the roadway shoulder to install a guardrail due to the steep drop and curve at this section of Hill Road. Additionally, LELD would relocate the existing utility pole to the other side of the new guardrail. Currently, the existing utility pole is leaning considerably and is located right at the edge of the pavement, which presents a significant safety issue. The roadway easement will allow the widening of the roadway shoulder to accommodate a guardrail and relocation of the utility pole.



The Planning Board recommends (4-0).

The Planning Board voted to recommend that Town Meeting accept the Hill Road Roadway Easement because it will provide the necessary area for the Town to make critical safety improvements along this section of roadway.

The Finance Committee recommends unanimously.

This allows the town to upgrade and maintain a section of the road. There is no financial impact to the town of the easement.

ACTION ON ARTICLE 33, May 9, 2006. On Mr. Fallon's motion, the Town did vote, unanimously, on the Consent Agenda, in favor of Article 33.

ARTICLE 34 BOS - INTER-MUNICIPAL MUTUAL AID AGREEMENT(S)**

(Majority vote required)

To see if the Town will vote pursuant to Chapter 40 Section 4A of the General Laws to authorize the Board of Selectmen to enter into an inter-municipal agreement with one or more other governmental units to provide public health services which the Board of Health is authorized to perform, in accordance with an Inter-Municipal Mutual Aid Agreement to be entered into between the Town and various governmental units; or take any other action relative thereto.

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

This article simply authorizes the Board of Selectmen (and essentially the Town) to enter into an inter-municipal agreement with one or more other cities or towns in order to better serve the public during a public health emergency. The health and wellness of a community will be best protected through the concerted efforts of multiple public health officials/agencies providing assistance to each other. The mutual aid agreement makes it possible for public health providers to employ similar support from communities, like the police and fire departments utilize. Staff from other communities will operate under the direction of the Boxborough Officials in the event of an emergency here in Town.

An important factor to note is that this Agreement is in no way intended to substitute for the ordinary public health activities of the Town of Boxborough.

The Boxborough Board of Health is strongly in favor of this article.

The Finance Committee recommends unanimously.

This article does not have a financial impact to the town.

ACTION ON ARTICLE 34, May 9, 2006. On Mr. Fallon's motion, the Town did vote, unanimously, on the Consent Agenda, in favor of Article 34.

ARTICLE 35 RESIDENCY REQUIREMENTS FOR REGULAR FIRE AND POLICE
OFFICERS**

(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 Residency Requirements for Regular Fire and Police Officers

Section 1. Notwithstanding the provisions of section ninety-nine a of chapter forty-one of the general laws or any other general or special law to the contrary, any member of the regular police or fire department working in the Town of Boxborough appointed subsequent to August first, nineteen hundred

and seventy-eight shall reside within forty miles of the limits of said town. Said distance shall be measured from the closest border limits of said city or town in which said member is employed to the closest border limits of the city or town in which said member lives.

Section 2. 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).

This article simply asks for reauthorization to petition the Legislature to allow our officers to live beyond the 15-mile residency restriction. The town voted unanimously on May 13, 2003 to authorize the Selectmen to petition the General Court to adopt legislation that would enable regular full-time firefighters and police officers to live within an extended 40-mile radius of the Town. The legislation did not pass in the 2003-2004 legislative session, was re-filed and held up in the House Rules Committee and is now considered to be an inactive petition. Representative Eldridge and Senator Resor have advised the Town to authorize the Selectmen to re-submit the legislation.

The Finance Committee recommends unanimously. This is a repetition of one done a few years ago and the Finance Committee supported it then. We certainly would prefer to see town employees who are required to be in town for emergencies to live close, but we understand the realities of the housing market.

ACTION ON ARTICLE 35, May 9, 2006. Mr. Dye stated that he thought this was a bad idea. Ms. Ruether stated that she couldn't believe that we had firefighters who live forty miles away. On Ms. Hilberg's motion, the Town did vote to authorize the Board of Selectmen to petition the General Court for the purpose of adopting legislation, *entitled An Act Relative to Residency Requirements for Regular Fire and Police Officers*, as printed in the warrant under Article 35.

ARTICLE 36 AMEND COUNCIL ON AGING BYLAW**

(Majority vote required)

To see if the Town will vote to amend the Council on Aging Bylaw adopted on May 14, 1975 and amended on May 29, 1990, October 23, 1995 and May 10, 1999 by striking in its entirety and replacing by the following:

“Section 1: Composition

There shall be established in the Town of Boxborough a Council on Aging in accordance with Chapter 40, Section 8B, of the Massachusetts General Laws, for the purpose of providing and advancing those programs and services which will enrich the lives of senior residents living in the Boxborough Community. For the purpose of this bylaw, a senior resident shall henceforth be defined as any person residing in the Town of Boxborough who is sixty years of age or older.

The Council on Aging shall consist of no fewer than five (5) residents of the Town of Boxborough, at least a majority of whom shall be sixty years of age or older. The members shall be appointed by the Board of Selectmen and shall serve without compensation.

Each member shall serve for a term of three years, except that the Board of Selectmen may make initial appointments to staggered terms so that, as nearly as possible, an equal number of members

shall be appointed each year. Members of the existing Council on Aging in office upon the effective date of this bylaw shall continue to serve until their current terms expire. Members whose terms have expired shall be eligible for reappointment.

The Council on Aging shall, annually, at their first regularly scheduled meeting in the fiscal year, select from its membership a Chair, Vice Chair and Secretary; provided, however, that no member shall hold such office for a period of more than two consecutive years.

In the event a vacancy occurs for any reason on the Council on Aging, the remaining members shall notify the Board of Selectmen, who shall thereupon fill such vacancy for the unexpired term.

The Council on Aging may also appoint Associate Members to assist the Council in any way it deems appropriate and necessary. Associate members shall not, however, be entitled to vote.

Section 2: Reason for Removal

The Board of Selectmen may remove any member of the Council on Aging after a hearing, for cause. Cause shall include, but not be limited to, the absence from more than one half of the regular meetings in any one calendar year without justification or extenuating circumstances.

Section 3: Responsibilities

The duties of the said Council shall be as follows:

1. Support the Council on Aging Coordinator with regard to fulfilling the job description of said position, including assisting with the design and implementation of senior resident services and programs.
2. Identify the total needs of the community's senior residents.
3. Educate the community and enlist support and participation to fill identified senior resident needs.
4. Coordinate existing senior resident services in the community.
5. Promote and support any other programs which are designed to assist senior resident services in the community or coordinate existing services.
6. Function as an advisory board to the Board of Selectmen on the program needs of the Boxborough Council on Aging as well as to maintain an effective flow of communication between the senior resident population of Boxborough and the town's policy makers.

The Council on Aging shall coordinate with the Commonwealth of Massachusetts Executive Office of Elder Affairs and shall be cognizant of all state and federal legislation concerning funding, information exchange and program planning which exists for better community programming for elders.

The Council shall prepare and submit an annual report to the Town of Boxborough and shall send a copy thereof to the Commonwealth of Massachusetts Executive Office of Elder Affairs.

Section 4: Quorum

The quorum for the transaction of business shall be a majority of the Council.

Section 5: Adoption of Bylaw

Upon approval of this bylaw, the previous bylaw amended and approved by Town Meeting on May 10, 1999 under Article 23 is superceded."

or take any other action relative thereto.

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

After many meetings and input from both volunteers and community members, the Council on Aging and Board of Selectmen have agreed upon the new COA Bylaw as presented. We'd like to take this opportunity to thank everyone who participated in the process!

The Finance Committee recommends unanimously.

There is no financial impact to the town.

ACTION ON ARTICLE 36, May 9, 2006. On Mr. Fallon's motion, the Town did vote, unanimously, on the Consent Agenda, in favor of Article 36.

This session of the Annual Town Meeting was dissolved at 10:20 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 21, 2006.

BOARD OF SELECTMEN
Simon C. Bunyard, Chairman
Donald R. Wheeler, Clerk
David L. Birt
Leslie Fox
Kristin Hilberg

POSTED: April 21, 2006
BY: Richard W. Golden

**WARRANT AND PROCEEDINGS
OF THE SPECIAL TOWN MEETING
HELD ON OCTOBER 23, 2006**

In the name of the Commonwealth of Massachusetts, all residents of the Town of Boxborough, who were qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, were duly notified to meet at the Blanchard Memorial School, Massachusetts Avenue, Boxborough, MA on Monday, October 23, 2006 at 7:30 p.m. to act on Articles 1 through 5 of this Special Town Meeting Warrant.

- 1. AMEND PERSONNEL PLAN**
- 2. AMEND FY 2007 OPERATING BUDGET**
- 3. ACCEPT CHAPTER 39 § 23D OF THE GENERAL LAWS**
- 4. REGIONAL DISPATCH STUDY**
- 5. ADOPT GENERAL BYLAW TO GOVERN DISCHARGES INTO STORM DRAINS**

The Special Town Meeting, having been legally called and convened, and with voters having been legally notified, was called to order at 7:30pm by Moderator John G. Fallon. There were 78 voters in attendance.

ARTICLE 1 AMEND PERSONNEL PLAN

(Majority vote required)

To see if the Town will vote to amend the Personnel Administration Plan by adding the position of “Van Driver” to Schedule A, Classification of Positions under the Intermittent Schedule and by adding an associated rate of pay of Twelve Dollars (\$12) for the position under the Intermittent Schedule on Schedule B Compensation of Positions; or take any other action relative thereto.

The Board of Selectmen recommends (4-0).

The Council on Aging has been working diligently to find cost-neutral ways to provide services to Boxborough’s senior citizen population. Due to a recent change in legislation, we now have an opportunity to put our regional transit assessment to work and make use of state-sponsored transportation services.

Currently, the town is assessed a little over \$30,000 annually by the MBTA. For better or worse, we do not directly receive any services for this assessment, although our commuters do make use of local T stations. The new legislation allows us to join another regional transit authority and any additional services we take advantage of will be off-set by our MBTA assessment.

The Board of Selectmen recently voted unanimously to join the Montachusett Area Regional Transit Authority (MART). Membership will allow us to take advantage of the senior van program that MART currently provides to many of our neighboring towns including Littleton and Harvard.

In order to be able to initiate the program, hire, train and pay van drivers, we must amend the Personnel Plan to include the position of Van Driver, as well as include an associated rate of pay.

The Finance Committee recommends unanimously.

The Finance Committee supports the COA van driver. This article creates the driver position job description in Schedule A and provides the funding mechanism in Schedule B. The funding mechanism is described in Article 2 (Amend FY2007 Operating Budget).

ACTION ON ARTICLE 1: Mr. Powers made a presentation on van transportation services for seniors. A survey of the town conducted by the COA indicated interest in having van service, particularly if a small users’ fee was imposed. The COA surveyed eight (8) similar towns and found that six of the eight had van service programs. When looking into funding options, the COA discovered that van service could be provided at no extra cost to the town by switching transit authority affiliations from the MBTA to MART (Montachusett Area Regional Transit Authority). The Town joined MART on September 28, 2006. The target date for start of service is December 2006, once drivers are trained and certified. A revolving fund would be established to provide funds to pay the van drivers. Mr. Powers was pleased to announce that Middlesex Savings Bank will donate \$4,000 to the town to open the revolving fund.

Mr. Golden moved, and Mr. Fox seconded the motion, to amend the Personnel Administration Plan. Mr. Neville moved to amend the motion by adding the words “per hour” after (\$12) in the original motion. Mr. Fox seconded. **The motion , as amended, carried unanimously.**

ARTICLE 2 AMEND FY 2007 OPERATING BUDGET

(Majority vote required)

To see if the Town will vote to approve the cost items of the collective bargaining agreements between the town and the police, fire and dispatch unions and to fund this appropriation by amending the budget voted under Article 5 at the Annual Town Meeting on May 8, 2006 by transferring the departmental appropriations indicated below, and to further amend said budget by adjusting additional departmental appropriations as indicated below, or take any other action relative thereto.

The Finance Committee recommends unanimously.

The operating budget categories and sums presented at the ATM represented the funds necessary for the Town to execute governmental, financial, public safety, education and maintenance functions provided to all Boxborough citizens. At the time of town meeting, the union contracts were not signed and the final costs were not known. An estimate was made and placed in a separate line in article 5. With all contracts signed we now know the final numbers and can move the required dollar amounts from the special fund back to the specific line items. It should be noted that by MGL, a town can only move funds between budget lines when approved by town meeting or in the last few weeks of the fiscal year. Also, per town rules we cannot move funds between salary and expense lines except at town meeting or during the last few weeks of the fiscal year.

Another change in Article 5 is the transfer of funds between the Town Administrator salary line and Town Hall salary line. With the departure of our Town Administrator we have a need to add some clerical assistance to aid our acting Town Administrator.

The COA is adding a van for senior citizens. The van is funded by MART, but the Town is required to hire the driver. The cost of the driver (hourly wages) will be fully reimbursed from Boxborough's assessment to MART. Liability insurance and training are funded by MART and workman's compensation is reimbursed. To our knowledge, there are no expenses that are not reimbursable. The final change is a transfer of funds to cover the deficit in the snow and ice budget from FY06 rather than roll it into the tax rate for FY07.

The Board of Selectmen recommends (4-0).

The objective of these adjustments to the Article 5 budget from Annual Town Meeting is principally to shift monies from our salary reserve account to the Police, Fire, and Dispatch budgets, now that contract negotiations have been successfully completed. An additional adjustment has been made to shift funds from the Insurance line to the several salary lines in both Town Government and Blanchard School, since the recent contract settlements have shifted some of the cost for employee health insurance from the Town to the employees. This development will help insulate the town budget from the large increases in health care costs that are likely to accrue in future fiscal years. The ongoing study of town administrative structure has furthermore determined that funds can be shifted out of the Town Administrator salary account to more general operational support functions within Town Hall. While the outcome of the staffing study is still a few months away, we anticipate that a net savings of \$15,000 for FY '07 will accrue, with the outyear totals yet to be determined. Two final small adjustments are proposed here as well: to add a small amount to the CoA budget to cover van driver wages in anticipation of reimbursement from the MART senior van service to be shortly initiated, and to add a small amount to the Reserve Fund to cover the contingencies for our increasing operating budget. The net effect of all these changes is to reduce the FY '07 operating budget by \$13,806.

ACTION ON ARTICLE 2: Mr. Kushner moved, and Ms. Neville seconded, that the town vote to amend the budget voted under Article 5 at the Annual Town Meeting on May 8, 2006, by transferring the

departmental appropriations as printed in the warrant under Article 2, and to further amend said budget by adjusting additional departmental appropriations as printed in the warrant under Article 2 except with the following changes:

Line item 541, Total Salaries – Council on Aging: \$0 proposed increase/decrease

Line Item 132, Reserve Fund: \$11,623 proposed increase/decrease

VOTED: That the town amend the budget voted under Article 5 at the Annual Town Meeting by decreasing Line Item 123 by \$50,000; increasing Line Item 192 by \$35,000; increasing Line Item 210 by \$38,042; increasing Line Item 220 by \$32, 468; increasing Line Item 221 by \$10,453; increasing Line Item 300 by \$31,768; decreasing Line Item 915 by \$52, 800; increasing Line Item 132 by \$11,623; decreasing “Total Salaries—Reserved” by \$70,360; resulting in a total budget for FY’07 of \$18,248,478, a reduction of \$13,806 from the budget voted at ATM on 05/08/2006.

Line Item	Description	Appropriated at ATM, 5/8/06	Proposed Increase/Decrease	Newly Recommended FY07
123	Total Salaries - Town Administrator	\$143,903	<\$50,000>	93,903
192	Total Salaries – Town Hall	\$167,803	\$35,000	202,803
210	Total Salaries - Police	\$808,533	\$38,042	\$846,575
220	Total Salaries - Fire	\$586,263	\$32,468	\$618,731
221	Total Salaries - Dispatch	\$189,539	\$10,453	\$199,992
300	Total Expenses - Blanchard	\$5,371,944	\$31,768	\$5,403,712
541	Total Salaries—Council on Aging	\$34,929	\$5,000	\$39,929
915	Total Other – Med, Life, LTD Insurance	\$1,153,470	<\$52,800>	\$1,100,671
132	Reserve Fund	\$146,000	\$6,623 \$11,623	\$152,623 \$157,623
	Total Salaries - Reserved	\$70,360	<\$70,360>	\$-0-
	Total Budget Appropriated at ATM, 5/8/06	\$18,262,284	<\$13,806>	\$18,248,478

The motion carried unanimously.

ARTICLE 3 ACCEPT CHAPTER 39 § 23D OF THE GENERAL LAWS

(Majority vote required)

To see if the Town will vote to accept, for all boards, committees or commissions holding adjudicatory hearings in the Town, the provisions of G.L. c.39, §23D, which provides that a member of a board, committee, or commission holding an adjudicatory hearing shall not be disqualified from voting in the matter solely due to the member’s absence from one session of such hearing, provided that certain conditions are met, or take any other action relative thereto.

The Board of Selectmen recommends (4-0).

The Board of Selectmen believes that adopting this chapter of the Massachusetts General Laws will help municipal boards avoid quorum issues when a member misses a hearing and will therefore expedite the hearing, appeal, and permitting process for citizens who have business before those boards that hold adjudicatory hearings such as the Planning Board, the Zoning Board of Appeals, the Conservation Commission, and the Board of Selectmen. Without acceptance of this legislation, local boards could find themselves without a “voting quorum” when members miss substantive hearings where facts are considered and those members are disqualified from voting on a matter. Boards could also find themselves without a voting quorum when they lose a member and the new replacement joins the board in the middle of a hearing. Acceptance of this statute will allow a member of a board or commission to still participate in the hearing process and cast a vote if he or she misses **one** meeting, provided that certain conditions are met, such as listening to the missed hearing on tape. An unforeseen absence can delay the entire process and adopting this statute would allow the process to continue in a timely fashion.

The Finance Committee recommends unanimously.

This article does not have financial impact to the Town and does provide for limited support of the various committees in town who require full attendance at consecutive meetings in order to vote on specific agenda items.

Planning Board recommends unanimously.

At their meeting on September 25, 2006, the Planning Board unanimously voted to recommend that Town Meeting accept Warrant Article #3 regarding the acceptance of Chapter 39, Section 23D of the general laws.

All Boxborough board and committee members are volunteers with family and/or work obligations that may require them to miss a meeting. The adoption of this state statute provides board and committee members the flexibility to miss one session of a public hearing without jeopardizing any decision made by the board or committee or requiring an applicant to continue the processing of an application. This obviously promotes better public service.

The Conservation Commission recommends (4 - 0).

Members occasionally have to miss a meeting due to work or family responsibilities. This can cause a problem when the Commission has a continued wetland hearing. Accepting this law would allow a member who has missed a single session of a hearing to vote on issuing the permit if this member reviews all evidence (tapes, minutes, etc.) for the missed session thus helping to avoid quorum problems.

ACTION ON ARTICLE 3: Ms. Neville moved, and Mr. Fox seconded, that the Town vote to accept, for all boards, committees or commissions holding adjudicatory hearings in the Town, the provisions of G.L. c.39, section 23D, which provides that a member of a board, committee, or commission holding an adjudicatory hearing shall not be disqualified from voting in the matter solely due to the member’s absence from one session of such hearing, provided that certain conditions are met.

DISCUSSION: Mitzi Weil, 350 Burroughs Rd., questioned how this change would impact the discussion and vote of various boards. Les Fox responded that current statutes require all board members present at the start of a hearing to be there for all hearings and the final vote, otherwise the hearing would have to be continued. Duncan Brown, 55 Whitcomb Rd., was concerned that the chair of a committee or board needed to make sure that any members missing a hearing brought themselves up-to-date so they would be ready to vote. He pointed out that a member can’t be brought up-to-date by email or telephone conversations. In response to these concerns, Town Counsel provided the moderator with the wording of

G.L. 39:23D which stipulates that the member must certify in writing that he/she had brought themselves up-to-date, either through review of a meeting transcript or videotape.

The motion carried unanimously.

ARTICLE 4 REGIONAL DISPATCH STUDY

(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, or borrow or otherwise provide the sum of Twenty Thousand Dollars (\$20,000), more or less, for the purpose of hiring a professional consultant to complete an equipment and facility needs assessment for regional dispatch, and to authorize the Board of Selectmen to enter into an intermunicipal agreement pursuant to G.L. c.40, sec. 4A with no fewer than two other municipalities to jointly share in the total cost of such a study, provided that no funds may be expended under this appropriation unless such an intermunicipal agreement is entered into; or to take any other action relative thereto.

Note: This article was passed over.

The Board of Selectmen recommends (4-0).

Regionalized services may not be a new concept in New England, but it's a rare one! In 2005, Boxborough officials initiated a discussion with Devens and the towns of Harvard and Littleton regarding the regionalization of the town's emergency dispatch services as a way to control escalating budget costs as well as maintain or improve the town's current level of service.

A Regional Dispatch Committee was formed and began meeting regularly in order to develop a model, weigh relative pros and cons and determine whether the concept is viable for all of the communities involved. The committee wrote and received a grant from Massachusetts Development to examine dispatch center configuration, staffing models, governance, policies and procedures, finances and operations. Based on this information, the Board of Selectmen believes that regional dispatch services may be a viable choice for Boxborough. However, these details represent only half of the dispatch center equation.

The next step necessary to decide whether to bring the whole concept to Town Meeting is to develop an understanding of equipment and facility needs. The Board of Selectmen believes that the most efficient way to do this is to hire an outside consultant.

An equipment and facility study will help us:

- Determine the best location for the center
- Determine whether we need to build a new facility or retro-fit an existing building
- Examine regional technology needs and the best way to integrate current systems

Based on an estimated cost of \$60,000, Boxborough's share to hire a qualified consultant will be approximately \$20,000.

The Finance Committee does not recommend by majority vote (4-2).

The majority of the committee felt that the Town has been discussing regionalization as part of cost savings, but that the cost savings are evaporating. The original cost model was based on four towns participating. We do not know the break-even point at this point when infrastructure costs are built into the model and how many towns are required to make the process work. One town of the original four towns has decided not to regionalize. We are unclear at the time of the vote if Littleton is in or out. We do not believe that two towns can adequately fund a consultant when the requested amount for the study was based on four towns.

ACTION ON ARTICLE 4: Ms. Hilberg moved to pass over Article 4. Other towns potentially interested in regional dispatch were not ready to move forward. Mr. Fox seconded.

The motion to pass over Article 4 passed unanimously.

ARTICLE 5 ADOPT GENERAL BYLAW TO GOVERN DISCHARGES INTO STORM DRAINS

(Majority vote required)

To see if the Town will vote to adopt a general bylaw, *Discharges into Storm Drains*, as written in the warrant, to govern discharges into storm drains, or take any other action relative thereto.

Note: This article was referred for further study.

DISCHARGES INTO STORM DRAINS

SECTION 1. PURPOSE

Increased and contaminated stormwater runoff is a major cause of impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands and groundwater; contamination of drinking water supplies; alteration or destruction of aquatic and wildlife habitat; and flooding.

Regulation of illicit connections and discharges to storm drains is necessary for the protection of the town's water bodies and groundwater, and to safeguard the public health, safety, welfare and the environment.

The objectives of this bylaw are:

- (1) to prevent pollutants from entering storm water;
- (2) to prohibit illicit connections and unauthorized discharges to storm drains;
- (3) to require the removal of all such illicit connections;
- (4) to comply with state and federal statutes and regulations relating to stormwater discharges; and
- (5) to establish the legal authority to ensure compliance with the provisions of this bylaw through inspection, monitoring, and enforcement.

SECTION 2. DEFINITIONS

For the purposes of this bylaw, the following shall mean:

AUTHORIZED ENFORCEMENT AGENCY: The Boxborough Board of Health, its employees or agents, or any town appointed board official or municipal employee or contractor designated by the Board to enforce this bylaw. **BEST MANAGEMENT PRACTICE (BMP):** An activity, procedure, restraint, or structural improvement that helps to reduce the quantity or improve the quality of stormwater runoff.

BOARD: The Boxborough Board of Health

CLEAN WATER ACT: The Federal Water Pollution Control Act (33 U.S.C. Â§ 1251 et seq.) as hereafter amended.

DISCHARGE OF POLLUTANTS: The addition from any source of any pollutant or combination of pollutants into a storm drain or into the waters of the United States or Commonwealth from any source.

GROUNDWATER: Water beneath the surface of the ground.

ILLICIT CONNECTION: A surface or subsurface drain or conveyance, which allows an illicit discharge into a storm drain, including without limitation sewage, process wastewater, or wash water and any connections from indoor drains, sinks, or toilets, regardless of whether said connection was previously allowed, permitted, or approved before the effective date of this bylaw.

ILLICIT DISCHARGE: Direct or indirect discharge to a storm drain that is not composed entirely of stormwater, except as exempted in Section 8. The term does not include a discharge in compliance with

an NPDES Storm Water Discharge Permit or a Surface Water Discharge Permit, or resulting from fire fighting activities exempted pursuant to Section 8 of this bylaw.

IMPERVIOUS SURFACE: Any material or structure on or above the ground that prevents water infiltrating the underlying soil. Impervious surface includes without limitation roads, paved parking lots, sidewalks, and rooftops.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORM WATER DISCHARGE PERMIT: A permit issued by United States Environmental Protection Agency or jointly with the State that authorizes the discharge of pollutants to waters of the United States.

NON-STORMWATER DISCHARGE: Discharge to a storm drain not composed entirely of stormwater.

PERSON: An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

POLLUTANT: Any element or property of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or nonpoint source, that is or may be introduced into any sewage treatment works or waters of the Commonwealth. Pollutants shall include without limitation:

- (1) paints, varnishes, and solvents;
- (2) oil and other automotive fluids;
- (3) non-hazardous liquid and solid wastes and yard wastes;
- (4) refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordnances, accumulations and floatables;
- (5) pesticides, herbicides, and fertilizers;
- (6) hazardous materials and wastes; sewage, fecal coliform and pathogens;
- (7) dissolved and particulate metals;
- (8) animal wastes;
- (9) rock, sand, salt, soils;
- (10) construction wastes and residues; and
- (11) and noxious or offensive matter of any kind.

PROCESS WASTEWATER: Water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any material, intermediate product, finished product, or waste product.

RECHARGE: The process by which groundwater is replenished by precipitation through the percolation of runoff and surface water through the soil.

STORM DRAIN: Any publicly or privately owned system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise a storm drain

STORMWATER: Storm water runoff, snow melt runoff, and surface water runoff and drainage.

SURFACE WATER DISCHARGE PERMIT: A permit issued by the Department of Environmental Protection (DEP) pursuant to 314 CMR 3.00 that authorizes the discharge of pollutants to waters of the Commonwealth of Massachusetts.

TOXIC OR HAZARDOUS MATERIAL or WASTE: Any material, which because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment. Toxic or hazardous materials include any synthetic organic chemical, petroleum product, heavy metal, radioactive or infectious waste, acid and alkali, and any substance defined as Toxic or Hazardous under G.L. Ch.21C and Ch.21E, and the regulations at 310 CMR 30.000 and 310 CMR 40.0000.

WATERCOURSE: A natural or man-made channel through which water flows or a stream of water, including a river, brook or underground stream.

WATERS OF THE COMMONWEALTH: All waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, costal waters, and groundwater.

WASTEWATER: Any sanitary waste, sludge, or septic tank or cesspool overflow, and water that during manufacturing, cleaning or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct or waste product.

SECTION 3. APPLICABILITY

This bylaw shall apply to flows entering any storm drains located in the Town of Boxborough.

SECTION 4. AUTHORITY

This bylaw is adopted under the authority granted by the Home Rule Amendment of the Massachusetts Constitution and the Home Rule Procedures Act, and pursuant to the regulations of the federal Clean Water Act found at 40 CFR 122.34.

SECTION 5. RESPONSIBILITY FOR ADMINISTRATION

The Board shall administer, implement and enforce this bylaw. Any powers granted to or duties imposed upon the Board may be delegated in writing by the Board to employees or agents of the Board, or to any town appointed board official or municipal employee designated by the Board to enforce this bylaw.

SECTION 6. REGULATIONS

The Board may promulgate rules and regulations to effectuate the purposes of this bylaw. Failure by the Board to promulgate such rules and regulations shall not have the effect of suspending or invalidating this bylaw.

SECTION 7. PROHIBITED ACTIVITIES

Illicit Discharges. No person shall dump, discharge, cause or allow to be discharged any pollutant or non-stormwater discharge into a storm drain, into a watercourse, or into the waters of the Commonwealth.

Illicit Connections. No person shall construct, use, allow, maintain or continue any illicit connection to a storm drain, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

Obstruction of Storm Drain. No person shall obstruct or interfere with the normal flow of stormwater into or out of a storm drain without prior written approval from the Board.

SECTION 8. EXEMPTIONS

Discharge or flow resulting from fire fighting activities. The following non-stormwater discharges or flows are exempt from the prohibition of non-stormwaters provided that the source is not a significant contributor of a pollutant to the storm drain system:

- (1) Waterline flushing;
- (2) Flow from potable water sources;
- (3) Springs;
- (4) Natural flow from riparian habitats and wetlands;
- (5) Diverted stream flow;
- (6) Rising groundwater;
- (7) Uncontaminated groundwater infiltration as defined in 40 CFR 35.2005(20), or uncontaminated pumped groundwater;
- (8) Water from exterior foundation drains, footing drains (not including active groundwater dewatering systems), crawl space pumps, or air conditioning condensation;
- (9) Discharge from landscape irrigation or lawn watering;
- (10) Water from individual residential car washing;

- (11) Discharge from dechlorinated swimming pool water (less than one ppm chlorine) provided the water is allowed to stand for one week prior to draining and the pool is drained in such a way as not to cause a nuisance;
- (12) Discharge from street sweeping;
- (13) Dye testing, provided verbal notification is given to the Board prior to the time of the test;
- (14) Non-stormwater discharge permitted under an NPDES permit or a Surface Water Discharge Permit, waiver, or waste discharge order administered under the authority of the United States Environmental Protection Agency or the Department of Environmental Protection, provided that the discharge is in full compliance with the requirements of the permit, waiver, or order and applicable laws and regulations; and
- (15) Discharge for which advanced written approval is received from the Board as necessary to protect public health, safety, welfare or the environment.

SECTION 9. EMERGENCY SUSPENSION OF STORM DRAINAGE SYSTEM ACCESS

The Board may suspend storm drain access to any person or property without prior written notice when such suspension is necessary to stop an actual or threatened discharge of pollutants that presents imminent risk of harm to the public health, safety, welfare or the environment. In the event any person fails to comply with an emergency suspension order, the Authorized Enforcement Agency may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare or the environment.

SECTION 10. NOTIFICATION OF SPILLS

Notwithstanding other requirements of local, state or federal law, as soon as a person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of or suspects a release of materials at that facility or operation resulting in or which may result in discharge of pollutants to a storm drain or waters of the Commonwealth, the person shall take all necessary steps to ensure containment, and cleanup of the release. In the event of a release of oil or hazardous materials, the person shall immediately notify the municipal fire and police departments and the Board, as well as the appropriate state and federal agencies as may be required by law. In the event of a release of non-hazardous material, the reporting person shall notify the Authorized Enforcement Agency no later than the next business day. The reporting person shall provide to the Authorized Enforcement Agency written confirmation of all telephone, facsimile or in-person notifications within three business days thereafter. If the discharge of prohibited materials is from a commercial or industrial facility, the facility owner or operator of the facility shall retain on-site a written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

SECTION 11. ENFORCEMENT

The Board or an authorized agent of the Board shall enforce this bylaw, regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.

CIVIL RELIEF. If a person violates the provisions of this bylaw, regulations, permit, notice, or order issued thereunder, the Board may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

ORDERS. The Board or an authorized agent of the Board may issue a written order to enforce the provisions of this bylaw or the regulations thereunder, which may include: (a) elimination of illicit connections or discharges to a storm drain; (b) performance of monitoring, analyses, and reporting; (c) that unlawful discharges, practices, or operations shall cease and desist; and (d) remediation of contamination in connection therewith.

If the enforcing person determines that abatement or remediation of contamination is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the town may, at its option, undertake such work, and expenses thereof shall be charged to the violator.

Within thirty (30) days after completing all measures necessary to abate the violation or to perform remediation, the violator and the property owner will be notified of the costs incurred by the town, including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Board within thirty (30) days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within thirty (30) days following a decision of the Board affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the costs shall become a special assessment against the property owner and shall constitute a lien on the owner's property for the amount of said costs. Interest shall begin to accrue on any unpaid costs at the statutory rate provided in G.L. Ch. 59 §57 after the thirty-first day at which the costs first become due.

CRIMINAL PENALTY. Any person who violates any provision of this bylaw, regulation, order or permit issued thereunder, shall be punished by a fine of not less than \$100, and not more than \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

NON-CRIMINAL DISPOSITION. As an alternative to criminal prosecution or civil action, the town may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40, section 21D, in which case the Board of Health or any police officer of the Town shall be the Authorized Enforcing Agent. The penalty for the 1st violation shall be \$100. The penalty for the 2nd violation shall be \$200. The penalty for the 3rd and subsequent violations shall be \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

ENTRY TO PERFORM DUTIES UNDER THIS BYLAW. To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Board, its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this bylaw and regulations and may make or cause to be made such examinations, surveys or sampling as the Board deems reasonably necessary.

APPEALS. The decisions or orders of the Board shall be final. Further relief shall be to a court of competent jurisdiction.

REMEDIES NOT EXCLUSIVE. The remedies listed in this bylaw are not exclusive of any other remedies available under any applicable federal, state or local law.

SECTION 12. SEVERABILITY

The provisions of this bylaw are hereby declared to be severable. If any provision, paragraph, sentence, or clause, of this bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw.

SECTION 13. TRANSITIONAL PROVISIONS

Residential property owners shall have sixty (60) days from the effective date of the bylaw to comply with its provisions provided good cause is shown for the failure to comply with the bylaw during that period.

The Board of Health recommends.

The Board of Health recommends the following Storm Drain Bylaw for the purpose of protecting the town's groundwater from surface runoff contamination. This bylaw will enable the town's police to issue citations directly to violators who dispose of any waste in or near storm drains. The police are available for such response 24/7. Our current means of issuing fines is through the Mass General Laws under Nuisances which requires BOH meeting to vote and a more lengthy effort to enforce the penalty.

The applicant may still approach the BOH by requesting a hearing in writing to amend/revoke the fine if appropriate.

The Finance Committee recommends unanimously.

We believe it makes sense to have a bylaw to govern discharges into existing and new storm drains. The proposed article is out of the existing MA General Law. Our understanding is that there is no direct financial impact to the Town. We did discuss the enforcement section and believe that enforcement is the province of the police department, not volunteer committees.

ACTION TAKEN ON ARTICLE 5: Ms. Cannon moved to refer Article 5 for further study. Mr. Fox seconded.

The motion to refer Article 5 for further study carried unanimously.

ADJOURNMENT

Mr. Duncan Brown moved to adjourn the special town meeting. Mr. Michael Gayowski seconded.

The motion passed unanimously. The meeting was adjourned at 8:14pm.

**THE COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH
WARRANT AND PROCEEDINGS
OF THE STATE PRIMARY
HELD ON SEPTEMBER 19, 2006**

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 NINETEENTH DAY OF SEPTEMBER, 2006 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:

SENATOR IN CONGRESS.....	FOR THIS COMMONWEALTH
GOVERNOR.....	FOR THIS COMMONWEALTH
LT. GOVERNOR.....	FOR THIS COMMONWEALTH
ATTORNEY GENERAL.....	FOR THE COMMONWEALTH
SECRETARY OF STATE.....	FOR THE COMMONWEALTH
TREASURER.....	FOR THE COMMONWEALTH
AUDITOR.....	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..... 37th Middlesex District
DISTRICT ATTORNEY..... Northern District
CLERK OF COURTS..... Middlesex County
REGISTER OF DEEDS..... Middlesex Southern 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 Wardens, David L. Birt and Richard Golden; Clerk, Elizabeth Markiewicz; Tellers, Marguerite Hugel, Mary Larson, Jacqueline Cumming, Barbara Wheeler, Cheryl Levine, Ellen Landry, Anne Canfield and Shirley Warren. The counters were Charlene Golden and Barry Harsip.

In the absence of the Moderator, Town Clerk Elizabeth Markiewicz opened the polls at 7:00 a.m. and closed the polls at 8:00 p.m. The checklist indicated that 873 persons had voted and 873 ballots were taken from the ballot box. There were 816 Democrat Ballots cast (including 33 Absentee Ballots) and 57 Republican Ballots cast (including 1 Absentee Ballot). There were 3,016 registered voters. The count was completed at 9:15 p.m. The results of the election were as follows:

Democrat Primary

Office	Candidate	Total Votes
Senator in Congress	Edward M. Kennedy	671
	Blanks	130
	Write-ins	15
Governor	Christopher Gabrieli	160
	Deval L. Patrick	563
	Thomas F. Reilly	91
	Blanks	2
Lt. Governor	Deborah B. Goldberg	198
	Timothy P. Murray	338
	Andrea C. Silbert	187
	Blanks	91
	Write-ins	2
Attorney General	Martha Coakley	642
	Blanks	173
	Write-ins	1
Secretary of State	William F. Galvin	528
	John Bonifaz	153
	Blanks	135
Treasurer	Timothy P. Cahill	606
	Blanks	210
Auditor	A. Joseph DeNucci	571
	Blanks	242
	Write-ins	3
Representative in Congress	Martin T. Meehan	630
	Blanks	178
	Write-ins	8

Councillor	M. M. Pettitto Devaney	515
	Blanks	299
	Write-ins	2
Senator in General Court	Pamela P. Resor	675
	Blanks	137
	Write-ins	4
Representative in General Court	James B. Eldridge	665
	Blanks	147
	Write-ins	4
District Attorney	Gerard T. Leone, Jr.	537
	Blanks	275
	Write-ins	4
Clerk of Courts	Bruce M. Desmond	146
	Michael A. Sullivan	419
	Blanks	248
	Write-ins	3
Register of Deeds	Eugene C. Brune	546
	Blanks	269
	Write-ins	1

Republican Primary

Office	Candidate	Total Votes
Senator in Congress	Kenneth G. Chase	30
	Kevin P. Scott	21
	Blanks	6
Governor	Kerry Healey	53
	Blanks	3
	Write-ins	1
Lt. Governor	Reed V. Hillman	49
	Blanks	7
	Write-ins	1
Attorney General	Larry Frisoli	46
	Blanks	10
	Write-ins	1
Representative in General Court	Kevin C. Hayes, Sr.	48
	Blanks	8
	Write-ins	1

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 Twenty-eighth day of August, 2006.

SELECTMEN OF BOXBOROUGH

Donald R. Wheeler, Chairman
Leslie Fox, Clerk
Rebecca Neville, Member
James Gorman, Member
Kristin Hilberg, Member

POSTED: August 31, 2006
BY: David L. Birt, Constable

**WARRANT AND PROCEEDINGS
FOR THE STATE ELECTION
HELD ON NOVEMBER 7, 2006**

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 State Election to vote at

**WARD 1 PRECINCT 1
BOXBOROUGH TOWN HALL**

on **TUESDAY, THE SEVENTH DAY OF NOVEMBER, 2006**, 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 for the following offices and questions:

SENATOR IN CONGRESS	FOR THIS COMMONWEALTH
GOVERNOR/LT. GOVERNOR	FOR THIS COMMONWEALTH
ATTORNEY GENERAL	FOR THIS COMMONWEALTH
SECRETARY OF STATE.	FOR THIS COMMONWEALTH
TREASURER	FOR THIS COMMONWEALTH
AUDITOR	FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS	5 TH CONGRESSIONAL DISTRICT
COUNCILLOR	3 RD COUNCILLOR DISTRICT
SENATOR IN GENERAL COURT	Middlesex & Worcester Senatorial DISTRICT
REPRESENTATIVE IN GENERAL COURT.	37 th Middlesex Representative DISTRICT
DISTRICT ATTORNEY	NORTHERN DISTRICT
CLERK OF COURTS.	MIDDLESEX COUNTY
REGISTER OF DEEDS.	Middlesex Southern 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 before beginning their duties—were Constables, David Birt and Richard Golden; Warden, Virginia B. Richardson; Clerk, Elizabeth Markiewicz; Tellers,

Marguerite Hugel, Mary Larson, Ellen Landry, Cheryl Levine, Shirley Warren, Anne Canfield, Jacqueline Cumming, Mary Cobleigh and Joan Rudenko. The counters were Charlene Golden and Barry Harsip.

In the absence of the Moderator, Elizabeth Markiewicz opened the polls at 7:00am and closed the polls at 8:00pm. The checklists showed that 2,088 people had voted and 2,088 ballots were removed from the ballot box. Voters applied for 13 provisional ballots, of which 4 were counted at the polls and 1 was counted after RMV inquiry. One-hundred twenty-one voters applied for absentee ballots and 101 were returned in time to be voted at the polls. Two overseas ballots were returned within the ten days following the election bringing the total for this election to 2,091. There were 2,887 Active Voters and 255 Inactive Voters. The count was completed at 9:30pm.

The results of the election are as follows:

Senator in Congress	Edward M. Kennedy	1313
	Kenneth G.Chase	717
	Blanks	61
Governor/Lt. Governor	Healey and Hillman	810
	Patrick and Murray	1126
	Mihos and Sullivan	106
	Ross and Robinson	41
	Blanks	8
Attorney General	Martha Coakley	1365
	Larry Frisoli	635
	Blanks	91
Secretary of State	William Francis Galvin	1426
	Jill E. Stein	409
	Blanks	256
Treasurer	Timothy P. Cahill	1474
	James O'Keefe	325
	Blanks	292
Auditor	A. Joseph DeNucci	1411
	Rand Wilson	344
	Blanks	336
Rep in Congress	Martin T. Meehan	1554
	Blanks	537
Councillor	Marilyn M. Petitto Devaney	1379
	Blanks	712
State Senator	Pamela P.Resor	1581
	Blanks	510
State Rep	James B. Eldridge	1335
	Kevin C. Hayes, Jr.	670
	Blanks	86
District Attorney	Gerard T. Leone, Jr.	1407
	Blanks	684
Clerk of Courts	Michael A. Sullivan	1402
	Blanks	689
Register of Deeds	Eugene C. Brune	1379
	Blanks	712

QUESTION 1 Law Proposed by Initiative Petition

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives before May 3, 2006?

SUMMARY

This proposed law would allow local licensing authorities to issue licenses for food stores to sell wine. The proposed law defines a “food store” as a retail vendor, such as a grocery store, supermarket, shop, club, outlet, or warehouse-type seller, that sells food to consumers to be eaten elsewhere (which must include meat, poultry, dairy products, eggs, fresh fruit and produce, and other specified items), and that may sell other items usually found in grocery stores. Holders of licenses to sell wine at food stores could sell wine either on its own or together with any other items they sell.

The licensing authorities in any city or town of up to 5000 residents could issue up to 5 licenses for food stores to sell wine. In cities or towns of over 5000 residents, one additional license could be issued for each additional 5000 residents (or fraction of 5000). No person or business could hold more than 10% of the total number of the licenses that could be issued under the proposed law. Such licenses would not be counted when applying the laws that limit the number of other kinds of alcoholic beverage licenses that may be issued or held. Any applicant for a license would have to be approved by the state Alcoholic Beverages Control Commission, and any individual applicant would have to be at least 21 years old and not have been convicted of a felony.

In issuing any licenses for food stores to sell wine, local licensing authorities would have to use the same procedures that apply to other licenses for the retail sale of alcoholic beverages. Except where the proposed law has different terms, the same laws that apply to issuance, renewal, suspension and termination of licenses for retail sales of alcoholic beverages which are not to be consumed on the seller’s premises, and that apply to the operations of holders of such licenses, would govern licenses to sell wine at food stores, and the operation of holders of such licenses. Local authorities could set fees for issuing and renewing such licenses.

A YES VOTE would create a new category of licenses for food stores to sell wine, and it would allow local licensing authorities to issue such licenses.

A NO VOTE would make no change in the laws concerning the sale of wine.

YES: 1011

NO: 1040

BLANKS: 40

QUESTION 2 Law Proposed by Initiative Petition

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives before May 3, 2006?

SUMMARY

This proposed law would allow candidates for public office to be nominated by more than one political party or political designation, to have their names appear on the ballot once for each nomination, and to have their votes counted separately for each nomination but then added together to determine the winner of the election.

The proposed law would repeal an existing requirement that in order to appear on the state primary ballot as a candidate for a political party’s nomination for certain offices, a person cannot have been enrolled in any other party during the preceding year. The requirement applies to candidates for nomination for statewide office, representative in Congress, governor’s councilor, member of the state Legislature, district attorney, clerk of court, register of probate, register of deeds, county commissioner, sheriff, and

county treasurer. The proposed law would also allow any person to appear on the primary ballot as a candidate for a party's nomination for those offices if the party's state committee gave its written consent. The proposed law would also repeal the existing requirement that in order to be nominated to appear as an unenrolled candidate on the state election ballot, or on any city or town ballot following a primary, a person cannot have been enrolled in any political party during the 90 days before the deadline for filing nomination papers.

The proposed law would provide that if a candidate were nominated by more than one party or political designation, instead of the candidate's name being printed on the ballot once, with the candidate allowed to choose the order in which the party or political designation names appear after the candidate's name, the candidate's name would appear multiple times, once for each nomination received. The candidate would decide the order in which the party or political designation nominations would appear, except that all parties would be listed before all political designations. The ballot would allow voters who vote for a candidate nominated by multiple parties or political designations to vote for that candidate under the party or political designation line of their choice.

If a voter voted for the same candidate for the same office on multiple party or political designation lines, the ballot would remain valid but would be counted as a single vote for the candidate on a line without a party or political designation. If voting technology allowed, voting machines would be required to prevent a voter from voting more than the number of times permitted for any one office.

The proposed law would provide that if a candidate received votes under more than one party or political designation, the votes would be combined for purposes of determining whether the candidate had won the election. The total number of votes each candidate received under each party or political designation would be recorded. Election officials would announce and record both the aggregate totals and the total by party or political designation.

The proposed law would allow a political party to obtain official recognition if its candidate had obtained at least 3% of the vote for any statewide office at either of the two most recent state elections, instead of at only the most recent state election as under current law.

The proposed law would allow a person nominated as a candidate for any state, city or town office to withdraw his name from nomination within six days after any party's primary election for that office, whether or not the person sought nomination or was nominated in that primary. Any candidate who withdrew from an election could not be listed on the ballot for that election, regardless of whether the candidate received multiple nominations.

The proposed law states that if any of its parts were declared invalid, the other parts would stay in effect.

A YES VOTE would allow a candidate for public office to be nominated for the same office by more than one political party or political designation at the same election.

A NO VOTE would make no change in the laws concerning nomination of candidates for public office.

YES: 687

NO: 1227

BLANKS: 177

QUESTION 3 Law Proposed by Initiative Petition

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives before May 3, 2006?

SUMMARY

This proposed law would allow licensed and other authorized providers of child care in private homes

under the state's subsidized child care system to bargain collectively with the relevant state agencies about all terms and conditions of the provision of child care services under the state's child care assistance program and its regulations.

Under the proposed law, these family child care providers who provide state-subsidized child care would not be considered public employees, but if 30% of the providers gave written authorization for an employee organization to be their exclusive representative in collective bargaining, the state Labor Relations Commission would hold a secret mail ballot election on whether to certify that organization as the exclusive representative. Parts of the state's public employee labor relations law and regulations would apply to the election and collective bargaining processes. The proposed law would not authorize providers to engage in a strike or other refusal to deliver child care services.

An exclusive representative, if certified, could then communicate with providers to develop and present a proposal to the state agencies concerning the terms and conditions of child care provider services. The proposed law would then require the parties to negotiate in good faith to try to reach a binding agreement. If the agreed-upon terms and conditions required changes in existing regulations, the state agencies could not finally agree to the terms until they completed the required procedures for changing regulations and any cost items agreed to by the parties had been approved by the state Legislature. If any actions taken under the proposed law required spending state funds, that spending would be subject to appropriation by the Legislature. Any complaint that one of the parties was refusing to negotiate in good faith could be filed with and ruled upon by the Labor Relations Commission. An exclusive representative could collect a fee from providers for the costs of representing them.

An exclusive representative could be de-certified under Commission regulations and procedures if certain conditions were met. The Commission could not accept a decertification petition for at least 2 years after the first exclusive representative was certified, and any such petition would have to be supported by 50% or more of the total number of providers. The Commission would then hold a secret mail ballot election for the providers to vote on whether to decertify the exclusive representative.

The proposed law states that activities carried out under it would be exempt from federal anti-trust laws. The proposed law states that if any of its parts were declared invalid, the other parts would stay in effect.

A YES VOTE would allow licensed and other authorized providers of child care in private homes under the state's subsidized child care system to bargain collectively with the state.

A NO VOTE would make no change in the laws concerning licensed and other authorized family child care providers.

YES: 876

NO: 1048

BLANKS: 167

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 16th day of October, 2006.

SELECTMEN OF BOXBOROUGH

Leslie Fox, Member

Rebecca Neville, Member

Kristin B. Hilberg, Clerk

James J. Gorman, Member

POSTED: October 23, 2006

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: _____

Experience/General Interests: _____

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*
- Permanent Building Committee
- Personnel Board
- Planning Board*
- Public Celebrations Committee
- Recreation Commission
- School Committee*
- 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

*The following two pages are for your use.
We have intentionally left the back sides
blank so you can tear out and place in a
handy location.*

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 Comm	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	As posted	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	As posted	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. If interested, call ahead for appointment to be placed on the agenda.

Town Hall Office Hours

General Phone Number: 978-263-1116

Monday through Thursday: 8:00 a.m. – 4:00 p.m.
(other times by appointment only)

Town Clerk

Mon. 10:00 a.m. – 2:00 p.m. and 7:00 p.m. – 9:00 p.m.
Tues., Wed., Thurs. 9:00 a.m. – 2:00 p.m.

Building Department

Mon. – Thurs 8:00 a.m. – 4:00 p.m.
Monday evenings 4:00 – 6:30 by appointment only

Albert J. Sargent Memorial Library

General Phone Number: 978-263-4680

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.

Board of Health

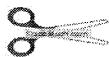
Mon.- Thurs. 8:00 a.m. - 4:00 p.m.

NOTE: 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 Phone Directory

In order to serve you more efficiently, Town Hall phones are now answered by an auto attendant. You may contact your party directly by dialing an extension from the list below. Phone numbers for other town departments are also listed.



Boxborough Town Hall

Extensions by Department

978-263-1116

Assessor	109	William Naser
Assessor Support	110	Debbie Walsh
Board of Health	115	Mary Cobleigh
Building Inspector	114	John Field
Conservation Commission Support	111	Mary Nadwairski
Council on Aging	106	Kathie Schwarting
Inspectional Services Support (Building, Electrical & Plumbing)	115	Mary Cobleigh
Land Use Support	108	Colleen Whitcomb
Tax Collector	107	Maripatt Shemowat
Town Accountant	105	Mike Guzzo
Town Administrator	101	Selina Shaw
Town Administrator Support	103	Cheryl Mahoney
Town Clerk	117	Elizabeth Markiewicz
Town Clerk Support	113	Claire Kuipers
Town Planner	112	Elizabeth Hughes
Town Treasurer	104	Margaret Dennehy
Zoning Board of Appeals	111	Mary Nadwairski
Personal Assistance	0	

ALL TOWN HALL DEPARTMENTS MAY ALSO BE CONTACTED BY EMAIL BY FOLLOWING THIS SIMPLE CONVENTION:

firstname.lastname@town.boxborough.ma.us

E.G. ASSESSOR'S EMAIL ADDRESS IS:

william.naser@town.boxborough.ma.us

Town website: www.town.boxborough.ma.us

ADDITIONAL TOWN DEPARTMENT PHONE NUMBERS

Fire	978-263-2546	Geoffrey Neagle, Fire Chief
Police	978-263-2628	Richard Vance, Police Chief
Public Works	978-263-1600	Ken March, DPW Director
Blanchard Memorial School	978-263-4569	Dr. Curtis Bates, Superintendent
Sargent Memorial Library	978-263-4680	Maureen Strapko, Library Director