

# TOWN OF BOXBOROUGH 2010 ANNUAL TOWN REPORT



*Cover Photography by Frank Sibley*

# **Town of Boxborough Annual Report**

**for the Year Ending December 31, 2010**

**Annual Town Meeting  
Monday, May 9, 2011  
Blanchard Memorial School  
7:00 p.m.**

**Town Election  
Monday, May 16, 2011  
Town Hall  
7:00 a.m. – 8:00 p.m.**



*Dedicated to*

*Elizabeth Hughes,*

*Town Planner*

*in recognition of*

*her enthusiasm and commitment*

*in coordinating the*

*efforts of the many dedicated people who*

*accomplished the construction*

*of the Garabedian Trail,*

*which links*

*the Blanchard Memorial School*

*and the Sargent Memorial Library*

*and honors the memories of*

*Elaine and Charles Garabedian*



***Thank you***

*to all who*

*contributed to*

*the 2010 Town Report,*

*especially*

***Mary Cobleigh, Department Assistant***

*for compiling and*

*formatting the submissions*

*and to*

***volunteer Brad Gray***

*for editing*



***IN MEMORIAM***

***Paul A. Rey***

*1927-2010*

*Conservation Commission*

*Boxborough School Committee*

**TABLE OF CONTENTS**  
*ALPHABETIZED FOR EASE OF USE*

Accountant .....	13
Acton Boxborough Cultural Council .....	69
Agricultural Commission .....	77
Airport Study Committee .....	25
Animal Control Officer .....	26
Animal Inspector .....	26
Appointments .....	3
Assessor .....	12
Board of Health .....	55
Central Massachusetts Mosquito Control Project .....	63
Eliot Center .....	62
Emergency Reserve Corps (ERC) .....	57
Nashoba Associated Boards of Health .....	59
Water Resources Committee .....	58
Board of Registrars .....	28
Board of Selectmen .....	8
Boxborough Energy Committee .....	77
Boxborough Facts and Figures .....	1
Boxborough Housing Board .....	42
Boxborough Information Technology Committee .....	28
Building Department .....	30
Cemetery Superintendent .....	66
Conservation Commission .....	39
Constables .....	39
Council on Aging .....	66
Deer Control Study Committee (ad hoc) .....	27
Department of Public Works .....	64
Dispatch .....	39
Dog Officer .....	27
Elected Town Officials .....	3
Emergency Numbers/Meeting Times/Hours .....	170
Federal Officials .....	2

Field Driver.....	26
Finance Committee .....	22
Fire Department .....	32
Historical Commission.....	54
Metropolitan Area Planning Council .....	49
Minuteman Advisory Group on Interlocal Coordination (MAGIC).....	49
Officials of the Commonwealth.....	2
Personnel Board.....	11
Planning Board .....	44
Police Department.....	35
Public Celebration Committee .....	73
Recreation Commission .....	74
Resident Interest List .....	169
Sargent Memorial Library.....	79
Schools:	
Acton-Boxborough Regional.....	97
Blanchard Memorial .....	81
Minuteman Regional Vocational Technical School District .....	110
Social Services Committee (ad hoc).....	68
Steele Farm Advisory Committee.....	76
Tax Collector .....	17
Town Clerk – Vital Statistics.....	28
Town Counsel.....	11
Town Phone Directory.....	171
Treasurer .....	18
Treasurer Trust Fund Report.....	21
Veterans’ Agent .....	66
Warrant and Proceedings	
Special State Election, January 19, 2010 .....	114
Annual Town Meeting, May 10 & 11, 2010.....	115
State Primary, September 14, 2010.....	163
State Election, November 2, 2010.....	165
Zoning Board of Appeals.....	41



## BOXBOROUGH FACTS AND FIGURES

INCORPORATED:	February 25, 1783
POPULATION:	5,241 4,996 (Federal Census 2010)*
AREA:	10.39 Square Miles
FORM OF GOVERNMENT:	Open Town Meeting – Board of Selectmen
VOTERS:	3,341
CENSUS TRACT:	3881
TAX RATE:	\$17.38 (FY11) \$16.53 (FY10) \$14.84 (FY09)
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 – National Grid The town does not provide water or sewerage
TRANSPORTATION:	Commuter rail service is available in South Acton and Littleton MART van available through Council on Aging for seniors age 60 and older, or any resident with disabilities
PUBLIC SAFETY:	Police Department Fire Department Ambulance Emergency Medical Technicians Public Safety Dispatch Center

\* The U.S. Census is conducted every ten years. The methodology and time-line is different from that used in conducting the annual town census.

## FEDERAL OFFICIALS

### President of the United States

Barack H. Obama  
**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

Scott Brown  
**Scottbrown.senate.gov/public/index.cfm/  
emailscottbrown**  
2400 JFK Building  
Boston, MA 02203  
Tel: 617-565-3170  
Fax 617-723-7325, or  
317 Russell Senate Office Building  
Washington, D.C. 20510  
Tel: 202-224-4543  
Fax: 202-228-2646

John F. Kerry  
**kerry.senate.gov/contact/**

One Bowdoin Square, 10<sup>th</sup> Floor  
Boston, MA 02114  
Tel: 617-565-8519  
Fax: 617-248-3870, or  
218 Russell Senate Office Building  
Washington, D.C. 20510  
Tel: 202-224-2742  
Fax: 202-224-8525

### Representative in Congress

Niki Tsongas  
**niki@mail.house.gov**  
Acton Office  
492 Main St., Acton MA 01720  
Tel: 978-263-1951  
Tues., Wed., Fri. 9 a.m. to 2 p.m.

Niki Tsongas  
U.S. House of Representatives  
1607 Longworth 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**

Deval Patrick  
Tim Murray  
William Francis Galvin  
Steven Grossman  
Suzanne M. Bump  
Martha Coakley

**Senator, Middlesex & Worcester District**

James B. Eldridge  
State House Room 413-A  
Boston, MA 02133  
Tel: 617-722-1120  
Fax: 617-722-1089  
**james.eldridge@masenate.gov**

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

Jennifer Benson  
State House, Room 466  
Boston, MA 02133  
Tel: 617-722-2017  
Fax: 617-722-2813  
**jennifer.benson@mahouse.gov**

## ELECTED TOWN OFFICIALS

### **Moderator**

John Fallon (2011)

### **Town Clerk**

Elizabeth Markiewicz (2013)

### **Board of Selectmen**

Francis J. Powers, Chair (2013)

Raid Suleiman, Clerk (2011)

Leslie R. Fox (2011)

Rebecca R. Neville (2012)

Christine Robinson (2012)

### **Board of Health**

Also Mosquito Advisory Committee

Marie C. Cannon, Chair (2011)

Bryan Lynch (2013)

Franklin D. Roth, DDS (2012)

### **Collector of Taxes**

Mary P. Shemowat (2012)

### **Commissioner of Trust Funds**

The Selectmen

### **Constables**

David L. Birt (2013)

Richard Golden (2013)

### **Library Board of Trustees**

Janet Glidden, Chair (2011)

Sandra Haber, Vice Chair (2013)

Janet Tyndall, Secretary (2011)

Robert McNeece, Treasurer (2013)

Mary Brolin (2012)

Jennifer Campbell (2012)

### **Planning Board**

Nancy Fillmore, Chair (2011)

John Markiewicz, Clerk (2013)

James Faulkner (2013)

Karen Metheny (2011)

Owen Neville (2012)

*Appointed by Board of Selectmen and  
Planning Board*

Julie Carroll, Associate (2013)

### **Boxborough School Committee**

Brigid Bieber (2012)

Mary Brolin (2012)

Maria Neyland (2011)

Bruce Sabot (2013)

Tina Marie Stevens (2013)

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

Maria Neyland (2011)

Mary Brolin (2012)

Bruce Sabot (2013)

## APPOINTMENTS MADE BY SELECTMEN

### **Town Administrator/ Chief Procurement Officer**

Selina S. Shaw (2013)

### **Accountant**

Michael Guzzo (2011)

### **Assessor**

Duane Adams (2011)

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

Mark Dupell (2011)\*\*

Frank Ramsbottom (Interim)

Mark Barbadoro (Interim)

John Field (2011)\*

### **Town Planner**

Elizabeth Hughes (2011)

### **Treasurer**

Margaret Dennehy (2011)

\* Resigned

\*\* Appointed to fill vacancy

**A/B Cultural Council**

Nancy Kumaraswami (2012)\*\*  
Marion Powers (2012)  
Mitzi Weil (2011)  
Pascale White (2013)  
Frances Anderton (2012)\*

**Agricultural Commission**

Chris DeLise, Chair (2012)  
Kathie Becker (2011)  
Bryon Clemence (2011)  
Owen Neville (2013)  
John Neyland (2013)

**Airport Study Committee**

Anne Canfield, Chair (2012)  
Dave Barach (2012)  
Jim Baum (2011)  
Matt Kosakowski (2013)  
William Litant (2011)

**Animal Control Officer**

Donald C. Morse (2011)

**Board of Appeals**

Tom Gorman, Chair (2013)  
Christian Habersaat, (2012)  
Kristin Hilberg (2011)  
Michael Touns (2011)  
Lonnie Weil (2013)  
Karen Warner, Alternate (2011)

**Board of Registrars**

Elizabeth Markiewicz, Chair (2013)  
Nancy Brown (2011)  
Virginia Richardson (2013)  
Sara Wagg (2012)

**Boxborough Affordable Housing Trust**

Les Fox (2011)  
Kristin Hilberg (2011)  
R. Allen Murphy (2012)  
Karim Raad (2012)  
Channing Wagg (2011)

**Boxborough Housing Board**

R. Allen (Al) Murphy, Chair (2011)  
Diane Friedman (2013)  
Jeff Handler (2013)  
Joan Meyer (2012)  
Ron Vogel (2013)

**Boxborough Housing Board, cont.**

Channing Wagg (2012)  
Dave Koonce, ex-officio  
Les Fox, ex-officio

**Boxborough Information Technology Committee**

Jay Bhatia, Chair (2013)  
Guillermo Chang (2012)  
Tim Lundy (2011)  
Jamie Rogers (2011)  
Christopher Russo (2013)  
Eric Wong (2012)  
Derek Wylie (2010)

**Cemetery Commission**

John Flannery, Chair (2012)  
Donald Morse (2013)  
William Sutcliffe (2011)

**Cemetery Superintendent**

Donald C. Morse (2011)

**Conservation Commission**

Dennis Reip, Chair (2012)  
Rick Williamson, Vice-Chair (2012)  
Charlene Golden (2011)  
David Follet (2011)  
David Koonce (2011)  
Diane Torres (2010)

***Appointed by ConsComm***

Norm Hanover, Associate Member  
Liz Markiewicz, Associate Member

**Council on Aging**

Sonali Bhatia, Co-chair (2012)  
Frank Sibley, Co-chair (2012)  
David Birt (2013)  
Sue Frederickson (2011)  
Patricia Gayowski (2013)  
Betsey Krusen (2012)  
Karen Smolin (2010)  
Barbara Wheeler (2013)

**Deer Control Study Committee, ad hoc**

Kathie Becker (2011)  
Chris Delise (2011)  
Dave Follett (2011)  
Norm Hanover (2011)  
David Kembel (2011)  
Alex Kerin (2011)

\* Resigned

\*\* Appointed to fill vacancy

**Deer Control Study Committee, ad hoc , cont.**

Bryan Lynch (2010)  
Frank Roth (2011)  
John Schoenfeld (2011)

**Design Review Board**

James Faulkner (2013)  
Alan Rohwer (2013)  
Raid Suleiman (2012)

**Dog Officer**

Phyllis Tower (2011)

**Election Warden**

Dave Birt (2011)  
Richard Golden (2011)

**Energy Committee**

Jay Barnes (2012)  
Becky Busby (2012)  
K.C. Donovan (2011)  
Larry Grossman (2012)  
Kirsten Holmes (2011)  
Francie Nolde (2013)  
Margaret Webber (2013)

**Field Driver**

Phyllis Tower (2011)

**FIRE DEPARTMENT**

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

Geoffrey B. Neagle (2012)

**Fire Department Officers, Full-time (2011)**

Shawn Gray, Lieutenant  
Randolph T. White, Lieutenant

**Firefighter/EMT, Full-time (2011)**

Benn Carpenter  
Jonathon Williams

**Fire Department Officers, Per-diem (2011)**

Michael Kidd, Deputy Chief  
James DeVogel, Lieutenant  
Jason Malinowski, Lieutenant

**Firefighter/EMT Per-Diem (2011)**

Matthew Allen  
Eoin Bohnert  
Richard Bottner  
Erik Byam  
Mathew Callahan  
Robert R. DaCosta  
Edmond Daigneault  
Andrew Dufresne  
Justin Geneau  
Kristin Hildonen  
Brendan Hurley  
David Jordan  
Scott Krug  
Adam A. Nichols  
William Noke  
Michael O'Donnell  
George M. Robinson  
Robert Sokolowski  
Robert Stemple  
Christopher MacMillan\*  
Michael McGovern\*  
Patrick McLaughlin\*

**Call Firefighter (2011)**

Juan Barrios  
Nicholas Costanzo  
Megan Foye  
Brendan Lyons  
Lawrence Roche  
Taylor Soberg

**Historical Commission**

Alan Rohwer, Chair (2012)  
Mary Larson (2013)  
Scott Robinson (2010)  
Shirley Warren (2012)  
Astrid Perko (2010)\*

**Inspector of Animals**

*Nominated by BoH, appointed by  
Commonwealth of Massachusetts*  
Donald C. Morse (2011)

**Inspector of Gas & Plumbing**

Gary Corey (2011)  
Norman Card, Jr., Assistant (2011)

\* Resigned

\*\* Appointed to fill vacancy

**Inspector of Wires**

Thomas A. Argento, Jr. (2011)  
Charles Weeks, Assistant (2011)

**Personnel Board**

Richard Golden, Chair (2013)  
Anne Canfield (2012)  
Pat Flanagan (2012)

**POLICE DEPARTMENT****Police Chief**

Warren B. Ryder (2011)\*\*  
Richard Vance (2010 Retired)\*

**Police Department, Dept. Assistant**

Andrea Veros

**Police Officers (2011)**

Nicholas A. DiMauro, Sergeant  
Warren J. O'Brien, Sergeant  
Benjamin M. Lavine, Detective  
Robert R. Romilly, Jr., Detective  
Nathan W. Bowlick, Patrol Officer  
Patrick S. Colburn, Patrol Officer  
Philip M. Gath, Patrol Officer  
Jeffrey C. Landgren, Patrol Officer  
Brett A. Pelley, Patrol Officer

**Special Police Officers (2011)**

Richard B. Bottner  
Gordon N. Clark  
John P. Corbett  
Steven P. Duffy  
Patrick E. Mortimer  
Michelle L. Turner

**Lock-Up Attendants (2011)**

Phyllis Tower  
Richard Tower  
Amy Cunningham  
Gary Whitaker

**Public Safety Dispatch Officers (2011)****Appointed by Fire Chief**

Michelle L. Turner, Supervisor\*\*  
Elaine M. DeLorme  
Katelyn Pfeifer  
Brenda A. Santucci  
Richard B. Bottner, part time  
Kevin M. Gordon, part time  
Brendan B. Lyons, part time  
Patrick E. Mortimer, part time  
David Byler\*

**Public Celebration**

Trena Minundri, Chair (2012)  
Sharon Garde (2010)  
Matt Kosakowski (2011)  
Lori Lotterman (2012)  
Owen Neville (2011)

**Moth Superintendent**

Tom Garmon, Director (2011)

**Recreation Commission**

Victor Tremblay, Chair (2011)  
Susan Reuther, Secretary (2012)  
Kevin Lehner (2013)  
Christopher Noble (2012)  
William Sisk (2012)  
Robert Zurek (2011)

**Steele Farm Advisory Committee**

Edward Whitcomb, Chair (2012)  
Bruce Hager (2013)  
Keith Lyons (2012)  
Judi Resnick (2011)  
Eric Tornstrom (2011)

**Town Counsel**

Kopelman & Paige (2011)

**Veterans' Agent**

Donald C. Morse (2011)  
Michael Guzzo, Assistant (2011)

\* Resigned

\*\* Appointed to fill vacancy

## APPOINTMENTS MADE BY MODERATOR

### Finance Committee

Karim Raad, Chair (2011)  
Jim Ham, Vice Chair (2012)  
Gary Kushner, Clerk (2012)  
Susan Bak (2013)  
Amy Burke (2013)

William Burke, Jr. (2011)  
William F. Burke (2012)  
Neal Hesler (2013)  
Joe Niro (2011)  
Keshava Srivastava (2010)

### Minuteman Regional School

Cheryl Mahoney (2012)

## APPOINTMENTS MADE BY LIBRARY BOARD OF TRUSTEES

Maureen Strapko, Director

## APPOINTMENTS MADE BY BOARD OF HEALTH

### Emergency Reserve Corps Exec. Comm.

Brad Hardie, Chair (2011)  
Loretta Crowley, Secretary (2011)  
Swan Anderson (2011)  
Mary Cobleigh (2011)  
Melissa Northrup (2011)  
Laura Russell (2011)  
Bruce Sabot (2011)\*\*  
Barbara Kemp (2011)\*

### Water Resources Committee

Marie Cannon (2011)  
Bryon Clemence (2011)  
Anne Gardulski (2011)  
Bryan Lynch (2011)  
Frank Roth (2011)  
Raid Suleiman (2011)

## TOWN OF BOXBOROUGH EMPLOYEES NOT OTHERWISE MENTIONED

### Department of Public Works

Scott Doughty, Foreman  
Vicki Franz, Dept. Assistant  
Juan Barrios  
Jeffery L. Brown  
Lawrence Roche  
Robert Sokolowski  
Gillis Soucy  
Edmond Daigneault, part time  
Jim Ruggiero, part time\*\*  
Jim Casella\*  
Steven Trefry\*

### Library Staff

Ruth Hamilton, Sr. Library Assistant  
Claudia Murphy, Library Assistant  
Joanne Parker, Technical Services Librarian

### Library Staff, cont.

Judy Reiter, Technical Services Librarian  
Ramika Shah, Sr. Library Assistant  
Kathleen Taffel, Sr. Library Assistant  
Heather Wilkinson, Children's Librarian

### Town Hall

Laura Arsenault, COA Coordinator  
Mary Cobleigh, Dept. Assistant  
Matt Frost, Network/IT Technician  
Claire Kuipers, Secretary, part time  
Cheryl Mahoney, Dept. Assistant  
Marcia McNeil, COA Van Dispatcher  
Mary Nadwairski, Dept. Assistant, part time  
Debbie Walsh, Secretary, part time  
Colleen Whitcomb, Dept. Assistant

\* Resigned

\*\* Appointed to fill vacancy

## BOARD OF SELECTMEN

For numerous reasons, not the least of which was a bleak economic climate, 2010 proved to be a year with many challenges and opportunities for the Board of Selectmen (BoS). The principal events of the year were the hiring of a new Police Chief, record spring floods, progress toward preserving Steele Farm for future generations, significant items from Annual Town Meeting (ATM) and, the purchase of a land parcel on Stow Rd. Other noteworthy happenings were long-overdue Town Hall repairs, agreement on a new winter treatment process for our roads, reports from the Deer Control and Social Services Committees, awards for municipal excellence, regionalization activities, an extended illness of our Fire Chief, numerous miscellaneous activities and the election of a new Selectman to help deal with all these undertakings.



### **New Police Chief**

Following up on the recommendations of the Police Chief Restructuring Committee, the BoS issued a solicitation for a new Police Chief in late 2009. Forty-two candidates applied for the position with six making the short list for final interviews. On Saturday, March 27th, the Board interviewed all six candidates (from a number of towns) and selected former Boxborough Police Sergeant Warren Ryder as the new Chief. To the wail of bagpipes and the flash of kilts, Chief Ryder was sworn in on April 12th. Since assuming the position, Chief Ryder has focused on establishing a strong

and visible community orientation to the Department, a major objective of the BoS.

### **Spring Floods**

March 2010 brought record level rains causing extensive flooding in Boxborough. The Fire Department received more than twenty-five inquiries concerning flooding assistance and pumped out many basements in town. Flooding was particularly severe in the Eldridge Road area, resulting in concerns being raised with our state and national government representatives. Making this problem especially complex is that the flooding area crosses both town lines and county lines. In October, a meeting was held with federal and state agencies to develop a plan for a long-term solution to this problem. This topic will be addressed further in 2011.

### **Town Hall Repairs**

Long-planned repairs to the cupola flooring, fascia, and decorative columns began late in the year. During the later phase of this work, we will restore the weathervane and pole, finishing in spring 2011. This work will repair water leaks so that replacement of the Grange Room floor can proceed as planned.

### **DPW – Winter Road Treatment**

From last year's budget analysis, the DPW concluded that the town should phase out the use of the historical sand-salt mix and convert to an all-salt mix (road salt plus magnesium chloride). This new approach promises better results, lower cost and eventual elimination of spring sand sweeping. The BoS approved the proposal and the DPW will initiate the changeover during the 2010-2011 winter season.

### **Steele Farm Conservation and Historical Restriction**

During the year, both the Conservation Commission and the Historical Commission were active in pursuing the further development of a combined restriction that will preserve Steele Farm for future generations. The BoS met several times with the Commissions, including the intended future trustee (Trustee of Reservation) to identify activities permitted at the property as well as prohibited ones. The restriction document will continue to evolve in 2011.

### **Annual Town Meeting (ATM) Items of Interest**

Highlights from the May 2010 ATM were as follows:

- **2011 town budget:** Due to the hard work and cooperation among the Finance Committee, individual departments and the BoS, the FY 2011 budget was approved by voters with an increase of 1.33% over the FY 2010 budget. This action involved some considerable belt-tightening while maintaining services.
- **Minuteman Regional Vocational School feasibility study:** Voters also approved \$725,000 borrowing authority for a feasibility study for infrastructure improvements to the school.
- **Town water rights:** Town Meeting authorized the BoS to petition the General Court to adopt new legislation intended to protect Boxborough's water rights.
- **Dog control and licensing amendments:** Changes to existing dog control and licensing bylaws were approved to give the existing bylaws more teeth.

### **Stow Road Land Purchase**

In December, the Boxborough Housing Board purchased two adjoining parcels at 72 Stow Road, from the Lyons Family Trust. The land, totaling approximately 13.5 acres, is located opposite the Sheriff's Meadow and Tisbury Meadows communities in the Town Center District and was acquired with funds from Boxborough's Affordable Housing Trust. The BoS supports the Housing Board's goal for development of affordable housing combined with municipal uses for this land.

### **Ad Hoc Committee Recommendations**

Both the Deer Control Committee and the Social Services Committee provided recommendations to the BoS in 2010.

### **Deer Control Committee**

The ad hoc Deer Control Committee spent this past year reaching out and educating the public. They invited citizens from Acton, Harvard, Stow, and Littleton to meet and discuss a regional approach to controlling the deer population. The first meeting was very well attended, but the other towns did not continue attending. The Deer Committee also met with the Harvard Sportsmen Club to facilitate preparing a list of hunters and landowners who would allow hunting on their land in order to open more land for hunting. They also worked on educating residents about deer ticks and Lyme disease, sent information home with students from the Blanchard School and posted information on the town website. It is expected that they will bring forward a sense of the meeting motion to Town Meeting in 2011.

### **Social Services Committee**

The Social Services Committee gathered data on social services needs, prepared a short guide to local resources and recommended creation of a Community "Well-Being" Committee. The Committee would monitor social services needs, assess available programs, and provide support to several charitable organizations serving needs in Boxborough. The BoS will work with Committee members in 2011 to address implementation of several recommendations.

### **Town Awards**

The year brought well-earned recognition to Boxborough organizations with several awards. The Massachusetts Municipal Association awarded Boxborough a First Place Certificate of Excellence for our 2009 Annual Town Report. Judges considered layout and design, quantity and depth of information, organization, originality, and overall usefulness of the report to residents.

The Massachusetts Campaign for Open Government presented Boxborough with the 2010 E-Government Award with Distinction, in recognition of the Town's commitment to open government as evidenced by posting key government records on the town website. We were also recognized with a citation from the MA House of Representatives for this achievement.

Finally, we became a "heart safe community" in 2010. The Metropolitan Boston Emergency Medical Services Council, and the Department of Public Health, Office of Emergency Medical Services, recognized the Town for its dedication to increase survival rates from cardiac arrests through increased CPR training and AED access.

### **Regional Endeavors**

Several regionalization activities were addressed in 2010:

- **Household Hazardous Waste** – An initiative with other towns was explored but not pursued due to undesirable entanglements for the Town.
- **Regional ALS** – A new Advanced Life Support (ALS) agreement was formalized, resulting in improved response times and care, with no increase in cost.
- **Regional Dispatch** – A grant was awarded in 2010 to explore the feasibility of a regional dispatch service with Sudbury (lead), joined by Boxborough, Acton, Maynard, Lincoln, Concord, Wayland and Weston.
- **Regional Growth District Initiative** – This opportunity for economic expansion continues to be explored with Littleton and Westford.
- **Regional Transportation** – This initiative is being explored with Acton, Littleton, Maynard, Stow and Concord – the primary focus is on shuttle service to/from the S. Acton train station.
- **Shared Building Inspector** – We hired a new inspector whom we share with the Town of Groton.

### **Miscellaneous**

- Work was started on the Garabedian trail connecting the Library and Blanchard School. See the Planning Board report for more details.
- We worked with the Planning Board on an update of the Master Plan (target date for completion is Spring 2011).
- The new Open Meeting Law resulted in changes to posting and reporting meetings. We continue to deal with these issues as they arise.
- Our Fire Chief suffered a serious illness in July. However, the chain of command functioned well and the department worked effectively during his absence.
- Christine Robinson was elected to the Board as a new member. She has come up to speed rapidly and is helping to deal with the many issues we face. Thank you, Christine!
- In conclusion, canine compliance complaints continue to consume BoS considerations. Hopefully, dog disturbances will disappear as we develop a detailed discernment of Boxborough dweller disquiet.

## **PERSONNEL BOARD**

The Personnel Board serves the town in an advisory role by assisting the Board of Selectmen and the Town Administrator. This year the Board updated town policies to conform to changes in federal and state policies. These changes will be incorporated in the Personnel Handbook.

There are openings for two additional members on the board. If you are interested, please contact the Town Administrator.

Respectfully submitted  
Richard Golden, Chair

## **TOWN COUNSEL**

During 2010, 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 is currently one active litigation case involving the Town. Four cases were closed in 2010.

The most significant legal services provided to the Town in 2010 involved the acquisition of the property at 72 Stow Road for affordable housing purposes. In addition, Town Counsel provided representation for the Conservation Commission with respect to several enforcement matters.

Town Counsel has been advising the Board of Selectmen, the Town Administrator, and the School Committee 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.

Respectfully submitted,  
Kopelman and Paige, P.C.

### **Litigation Status Report Matters Pending with Town Counsel**

*Wheeler v. Boxborough Zoning Board of Appeals*  
Middlesex Superior Court, C.A. No. MICV2010-04725

This is an appeal by the applicant, pursuant to G.L.c.40A, §17 of the Zoning Board of Appeals' November 29, 2010, decision denying a special permit application to create a reduced frontage lot on the east side of Burroughs Road at its intersection with Whitney Lane. The case is in the early stages of litigation.

### **Matters Closed In 2010**

*Craig H. Buxton v. Boxborough Conservation Commission*  
Middlesex Superior Court, C.A. No. MICV2008-03121

This was a certiorari action brought by plaintiff which alleges that the Boxborough Conservation Commission's June 23, 2008 decision to issue an Order of Conditions to the plaintiff was arbitrary and capricious because the Order of Conditions included conditions concerning portions of his property that were not involved in the activities proposed in the Notice of Intent. The Commission and the plaintiff entered into settlement negotiations to develop an amended Order of Conditions which would address the negative environmental impacts of the project. An agreement was reached and the Commission issued the agreed-upon amended Order of Conditions.

*Minuteman Air Field, Inc. v. Town of Boxborough, et al.*  
Land Court, Misc. No. 212208

This was an action seeking judicial review of the Conservation Commission's Order of Conditions under the local wetlands bylaw on the plaintiff's vegetation management plan, and also for breach of contract relating to a prior settlement agreement between the Town and plaintiff regarding the vegetation management plan. The Superior Court ruled in favor of the Commission and the plaintiff appealed. The Appeals Court affirmed the Superior Court's decision in favor of the Commission and there has been no further appeal.

*Boxborough Police Officers Union and Town of Boxborough*  
(Quinn Bill Benefits Grievance) AAA# 11 390 02068 09

This case involved the arbitration of a grievance that was filed by the police union over the Town's reduction in the amount of officers' education incentive (Quinn Bill) payments. The reductions were made after the Town was notified by the Commonwealth that it would be significantly reducing the amount that it would be reimbursing the Town for such payments in FY 2010. The Union filed a grievance over the reductions which grievance was denied by the Town during the underlying steps of the grievance procedure. Prior to the hearing in the matter taking place, the parties entered into a memorandum of agreement resolving the case.

*Sherr v. Town of Boxborough*  
Middlesex Superior Court, C.A. No. MICV2009-03728-C

This matter involved a former call fire fighter who filed suit in Superior Court against the Town, alleging wrongful termination and failure to reinstate. The Town's insurer provided coverage for this claim and assigned outside counsel to defend the Town. The matter was eventually settled by the parties prior to trial.

## **TOWN ASSESSOR**

### **General Scope and Function**

The Office of the Town Assessor is a value-based department. The Assessor is primarily responsible for determining the full and fair cash value of all real and personal property within the municipality.

Other duties of the Assessor include: administering motor vehicle excise taxes; compiling and submitting the annual Tax Rate Recapitulation to the Department of Revenue; abating, exempting or deferring taxes; defending established values on abatement applications and at Appellate Tax Board hearings; and overseeing the Town's overlay reserve account (an account established to fund abatements, exemptions, and unpaid taxes for the respective fiscal year).

Tax law intends for each taxpayer to pay an equitable share of the tax burden in proportion to the value of the property or asset. This is known as *ad valorem* tax, or "according to value tax."

It is important to note that Assessors do not raise or lower taxes, nor does the Assessor set the rate of taxation (tax rate).

**Fiscal Year 2011 – Town Valuation & Tax Rate Summary**

The total amount to be raised through taxation (tax levy) is calculated after all other sources of revenue and total expenses for the town are known. The levy for Fiscal Year 2011 was \$16,399,526. Listed below is the percentage of the tax levy by property classification:

<b>CLASSIFICATION</b>	<b>VALUATION</b>	<b>TAX DOLLARS</b>	<b>LEVY PERCENT</b>
CLASS 1 – Residential	\$716,783,627	\$12,457,699	75.9638%
CLASS 2 – Open Space	0	0	0.00%
CLASS 3 – Commercial	74,329,816	1,291,856	7.8774%
CLASS 4 – Industrial	129,915,715	2,257,935	13.7683%
CLASS 5 – Personal Property	22,556,930	392,030	2.3905%
<b>TOTAL</b>	<b>\$943,586,088</b>	<b>\$16,399,526</b>	<b>100.00%</b>

**Summary**

The real estate market in Boxborough saw a decrease in assessed values for commercial, industrial and condominium property for a third consecutive year, while single family values have stabilized after two consecutive years of decline. Decline in condominium valuations has resulted in a decrease of 0.73% for the residential class. Commercial and industrial values decreased 6.9%. A public hearing was held on November 22, 2010 in which the Board of Selectman chose to tax all classes of property at the same rate, also known as a single rate.

Property values, tax assessment maps, and FAQs relating to various functions of the assessing department can be found on the town website ([www.town.boxborough.ma.us](http://www.town.boxborough.ma.us)). Please feel free to call, email, or visit the office if you have any questions regarding your property value or the assessment process in general.

I would like to thank the Board of Selectmen, Town Administrator, all other members of the town government and Debbie Walsh, Assessing Clerk, for their support this year.

Respectfully submitted,  
Duane Adams, 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, 2010. This report includes:

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

Respectfully submitted,  
Michael Guzzo  
Town Accountant

**GOVERNMENTAL FUNDS  
COMBINED BALANCE SHEET**

**JUNE 30, 2010  
(Audited)**

ASSETS	General	Capital Projects	Highway Chapter 90 Fund	Affordable Housing Trust	Non - Major Government Funds	Total Governmental Funds
Cash and short-term investments	\$ 2,077,072	\$ 261,706	\$ -	\$ 407,224	\$ 1,202,045	\$ 3,948,047
Investments	-	-	-	905,033	582,971	1,488,004
Receivables, net of uncollectibles						
Real estate and personal property taxes	289,674	-	-	-	-	289,674
Tax liens and foreclosures	243,111	-	-	-	-	243,111
Motor Vehicle Excise Taxes	54,132	-	-	-	-	54,132
Departmental and Other	29,404	-	-	-	-	29,404
Intergovernmental	2,272,733	-	195,512	-	-	2,468,245
<b>TOTAL ASSETS</b>	<b>\$ 4,966,126</b>	<b>\$ 261,706</b>	<b>\$ 195,512</b>	<b>\$ 1,312,257</b>	<b>\$ 1,785,016</b>	<b>\$ 8,520,617</b>
<b>LIABILITIES AND FUND BALANCES</b>						
<b>LIABILITIES</b>						
Warrants Payable	61,999	2,166	-	-	3,799	67,964
Accrued Payroll	75,529	-	-	-	2,765	78,294
Tax Refunds Payable	80,000	-	-	-	-	80,000
Deferred revenues	2,847,332	-	195,512	-	70,487	3,113,331
Other Liabilities	48	-	-	-	-	48
Notes payable	-	-	-	-	-	-
<b>TOTAL LIABILITIES</b>	<b>\$ 3,064,908</b>	<b>\$ 2,166</b>	<b>\$ 195,512</b>	<b>\$ -</b>	<b>\$ 77,051</b>	<b>\$ 3,339,637</b>
<b>FUND BALANCES</b>						
Reserved for:						
Encumbrances and continuing appropriations	\$ 378,518	\$ -	\$ -	\$ -	\$ -	\$ 378,518
Stabilization	-	-	-	-	619,626	619,626
Court settlement	-	-	-	-	-	-
Perpetual permanent funds	-	-	-	-	83,805	83,805
Unreserved:						
Designated for subsequent years' expenditures	190,528	-	-	-	-	190,528
Undesignated, reported in:						
General Fund	1,332,172	-	-	-	-	1,332,172
Special revenue funds	-	-	-	1,312,257	941,668	2,253,925
Capital projects fund	-	259,540	-	-	-	259,540
Permanet funds	-	-	-	-	62,866	62,866
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,901,218</b>	<b>\$ 259,540</b>	<b>\$ -</b>	<b>\$ 1,312,257</b>	<b>\$ 1,707,965</b>	<b>\$ 5,180,980</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 4,966,126</b>	<b>\$ 261,706</b>	<b>\$ 195,512</b>	<b>\$ 1,312,257</b>	<b>\$ 1,785,016</b>	<b>\$ 8,520,617</b>

**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

**FISCAL YEAR ENDED JUNE 30, 2010**  
**(Audited)**

	Amounts		Current Year		Original Budget	Final Budget	Actual		Variance Over/(Under)
	Carried forward From Prior Year		Initial Budget	Projects			Budgetary Amounts	Amounts Carried Forward To Next Year	
<b>REVENUES</b>									
Real estate and personal property taxes, net of tax refunds	\$ -	\$ -	\$ 15,719,409	\$ -	\$ 15,719,409	\$ 15,719,409	\$ -	\$ 15,834,968	\$ 115,559
Tax and trash liens	-	-	-	-	-	-	-	-	-
Motor vehicle and other excise taxes	-	-	789,300	-	789,300	789,300	-	748,128	(41,172)
Payments in lieu of Taxes	-	-	63,000	-	63,000	63,000	-	50,722	(12,278)
Intergovernmental	-	-	1,893,203	-	1,893,203	1,893,203	-	1,893,114	(89)
Departmental and other	-	-	613,623	-	613,623	613,623	-	580,790	(32,833)
Investment Income	-	-	33,200	-	33,200	33,200	-	22,985	(10,215)
Miscellaneous	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,111,735</b>	<b>\$ -</b>	<b>\$ 19,111,735</b>	<b>\$ 19,111,735</b>	<b>\$ -</b>	<b>\$ 19,130,707</b>	<b>\$ 18,972</b>
<b>EXPENDITURES</b>									
<b>Current:</b>									
General government	\$ 34,524	\$ 1,024,308	1,058,832	\$ 1,032,717	\$ 779,747	\$ 31,419	\$ (221,551)		
Public safety	3,850	2,186,586	2,190,436	2,197,415	2,091,253	46,201	(59,961)		
Education	6,765	11,533,384	11,540,149	11,540,149	11,242,182	255,859	(42,108)		
Public works	1,893	880,795	882,688	901,761	884,299	-	(17,462)		
Human services	-	86,580	86,580	86,643	86,439	361	157		
Culture and recreation	1,715	339,719	341,434	341,434	336,754	1,506	(3,174)		
Pension benefits	-	467,683	467,683	467,683	467,683	-	-		
Property and liability insurance	-	95,371	95,371	95,371	83,712	-	(11,659)		
Employee benefits	19,645	1,355,329	1,374,974	1,374,974	1,327,333	22,072	(25,569)		
State and County Charges	-	61,739	61,739	61,739	61,739	-	20		
Other	-	-	-	-	-	-	-		
Debt service:									
Principal	-	718,000	718,000	718,000	718,000	-	-		
Interest	24,290	584,238	608,528	608,528	585,613	21,100	(1,815)		
<b>TOTAL EXPENDITURES</b>	<b>\$ 92,682</b>	<b>\$ 19,333,732</b>	<b>\$ 19,426,414</b>	<b>\$ 19,426,414</b>	<b>\$ 18,664,774</b>	<b>\$ 378,518</b>	<b>\$ (383,122)</b>		
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(92,682)</b>	<b>(221,997)</b>	<b>(314,679)</b>	<b>(314,679)</b>	<b>465,933</b>	<b>(378,518)</b>	<b>402,094</b>		
<b>OTHER FINANCING SOURCES (USES):</b>									
Premium from issuance of bonds	-	-	-	-	2,241	-	2,241		
Bond issuance costs	-	-	-	-	-	-	-		
Sale of capital assets	-	-	-	-	3,580	-	3,580		
Operating transfers in	-	-	-	-	-	-	-		
Operating transfers out	-	-	-	-	-	-	-		
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,821</b>	<b>\$ -</b>	<b>\$ 5,821</b>		
<b>NET CHANGES IN FUND BALANCE</b>	<b>\$ (92,682)</b>	<b>\$ (221,997)</b>	<b>\$ (314,679)</b>	<b>\$ (314,679)</b>	<b>\$ 471,754</b>	<b>\$ (378,518)</b>	<b>\$ 407,915</b>		
<b>BUDGETARY FUND BALANCE - Begin, of year</b>	1,467,743	1,467,743	1,467,743	1,467,743	1,467,743	1,467,743	1,467,743		
<b>BUDGETARY FUND BALANCE - End of Year</b>	<b>\$ 1,375,061</b>	<b>\$ 1,245,746</b>	<b>\$ 1,153,064</b>	<b>\$ 1,153,064</b>	<b>\$ 1,939,497</b>	<b>\$ 1,089,225</b>	<b>\$ 1,497,658</b>		

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

**FISCAL YEAR ENDED JUNE 30, 2010  
(Audited)**

	General	Affordable Housing Trust	Highway Chapter 90 Fund	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES</b>						
Real estate and personal property taxes, net of tax refunds	15,812,531	\$ -	\$ -	\$ -	\$ -	\$ 15,812,531
Motor vehicle and other excise taxes	748,128	-	-	-	-	748,128
Intergovernmental	2,313,114	-	466,276	-	614,026	3,393,416
Departmental and other	580,790	24,968	-	-	721,838	1,327,596
Payments in lieu of taxes	50,722	-	-	-	-	50,722
Contributions	-	-	-	-	12,743	12,743
Investment Income	22,985	-	-	-	11,391	34,376
Miscellaneous	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 19,528,270</b>	<b>\$ 24,968</b>	<b>\$ 466,276</b>	<b>\$ -</b>	<b>\$ 1,359,998</b>	<b>\$ 21,379,512</b>
<b>EXPENDITURES</b>						
<b>Current:</b>						
General government	\$ 779,747	\$ 5,144	\$ -	\$ 50,088	\$ 59,871	\$ 894,850
Public safety	2,091,253	-	-	648,261	162,121	2,901,635
Education	11,242,182	-	-	66,995	1,106,222	12,415,399
Public works	884,299	-	466,276	3,234	960	1,354,769
Human services	86,439	-	-	-	32,728	119,167
Culture and recreation	336,754	-	-	1,350	19,617	357,721
Pension benefits	887,683	-	-	-	-	887,683
Property and liability insurance	83,712	-	-	-	-	83,712
Employee benefits	1,327,333	-	-	-	-	1,327,333
Other	61,759	-	-	-	-	61,759
<b>Debt service:</b>	-	-	-	-	-	-
Principal	718,000	-	-	-	-	718,000
Interest	585,613	-	-	-	-	585,613
<b>TOTAL EXPENDITURES</b>	<b>\$ 19,084,774</b>	<b>\$ 5,144</b>	<b>\$ 466,276</b>	<b>\$ 769,928</b>	<b>\$ 1,381,519</b>	<b>\$ 21,707,641</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>443,496</b>	<b>19,824</b>	<b>-</b>	<b>(769,928)</b>	<b>(21,521)</b>	<b>(328,129)</b>
<b>OTHER FINANCING SOURCES (USES):</b>						
Issuance of bonds and notes	-	-	-	1,277,000	-	1,277,000
Premium from issuance of bonds	2,241	-	-	-	-	2,241
Sale of capital assets	3,580	-	-	-	-	3,580
Operating transfers in	-	-	-	165,000	-	165,000
Operating transfers out	-	-	-	-	(165,000)	(165,000)
<b>TOTAL OTHER FINANC. SOURCES (USES)</b>	<b>\$ 5,821</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,442,000</b>	<b>\$ (165,000)</b>	<b>\$ 1,282,821</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>449,317</b>	<b>19,824</b>	<b>-</b>	<b>672,072</b>	<b>(186,521)</b>	<b>954,692</b>
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<b>1,451,901</b>	<b>1,292,433</b>	<b>-</b>	<b>(412,532)</b>	<b>1,894,486</b>	<b>4,226,288</b>
<b>FUND BALANCES AT END OF YEAR</b>	<b>\$ 1,901,218</b>	<b>\$ 1,312,257</b>	<b>\$ -</b>	<b>\$ 259,540</b>	<b>\$ 1,707,965</b>	<b>\$ 5,180,980</b>

## TAX COLLECTOR

### REAL ESTATE TAX

FISCAL YEAR	UNCOLLECTED AS OF 7/1/09	TAX TITLE				REFUNDS	OUTSTANDING AS OF 6/30/10
		COMMITMENTS	EXEMPTIONS ABATEMENTS	COLLECTIONS			
2010	-	\$ 15,577,401.81	\$ 55,184.30	\$ 15,321,732.37	\$ 4,680.62	\$ 205,165.76	
2010 Supp	-	\$ 7,126.82	-	\$ 2,788.22	-	\$ 4,338.60	
2009	\$ 106,530.96	-	-	\$ 86,216.09	-	\$ 20,314.87	
2009 Supp	-	\$ 213.96	-	\$ 213.96	-	-	
2008	\$ 17,959.39	-	-	\$ 12,154.43	-	\$ 5,804.96	
	\$ 124,490.35	\$ 15,584,742.59	\$ 55,184.30	\$ 15,423,105.07	\$ 4,680.62	\$ 235,624.19	

### PERSONAL PROPERTY TAX

FISCAL YEAR	UNCOLLECTED AS OF 7/1/09	COMMITMENTS	ABATEMENTS	COLLECTIONS	REFUNDS	OUTSTANDING AS OF 6/30/10
2009	\$ 2,587.64	-	\$ 70.54	\$ 2,517.10	-	-
	\$ 2,587.64	\$ 326,252.75	\$ 173.84	\$ 328,410.28	\$ 287.43	\$ 543.70

### MOTOR VEHICLE EXCISE TAX

FISCAL YEAR	UNCOLLECTED AS OF 7/1/09	COMMITMENTS	ABATEMENTS	COLLECTIONS	REFUNDS	OUTSTANDING AS OF 6/30/10
2009	\$ 24,626.10	\$ 76,163.57	\$ 6,562.81	\$ 91,675.69	\$ 6,038.43	\$ 8,589.60
2008	\$ 12,903.02	\$ 1,211.97	\$ 541.36	\$ 9,323.44	\$ 541.36	\$ 4,791.55
2007	\$ 7,364.50	-	-	\$ 2,591.25	-	\$ 4,773.25
2006	\$ 5,227.79	-	-	\$ 273.75	-	\$ 4,954.04
2005	\$ 3,726.39	-	-	\$ 148.13	-	\$ 3,578.26
2004	\$ 3,970.44	-	-	-	-	\$ 3,970.44
2003	\$ 3,950.66	-	-	\$ 170.00	-	\$ 3,780.66
	\$ 61,768.90	\$ 632,397.52	\$ 17,042.88	\$ 620,132.03	\$ 10,740.40	\$ 67,731.91

#### ADDITIONAL REVENUES COLLECTED DURING FY 2010

INTEREST	\$ 36,950.68
MUNICIPAL LIEN CERTIFICATES	\$ 6,826.00
DUPLICATE TAX BILL CHARGES	\$ 1,900.60
DEMAND FEES	\$ 13,840.00
DEPUTY FEES	\$ 8,428.72
REGISTRY CLEAR FEES (MVE)	\$ 2,420.00
<b>TOTAL</b>	<b>\$ 70,366.00</b>

RESPECTFULLY SUBMITTED,  
 MARY P. SHEMOWAT, CMMC  
 TAX COLLECTOR

## TOWN TREASURER

Herewith is presented my sixth report as Treasurer in the Town of Boxborough

### RECAPITULATION

Treasurer's Cash Balance, 7/1/09	\$ 4,631,440.87
Treasurer's Trust Fund Balance, 7/1/09	\$ 967,675.80
Subtotal	<u>\$ 5,599,116.67</u>
FY2010 Receipts	\$ 21,259,725.86
Less FY2010 Approved Disbursements	<u>\$ 21,289,325.93</u>
Treasurer's Cash Balance, 6/30/10	<u><u>\$ 5,569,516.60</u></u>
General Ledger Cash Balance, 6/30/10	\$ 3,535,541.98
General Ledger Trust Fund Balance	<u>\$ 2,033,974.62</u>
	<u><u>\$ 5,569,516.60</u></u>

### PROJECTED LONG-TERM DEBT:

	PRINCIPAL	INTEREST	TOTAL
FY2011	\$ 835,000.00	\$ 273,995.95	\$ 1,108,995.95
FY2012	\$ 827,500.00	\$ 243,187.75	\$ 1,070,687.75
FY2013	\$ 750,000.00	\$ 212,541.25	\$ 962,541.25
FY2014	\$ 745,000.00	\$ 185,241.25	\$ 930,241.25
FY2015	\$ 740,000.00	\$ 158,141.25	\$ 898,141.25
FY2016	\$ 730,000.00	\$ 131,241.25	\$ 861,241.25
FY2017	\$ 725,000.00	\$ 104,328.75	\$ 829,328.75
FY2018	\$ 680,000.00	\$ 78,103.75	\$ 758,103.75
FY2019	\$ 345,000.00	\$ 59,166.25	\$ 404,166.25
FY2020	\$ 335,000.00	\$ 46,616.25	\$ 381,616.25

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

### TOWN OF BOXBOROUGH FY11 DEBT SERVICE BUDGET

	Principal	Interest	Total Debt Svc.	% Breakdown	Retired
Sewage Disposal Facility	\$ 30,000.00	\$ 18,877.50	\$ 48,877.50	3.47%	2026
Water (Sewer/Water)	\$ 45,000.00	\$ 27,070.00	\$ 72,070.00	5.12%	2026
Land Acquisition - Howe/Panek	\$ 30,000.00	\$ 13,830.00	\$ 43,830.00	3.11%	2022
Affordable Housing	\$ 5,000.00	\$ 2,721.25	\$ 7,721.25	0.55%	2024
Affordable Housing	16,000.00	\$ 1,388.80	\$ 17,388.80	1.24%	2012
Library	\$ 115,000.00	\$ 61,167.50	\$ 176,167.50	12.52%	2024
Ambulance	\$ 29,000.00	\$ 2,517.20	\$ 31,517.20	2.24%	2012
Recreation Facility	\$ 35,000.00	\$ 9,100.00	\$ 44,100.00	3.13%	2017
Dump Truck	\$ 9,000.00	\$ 781.20	\$ 9,781.20	0.70%	2012
Fire Department/DPW Equipment	\$ 137,000.00	\$ 29,815.00	\$ 166,815.00	11.85%	2020
Salt Shed	\$ 5,300.00	\$ 464.38	\$ 5,764.38	0.41%	2012
School Debt	\$ 365,000.00	\$ 105,100.00	\$ 470,100.00	33.40%	2018
School Renovation	\$ 13,700.00	\$ 1,163.12	\$ 14,863.12	1.06%	2012
R. J. Grey		\$ 72,919.00	\$ 72,919.00	5.18%	
Acton/Boxborough High School		\$ 225,392.00	\$ 225,392.00	16.02%	
Total all Debt	\$ 835,000.00	\$ 572,306.95	\$ 1,407,306.95	100.00%	

### SHORT-TERM DEBT:

The town has no outstanding short-term debt

**TOWN TREASURER  
FY 2010 RECEIPTS**

Account Name	Receipts	Account Name	Receipts
Other Taxes-Hotel Room Occupancy	138,619.00	Roll Back Taxes - 2009	19,137.00
Miscellaneous Permits	250.00	Roll Back Taxes - 2010	20,060.49
State Owned Land	2,759.00	Duplicate Tax Bill Fees	1,899.60
Abatements to Elderly	1,514.00	Municipal Lien Certificates	6,826.00
FEMA Reimbursement	7,438.62	M.V.E. Clear Fees	2,420.00
Police Career Incentive	7,478.00	Sale of Copies Etc.-Town Clerk	120.74
Lottery	222,247.00	Town Clerk Fees	2,435.80
Miscellaneous Revenue	20.00	Dog Control Bylaw - Violations	270.00
Transfer Station Fees - FY11	118,017.50	Dog License Bylaw - Fees	155.00
Sale of Copies Etc.-Selectmen	20.00	License for Auctioneers/Raffles	160.00
Cell Tower Rental Fee	39,880.27	Planning Board Fees	3,377.00
Town Hall - Rental Fees	325.00	Board of Appeals Fees	1,640.02
Annual Licenses	890.00	Police Department Misc. Fees	982.00
Annual Liquor Licenses	10,500.00	Court Fines	20,060.53
Transient Vendors Licenses	2,610.00	CMVI Fines	29,965.87
Miscellaneous Licenses and Permits	225.00	Police Outside Detail - Admin. Fee	3,205.12
Sale of Copies Etc.-Assessor	953.50	Police Dept - 94C Fines	2,200.00
Bad Check Fees	25.00	Fire Alarm Permits	10.00
Tailings Unclaimed Checks	98.75	Fire Dept. - Misc. Fees	2,682.00
Earnings on Investments	22,985.12	Fire Dept. - Other Permits	475.00
Personal Property - 2009	2,517.10	Fire Dept. - Ambulance Receipts	130,955.45
Personal Property - 2010	325,893.18	Fire Dept. - Sales of Vehicles	3,580.00
Real Estate - 2008	12,154.43	Sale of Copies Etc.- Bldg. Dept.	116.74
Real Estate - 2009	86,216.09	Building Admin.Use Fees	2,827.51
Real Estate - 2010	15,321,732.37	Building Permits	93,490.12
Real estate Supplemental Tax - 2009	213.96	Other Permits - Bldg.	718.00
Real Estate Supplemental Tax - 2010	2,788.22	School Aid CH70	1,366,966.00
Motor Vehicle Excise - 1983	9.38	School Construction CH645	284,092.00
Motor Vehicle Excise - 1984	18.75	DPW - Muncip Recyl Incentive Prog.	618.88
Motor Vehicle Excise - 1985	30.00	Cemetery Dept. Fees	3,500.00
Motor Vehicle Excise - 1986	11.25	Board of Health Permits	500.00
Motor Vehicle Excise - 1996	8.44	Recreation Comm. Fees	31,795.00
Motor Vehicle Excise - 2003	170.00	Premium on Bonds	2,241.46
Motor Vehicle Excise - 2005	148.13	Mosquito Control Projects - Assessment	(23,485.00)
Motor Vehicle Excise - 2006	273.75	Air Pollution Control Projects – Assess.	(1,707.00)
Motor Vehicle Excise - 2007	2,591.25	MAPC - Assessment	(1,513.00)
Motor Vehicle Excise - 2008	9,323.44	RMV Non-Renewal Charge – Assess.	(2,600.00)
Motor Vehicle Excise - 2009	91,675.69	MBTA - Assessment	(300.00)
Motor Vehicle Excise - 2010	515,949.77	Boston Metro Transit District – Assess.	(32,154.00)
Demand Fees	13,915.00	Student Activities - Interest Revenue	307.15
Interest - Property Taxes	24,486.47	Student Activities - Revenue	45,839.40
Interest - Excise Taxes	4,066.75	School Choice Revenue - FY10	196,722.00
Interest - Roll Back Taxes	8,247.04	School Lunch Sales	88,978.78
Payment in Lieu of Taxes	50,722.47	Federal School Lunch Program	16,030.20
Roll Back Taxes - 2006	15,547.97	State School Lunch Program	2,642.53
Roll Back Taxes - 2007	16,287.79	Extended School Services - Revenue	181,559.10
Roll Back Taxes - 2008	17,374.30	Full Day Kindergarten Prog - Revenue	131,155.00

Account Name	Receipts	Account Name	Receipts
SPED Early Childhood - FY09	1,475.25	Verizon License - Revenue	333.00
SPED 94-192 Grant - FY10	83,017.00	Comcast License - Revenue	524.00
Title IIA Teacher Quality Grant - FY10	5,519.00	AT and T Comcast Operations - Rev	36,608.68
Title I Reading Program Grant - FY10	28,722.00	Verizon PEG Access Grant - Revenue	42,314.09
SPED Early Childhood - FY10	5,894.00	Educ Circuit Breaker Revenue - FY09	37,109.00
ARRA IDEA Grant - FY10	65,320.35	Educ Circuit Breaker Revenue - FY10	78,051.00
Title IV Drug Free School - FY10	1,283.00	Sale of Cemetery Lots	2,000.00
Fire MDU Grant - FY10	2,000.00	Bond Proceeds. - ATM08 Issue Cost	25,000.00
Community Policing - FY10	586.28	Bond Proceeds - ATM08 Tanker Truck	7,000.00
Dept of Justice Grant	4,090.00	Bond Proceeds - ATM08 Hose Wagon	100,000.00
DVAP Training Grant	396.48	Bond Proceeds ATM08 - Pumper	80,000.00
Click it or Ticket Grant - FY09	395.40	Bond Proceeds - Bucket Truck	2,000.00
Click it or Ticket Grant - FY10	5,669.05	Ban Proceeds - 6W Dump Truck	3,000.00
Police 911 Grant Revenue - FY10	15,029.98	CH90 CONTRACT50741 - Revenue	466,275.92
Library Technology Capital Fund	4,331.64	Planning - Manning Tree & Landscape	993.50
Library Grant - Collection Development	7,520.38	Planning Board - High Qual. Landscape	450.00
Fire Safe Grant - FY10	3,400.00	1120 Mass Avenue Realty Trust	1,000.00
MEMA CEMP Grant - FY09	2,500.00	Planning Bd - Astro Crane	1,000.00
Elder Affairs Grant - FY10	3,500.00	Planning Bd - Habitech Whisp. Pines	750.00
ABCC Grant - Revenue	6,762.00	Planning Bd - Boxboro Properties LLC	500.00
ABCC Interest	93.37	Planning Bd - BC Trust Emanuel Woods	500.00
Dog License Bylaw - Licenses	6,645.00	ZBA Stonewall Estates - Legal	2,443.60
Dog License Bylaw - Fines	1,552.50	Cemetery Perp Care Tr - Non Expend	400.00
Cons Comm - State WPA Fee Fund	3,365.00	Peter F. Whitcomb Fd. Interest	403.39
Cons Comm - Town Bylaw Fee Fund	6,683.00	Hammonds Scholarship Fd. Interest	283.41
Police Outside Detail Revenue - FY08	177.40	Conservation Fd. Interest	264.03
Police Outside Detail Revenue - FY09	7,135.93	Roy F. Custance EMT Fd. Interest	24.65
Police Outside Detail Revenue - FY10	86,013.95	Grace Priest Cemetery Trust -. Interest	84.52
Police Dept. Pistol Permits	1,475.00	Cemetery Perpetual Care Fd. Interest	793.48
Fire Alarm System Maintenance	3,750.00	War Memorial Fd. Interest	13.93
Plumbing/Gas Insp. Permit Fees	7,542.00	Valerios Lby Fd. Interest	14.33
Electrical Insp. Permits Revolving	17,905.63	Reita I. Bean Lby Fd. Interest	143.97
Integrated School System Revolving	19,625.00	Henry H. Brooks Lby Interest	42.44
Library Fines Revolving	4,828.38	A.W. Wetherbee Lby Interest	1.47
GIS Assessor Maps	120.00	Siemens Lby Fd. Interest	144.58
COA Senior Van	22,089.27	Grace Priest Trust Library - Interest	84.51
Quasquibicentennial Gift Fund	30.00	Boxb Afford Housing Tr. - Interest	14,967.78
IDC - TIF/Pilot Agreement	6,000.00	Boxb Afford Housing Tr. - Summerfield	10,000.00
Trail Guides - Revenue	220.00	Stabilization Interest	8,894.96
Garabedian Trail - Revenue	11,708.00	Group Health Insurance WH	103,615.44
NE Grass Roots Environmental Grant	1,000.00	Life Insurance WH	613.60
Emergency Reserve Corps - Revenue	25.00	Deputy Collector Fees	8,428.72
LELD Grant School - Revenue	9,946.18	Hazmat Fire Outside Detail	2,345.86
Insurance Claim Rev - Public Works	4,519.60	Fire Department - Public Education	3,915.00
COA Special Events - Revenue	1,378.00	School Meals Tax	325.45
Library Gift Fund Interest - Rotary	0.08	DPW Guaranteed Deposits - Interest	106.55
Library Copy Machine Gift Fund	793.00	DPW Guaranteed Deposits	1,900.00
Library Gift/ Collection Devel Fund	500.00		
Library Gift /Collect Dev Fund Interest	83.66		
MAPC Bike Rack Grant	1,257.00		
			21,259,725.86

**TOWN TREASURER  
TRUST FUND REPORT FY2010**

**Reita Bean Library Book Fund**

This fund was established in memory of the late librarian, Reita I. Bean. The sum of \$10,130 was given to the Town by her family and friends. The interest earned in FY 2010 was \$144. There were no expenditures from the fund this year. The balance at fiscal year's end was \$12,062.

**Henry H. Brooks Library Fund**

The sum of \$3,000 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 interest earned in FY 2010 was \$42, and the fund balance at year-end was \$3,555.

**Cemetery Perpetual Care Fund**

The Cemetery Perpetual Care Fund balance on June 30, 2010 was \$66,465. Interest earned on the fund in FY 2010 was \$793. An expenditure of \$960 was made from the fund in FY2010. The total nonexpendable portion of the fund is \$40,500.

**Conservation Fund**

Interest earned on this fund in FY 2010 was \$264. There were no expenditures made from the fund during the year, leaving a fund balance at year-end of \$22,123.

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

Interest earnings on this fund are to be used for the purchase of a medical book 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 FY 2010 was \$25. No expenditures were made from the fund during the year leaving a fund balance of \$2,066. \$1,075 of these funds is nonexpendable.

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

The sum of \$ 20,000 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. A \$1,200 scholarship was awarded to Karen Shaffer in FY 2010. The interest earned on this fund in FY 2010 was \$283. The fund balance is \$23,410 of which \$20,000 is nonexpendable.

**Law Enforcement Trust Fund**

This fund has been in existence since August 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 \$2,373. MGL ch.94C s47 governs this fund, proceeds to be used by the Police Department in investigating the unlawful manufacturing, dispensing or distributing of controlled substances.

**Grace M. Priest Memorial Fund**

The sum of \$1,120.27 was left to the Town by the family of Grace M. Priest. Subsequent donations by her family increased the nonexpendable portion of the fund to \$12,000. Interest earned may be spent equally on cemetery and library expenses. Interest earned in FY 2010 was \$169. Expenditures totaling \$998 were made from the fund in FY 2010. The fund balance is \$13,401.

**Siemen's Library Fund**

The sum of \$10,000 was a gift to the Library, and interest earned in FY 2010 was \$145. Interest may be expended for the purchase of art-related books and materials. No expenditures were made from the fund this year. The fund balance at year-end was \$12,114.

**Stabilization Fund**

Interest earned on the Stabilization Fund during FY 2010 totaled \$8,895. The year-end Stabilization Fund balance was \$619,626. Expenditures from the fund require a 2/3 approval of Town Meeting and may not be for wage and salary expenses. Expenditures of \$165,000 were made in FY 2010 for:

ATM09/ART10	Generator	\$80,000
ATM09/ART 12	School Roof	\$85,000

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

The sum of \$1,000 was given to the Town in 1986. 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 FY 2010 was \$14. No expenditures were made this year. The fund balance at year-end was \$1,201.

**War Memorial Fund**

The sum of \$600 was left to the Town with the provision that interest income would be used to care for the War Memorial. The interest earned in FY 2010 was \$14, and the fund balance is \$1,168.

**A.Winslow Wetherbee Fund**

The sum of \$100 was left by Mr. Wetherbee and interest earned may be spent on Library uses. Interest earned in FY 2010 was \$1. No expenditures were made from the fund this year. The fund balance at year- end was \$121.

**Peter F. Whitcomb Fund**

\$5,000 was given for Highway uses. Interest in FY 2010 totaled \$403. The fund balance at the end of the year was \$33,799.

**Affordable Housing Trust Fund**

In FY 2010, \$1,204,872 was transferred to the Town’s trust funds. Interest of \$14,124 was earned on the fund and expenditures of \$6,133 were made from it. An additional \$10,000 was added to the fund in January 2010. The balance at the end of the fiscal year was \$1,222,863.

**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 the Annual Town Meeting (ATM) in May. Finally, the Finance Committee seeks to communicate to the voters the key financial and operating issues within town government so as to develop informed debate at town meetings and in other forums.

The 2010 fiscal year ended on June 30, 2010. Over the course of the year the Finance Committee approved \$26,310.09 in reserve fund transfers out of an appropriated budget of \$185,000 or 14.2% of the budgeted amount. 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 salt replacement for the DPW, building inspector consulting fees, and a greater than expected volume of fire department calls.

Throughout FY 2011, the Finance Committee engaged in numerous activities that directly or indirectly affected the financial stability of the Town. Some of the key events, points of interest, or issues during the year commencing July 1, 2010 are documented below:

- Annual budget for the Town of Boxborough for the year commencing July 1, 2010 was approved at a total amount of \$19,758,244 (including warrant articles) with \$16,399,526 raised by taxation, \$1,738,833 in Cherry sheet aid and \$1,619,885 in local receipts and free cash. The tax rate was set at \$17.38 per \$1,000 of valuation.
- Presentations at the ATM on the current financial status and near term budget projections.
- Presentation to the ATM on the first Boxborough Capital plan.
- Discussion of warrant articles including, but not limited to the town budget; capital improvements to the town hall and the police station; additional hours for administrative support; transfer of care, custody and control of Picnic Street Trust to the BoS; changing the appointing authority of the recreation commission; and prior year bills.

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 review both the committee budgets and the warrant articles. The Finance Committee also has as a permanent seat on the Affordable Housing Trust. The ATM made a recent change in the Finance Committee bylaw that allows FinCom members to actively vote on town building committees. There are currently no active building committees in town.

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

Summary of FY10 Budget – Actual vs. Approved

<b>Budget Category</b>	<b>FY '10 ATM budget</b>	<b>FY '10 Actual</b>	<b>% Expended</b>
General Government	\$839,308	\$791,419	94.3%
Protection	\$2,186,586	\$2,124,108	97.1%
Blanchard School	\$5,333,590	\$5,333,589	100%
A/B Regional School	\$5,838,090	\$5,756,036	98.6%
Minuteman Technical School	\$361,704	\$361,704	100%
Public Works	\$880,795	\$867,508	98.5%
Cultural, Recreation, Library	\$339,719	\$336,879	99.2%
Health	\$86,580	\$81,009	93.6%
Reserve Fund	\$185,000	\$26,310	14.2%
Debt Service	\$1,302,238	\$1,302,238	100%
Employee Benefits*	\$1,918,383	\$1,888,321	98.4%
Total Operating Budget	\$19,271,993	\$18,842,811	97.8%
ATM warrant article within 2 1/2	\$229,800		
Snow and Ice Deficit	\$0		
Overlay reserve	\$171,387		
<b>Total budget</b>	<b>\$19,673,180</b>		

\* Includes town employees and Blanchard Employees

\*\* Includes all warrant articles

The shortfall in individual budgets was covered by use of the Town's reserve fund.

The actual sources of funds for FY '10 are listed below:

<b>Revenue Sources for ATM</b>	<b>Revenue</b>
Maximum Allowable Tax Levy (Prop. 2 1/2)	\$15,890,797
State Aid	\$1,831,464
Local Receipts (Excise tax, permits)	\$1,499,122
Overlay Reserve released to fund budget	\$215,197
Other sources of Revenue	\$236,600
<b>Total Revenue Source</b>	<b>\$19,673,180</b>
Free Cash	\$982,421
Stabilization Fund	\$629,790

Boxborough created a ten-year rolling capital plan. This plan was presented at ATM for the first time in 2010. The first five years is shown below.

<b>Boxborough</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>
Town Hall	\$ 25,000	\$ 100,000	\$ 61,000	\$ 12,000	\$ 26,250	\$ -
Police	\$ 40,500	\$ 70,500	\$ 93,000	\$ 46,000	\$ 35,000	\$ 38,000
Fire	\$ 32,000	\$ 90,000	\$ -	\$ 250,000	\$ 80,000	\$ 200,000
Blanchard	\$ 5,000	\$ 47,500	\$ 50,000	\$ 10,000	\$ 5,000	\$ 85,000
Dispatch housing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library	\$ -	\$ 25,000	\$ 15,000	\$ -	\$ 24,000	\$ -
DPW	\$ -	\$ 60,000	\$ 118,000	\$ 180,000	\$ 75,000	\$ 180,000
transfer station	\$ -	\$ 15,000	\$ 15,600	\$ 7,800	\$ -	\$ -
historical museum	\$ -	\$ -	\$ -	\$ 22,500	\$ 15,000	\$ -
Conservation	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
recreation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
cemetery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BoH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Minuteman	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ABRS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town wide	\$ -	\$ 7,500	\$ 390,000	\$ -	\$ -	\$ -
<b>Total</b>	\$ 102,500	\$ 420,500	\$ 747,600	\$ 533,300	\$ 265,250	\$ 518,000

\*\* The Capital plan is an evolving program and will change from year to year.

#### **Pertinent information**

- Boxborough's bond rating from Standard and Poor's is showing AAA
- Median house price was \$545,870
- Town Valuation is \$943,586,088
- Revaluation occurred in FY 2009 with the next Revaluation scheduled for FY 2013

### **AIRPORT STUDY COMMITTEE**

The Airport Study Committee (ASC) is a five-member committee appointed by the Board of Selectmen to monitor Minute Man Air Field projects that may impact the Town of Boxborough. The Committee is charged to report its findings to the BoS and any other boards or committees within the Town, as appropriate.

During the past year, members of the ASC: (1) met with newly elected selectman Christine Robinson and welcomed her as our new liaison to the BoS; (2) reviewed and discussed information pertaining to the Massachusetts Open Meeting Law; (3) met with four individuals who expressed interest in filling the two vacancies on the ASC; then welcomed newly appointed members Dave Barach and Jim Baum to the ASC; (5) met with the BoS to discuss the Committee's activities and goals; and (6) contacted lawmakers and regulators to obtain information on pending aviation-related rules and regulatory activities and, where appropriate, review and bring these activities to the attention of appropriate Boxborough boards and committees.

### ANIMAL CONTROL OFFICER

During the year 2010, I responded to 69 calls regarding animals and birds. These included:

Bear	1	Rabbit	3
Cat	4	Raccoon	19
Chicken	1	Sheep	1
Coyote	1	Skunk	6
Deer	6	Squirrel	3
Fox	14	Turkey	1
Heron	1	Turtle	1
Horse	1	Woodchuck	1
Owl	3		
495 Cow Trailer Incident			1
Police Department Request for Assistance with Dog			1

I also responded to numerous telephone inquiries regarding animals and birds.

Donald C. Morse, Animal Control Officer

### ANIMAL INSPECTOR

The annual farm animal inspection and count was conducted for the year 2010.

Anyone owning farm animals that was not contacted, please notify the Boxborough Board of Health.

Beef cows	68	Pea Hens	3
Chickens	175	Ponies	3
Goats	26	Sheep	103
Horses	60	Swine	2
Llama	1		

A total of 30 inspections were made. I also responded to numerous telephone inquiries regarding livestock.

Donald C. Morse, Animal Inspector

### FIELD DRIVER

Calls: Loose sheep  
Loose horses  
Horse trailer accident 495 Northbound; injured horses, vet needed  
Cow trailer accident 495 Northbound; trailer needed

Respectfully submitted,  
Phyllis Tower, Field Driver

## DOG OFFICER

Dogs licensed	676	Loose	32
		Neglected	1
Kennel licenses		Reported lost from town	23
\$25	1	Reported lost from out of town	11
\$50	2	Vicious	4
\$75	2	Worrying livestock	3
Dogs:		Cats:	
Barking	9	Lost, found, stuck in tree	26
Found in town	15		
Found out of town	2	Other:	
From police arrest	1	Found cockatiel	1

Respectfully submitted,  
Phyllis Tower, Dog Officer

## DEER CONTROL STUDY COMMITTEE (AD HOC)

In December, 2009, the Deer Control Study Committee provided the Selectmen a set of proposed goals, and recommendations to accomplish those goals, which were to:

- Establish an objective of fewer than eight deer per forested square mile in town
- Decrease the incidence of deer/car accidents and the incidence of Lyme disease over a five-year period.

To accomplish these goals, the Committee provided recommendations, including the following:

- Establish and coordinate an educational program to inform the Town about Lyme disease, deer/vehicle accidents and ways to minimize them, and provide information regarding hunting
- Maintain town trails in a manner to minimize tick/human interaction
- Support increased hunting on private land in town
- Consider allowing hunting on town land in selected areas, after obtaining Town Meeting input via a sense of the meeting motion
- Develop a regional committee to coordinate efforts with neighboring towns
- Fund research to study the effectiveness of the programs
- Consider the increased use of measures to decrease the tick population, such as the use of tick tubes, selective application of pesticides and landscaping to separate ticks from humans.

Since that time, the committee has taken the following steps:

- Attempted to develop a regional deer study committee. While the first meeting was well attended by neighboring towns, efforts to establish an ongoing regional effort were not successful due to lack of interest by the neighboring towns. Therefore, the Boxborough committee continues its efforts at the town level.
- Developed additional educational materials for publication and distribution.
- Developed in cooperation with the Harvard Sportsmen's Club, a list of club members interested in hunting on private land in town. This fall, we will publish information regarding the program and provide landowners with information regarding how to contact hunters.
- The committee will be working in early 2011 to prepare a sense of the meeting presentation for the 2011 Annual Town Meeting, to assess the town's level of interest for the Selectmen and Conservation

Commission to consider developing a process to grant permission to hunt on selected areas of town-owned land.

The committee looks forward to further discussing its goals with the selectmen in early 2011, with a view to focusing its efforts on reducing the deer population. It is expected that the issue of deer ticks and Lyme disease will be handled by the Board of Health.

### **BOARD OF REGISTRARS**

The Board of Registrars conducted the annual census. As of January 1, 2010, the population of Boxborough was 5,241. There were three sessions of voter registration held during the year, bringing the total number of registered voters to 3,341. There were four elections during the year, including a special state election in January. The Board of Registrars met eight times to certify signatures on nomination papers and initiative petitions and conducted four voting machine tests.

### **OFFICE OF THE TOWN CLERK VITAL STATISTICS**

There were thirty-five records of birth for the year 2010.

There were seven marriages.

The total number of deaths recorded was eighteen.

Total receipts turned in to the Treasurer from the Town Clerk's office: \$12,960.68

### **BOXBOROUGH INFORMATION TECHNOLOGY COMMITTEE**

The Boxborough Information Technology Committee (BITcom) has continued to play a key role to enhance the use of the Town's information technology and cable resources throughout the Town.

The Committee currently has six members who are each appointed for a term of three years. Meetings are held on the second and fourth Tuesdays at 7:30 pm at Town Hall. The meeting times and locations are posted in Town Hall and on the town website and are open to the public. Additional meetings that focus on a specific project or topic are scheduled as necessary at a time mutually agreeable to the participants in accordance with Open Meeting Law. This year, Derek Wylie left the Committee after a long tenure. BITcom thanks him for his valuable contributions.

The Committee's focus and activities are primarily driven by the strategic IT and cable/video needs of the Town and related ad hoc requests received from town departments, boards and committees. Regular discussions with the Town Administrator, Town Hall staff, the BoS, various departments and other town committees help us evaluate and recommend specific solutions.

Current activities for BITcom are focused in several main areas:

- 1) Expanding the use of Wide Area Network across town and school facilities.
- 2) Evaluating various current and future needs of IT systems, software and communication.

- 3) Identifying the Town's needs with respect to cable television service and local access channels, negotiating favorable contract terms with video franchise providers (currently Comcast and Verizon), and managing relations with franchise providers to ensure quality of service.
- 4) Managing Boxborough's local access (PEG) channels (Comcast Ch9 and Verizon Ch39) for posting of content and operations.
- 5) On behalf of BoS, conducting MGL Ch 166 hearings on telecommunications provider petitions on placement of poles and wires in public right of way.

Within each of these areas, specific topics are pursued and committee members work closely with concerned departments. In each of the areas, the scope of work may entail, but not be limited to, general information gathering, policy generation, hardware and software review, management of franchisee relationships, and communication with other committees/residents, etc.

Significant accomplishments for the calendar year 2010 are as follows:

**1) Appointment of Network/IT Technician**

In 2010, BITcom coordinated with the Town Administrator and School Superintendent to develop the job description and assist in the hiring process of the revamped town-school technology position. BITcom was pleased to welcome Matt Frost as the shared Network/IT Technician. Since his appointment, BITcom has been working closely with Matt to help with various IT projects.

**2) Coordination with CISCO on Town's Wide Area Network**

BITcom worked with the Network/IT Technician and the Town's corporate neighbor, Cisco Systems, to identify specific Wide Area Network architecture that will incorporate individual departmental needs. This will enable the WAN to function as a singular secure network where various applications and services can be shared based on roles.

Cisco has been gracious in helping the town meet its IT needs. BITcom would like to thank Cisco for its continued support.

**3) Improvement of the Town's use of IT, communication and cable infrastructure**

BITcom has been working with the town's various boards, committees, and departments to effectively use IT, communication and cable infrastructure.

The Committee identified savings in telephone communication-related expenses that could be accomplished by consolidating the purchase of voice services under a single contract and leveraging discounts. A new townwide contract is expected to be executed in early 2011.

During the year BITcom helped procure new video equipment that is capable of broadcasting the video streams live from any of the Town's facilities. As a result, the Town is now able to broadcast School Committee meetings live from the Blanchard School, and Annual Town Meeting from the Blanchard auditorium.

Residents are encouraged to tune in to Ch 9 (Comcast) or Ch 39 (Verizon) to view live broadcasts of BoS and School Committee meetings or periodic rebroadcast, as well as to receive information about events and news in the town.

Residents are welcome to provide suggestions by sending email to [cable@town.boxborough.ma.us](mailto:cable@town.boxborough.ma.us).

**4) Evaluation of various IT systems, software & services**

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

Members and ex-members:

- Continued to provide support to maintain and improve the Town website and Cable TV,
- Identified IT backup and disaster recovery plans for town data and software,
- Actively participated with departments to prepare budgets and plans for IT (equipment and services) and communication needs, and
- Held public hearings for Public Right of Way related petitions under Massachusetts General Law Chapter 166 Section 22.

## **Plans for 2011**

### **1) Ongoing activities:**

- Support BoS and the Town Administrator in preparation of a budget for various IT needs and operations including use of funds from Comcast and Verizon cable grants and franchise fees.
- Expand business application sharing and ease of remote system management using town Wide Area Network.
- Conduct various public hearings to resolve Public Right of Way related petitions under Massachusetts General Law Chapter 166 Section 22.

### **2) New activities planned**

- Negotiate a single contract for townwide telephone service to reduce voice (landline and cellular) related costs.
  - Explore how town can leverage IP telephony features and cost savings.
- Restructure the Wide Area Network architecture to consolidate ISP services, improve the ease of live video streaming, permit townwide IP telephony services, and enable off-site backups and disaster recovery plans.
- Create a townwide platform for website and content management that can be shared by town departments and entities.
- Review Comcast performance over the last nine years and negotiate Comcast's cable franchise agreement on behalf of the Town

BITcom is looking forward to a busy and productive year in 2011.

Respectfully submitted,  
Members of Boxborough Information Technology Committee

## **BUILDING DEPARTMENT**

The 8<sup>th</sup> edition of the Massachusetts State Building Code is in full force for commercial buildings, and is based on the 2009 International Code Council (ICC) model codes. The Massachusetts State Building code is a two-volume set consisting of the One- and Two-Family Dwelling Code and the Basic Code (which covers buildings and structures other than one- and two-family dwellings). Also, Massachusetts' building energy codes continue to change, and in 2010 the latest version of the International Energy Conservation Code (IECC-2009) was adopted. This revision will require increased R values for components and assemblies as well as various improvements in energy efficiency. Code users: remember to check periodically for amendments to the various codes. 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), visit the Town of Boxborough website ([www.town.boxborough.ma.us](http://www.town.boxborough.ma.us)) or the Fire Marshal's website ([www.mass.gov/dfs/osfm/fireprevention/cmr/527031.pdf](http://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.

Trench Permits...

All persons must obtain a permit prior to the creation of a trench, as defined elsewhere, made for a construction-related purpose on public or private land or rights-of-way in accordance with Chapter 82A of the Massachusetts General Laws. The Highway Superintendent issues these permits.

The Eighth Edition Code establishes some new construction license categories which are now implemented. New license categories include:

- Residential Roof Covering
- Residential Windows and Siding
- Demolition
- Residential Solid Fuel Burning Appliance Installation
- Masonry
- Insulation

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, 2010.

Mark Dupell  
Inspector of Buildings/Code Administration Officer

**BUILDING PERMITS ISSUED**

<i><b>New Construction</b></i>		<i><b>Miscellaneous</b></i>	
Residential/Single Family	4	Signs	2
Commercial	0	Temporary Structures	7
Pools	2	Woodstove	8
Foundation only	1	Utilities	1
		Mechanical	1
<i><b>Additions/Alterations</b></i>		Footbridge	1
Residential	69	Shed/Barn	5
Business	6		
Demolition	1	<i><b>Total Permits</b></i>	148
Repair	40		
		<i><b>Stop Work Orders</b></i>	0
		<i><b>Building Fees Collected</b></i>	
		Permit Fees	\$ 46,996
		Certification Fees	8,755
		Fines	0
		<i><b>Total</b></i>	<b>\$ 55,751</b>

**ELECTRICAL PERMITS ISSUED**

Total permits issued	117
Total fees collected	\$ 16,446

**PLUMBING/GAS PERMITS ISSUED**

Total permits issued	114
Total fees collected	\$ 8,660

**BOXBOROUGH FIRE DEPARTMENT**

I am pleased to submit the following report for calendar year 2010. The Fire Department’s activity level has remained relatively the same as last year. New data collection procedures make a year to year comparison irrelevant however. A partial breakdown of these calls by incident type follows at the end of this report.

There were no changes in full-time personnel during the year. The Call/Per-Diem division of the department is now at maximum membership and the membership has remained relatively stable over the past year. The policy of trying to “localize” this division of the department continues to meet with success and this policy will continue in future hirings. The number of call-backs continues to increase and this challenge is being met head on. Again, several new members of the department have volunteered their time to attend the volunteer/call program at the Massachusetts Fire Academy. This six-month course is the equivalent of the regular recruiting program and is of great benefit to the members and the department. It is all but impossible for a fire department to conduct live fire training in current times.

The older portion of the Fire Station continues to hold up well with only minor maintenance work required. Work continues on energy system upgrades and minor remodeling of the interior using the funds voted at the 2007 Annual Town Meeting.

A great deal of department equipment has been upgraded during the year. All of the self-contained breathing apparatus has been serviced and the associated compressed air cylinders have been hydro-tested and recertified. The Breathing Air Compressor underwent its usual semiannual checks and was certified with some minor repairs and parts replacement involved.

The department's motor apparatus continues to function well due to a regular maintenance program. The newest pieces, Engine 63 and Tender 67 have seen a busy first full year with several mutual aid calls to fires in surrounding towns, where they were greatly appreciated. As of this writing, the Hose Wagon is about to go out for refurbishment, which will complete the apparatus upgrade provided for in the special article voted at the 2008 Annual Town Meeting.

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, motor vehicle extrication and seasonal emergencies such water rescue, ice rescue and emergency evacuation procedures to mention a few. NIMS (National Incident Management System) training that is a Homeland Security requirement is ongoing to maintain prescribed levels for Department members as well as key town employees, elected officials, school and volunteer personnel.

Boxborough firefighters continue to deliver numerous high-quality public education programs to the community in various formats. In November, the department was once again awarded a SAFE (Student Awareness of Fire Education) Grant through the Department of Fire Services. Firefighters have begun to team with the Acton Fire Department to increase both departments' presence and ability to deliver programs to the regional school system. Public Education staff also continues to be active with the state's Department of Fire Services Public Education programs and presented topics at this year's Public Safety Educator Conference.

In January, firefighters visited Grades K-4 to present lessons on home fire escape plans and brought the lessons into individual students' homes by visiting houses throughout the Town and conducting live fire drills. This allowed these students an opportunity to have a firefighter visit their home, provide meaningful feedback on their plan, and take a tour of one of the Town's new fire trucks in their driveway. In December, firefighters trained the entire sixth grade over a series of days in CPR and Automatic External Defibrillation. Both pilot programs were a huge success and the department looks forward to continuing to develop these programs and deliver them in the coming year. We would like to thank Dr. Bates and the entire Blanchard School staff for welcoming our department into their classrooms to deliver these important messages. These programs are crucial, even in a small community like Boxborough, as these lessons save lives in the event of a fire or emergency.

In July, Lt. Shawn Gray and Lt. Jason Malinowski were certified as Child Passenger Safety Technicians and work in coordination with the Boxborough Police Department to jointly administer the newly created Child Passenger Safety program. Residents are encouraged to make an appointment to have their car seat checked to ensure it is installed properly and is the appropriate seat for their child. Appointments are available seven days a week and all services are free of charge.

In September, the Town of Boxborough was designated as a "Heart Safe Community" by the State of Massachusetts. This designation was possible through the hard work of the department's trained

instructors to increase the awareness of the “Chain of Survival” within the Boxborough community. During the year, the Department’s instructors conducted numerous CPR and First Aid programs for local organizations and businesses, as well as town employees and volunteers. Demand continues to be very strong for our public programs and we continue to strive to offer as many public programs as possible during the year. I strongly urge residents to seek and maintain certification in these programs, as every minute counts in the event of an emergency. In October, a “Check Up” event was coordinated by the Boxborough Fire and Police Departments (in conjunction with police officers from other local communities), where residents were able to stop in to have their seats installed and/or checked free of charge.

Also in September, the Department held its Annual Open House which was well attended by local residents. Highlights included demonstrations by Emerson Hospital paramedics and the Mass Department of Fire Services Sprinkler Trailer.

The department’s website ([www.boxboroughfire.com](http://www.boxboroughfire.com)) continues to be maintained on a regular basis and is a key source for any emergency messages, public safety announcements, as well as sign-up for various public programs and inspections.

The department was again busy with fire prevention and inspections. 162 permits were issued for items such as smoke and CO detectors, fire alarms, blasting, oil burners, and automatic sprinkler systems. 214 inspections were performed for items ranging from code compliance to occupancy. The Municipal Fire Alarm System continues to function well with a total of forty radio boxes online. This system is a great aid to the department because it allows for early detection as well as for transmitting the location of the activation to the reporting facility. During the open burning season that ran from January 15 to May 1, 358 burning permits were issued to residents. This program was very successful and residents are to be commended for keeping these fires under control.

During changing times 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 no one. 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 during the past year making my job as Fire Chief easy and enjoyable.

In closing, I would like to remind Boxborough Residents of two important points:

First, Massachusetts General Law Chapter 148 Section 26F and Section 26½ require smoke detectors and carbon monoxide detectors in all residences in the Commonwealth. **These detectors 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!**

Secondly, the Boxborough Fire Department does not solicit any donations by telephone or the internet, nor are we connected with any organization using telephone or internet solicitation. Any Boxborough resident who has been solicited or has any questions or concerns should contact the Fire Department business phone at 978-263-7546.

Respectfully Submitted,  
Geoffrey B. Neagle, Fire Chief

**Fire Department Statistics  
Calendar Year 2010**

Aircraft Incident	1	Medical Assist	137
Alarm Box Maintenance	282	Medical Emergency	252
Alarm Investigation	114	Motor Vehicle Accident	63
Detail / Fire Watch	12	Mutual Aid - Ambulance	58
Fire - Brush	6	Mutual Aid - Fire Apparatus	19
Fire - Vehicle	7	Outside Smoke Investigation	3
Fire - Chimney	1	Public Education	76
Fire - Other	10	Special Service - Suspicious Item	-
Fire - Structure	2	Special Service - Other Assistance	19
Hazardous Materials Incident	1	Special Service - Lockout	3
Inspection	214	Special Service - Water problem	11
Investigation - Carbon Monoxide	12	Special Station Coverage	20
Investigation - Electrical	9	Training	41
Investigation - Natural Gas	5	Water Rescue	0
Investigation - Odor	10		
Investigation - Other	51	Total Responses	1,448

**POLICE DEPARTMENT**

Thank you for your interest in reviewing the 2010 Boxborough Police Department Annual Report. In this, my first annual report as your new Police Chief, I hope the information I present will be of value to you and provide an inside look at the services your police department provides. Providing police service to a community of over 5,000 people is both challenging and rewarding, and the men and women who serve you are dedicated to ensuring you are provided the best possible service we are able to offer.

As with many communities, the economic hardships facing us create issues that certainly impact services. The ongoing economic and budgetary issues have resulted in the reduction of shift coverage within the organization, and any reduction of personnel has an impact on our ability to deliver service. As the loss of funding becomes a reality we make every effort to minimize any impacts those reductions will have on our ability to deliver service in emergency situations.

One objective of this year's annual report is to provide information about and heighten community awareness of some of the department's newest services and capabilities. This year we are "spotlighting" our detectives who work as members of task forces addressing regional problems, our advanced technical forensics capabilities, our liaison to the senior population who provides a vital point of contact between the department and the community. And last, our involvement with Communities for Restorative Justice makes important contributions to the safety and reform of our youngest citizens.

Under the supervision of Sergeant DiMauro, the Detective division investigated numerous housebreaks, thefts, larcenies, frauds, sexual assaults and missing persons. In conjunction with local, state and federal agencies they apprehended and successfully prosecuted criminals along with performing their daily patrol responsibilities when possible. Our detectives are responsible for court duties, victim and witness coordination, domestic violence and community-based justice programs.

In 2010, the Boxborough Police Department furthered the community policing initiative by referring its first offenders into the Communities for Restorative Justice Program (C4RJ). C4RJ is a community-police partnership that offers restorative justice to those affected by crime. In total, Officer Colburn referred twelve youth offenders into the program for crimes that included minor in possession of alcohol, trespassing, and possession of marijuana. The offenders completed a total of 200 hours of community service as well as had extensive meetings with volunteers and police officers. This program was a great success for the first year; it was not only a valuable experience for the offenders involved but for the officers too.

Our web page [www.boxboroughpolice.com](http://www.boxboroughpolice.com) has been updated and, under the supervision of Sergeant O'Brien, our community outreach programs expanded to the Council on Aging. Officer Pelley has established himself with the seniors and works closely with the COA Office. You will often see Officer Pelley at the monthly luncheons, COA Meetings, and regularly checking on the seniors in the community. Officer Pelley publishes updates on criminal trends toward seniors and sends safety messages in the monthly COA news letter.

Officer Colburn, in partnership with the Fire Department, is working to ensure that children are properly secured in vehicles. Startling statistics show that 70% of all car seats are improperly installed. We have properly installed a total of 26 car seats and held a car seat safety check-up event. Officer Colburn is always available to answer any questions or to help with the installation of your child safety seat.

Our Communications Department, under the direction of Dispatch Supervisor Michelle Turner, provides 24/7 coverage of all telephone, radio and E911 services to the Town and its emergency service providers. In 2010, dispatch handled 19,327 calls along with daily calls to our seniors enrolled in the "Are you OK?" program, a program that was implemented by our COA liaison where pre-registered individuals receive a daily phone call originating from the dispatch center to inquire if they are OK.

Responding to the many needs of this community is our number one priority, and I am proud of the men and women of this department who accept that role. Take the time to stop and talk with them when the opportunity arises; I know you will enjoy the conversation.

Respectfully Submitted,  
Warren B. Ryder  
Chief of Police

**BOXBOROUGH POLICE DEPARTMENT SELECTED INCIDENTS**

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
911 Hang-ups	101	66	92	125
Animal Complaints	117	130	154	158
Annoying Phone Calls	5	23	22	13
Arrests	149	121	121	129
Assist Citizens	487	803	927	628
Assist Fire/EMS	---	---	519	271
Aggravated Assaults	2	12	4	4
Breaking & Entering	14	31	24	23
Burglar Alarms	142	174	125	162
By-Law Violation	39	23	28	31
Complaints (traffic problems)	300	455	409	453
Disturbances - General	61	48	63	39
Disturbance - Domestic	22	27	37	26
Follow-up invest.	60	87	138	76
Larcenies/Fraud	31	42	45	43
M.V. Accidents w/Injury	61	58	45	63
M.V. A. /Property damage	80	59	57	71
M.V. Theft	2	2	4	1
Missing Persons	12	10	6	5
Noise Complaints	42	30	30	15
Protective Custody	11	19	11	11
Rape	1	3	0	2
Robbery	1	7	0	0
Shoplifting	11	2	1	2
Summoned to Court	156	188	232	182
Suspicious Activity	462	433	509	638
Vandalism	28	39	37	32
Simple Assaults	4	2	1	16

**2010 Case Activity Statistics**

Total Offenses Committed:	959
Total Felonies:	147
Total Crime Related Incidents:	156
Total Non Crime Related Incidents:	226
Total Arrests (On View):	129
Total Arrests (Based on Incident/Warrants):	19
Total Summons:	165
Total Arrests:	313
Total P/C's:	11
Total Juvenile Arrests:	13
Total Restraint Orders:	22

## 2009 Case Activity Statistics

Total Offenses Committed:	1016
Total Felonies:	106
Total Crime Related Incidents:	197
Total Non Crime Related Incidents:	148
Total Arrests (On View):	121
Total Arrests (Based on Incident/Warrants):	30
Total Summons:	232
Total Arrests:	383
Total P/C's:	11
Total Juvenile Arrests:	6
Total Restraint Orders:	13

## 2008 Case Activity Statistics

Total Offenses Committed:	873
Total Felonies:	126
Total Crime Related Incidents:	194
Total Non Crime Related Incidents:	108
Total Arrests (On View):	121
Total Arrests (Based on Incident/Warrants):	12
Total Summons:	188
Total Arrests:	313
Total P/C's:	19
Total Juvenile Arrests:	13
Total Open Warrants:	2
Total Restraint Orders:	9

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	<u>2008</u>	<u>2009</u>	<u>2010</u>
<b>Motor Vehicle Stops</b>	<b>2305</b>	<b>2696</b>	<b>2392</b>
- Verbal Warnings	1723	2044	1725
- Written Warnings	200	171	163
- Citations Issued	233	237	295
- Summoned to Court	105	149	135
- Arrested	44	95	74
- Average OVER Speed	18 MPH	19 MPH	18 MPH



‘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 commission meets on a regular basis on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month. The public is welcome to attend. The commission spends a majority of its time fulfilling its legal obligations under the Massachusetts Wetlands Protection Act and the Boxborough Wetlands Protection Bylaw. Routine activity includes the following:

- Issuing orders of conditions; certificates of compliance; extensions and determinations of applicability.
- Performing site inspections as needed.
- Striving to protect unique habitats, rare species and vernal pools.
- Holding meetings, hearings and commission deliberations as needed.
- Advising other town boards on wetland matters.
- Planning, managing and maintaining the comprehensive conservation trail system in Boxborough.
- Maintaining all conservation land in Boxborough through the Land Stewardship Committee (LanSCom) program.

The commission also reviews and decides offers of land sale or gifts for conservation purposes. Approvals are then presented to Town Meeting for authorization. State and federal assistance funds for these purchases are managed by the commission.

The commission continues to review the Boxborough Wetland Bylaw. In 2010, the commission proposed a warrant article to amend the bylaw abutter notification requirements. This amendment that clarified the 300 ft. requirement for notification was passed at Town Meeting. Members periodically attend seminars and workshops. Additionally, the commission continues to examine and discuss conservation land management practices.

The commission participated in two ad hoc committees last year. Member David Follett and Associate Member Norm Hanover served on the Deer Population Study Committee. Members Charlene Golden and Diane Torres served on the committee to update the Master Plan.

#### **Activity under the Wetlands Protection Act and Town Bylaw**

A landowner or developer is required to file a formal Notice of Intent (NOI) prior to doing any work within a wetland and/or the 100 ft. adjacent land resource area commonly known as the “buffer zone.” During calendar year 2010, the commission reviewed nine Notices of Intent and five Requests for Determination of Applicability (RDA) as indicated in the table below. These filings included proposed work on a mix of both commercial and residential projects. Each of the NOI and RDA filings listed below required a public hearing, deliberations and site visits. The table also lists the number of requests for Certificates of Compliance (COC) and Extensions for permits.

<u>Year</u>	<u>NOI</u>	<u>RDA</u>	<u>COC</u>	<u>Extensions</u>
2007	9		3	
2008	8	5	10	3
2009	2	2	3	2
2010	9	5	6	2

The fees, forms, instructional documents, and meeting minutes are posted on the town website.

### **Conservation Land Stewardship**

During the past year the Conservation Commission, Land Stewardship Committee (LanSCom) and Boxborough Conservation Trust continued to make improvements to many of our conservation parcels. Trail maintenance and clearing remains an ongoing effort with the LanSCom coordinating the necessary labor that involves the service of the DPW along with a variety of volunteer labor provided by LanSCom members, prospective Eagle Scouts, and other community service organizations.

Kiosks with trail maps have been posted at major trailheads and new trail markers installed. The trail maps are also available on the town website and at the Town Hall. The LanSCom trail guide is available at Town Hall or Eastern Mountain Sports (EMS) in Acton. Efforts continue to control nonnative invasive plants such as oriental bittersweet and multiflora rose

### **Acknowledgments**

The commission would like to thank Paul Rey's family for designating the Conservation Commission Trust Fund for memorial donations in honor of Paul's 33 years as a Commissioner working to preserve open space and protect the environment for his grandchildren and future generations.

There are a number of other people in town whose help make our work easier. We are fortunate to have a dedicated and tireless group of LanSCom volunteers, led by Liz Markiewicz, performing trail maintenance and improvement work throughout the year. Special thanks to Norm Hanover for his continued effort on the trail kiosks, signs and markers. We would also like to thank Tom Garmon and the Highway Crew for their assistance on land and trail maintenance, Mark Dupell, our Building Inspector for help with enforcement, and the staff at Town Hall. We make a special thank you to Mary Nadwairski, for all her help in keeping us organized and for interacting so positively with the public and various town boards.

### **Citizen Interest**

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. Residents interested in making a donation to the Conservation Trust to aid in protecting open spaces are also encouraged to contact the commission.

Respectfully Submitted,  
Dennis Reip, 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.

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 by Section 9100 of the Boxborough Zoning Bylaw. The ZBA has and exercises all of the powers granted to it by MGL Chapters 40A, 40B, and 41 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; hearing and deciding appeals or petitions for variances from the terms of the Zoning Bylaw pursuant to MGL Chapter 40A, Section 10; hearing and deciding appeals from decisions of the Inspector of Buildings; and hearing and deciding applications for

comprehensive permits for the construction of low or moderate income housing by a public agency, limited dividend organization, or nonprofit corporation, as authorized under MGL Chapter 40B. Public hearings are held for each application for a special permit, variance or other form of appeal.

Enforcement of the Zoning Bylaw is the duty of the Building Inspector / Code Enforcement Officer. The Board of Selectmen appoints the Building Inspector / Code Enforcement Officer and any of his decisions may be appealed to the Zoning Board of Appeals as provided for in Massachusetts General Laws, Chapter 40A, within 30 days after that decision.

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 2010, the Board considered applications for special permits and variances and two requests to amend previous decisions.

The ZBA is working with the Planning Board and Conservation Commission to update the maps associated with the Wetland and Watershed Overlay District of the Zoning Bylaw. The W-District was mapped in 1974.

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,  
Tom Gorman, Chair

## **BOXBOROUGH HOUSING BOARD**

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.

### **Condominium Exchange Program**

The BHB continued to monitor the Condominium Exchange Program (CEP) in 2010. One owner of a condominium in the CEP Program unsuccessfully attempted to sell his unit and is now renting his unit with our approval.

In the past year, the BHB invested a considerable amount of time in considering how to adapt the CEP to our current economic conditions. We concluded that a rental equivalent of the home-ownership CEP made more sense in the present times. We talked with possible organizations that could manage rental housing for us, such as the Acton Housing Authority and initiated the design of a new program, the Rental Exchange Program (REP).

### **Comprehensive Permit (40B) Affordable Housing**

#### **Boxborough Meadows**

Boxborough Meadows is a 48-unit condominium complex containing 12 affordable units that 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. During the past year, the BHB approved the refinancing of an affordable unit at Boxborough Meadows, which was done within the established limits of BHB policy.

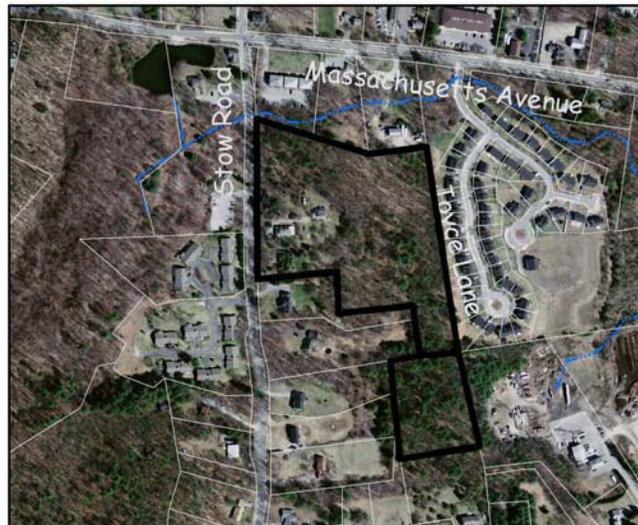
### **Summerfields**

Summerfields Condominiums is a 24-unit, age-restricted complex located on Summer Road in Boxborough. Six of the units are affordable. The BHB continues its role as the monitoring agent.

### **Open Space Affordable Housing**

In the past year, the BHB purchased two adjoining parcels of approximately 13.5 acres from the Lyons Family Trust. The land is located on 72 Stow Road, opposite the Sheriff's Meadow and Tisbury Meadows communities in the Town Center District and is shown in the figure below. The property has been owned by the Lyons family for over fifty years and was acquired with funds from Boxborough's Affordable Housing Trust.

The property will be used primarily to provide affordable housing and may be used for other municipal needs. With this land, the BHB intends to provide a greater variety of affordable housing and will expand its view of affordable-housing needs beyond the narrow economic range that is serviced by Chapter 40B. The BHB will gather information and solicit opinions about housing that has the potential to help a significant number of Boxborough residents and not duplicate the large number of garden-style apartments already in Boxborough. It will also explore other municipal needs, such as a community center or a Town Hall adjunct, that will benefit Boxborough.



### **Other Activities**

The BHB periodically reviews the housing market in order to best adapt our programs to current conditions. Together with other town boards, the BHB is working on an updated Boxborough Master Plan.

### **Town Support**

Colleen Whitcomb has continued to assist the BHB on a part-time basis during the past year. She has helped us enormously and without doubt has injected a great deal of better order into our activities. In addition, the Boxborough Housing Board is grateful for the help and support of Town Hall staff, and particularly Town Administrator Selina Shaw and Town Planner Elizabeth Hughes. The guidance and thoughtful input of Selectman Les Fox continues to be much appreciated.

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.

### Annual Town Meeting, May 2010

At the Annual Town Meeting, the Planning Board presented three zoning bylaw amendment articles and one general bylaw article.

Article 21 adopted a new general bylaw to allow the Planning Board to regulate stone walls along public ways. The purpose of this bylaw is to facilitate the preservation of stone walls and to protect the scenic quality and character of public ways in the Town.



Article 22 amended the Zoning Bylaw Section 7300, Flood Plain District, by amending Subsection 7302(1), Existing Regulations, Subsection 7304, Flood Plain District, and Subsection 7305, Regulations, and by inserting a new Subsection 7306, Notification of Watercourse Alteration. Participation in the National Flood Insurance Program (NFIP) is based on an agreement between local communities and the federal government that states if a community adopts and enforces a floodplain management ordinance to reduce flood risks to new construction (or substantial improvements) in Special Flood Hazard Areas, the federal government will make flood insurance available within the community as financial protection against flood losses. The Federal Emergency Management Agency recently completed a study for Middlesex County as part of an update from paper Flood Insurance Rate Maps (FIRM) to digital maps and updated the NFIP regulations. Boxborough was required to adopt the new FIRM Maps and revised NFIP regulations.

Article 23 amended the Zoning Bylaw Section 8004, Substantial Alteration, to add language regarding the substantial alteration to areas for parking, loading or vehicular access and to state that resurfacing shall not be construed as a substantial alteration unless it involves a change of surface material. This amendment helps clarify the circumstances under which site plan review must take place as well as those

instances where site plan is not necessary. The Planning Board sought this amendment because it provides a mechanism by which the board may waive certain site alterations from site plan review.

Article 24 amended the Zoning Bylaw Section 2100, Definitions, by adding the definition of “Habitable Space” and by renumbering the remaining definitions accordingly throughout the Zoning Bylaw. It also amended Section 4107(1)(b)(2), Accessory Apartment, by replacing the words “Gross Floor Area” with the words “Habitable Space.”

### **Development Review & Special Permits**

The Planning Board reviewed the following development plans and special permit applications in 2010:

- High Quality Landscape Minor Amendment; 871 Massachusetts Ave: The board approved a request for an amendment to the approved site plan to allow the relocation of three storage bins.
- Scientific Boston Site Plan Amendment, 1120 Massachusetts Ave: The board approved a request for an amendment to the approved site plan to allow the relocation of exterior light fixtures and alterations to the approved landscape plan.
- Alpha Cars Site Plan, 649 Massachusetts Ave: The board held a joint public hearing with the Board of Appeals and approved a site plan with conditions to allow the demolition of an existing legal nonconforming residence and the construction of a new 4,500 sq. ft. automobile showroom.
- Shepherd Veterinary Clinic Site Plan Amendment, 15 Codman Hill Rd: The board held a joint public hearing with the Board of Appeals and approved an amendment with conditions to an existing site plan to allow 12 new gravel parking spaces and upgrade the on-site sewage disposal system because of interior renovations to remove some retail space and add two new exams rooms.
- Holiday Inn Sign, One Adams Place: The board recommended that the Board of Appeals approve the proposed new signs.
- Lighttower Fiber Optics, Whitcomb Rd & Eldridge Rd: The board reviewed a proposal for the underground placement of fiber optics cable for Cisco. The Board recommended to the Selectmen that the contractor be required to take all necessary measures for the protection of existing street trees and stone walls.
- Buxboro Properties Site Plan, 593 Massachusetts Ave: The board approved a site plan with conditions to allow various improvements to the site so it can be utilized for retail, wholesale and fabrication of stone for an exterior architectural stone work business.
- Codman Hill Tradesmen Suites Site Plan Time Extension, 340 Codman Hill Rd: The board granted a two year time extension to the approved site plan.
- Lunardo Accessory Apartment Special Permit, 718 Burroughs Rd: The board granted a special permit to legalize an accessory apartment built in the single-family dwelling by the previous owner.
- Habitech Reduced Frontage Lot Special Permit, off Burroughs Rd: The board recommended with conditions that the Board of Appeals grant a request for a Reduced Frontage Lot Special Permit.
- Sara’s Way Common Driveway Special Permit Amendment: The board granted a minor amendment to the approved special permit to allow the relocation of the easement because the existing driveway for 93 Sara’s Way was constructed outside of the approved easement.

### **Subdivision Road Inspections, Performance Guarantees & Lot Releases**

The Planning Board coordinates subdivision road inspections to ensure that construction is in accordance with the approved plans and the Subdivision Rules and Regulations and controls the release of performance guarantees and subdivision lots.

The Planning Board Chair, Town Planner, Public Works Director and the Town's consulting engineer were subpoenaed as witnesses in the litigation between a developer and their paving company. Appearance in the Brockton Superior Court was postponed from 2009 to 2010. A settlement was finally reached and the litigation was dropped. The Hughes Lane developers finally ground the entire road surface, reset all of the drainage structures and repaved the road to correct previous deficiencies.

The developer of the Sara's Way subdivision off Massachusetts Avenue requested a lot release for Lot 6A following the endorsement of an Approval Not Required (ANR) Plan for a land swap. The lot release was to clear the property title from any of the requirements of the Sara's Way subdivision or common driveway permits and covenants. The Board authorized the lot release with the condition requiring proof of recording of a Certificate of Performance.

### **Subdivision & Approval Not Required Plans**

With the assistance of the Town Planner, the Town's consulting engineer and the Public Works Director, the board adopted revised Subdivision Rules & Regulations, which had not been done since 2000. The revised rules & regulations included many sustainable development practices, including the use of low impact drainage designs.

The board reviewed the following Preliminary and Definitive Subdivision Plans:

- Habitech Whispering Pines Preliminary Plan off Burroughs Rd: The board denied a Preliminary Plan to reconfigure and subdivide two nonbuildable parcels and two building lots into one nonbuildable parcel and three building lots.
- BCTrust Emanuel Woods Preliminary Plan off Emanuel Dr: The Board approved a plan with conditions to subdivide an existing 35.4 acre parcel into four building lots and an undeveloped open space parcel.
- Sara's Way Definitive Plan Minor Modification, off Massachusetts Ave: The Board granted a minor modification to the approved Definitive Plan to allow the deletion of the requirement for a sidewalk, deletion of a bituminous berm on the west side of the roadway entrance, and removal of the asphalt from the previous driveway.

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 plan was endorsed in 2010:

- White-Habitech ANR Plan, 2 Lots off Sara's Way and Burroughs Rd: The board endorsed a plan to allow the reconfiguration of a lot line between two existing parcels and a swap of 6,231 sq. ft. and 6,333 sq. ft. that did not affect the frontage.
- 59 & 85 Cedarwood Road ANR Plan: The Board endorsed a plan to allow the reconfiguration of a lot line between two existing parcels and an equal swap of 4,350 sq.ft. of area that did affect the frontage.

### **Scenic Road Plans**

In Boxborough, any road work that requires the removal/modification of stone walls or removal of public shade trees along designated scenic roads must receive approval from the Planning Board under the Scenic Road Bylaw. In 2010, the Planning Board issued scenic road approval to:

- 140 Stow Rd Amendment: The board granted to the new property owners an amendment to the approved Scenic Road permit to allow the location of the existing driveway, which was built by the developer in the wrong location.

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

After years of work and dedication, on October 2<sup>nd</sup>, fifteen volunteers, town employees and the Garabedian family came together to build a handicapped accessible bridge connecting the Blanchard Elementary School and the Sargent Memorial Library. The Board believes the bridge and path are a fitting tribute and it is pleased that it will be known as the Garabedian Trail, as it links the community legacies of Elaine and Charles Garabedian.



The Planning Board is very thankful to the Library Trustees for agreeing to use the remainder of the Library construction funds to get this project off the ground and a donation of over \$8,000 from the Library Foundation in memory of Elaine Garabedian. A \$2,000 grant was also received from the Blanchard School Committee and the Blanchard PTF. The Littleton Electric Light Department purchased the five new light posts for installation along the path and LELD crews did the installation free of charge. This project has been a true community effort and one the whole Town can be proud of for generations.

In preparation for the 2011 Annual Town Meeting, the board continued to work on a draft Open Space Residential Development Bylaw. Additionally, the board prepared revisions to the Flood Plain Bylaw as required by FEMA. In response to issues with the development of accessory apartments and concerns raised by the Building Inspector, the board drafted a revision to the Accessory Apartment Bylaw to allow greater flexibility in the interior square footage without significantly increasing the maximum size.

The board had further conversations with all relevant boards and committees on updates to the Town's Master Plan. Each board and committee was tasked with providing updates to certain chapters and their goals and objectives.

The board discussed the establishment of a Growth District with the towns of Westford and Littleton through a regional planning effort initiated by the state. The board put forth four potential projects; 1) the reevaluation of the Town Center Zoning taking into consideration Smart Growth Initiatives, Low Impact Development (LID) measures and the need for the area to be served by on-site water and sewer; 2) the potential for a public water supply to service the business community around Rt.111 and Rt. 495 and the potential for economic growth that would bring; 3) evaluations of a regional transportation center off Rt.2/Rt. 495 at the Littleton Commuter Rail Station, and; 4) the Route 111 trail and the connection to West Acton.

The Town Planner prepared a grant application to the state under the Downtown Initiative Technical Assistance Program and the District Technical Assistance program for the reevaluation of the Town Center Zoning.

The Town Planner coordinated with the Town's consulting engineer, Public Works Director and Police Chief an evaluation of alternatives to improve the safety of the intersections of Stow Road/Burroughs Road and Chester Road/Burroughs Road by reducing the amount of pavement and width of the intersection and repositioning and/or removing the current stop signs.

The Town Planner and the Planning Board continued to pursue a resolution of design issues with Mass Highway for the construction of a multipurpose trail along Rt. 111.

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 and street map. Additionally, she provided GIS maps for the Board of Selectmen, the Conservation Commission and various other town departments.

The Town Planner participated on the preliminary interview committee for the hiring of a new Building Inspector.

The Planning Board encourages all residents to participate in the local planning 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 website: [www.town.boxborough.ma.us](http://www.town.boxborough.ma.us) on the calendar and in Town Hall.

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

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

## **MINUTEMAN ADVISORY GROUP ON INTERLOCAL COORDINATION (MAGIC)**

*Acton, Bedford, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow and Sudbury*

MAGIC held nine meetings in 2010. Meeting topics included shared municipal services, green communities, transportation funding and priorities via the Transportation Improvement Program (TIP), discussion on Annual Town Meetings and communications strategies, the federal Sustainable Communities regional planning grant, land use and zoning reform legislation, economic development initiatives, the Regional Transportation Plan (RTP), the Regional Pedestrian Plan, and clean energy initiatives. In October, MAGIC also hosted a Citizen Planner Training Collaborative Workshop on Reading Subdivision Plans in Bolton.

MAGIC generated several products throughout the year including a transportation priorities comment letter to the Boston Region Metropolitan Planning Organization (MPO), a TIP comment letter, a support letter to the University of Massachusetts Medical School Purchasing Department for the Acton Coordinated Transportation Plan, an inventory of shared service projects in the MAGIC subregion, a Fiscal Year 2011 Work Plan, a list of activities conducted in Fiscal Year 2010, and agendas and minutes for MAGIC meetings. The MAGIC website, [www.mapc.org/subregions/MAGIC](http://www.mapc.org/subregions/MAGIC), was regularly updated. Several e-mails announcing events, opportunities, and deadlines were sent to the MAGIC e-mail distribution list.

Several projects in MAGIC communities arose from MAGIC meetings. The MAGIC Mobility study that began late in 2009 continued through 2010. The Mass Central Corridor Study was conducted in 2010 as well. These transportation-related projects, funded in part through the MAGIC special assessment, will be completed in 2011. After the February MAGIC meeting on shared municipal services, many MAGIC communities elected to participate in a shared services study, funded through the District Local Technical Assistance program.

Other projects conducted by the Metropolitan Area Planning Council (MAPC) were incubated as a result MAGIC meetings and outreach to MAGIC communities: A regional housing trust pilot study that includes Concord, Bedford, Lexington, Lincoln, and Sudbury, a village center study and farmland protection bylaw project in Littleton, the Battle Road Scenic Byway corridor management plan in Concord, Lexington, and Lincoln, the Route 128 Central Corridor Plan in Lexington and Lincoln, and early work on the Sustainable Communities Regional Planning Grant and the 495/MetroWest Development Compact.

## **METROPOLITAN AREA PLANNING COUNCIL**

This year, we increasingly have focused our work on helping municipalities to collaborate across city and town borders, to achieve savings through new efficiencies, to capitalize on the existing and multifaceted resources of Greater Boston, and to explore innovation in unexpected ways. As fiscal challenges have intensified at the local level, MAPC has amplified its commitment to partnering with cities and towns in offering progressive solutions. We're expanding our reach into new areas – from the federal policy arena, to green energy development, and interactive gaming as a tool for community engagement – while keeping an eye toward preservation, sustainability, and responsible stewardship of our shared resources. In every effort we undertake, MAPC works toward a more equitable, livable Greater Boston region.

This year, we are heartened to have the Obama Administration's support for the smart growth ideals put forth in our regional plan, MetroFuture. We are honored to be among a select group of grant recipients from the Sustainable Communities Partnership, a new federal collaboration among HUD, the EPA, and

the U.S. Department of Transportation. With this grant, MAPC can go further in promoting sustainable development in Greater Boston.

The coming year will bring the first activities under the grant, which could total more than \$4.5 million over three years when matching commitments from regional foundations are included. The Metro Boston Sustainable Communities Consortium – which includes municipalities, nonprofits, and institutional allies – will oversee our work under the grant. The heart of the work plan features several illustrative projects poised to benefit from Sustainable Communities funding.

They include:

- Enhancing the Fairmount transit corridor through Dorchester, Mattapan and Hyde Park in Boston;
- Engaging the Asian communities in Chinatown, Quincy, and Malden in planning efforts;
- Creating an antidisplacement strategy for residential areas along the planned Green Line extension in Somerville; Identifying priority preservation and development areas along the Route 495/MetroWest corridor; and
- Studying office park retrofit potential for the Framingham Tech Park, and exploring opportunities for linkage to the downtown commuter rail station.

All of these initiatives – and others that will be added as the program develops – will help the region to plan and grow responsibly, with a focus on future stewardship of our shared resources. In addition to this local work, MAPC will develop tools and models, build skills and capacity throughout the region, design and advocate for smart growth policies in state and local government, and track the region's progress through a Regional Indicators Program.

At the core of our mission is serving as a resource to our member municipalities. One of the most important ways MAPC serves cities and towns is to foster forward-thinking economic development opportunities. In 2011, we are focusing much of our economic development work in clean energy and local business development.

MAPC links federal resources to emerging green technology start-ups like the Fraunhofer Center for Sustainable Energy Systems. Fraunhofer is a nonprofit applied research and development laboratory located in the heart of Boston's Innovation District on the South Boston waterfront, dedicated to the commercialization of clean energy technologies. We also provide support and advocacy for emerging business incubators such as the Cleantech InnoVenture Center in Lynn. This business incubator is designed to reduce the start-up expenses of small clean technology companies, while accelerating the time it takes to transform a research idea into a marketable product.

In Gloucester, MAPC is helping to build a cluster of marine research institutes on and around the harbor – adding strength to a historic fishing-based economy. We are also working with the Dorchester Bay Economic Development Corporation to place job training facilities within walking distance of neighborhoods in need, and to provide skill-based training in partnership with larger businesses that are seeking trained employees.

MAPC also plans to unveil a web-based business development tool that will allow cities in Greater Boston's urban core to market hard-to-sell commercial and industrial real estate to appropriate buyers. The website, Choose Metro Boston, can be found at **[www.choosemetroboston.com](http://www.choosemetroboston.com)**.

Our energy planning will continue to grow as we start developing energy strategies for Chelsea and Revere, and as we explore similar opportunities across the region. All our green energy work is guided by our Green Energy Campaign, which is an effort to achieve the energy goals of MetroFuture by building

local capacity, increasing energy efficiency, and developing alternate energy resources. In the coming year, proposed energy-related projects include developing a regional ESCO, or Energy Services Company, which would provide comprehensive energy efficiency services for multiple municipalities and school districts; developing a site suitability assessment for wind or solar energy on closed landfill and brownfield sites; and creating a regional energy manager service, which would provide MAPC staff support for a wide range of local energy work.

In many municipalities, MAPC can best help to achieve smart growth goals through targeted zoning bylaw work. This year, MAPC worked with the Town of Littleton Planning Board, Board of Selectmen and a faithful cadre of concerned citizens over several months to draft, review and finalize two zoning bylaws: a new Village Common zone, and an Overlay zone.

The Village Common zone created a new business district along Routes 119 and 110, where mixed use development will be allowed so long as new design guidelines are met. In the Overlay zone, created along Route 119, a vacant 90-acre site once owned by Cisco Systems may now be more easily redeveloped. MAPC presented the zoning changes at Town Meeting, helping to usher the bylaws toward adoption. Both zoning changes will help the Town control and attract development consistent with both MetroFuture and the community's vision.

The District Local Technical Assistance (DLTA) program is another essential vehicle for helping communities to achieve such goals. DLTA is a state funding program that helps cities and towns to collaborate regionally on housing, economic development, and environmental protection projects. The funding can also be used to help municipalities to coordinate and more efficiently deliver local services. 2010 was by any measure a prolific year for DLTA-funded projects in municipalities throughout the region.

There were a total of 19 projects approved for funding this year – ten in land use planning, and nine in municipal services. More than two dozen communities received help from MAPC on land use planning projects thanks to DLTA funding, the majority involving research or drafting local zoning bylaws. There are 39 cities and towns currently participating in municipal services projects, such as examining how to save funds or provide expanded services by sharing engineering staff, public health offices, and even ambulances. Since many of these projects affect multiple municipalities, the total number of cities and towns served is 57 - a record high for the program.

With DLTA funding, MAPC and the MetroWest Regional Collaborative are conducting a MetroWest Regional Open Space Connectivity study. This study will coordinate all the individual open space plans among MetroWest cities and towns, allowing open spaces to become linked into an interconnected network that will cross municipal boundaries and serve a variety of regional needs. The study will also identify and prioritize lands that are ripe for protection or acquisition for open space.

Using DLTA funds, MAPC assisted Bellingham in writing a Housing Production Plan in 2010, the first of what we hope will be many such plans crafted by MAPC. Housing Production Plans help cities and towns guide local affordable housing developments. Another tool, the Smart Growth Zoning and Housing Act (Chapter 40R), offers financial incentives to encourage cities and towns to zone for compact residential and mixed-use development in smart growth locations. These districts are catching on slowly across Eastern Massachusetts, and MAPC is currently working to prepare a 40R District for Sharon.

On the North Shore, MAPC is working with Beverly, Danvers, Hamilton, Ipswich, Salem and Wenham to solicit local input on Priority Development Areas and Priority Preservation Areas, as part of a \$68,000 grant from the Massachusetts Executive Office of Housing and Economic Development.

Transportation planning is central to all facets of MAPC's work. The economic vitality of the region is dependent on a strong transportation network, and continued investment in all modes of transportation – roads, bridges, sidewalks, bicycle infrastructure, and public transit – is crucial to Greater Boston's ongoing competitiveness.

MAPC works toward sustainable transportation projects throughout the year, including the regional bike share system that is projected to launch in Boston in spring 2011. MAPC is collaborating with Boston, Cambridge, Somerville, and Brookline to link into Boston's system once it is established. The program will provide hundreds of stations, outfitted with several thousand bicycles, throughout the participating municipalities. Designed for short trips, the bike share system will provide a sustainable mode of transportation while extending access to public transit locations across the region. MAPC worked with Boston and the MBTA to secure a \$3 million Federal Transit Administration grant to implement the program in 2011.

In 2010, MAPC unveiled a comprehensive Pedestrian Transportation Plan with action steps that cities and towns can take to make their streets more walkable. Both a resource and a guide, the Pedestrian Transportation Plan identifies actions that local governments, advocacy groups, the private sector and individuals can take to increase pedestrian safety and convenience and to encourage more walking. The plan is available on our website, at [www.mapc.org/resources/ped-plan](http://www.mapc.org/resources/ped-plan).

MAPC is working collaboratively with three towns on the Upper Charles River to help them adapt to a series of new federal storm water regulations. Bellingham, Franklin and Milford were selected this year by the Environmental Protection Agency (EPA) to pilot stricter storm water regulations. These regulations are required to reduce unhealthy rates of pollution in the Charles River.

The new regulations will attempt to reduce storm water flow and contaminated runoff into the watershed from private and public properties, which could cost the towns and property owners several million dollars to retrofit existing infrastructure. The regulations may eventually be extended to the rest of the Charles River and other watersheds in the region.

To assist with these challenges, MAPC is working with three towns to explore creation of a storm water utility, a public entity that maintains storm water infrastructure and performs needed upgrades and capital improvements. As with water or sewer utilities, costs are covered by user fees, which are assessed on each property owner that contributes storm water runoff.

Another area in which MAPC aids cities and towns in planning for the future is public safety. As municipal budgets grow tighter, cities and towns are increasingly seeking ways to maintain public safety services in the face of cuts, to build emergency preparedness, and to enhance their expertise by working with neighbors and allies. In keeping with our mission to promote regional collaboration, MAPC has helped to establish three regional emergency equipment cache sites, containing reserves of emergency equipment for large-scale use. The three sites – in Beverly, Framingham, and Lexington – help the region to be prepared for a major incident, by providing resources that municipalities most likely could not afford on their own.

The cache sites offer first responders and public safety officials such equipment as shelters-in-a-box, cyanide detectors, cots, illuminated signs, and other tools for disaster preparedness. MAPC works in tandem with NERAC, the Northeast Homeland Security Regional Advisory Council, to offer these vital resources through a federal homeland security grant program.

Throughout this year, despite several budget cuts, the Metro Mayors Community Safety Initiative worked to maintain a strong police presence in troubled areas of the region through the Metro Gang Task Force

and through additional patrols funded by the anticrime Shannon Grant. High-risk and gang-involved youth experience intervention and prevention through Shannon Grant-funded programs, including more than 600 out-of-school activities and employment opportunities.

MAPC also helps municipalities to save money through our collective purchasing efforts, which allow cities and towns to make discounted bulk purchases of supplies, equipment, vehicles and more. Since its inception in 1998, the program has assisted dozens of municipal clients in saving millions of dollars. This year, we announced an exciting new partnership with the Fire Chiefs Association of Massachusetts, allowing MAPC to act as a collective purchasing agent for fire apparatus. This program has lots of potential to help communities save local dollars on major purchases, while improving the caliber of emergency vehicles and response capabilities.

Another way MAPC is working with NERAC to support emergency planning is through a new evacuation route planning tool, which kicked off in 2010. The goal of the program is to create an intuitive mapping application that will provide local emergency responders with critical information during emergencies and evacuations. The project will feature online maps and a mapping application that will let users coordinate evacuations by referencing electronic route maps and resources from inside emergency response vehicles or emergency command centers.

MAPC staff is also working on a first-in-the-nation dataset analyzing driving patterns, fuel consumption, and greenhouse gas emissions. Working in collaboration with MassGIS and the MIT Department of Urban Studies and Planning, we will collect and analyze data on vehicle miles travelled and fuel consumption based on odometer readings from vehicle inspection records. The data will help local, state, and regional entities develop effective strategies to reduce transportation-related greenhouse gas emissions and their associated climate impacts. The data also answer MetroFuture's call to focus new development in transportation-efficient locations.

MAPC and WalkBoston are also conducting research on which school districts in the MAPC region have the best potential for encouraging more students to walk to school. This "Safe Routes to School" Analysis aims to shift school trips from cars to feet, which can reduce greenhouse gas production, air pollution, and traffic congestion around schools. Several studies estimate that up to 30 percent of morning commuter traffic is actually generated by parents driving children to school. Shifting even a small percentage back to walking could result in measurable reductions in emissions, as well as health benefits for children and community benefits for their neighborhoods. Once the most promising walkable school districts are identified, MAPC and WalkBoston will work with participating municipalities to devise a plan for increasing the number of students who walk to school in those areas.

MAPC, an official Census Affiliate, helped promote Census participation throughout 2010, and will continue to monitor the results of the Census as data are released in 2011. As the data come out, MAPC will assist municipalities and non-profit partners with training and technical assistance. Data release schedules, new data and municipal profiles about your city or town, as well as training opportunities, can be found on the MetroBoston DataCommon, MAPC's online mapping tool, at [www.metrobostondatacommon.org](http://www.metrobostondatacommon.org).

As we work collaboratively and in innovative new ways throughout the year, we are mindful that all we do is guided by our bold regional plan, "MetroFuture." The development of the MetroFuture plan involved thousands of "plan builders" around the region, a group MAPC is now working to turn into "plan implementers," who will work to advance MetroFuture at the local, regional, and state levels. To engage old and new allies alike, MAPC launched the Friends of MetroFuture program with a well-attended open house in January 2010. This program will educate the public about key issues relating to MetroFuture implementation, and will build public energy for the change necessary to achieve

MetroFuture’s goals. In the past year, the program has sponsored a photo contest, eight speakers on a wide range of topics, and three walking tours in the summer months, with similar activities planned for 2011. Check [www.metrofuture.org](http://www.metrofuture.org) for the full agenda.

As always, building a constituency for change involves many partnerships with other like-minded organizations. MAPC was a founding member in the Massachusetts Smart Growth Alliance (MSGA), and remains active in its work. This year, MAPC and the MSGA kicked off the Great Neighborhoods Initiative, a campaign to link smart growth policy with place-based results. Throughout 2011, MAPC and MSGA will work with several local organizations around the region as they make their neighborhoods into smart growth models.

Finally, building regional support for smart growth principles requires research, expertise, a demonstrated record of local success, and – importantly – a commitment to legislative advocacy. We are proud to be pointing to a demonstrated track record of success both on Beacon Hill and in Washington.

MAPC furthered its agenda of fostering regional collaboration by participating in the legislatively mandated Regionalization Advisory Commission. Chaired by Lieutenant Governor Timothy Murray, the commission studied impediments and benefits of regionalization over a broad spectrum of topics, ranging from public safety to energy and backroom office support. MAPC will use the findings of the commission’s report to file a comprehensive piece of legislation in the 2011-2012 session, which will incentivize and remove barriers to sharing services across municipal boundaries. Additionally, MAPC and the MSGA were successful for the first time in favorably advancing a piece of land use reform legislation out of committee. Passage of comprehensive land use reform will continue to be a major priority for MAPC in the upcoming year.

Check [www.mapc.org](http://www.mapc.org) for news and updates about MAPC’s work throughout the year.

## HISTORICAL COMMISSION

During 2010, the Historical Commission continued operation of 575 Middle Road as a town museum. The History Society arranges portions of their collection into exhibits and volunteers staff the museum during opening hours each month of the year. Work continues on historical displays and the growing artifact collection is being cataloged in a computer database.

The Historical Commission continued work with members of the Steele Farm Advisory Committee and the Trustees of Reservation (TToR) on placement of preservation restrictions on the Levi Wetherbee/Steele Farm. The “permission to execute” article passed at a Special Town Meeting in November 2010, and the TToR Board of Directors formally agreed to join in the agreement in March 2010. The most current draft document was again reviewed by the State Executive Office of Energy and Environmental Affairs and the Massachusetts Historical Commission. The document is being revised to resolve format conflicts between these two state agencies.



The Commission procured a bronze plaque which commemorates Steele Farm's inclusion on the National Register of Historic Places. The plaque was formally unveiled in conjunction with the volunteer appreciation event held in early October at Steele Farm.

The Commission notes the demolition of the Whitcomb House in February 2010 after years of deterioration and neglect. The final demolition was precipitated by the discovery of a leaking heating oil tank in the house's basement and the resulting presence of ground contamination

The Commission also responded to requests for information on various aspects of town history.

Respectfully submitted  
Boxborough Historical Commission

## **BOARD OF HEALTH**

During the past year, the daily operations of the board were managed by Mary Cobleigh, Secretary to the Board of Health (and Building Department). Mary will be retiring in early July, 2011 after ten years of dedicated service to the Town. We want to express our appreciation for her organization and professionalism; she is the backbone of our board and works wonders with our Nashoba agents to keep us and the public well informed.

In general, the areas of public health that the board was involved with during 2010 include:

### **Health and Human Services**

The following services were administered by the Board of Health and our agents: 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, and emergency preparedness.

### **Environmental Protection and Pestilence Control**

The enforcement of regulations and policy to protect the following: drinking water safety, septic disposal and wastewater treatment, environmental health, housing & sanitary code enforcement, food services, recreational area safety, mosquito control, stormwater disposal and groundwater protection, and air quality.

Due to resource and time constrains, 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.

The greater percentage of the board's time and energy is typically given to the oversight of water resources, public health and environmental protection. This includes:

- Reviewing septic system and well plans, and wastewater treatment facilities as well as their respective periodic testing results,
- Monitoring local pool operations and permitted food service establishments,
- Working as part of the Water Resources Committee (WRC),
- Coordinating efforts with other groups and organizations,
- Mosquito control, tick and Lyme disease information, and pestilence control.

During 2010, certain projects continued to require the attention of the board and the Department of Environmental Protection (DEP) regarding their water supplies, groundwater discharge, and sewage disposal systems.

The Board of Health continues to utilize the geographical information system (GIS) and related mapping of water supply wells. The goal is to set up a comprehensive database from our files to monitor water resources issues and compliance with Title 5.

In regards 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. These services 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 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.

## **Progress in 2010**

### **Emergency Preparedness**

The local public health infrastructure continues to address the need for preparedness regarding potential environmental, health and safety related emergencies. The registered nurses and sanitarians with Nashoba have received intensive training to respond to 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. Planning and implementing immunization programs for pandemic threats such as the Avian Influenza 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.

### **Emergency Reserve Corps (ERC)**

The Board of Health sponsored the creation of the Medical Reserve Corps (MRC) in 2006. After changing its name to the Emergency Reserve Corps (ERC) in 2009, the ERC continued to promote and support emergency preparedness through its regular meetings and training seminars through 2010. Refer to the report specific to the ERC for additional information.

### **Mosquito Control and Related Diseases**

The board continues to monitor bird deaths with the potential relationship to West Nile virus and Eastern Equine Encephalitis (EEE) potentially carried by mosquitoes. Fortunately, no cases of either disease have been reported in Boxborough. However there have been increased reports of bird deaths from virus-carrying mosquitoes in the region. While the relative risk of becoming infected with these viruses is extremely low, residents especially at risk should take appropriate precautions against mosquitoes. The Town continues to utilize the services of the Central Massachusetts Mosquito Control Project (CMMCP) and participates in the state surveillance program. Since 2006, the board has continued the annual larvacide program utilizing Bti to significantly reduce the mosquito population and the respective risk to residents. The intent is to continue this program with an annual spring application in April and a second application during the early summer (only if necessitated by wet conditions). For more information on this program, refer to the CMMCP web site, [www.cmmcp.org](http://www.cmmcp.org).

### **Water Quality**

The Board and DEP continue to monitor special water quality issues relating to the ground water contamination caused by MTBE, perchlorate, and severe sodium concentrations in the western area of town. In addition to the above-noted contaminants, local water quality reports note continuing issues relating to alkalinity, hardness and sodium in many other areas of town.

### **Water Supply**

The Water Resources Committee continues to study and protect existing and future potential water supplies. Since the 2008 Feasibility Study prepared by our consultant to continue planning efforts for a future municipal water system, the WRC has continued plans to solicit state funding in support of the efforts of a long-term plan that meets the future needs of Boxborough. With recent difficult economic times, the focus has remained broad. Refer to the Water Resources Committee report for more details including the plans for 2011.

### **Tobacco Control**

The Board is served by a collaborative that enforces local regulations which prohibit the sale of tobacco products to minors and conducts compliance checks. In 2008, an undercover investigation reported 100% compliance for all Boxborough businesses that sell tobacco products over the counter and/or in vending machines. In all cases, the investigator was denied the purchase due the lack of proper age identification.

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

- Build our capacity to participate in public health and other emergency measures,
- Improve our ability to convey public health information to the public,
- Continue support of the Water Resources Committee to plan for the protection and development of future water supplies,
- Provide information and help facilitate access to Health and Human Service programs available to town residents.

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

Marie Canon, Chair  
Boxborough Board of Health

## **BOXBOROUGH EMERGENCY RESERVE CORP (BERC)**

The Boxborough Emergency Reserve Corp (BERC) is a subcommittee of the Board of Health and we retain our membership in the Massachusetts Medical Reserve Corp Region 4A, a coalition of 34 communities around Boston. The BERC is group of volunteers committed to assisting our first responders and preparing residents of Boxborough to be better prepared to face emergencies. We continue to seek additional members to reach our goal of 50 to 60 volunteers to train and serve as a reserve for the town in the face of disaster.

### **Mission Statement:**

Our Mission is to make our community safer and better able to handle natural or man-made disasters through volunteer training, community education and planning, and through integration with public safety officials.

**Current Activities:**

- Training volunteers in the Incident Command System (ICS), sheltering, CPR, first aid, radio use and emergency response through the Fire Department, American Red Cross and MRC Region 4A offerings.
- Continuing to maintain a database of volunteers who have undergone training, CORI checks and are credentialed if they are medical volunteers. This allows public safety officials at local, regional and national levels to utilize volunteers with specific levels of training in a disaster.
- Exhibits at townwide events. We have presented information on preparedness as well as offering Pet ID cards for dogs to better help prepare pet owners to take care of their pets in the face of an emergency at Fifer's Day, the Public Safety Open House, and the Agricultural Fair. This also included a joint venture with the Littleton Volunteer Corps to offer Pet ID cards to residents of both towns.
- Using grants to help the Boxborough Police Department acquire folding tables and traffic control equipment.
- Using emergency management grants to acquire supplies that might be used in sheltering as well as public education.
- Working with the Council on Aging to establish a list of residents (especially seniors) who would like wellbeing checks in the face of a disaster. This includes setting up a framework of communication with ERC members, public safety personnel and the residents requesting wellbeing checks. At the request of the Boxborough Police Department, the BEREC has conducted two wellbeing call downs during severe winter storms so far this year.
- Continued membership in the Local Emergency Planning Committee (LEPC). The LEPC as well as the BEREC continue to identify resources in town available to respond to disaster. This includes working with local businesses, the school, town government and public safety officials to plan for and drill on how to handle emergencies the town may face. While we are grateful that a generator for the police station has been installed to maintain communications in town in the face of prolonged power outages, we continue to advocate for a generator for the Blanchard School to allow the school to serve as a shelter in the face of disasters such as the Ice Storm of 2008.

Respectfully submitted,  
Dr. Brad Hardie, Chair

**WATER RESOURCES COMMITTEE**

The Boxborough Water Resources Committee (WRC) is a cooperative effort of several town boards working to protect and secure our water resources for current and future use.

In January 2009, Boxborough was identified by DEP as eligible to receive State Revolving Fund (SRF) loan monies for future public water supply planning efforts. These monies include up to \$500,000 at a low interest rate over 20-year pay back period but are only available based on Town Meeting support for bonding. Recent economic conditions have restrained direct action on this project, but the WRC remains committed to protect and pursue long-term water supply needs for Boxborough.

In 2010, the committee continued discussions regarding Littleton and Acton coordination, possible future water supply integration and mutual support of water resource protection with their water departments.

The WRC still maintains its goals of protecting potential water supply sites as identified in the 2002 Fracture Trace Study. In kind, the WRC identifies and supports purchase and protection efforts by the Conservation Commission. In 2010, the WRC continued its support regarding the Steele Farm

conservation restriction which includes the right to protect and install future water supply infrastructure on the property.

Additional long-term goals include further study and site exploration to define and quantify the available resources for possible future public water supplies. This effort is necessary to support future needs related to water quality issues and to promote healthy commercial development for the Town's fiscal needs. Further study will require favorable support at Town Meeting to take advantage of the DEP funding available to the Town through the SRF program for such water supply planning efforts.

Anyone interested in getting involved with the WRC Committee should refer to our website and contact the Board of Health for more information.

Respectfully submitted,  
Marie Cannon, Chair

### **NASHOBA ASSOCIATED BOARDS OF HEALTH**

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Boxborough. In addition to the day-to-day public health work conducted for Boxborough, we also provide the following services.

- Maintaining Nashoba's internet web site to provide information for the public. (See *nashoba.org*)
- Keeping the Boxborough Board of Health up-to-date on matters of emergency preparedness planning through our involvement in the Bioterrorism Regional Coalition. We are currently working on Boxborough's Emergency Dispensing Site plan.
- Assisting Boxborough's Board of Health with providing a school-located seasonal flu clinic at Blanchard Memorial School.
- Responding to health-related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.

We look forward to continuing our work with Boxborough's Board of Health. Included in the day-to-day work of Nashoba in 2010 were the following:

Reviewed 40 Title 5 state-mandated private septic system inspections for the 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 the 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.

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) ..... 49**

The Nashoba sanitarian is available for the public on Friday morning at the Boxborough Board of Health Office. This does not reflect the daily calls handled by the two Nashoba secretaries during daily business hours.

- **Food Service Licenses & Inspections** ..... 17  
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 using an at-risk method. Where deficiencies are found, a reinspection 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 are also investigated, and where appropriate, medical consultation and laboratory testing may be required.
- **Housing & Nuisance Investigations**..... 13  
As agent for the Boxborough Board of Health, Nashoba inspects dwellings for conformance with the 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/Ice Rink Inspections**.....5  
Pools are inspected upon opening and as needed thereafter to insure compliance with the state pool regulations.
- **Septic System Test Applications**..... 10  
Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicants engineer.
- **Septic System Lot Tests**..... 36  
The 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**..... 16  
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**..... 24  
Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent to an engineer for revision. Subsequent resubmittals by the engineer are also reviewed.
- **Septic System Permit Applications (new lots)**..... 13
- **Septic System Permit Applications (upgrades)**..... 11  
Applicants’ approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.
- **Septic System Construction Inspections**..... 35  
The Nashoba sanitarian is called to construction site at various phases of construction to witness & verify that the system is built according to plans.
- **Septic System Consultations**..... 17  
During all phases of application, design, and construction the Nashoba sanitarian is called upon for legal details and interpretation.
- **Well Permits**.....2
- **Water Quality/Well Consultations**.....9  
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** .....3  
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



- Legionella ..... 1
- Lyme Disease ..... 7
- Toxoplasmosis..... 1
- Varicella..... 11

- **Health Promotion**
  - **Skilled Nursing Visits..... 10**

**Dental Health Department**

- **Examination, Cleaning & Fluoride - Grades K, 2 & 4**  
 Nashoba’s Registered Dental Hygienists, operating out of the school nurse’s office and records, provide these services to those children whose parents have given written consent.
  - **Students Eligible..... 213**
  - **Students Participating ..... 118**
  - **Referred to Dentist.....4**
- **Instruction - Grades K, 1 & 5**  
 Nashoba’s Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining healthy teeth to all children in these grades.
  - **Number of Programs.....7**

**THE ELIOT CENTER**  
<http://www.eliotchs.org>  
**111 Old Road to Nine Acre Corner, Concord, MA 01742**  
**(978) 369-1113 (Telephone) (978) 369-0908 (Fax)**

The Eliot Center, dedicated to enhancing the quality of lives, offers a range of outpatient 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. Our mission is to provide a continuum of high-quality, innovative services to individuals across the life span that are individualized, flexible and responsive to the communities we serve.

The funding we receive from the Town of Boxborough is used to help subsidize the fees of Boxborough residents who are in need of mental health services as well as provide an array of nonbillable services such as case management, resource linkage and telephone support. Town support ensures that we never turn a Boxborough resident away because their health insurance has a low reimbursement rate or their plan is limited yet their problems are complex. Instead, we can reduce or waive a person’s co-payment to ease their financial hardship; we can set an affordable fee if the person’s insurance ran out and they still need services; and we can help individuals obtain other critical resources and entitlements that will enhance their functioning.

For FY2010, we served 23 residents of Boxborough. 91% of these residents were adults, 66% struggled with a major psychiatric problem, and 78% saw one of our psychiatrists for medication management. We provided 382 sessions and 299.50 hours of direct services; this does not include the 82 sessions that were scheduled and then cancelled.

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.

### **CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT (CMMCP)**

The Central Massachusetts Mosquito Control Project (CMMCP) currently provides its services to 38 cities and towns throughout Middlesex and Worcester Counties.

The Project's headquarters is located at 111 Otis St., Northborough, MA. Project personnel are available to meet with any town board or resident to discuss the Project's procedures and activities. Our phone number is (508) 393-3055.

CMMCP practices Integrated Pest Management (IPM), blending state of the art methods and techniques with expertise, experience, and scientific research to provide our member communities with modern, environmentally sound, cost effective mosquito control. IPM encourages the use of nonchemical means to accomplish the goal of mosquito reduction.

The Mosquito Awareness program which we offer to elementary schools in our district is very popular. Project staff meets with students and teachers to discuss mosquito biology, mosquito habitat, and control procedures. Much of the presentation is directed towards what the children and their families can do to prevent mosquitoes from breeding around their homes. Slides, videos, handouts, and coloring books help to make this an interesting program.

As part of our effort to reduce the need for pesticides, our first line of control is our ditch maintenance program. By cleaning clogged and overgrown waterways, mosquito breeding can be reduced, drainage areas are returned to historical conditions, and water quality is improved. Source reduction, the elimination or reduction of a mosquito breeding source (i.e. water-holding containers), is practiced by alerting residents and business owners about potential mosquito-producing sites they have created. They are informed about basic mosquito biology, and the need to eliminate these man-made breeding sources. We also now have a tire collection program that removed these larval habitats from the environment and are then brought to a facility for recycling.

Bacterial larval control with Bti (*Bacillus thuringiensis*) is used to treat areas where mosquito larvae are found and source reduction or wetland restoration is not feasible. We have an extensive database of known breeding sites, and we encourage the public to notify us of any areas they suspect could breed mosquitoes. Our field crews will investigate all requests and treat the area only if predetermined thresholds of mosquito larvae are exceeded. Bti is a naturally occurring product, and is exclusive to mosquito larvae, preserving other aquatic organisms in their habitat. We treated 995 acres of wetland by helicopter under funding from the Board of Health in 2010.

Our goal is to handle all mosquito problems with wetlands restoration, source reduction or larval control, but we recognize that there are times when adult mosquito spraying is the only viable solution. In such cases residential areas are treated with either handheld or pick up truck-mounted sprayers. Applications are site-specific and are determined by weather, type of area and mosquito population levels. These applications are initiated **only by request** of town residents. A phone notification system has been installed to announce potential spray areas for member cities and towns on their scheduled evening, and this information is listed on our website.

The project's surveillance program monitors adult mosquito and larval population density, and is the backbone for prescribing various control techniques. We have expanded the adult collection program to monitor for West Nile Virus in our service area. Specialized traps are used as a mobile force for viral monitoring, and are placed in member towns on a weekly basis for routine sampling. If a WNV or EEE hot spot is identified, surveillance is intensified to sample mosquitoes and these collections are sent in to the Mass. Dept. of Public Health for testing.

We are now running a research and efficacy department which checks for efficacy of our products and techniques, and to research in new or different areas of mosquito control. GIS has been added to our operations to allow better data collection and analysis.

The Project has a website at [www.cmmcp.org](http://www.cmmcp.org) which has extensive information on our program, products we use, and mosquito control procedures. Requests for service can be made through the website, as well as pesticide exclusions.

Timothy Deschamps, Executive Director  
Timothy E. McGlinchy, Director of Operations

## **DEPARTMENT OF PUBLIC WORKS**

The Highway Department provides maintenance and improvements to approximately 42 miles of Town roads, operates the Transfer Station, maintains the conservation land, athletic fields, and cemeteries and tends to the grounds of all municipal buildings, the cleaning and general maintenance of Town Hall, the Blanchard Memorial Library, the Police Department and the Museum. We also oversee the operation of the Hager Well, which supplies water to the Blanchard Memorial School, Sargeant Memorial Library, Police and Fire Departments. The Highway Department consists of eight full time employees, (two of them attend to the Transfer Station on Wednesdays & Saturdays), one seasonal worker, one part time employee and winter snow removal help.

One of our major projects this year was to address the drainage issues on Kendall Road. After excavating the area, it was discovered that the original drain had been compromised since its installation in ~1962. Working with the Fire Department, the two crews pumped out the site and excavated the original pipes. It was determined that it was necessary to reconfigure the drain layout, thus eliminating the flow into the driveway drain. We were able to control the direction of the flow by installing new pipes and redirecting the runoff. We have not had any flooding since the completion of this project.

The heavy rains in early spring created multiple flooding incidents throughout Town resulting in washouts and eroded banks. The necessary materials were put in place to ensure safety and control any further erosion. Fortunately, we did not see the amount of damage that some neighboring towns experienced.

Twenty-one catch basins were restructured on various roadways throughout town. This helps to alleviate runoff and creates safer roadways. There was the usual ongoing outside duties which included tree work, stump grinding, mowing, trailhead maintenance, spreading of mulch, spring roadside sweeping, patchwork, clearing of waterways, clearing ice dams, plowing, treating icy roads, and shoveling of snow at the Town Hall, the Library, and the Police Station.

We were called upon to help with the installation of the Police Station generator. Working hand in hand with contractors, a foundation was poured, a retaining wall was built, electrical service was installed, and the parking lot was reconfigured. We then revamped the landscape, planted a screen of arborvitae, moved

the foundation plantings to the side of the driveway and added decorative plantings along the front of the station.

The South Cemetery received a much needed clean up this year. A large amount of overgrowth was cut back, and various trees were limbed, making it easier to walk through the grounds. The stone wall was starting to lean, so the backhoe was brought in and the wall was repaired.

The Transfer Station is always a busy place. 1290 stickers were issued in 2010. The single stream recycling has been well accepted. We are looking into additional and more cost effective methods of recycling bulk items as regulations continue to become more stringent and disposal more costly.

The required Sanitary Survey and Cross Connection Survey reports were submitted to the DEP in regards to the operation of the Hager Well. The well recorder had to be replaced due to a lightning strike. Additional lightning protection was installed at the well head. We receive monthly water quality inspections and samplings. The results of these tests confirm that the well is in compliance with Mass DEP and EPA regulations.

We received a \$5,000 grant from MIIA (Massachusetts Interlocal Insurance Agency) which was used to purchase a trench box. We are required by law to use such equipment when working in trenches. This equipment will be a great help in future road repair projects and most importantly, ensure the safety of our employees. The DPW crew attended various training seminars including chainsaw safety, tree removal, work zone safety, electrical hazards, and asphalt application.

The Garabedian Trail was another important project this year. The DPW crew cleared the pathway of trees, rocks and undergrowth, and then started excavating the trail to clear the way for the placement of the footings for the bridge. Excessive rains caused delays and washouts. Finally, the footings were poured, back fill placed, and the frame work constructed. Volunteers pitched in to complete the building of the bridge. LELD also had a big hand in this project. They donated the light fixtures and the conduit. The lighting system has been put in place and the bridge is receiving foot traffic. The final paving portion of the project will be completed in the spring of 2011.

In 2010, we started the year with a mild winter. The Highway Department had to deal with a total of 36.5" of snowfall. We treated or plowed the roadways nineteen times throughout the season. However, the year ended with a weekly pattern of substantial snowstorms, below average temperatures, and icing conditions, which carried into 2011.

In an effort to find a more cost effective solution to treating snow and ice, we researched alternative methods being offered in the industry. After attending several snow and ice seminars, we found that neighboring towns have been using liquid magnesium chloride mixed with salt to treat their roadways. This process has been used throughout the northeast for quite a few years with great success. We have implemented the use of this product starting in FY2011. We will be eliminating the use of sand, which is an environmental plus. The amount of roadside clean up in the spring will lessen dramatically in the next couple of years. These changes will potentially result in substantial cost savings for the Town.

The residents approved additional hours for DPW/Fire Administrative support at Annual Town Meeting. This show of support is highly appreciated. We are implementing departmental procedures, which will result in a more efficient and responsive department. In addition to dealing with the ongoing duties, this will enable us to keep up with the increased levels of state and federal compliance and reporting.

I would like to acknowledge and thank the DPW workers for all their hard work and tireless efforts. They make it possible to provide the level of service that the residents have come to expect. I would also like

to thank the Board of Selectmen, Police and Fire Departments, the other department heads, and the taxpayers for their support and cooperation throughout the year.

Respectfully submitted,  
Thomas Garmon  
Director of Public Works

### **CEMETERY SUPERINTENDENT**

In the year 2010 there were three full interments and seven cremations in the South Cemetery.

The usual care and maintenance of the cemeteries has been done.

Sales of cemetery lots can be found in the Town Accountant's report.

For a copy of the cemetery rules and regulations, please contact the Town Clerk.

Donald C. Morse  
Superintendent and 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 three veterans buried in the South Cemetery in 2010.

<u>Name</u>	<u>Date of Death</u>
Frida C. Adams	March 3, 2010
Andrew S. Weeks	October 5, 2009
William N. Jordan	December 21, 2006

An American flag was placed on each veteran's grave. There were nine veterans seeking information and assistance. No veterans' benefits were paid out in 2010.

Please call the Town Hall if you need any information or assistance regarding veterans.

Donald C. Morse  
Veterans' Agent

### **COUNCIL ON AGING**

The Boxborough Council on Aging is one of 348 Councils on Aging in Massachusetts. The mission of these volunteer, municipally appointed agencies is to link elder needs to available resources which enable them to remain active and stay in the community. There is a seven-member board appointed by the Board of Selectmen who work together to identify senior concerns, develop programs and implement

appropriate services, educate citizens and advocate on behalf of seniors and their families. The board is staffed with a COA Coordinator, Van Dispatcher, Two Van Drivers and many volunteers.

Core services areas of the Council on Aging are information and referral relating to healthcare, insurance, fuel assistance, health clinics (flu shots), in-home care, scheduled social events and tax information. Providing transportation continues to be one of the most important services delivered by the Council. In 2010, the COA Van provided 1,053 rides for seniors and residents with disabilities to medical appointments, grocery shopping, social events, library, wellness activities and other destinations in the community. While medical trips are the priority, the van was also used to provide seniors with some recreational out- of- town daytrips. Destinations in 2010 were The Boston Flower and Garden Show, The Atlantic Sea Grill, The JFK Library, and The Russian Icon Museum.

The successful Senior Tax Work Off program had seniors performing 1,439 hours of work resulting in a comparable wage value of \$23,015. The Boxborough Emergency Reserve Corps in conjunction with the COA once again promoted and expanded the call list for seniors who would like to be checked on in the event of an emergency. There is now a system in place that assigns a Reserve Corps member to a senior that lives in their neighborhood and would be able to check on that senior in an emergency situation.



The Boxborough Police Department has assigned a Council on Aging Liaison Officer. The position of the liaison is to be a contact point for seniors, to become thoroughly familiar with the seniors in town and to maintain contact with the Council on Aging. By enhancing communications, a better understanding of senior concerns can be addressed, problems can be resolved and the community bond is strengthened. The new Are You O.K? Program has been established by the Police Department. Now any local senior can have a wellness call every day at the time they select.

If the senior does not answer the phone, appropriate measures are taken to make sure the senior is alright. We are grateful to the Boxborough Police Department for beginning these wonderful new initiatives.

The Friends of the Council on Aging continue to provide financial support for senior programs and coordinate the Speaker Series Luncheons at Town Hall. Monthly lunches are also arranged by the Boxborough Neighbors. A new SHINE counselor and Friendly Visitor were recruited in 2010. Dean Machamer is still hosting the popular Thursday Bridge Group. Exercise, Tai Chi, Line Dancing and a new Yoga class have given seniors the opportunity to develop friendships to improve their health through movement.



The third annual Senior Art Show at the library was beautiful and brought people together.

The senior community also benefited from the professional services provided by the employees at the Department of Public Works, the Fire Department, the Sargent Memorial Library, the Police Department and the Town Hall Employees. We appreciate their dedication to Boxborough seniors.

### **SOCIAL SERVICES COMMITTEE (AD HOC)**

The Social Services Committee's input to the Town Report is comprised of three parts:

- Initial study and volunteer informal contribution
- Formal constitution of the Committee and its report
- ADDENDUM: further, informal, data update

In the early part of Calendar Year 2009, concerns were expressed to the Board of Selectmen that the economic downturn was causing distress among certain Boxborough residents. This condition raised the question of whether the Town needed to add a social worker to staff in order to assure that needs were matched to services available in the community. At a meeting of the Selectmen in March of 2009, a volunteer committee was formed to study this question. Two actions resulted from the data gathering and analysis of the group and its subsequent deliberations. These were:

- The compiling and distribution of a directory of social services available to town residents, and
- The formalizing of further study by the creation of an ad hoc committee to further evaluate the question of needs vs. known availability of services encapsulated in the question of whether the Town needed the services of a social worker or equivalent.

The *ad hoc* committee (comprised of Mary Brolin, Marie Cannon, Bruce Davidson, Betsey Krusen, Kate Smyers and Channing Wagg) was formally appointed and sworn in in late summer 2009. Frank Powers was designated as liaison to the Board of Selectmen; Channing Wagg was elected committee chair.

The committee gathered more data on the use of social services, analyzed this information and deliberated on its meaning. The results of this effort were presented to the Board of Selectmen in an eight-page report dated February 22, 2010. The following recommendations were made:

1. The Town should extend the charge of the Social Services Committee until Annual Town Meeting spring, 2010.
2. The Town should compile, maintain and distribute a compendium of social services available to Boxborough residents. [*This has already been accomplished, with creation of the "Town of Boxborough Local Human Services Directory," distributed throughout the Town during the summer of 2009*].
3. The Town should institutionalize the collection and analysis of metrics appropriate to gauge social services use and, by extrapolation, need by Boxborough residents on an on-going and formal basis.
4. The Town should create a standing "Community Well-Being" Committee that will meet monthly and be comprised of persons filling the following community roles:
  - Chief of Police
  - Pastor UCC (*ex officio*)
  - Blanchard School guidance counselor
  - Member of the COA
  - Member of the Board of Selectmen

The purpose of this committee will be to:

- Monitor the needs of town residents for social services through shared communication and coordination
- Provide a channel of communication with the Acton Health Net group



used by the ABCC to present jazz, classical, and world music concerts, vocal performances, films, opera, public art installations and more;

- Advocacy for the arts through community outreach and publicity.  
The ABCC's activities take place from September-June; calendar year 2010 encompasses the second half of FY 2010 (January-June) and the first half of FY 2011 (September-December). This Annual Report gives details of our FY 2011 Grant Cycle in which we plan to support 25 individuals, schools, libraries and arts organizations using our MCC state funds. This report also highlights local events, programs and collaborations the ABCC was able to undertake thanks to the continued financial support from our towns.



**Grantee Reception 2010, left to right: ABRHS Advisory Group member Wendy Chen, State Rep. Jen Benson, Boxborough Selectman Les Fox, ABCC member Yanni Gou, Boxborough Selectman Frank Powers, ABCC members Padma Kuchimanchi and Suman Adishesh.**

### **ABCC Membership**

*Leadership:* Mitzi Garcia-Weil and Pascale Belin-White are co-Grants Coordinators. Mitzi Garcia Weil also is Treasurer. Publicity coordinator is Marion Powers.

*Acton-Boxborough Regional High School Advisory Board:* In this collaboration with ABRHS, students volunteer to actively join in our monthly meetings and participate in and support Council events. We had five students participating for the year December 2009-December 2010.

*Recruitment:* We work closely with the Boards of Selectman on our continued membership efforts. Frances Anderton moved from Boxborough in 2010. Nancy Kumaraswami, an active community volunteer with a long record of service who had assisted with several ABCC events in the past few years, was appointed to replace Frances.

### **Mass Cultural Council (State) Funding for FY 2011**

The ABCC is one of 329 Local Cultural Councils (LCCs) funded by the Massachusetts Cultural Council (MCC) through an annual appropriation by the state legislature. Each fall, we are required to distribute this annual allocation through a grant process. We receive applications for two kinds of grants: 1) LCC

Grants that fund projects by individuals and groups; and 2) PASS Grants that help subsidize the cost of cultural field trips. We review each application and award monies considering the quality, originality, and creativity; planning, budget, and most importantly, community benefit of each proposed project.

At the beginning of Fiscal Year 2011, the ABCC was allotted \$7,740 from the MCC, an increase of \$1,010 or 15% over FY 2010. Overall, the MCC budget was cut 6.1% from FY 2010 levels and most LCCs received a 3% reduction to their state allocation. The ABCC's allocation was larger because we are regionalized and the Massachusetts Cultural Council has made a commitment to regional LCCs not to penalize them with allocations smaller than the participating councils would have received separately. Being a regional council has many other advantages as well, in terms of human and fiscal resources. We also had additional state funds that had to be granted, left over from one project funded in FY2010 that was not completed and one funded in FY2009 that was completed late in the year and came in under budget. Our total amount available to grant was \$8,148.

It was another competitive grant season. We publicized the availability of grants through emailed and posted fliers and press releases in The Beacon and Action Unlimited. Also, we provided a workshop for applicants and telephone and email consultation to several first-time applicants. Applications also were available at our staffed display table at the West Acton Oktoberfest. We received 43 applications requesting a total of \$33,521 in funding (more than four times the amount available). The number of applicants and the total amount of funding sought have been consistent over the past several years. After very difficult and lengthy deliberations the ABCC has chosen to fund the 25 projects listed below.

#### **FY 2011 Acton-Boxborough Cultural Council Approved Grants**

<b><u>Applicant</u></b>	<b><u>Project</u></b>
The Bolton Fair, Inc.	Entertainment by Theatre III
Wild Apples, Inc.	Spring Issue 2011
Open Door Theatre	Sign language interpretation of "Once on this Island"
Linda Potter/ ABRHS Drama Dept.	State High School Drama Competition round 1 at ABRHS
Richard Clark	Love Letters
Sounds of Stow	2010/2011 Concert Season
Acton Community Chorus	Winter & Spring Concert Season
The Marble Collection Literary Magazine	Website Redesign
ABRHS Music Dept.	Commission of Concert Band Piece
Yetti Frenkel/ Acton Memorial Library	Poetry and book workshop for children
Robert Creeley Foundation	11th Robert and Helen Creeley Poetry Awards
Wendy Frank	Music Enrichment for Special Needs Children
New England Lanka Academy	Sri Lanka Day in Acton
Discovery Museum	Summer Evening Free Fun Fridays
Acton Council on Aging	Course on Shakespeare
Harvard Pro Musica	Concert Series 2011
Acton Music Project	AmpTV Acton Music Project
Acton and Boxborough elementary schools (6)	Dancing Wheels Performances
Town of Acton NARA Camp	Field trip to Worcester Art Museum
Town of Acton	NARA Bluegrass Festival
Acton Memorial Library	Civil War Re-enactment
Kimberly Connors Hughes	"Servant Sarah Speaks" performance
Encore Dance Ensemble	Dance Ensemble and Friends
Boxborough Agricultural Fair	Entertainment for 2011 Agricultural Fair
Learn Quest Academy of Music	Music Conference 2011

### **Local Funding and Council-Initiated Events**

The ABCC was once again generously supported by both Acton and Boxborough town funds via warrant articles and line items. The dedication of the voters, boards and public officials in both towns is truly remarkable. Acton provided the ABCC with \$2,000 through a Warrant Article. Boxborough provided \$1,500 for exclusive use in Boxborough. Few local cultural councils enjoy this level of local support. We are extremely grateful and seek every opportunity to acknowledge the support of our two towns. We are grateful also for the physical support that the two towns provide: meeting spaces, access to the town copiers, etc. 2010 was the second year the ABCC benefitted from the excellent support of the Information Technology Department of the Town of Acton, to scan all 43 grant applications and provide online access to all Council members to the scanned documents through the town website. This saved thousands of sheets of paper and many hours of labor. Our “green” grants cycle has received statewide recognition from the MCC.

We are also thankful for the continued support from our liaisons, Acton Selectman Terra Friedrichs and Boxborough Selectman Becky Neville.

The ABCC sponsored and collaborated on several exciting events in 2010. Details are below.

#### **1. *“Our World” International Film Series***

Following 2008’s year-long festival of cultures called “Our World,” and the 2009 series of six acclaimed international films for adult audiences, we showed four international films in 2010. Each international film was introduced by a local resident with special expertise about the film and its country of origin. ABCC member Greg Hutchins coordinated the series. ABRHS Advisory Group member Hannah Sim created an eye-catching flyer. ABCC member Frances Anderton introduced the British film and ABRHS Advisory Group member Skylar Harvey introduced the Iraqi film which she had recommended for inclusion in the series, based on her research on the status of the Iraqi film industry. The other films shown were from Israel and Japan. Showings were held at ABRHS and at Sargent Memorial Library, and the films shown have been donated to the libraries for their collections. We hope to continue the series in 2011 with a French film among others.

#### **2. *FY 2010 Grantee Reception – April 9, 2010***

The ABCC held its annual Grantee Reception at Sargent Memorial Library in Boxborough. This event provides a valuable opportunity for grantees to meet, to publicize their projects, and to network with other arts-minded individuals and groups. In addition to our FY 2010 grantees and our MCC Gold Key award winner “Re-Visioning Acton”, our state and local legislators and officials were invited to attend. Each grantee had a chance to speak briefly to acknowledge supporters and collaborating artists and organizations and to highlight upcoming events. Representative James Eldridge, Representative Jen Benson, Acton Selectwoman Janet Adachi, and Boxborough Selectmen Les Fox, Becky Neville and Frank Powers attended. Performances by 2010 grantees included dancers from Commonwealth Ballet Company, and Chinese dancers and Chinese yo-yo from Acton Chinese Music Night. Also we took the opportunity to thank and celebrate retiring ABCC members Reshma Singh and Wendy Chen.

#### **3. *Acton Story Slam – May 7, 2010***

The ABCC provided funds for a story slam. Anyone interested in telling a five-minute story, without notes or props, put his or her name in the hat when arriving at the event. Ten names were pulled for the evening’s entertainment. The large audience heard a wide variety of stories including meeting Harry Truman, helping a mother deliver a baby by phone, an aircraft mission during the Vietnam War, and a birthday trip to a Bruins game. Audience members volunteered to judge and three prizes were awarded.

**4. *Acton Chinese Culture Day – June 5, 2010***

The Cultural Council continued its collaboration with the Acton Chinese Language School and the Acton Recreation Department as a co-sponsor of the hugely successful Acton Chinese Culture Day held at NARA Park. Thousands of persons attended this festive event.

**5. *Wayside Steppers at Fifers Day -- June 19, 2010***

The Acton-Boxborough Cultural Council sponsored and arranged for the Wayside Steppers, a musical group that teaches and calls dances for audience participation, at the annual Fifers Day in Boxborough. This family event was well received.

**6. *Musical groups at Boxborough Agricultural Fair -- September, 2010***

The ABCC provided funding for musical entertainment at the Annual Agricultural Fair, featuring performances by Pesky J. Nixon, Chris Pahud, the Pavao Family Band, and the Nashoba Community Band.

**7. *Dessert Cabaret, Acton Memorial Library -- October 16, 2010***

The Acton-Boxborough Cultural Council was pleased to collaborate with the Acton Memorial Library Foundation on their Dessert Cabaret, featuring the inaugural playing of the newly restored historic Fitzgerald piano. The instrument was donated to the Town in 1926 by John “Honey Fitz” Fitzgerald, grandfather of President John Kennedy. The ABCC arranged for and funded the tuning of the piano the day before the event, created a display about the piano and also assisted with set-up and clean-up.

**8. *Hansel and Gretel, presented by the Longwood Opera Company,– October 22, 2010***

For the seventh consecutive year the ABCC assisted with the Longwood Opera Company’s performance in Acton, providing publicity and refreshments for the audience and the cast. This year’s performance of Hansel and Gretel was fully costumed and sung in English with piano accompaniment. This familiar family opera was beautifully performed and captivated its audience.

Submitted by:

Barbara Estabrook, Co-Chair

### **PUBLIC CELEBRATIONS COMMITTEE**

This committee, in conjunction with other groups within the Town, coordinates activities for our citizens and engages in various projects to preserve the nature and heritage of Boxborough.

Memorial Day was observed with the traditional parade. The route took marchers along Hill Road to North Cemetery, down Middle Road to the War Memorials at Town Hall and down Stow Road to South Cemetery. At each stop, flags were raised then lowered to half staff and a musket salute was fired by the Minutemen. At the cemeteries, Donald Morse read the names of our deceased veterans. We were pleased to have remarks by State Representatives Jen Bensen and Jamie Eldridge. Marchers included the Veterans, the Selectmen, the Minutemen, various scout troops and bands from Blanchard Memorial and Raymond J. Grey Junior High schools.



Fifer's Day was held in cooperation with the Boxborough District Minutemen Company and the Recreation Commission and began with the morning road race followed by the parade from the Blanchard School to Flerra Field. Our Parade Marshall was Janet Glidden and portraying Luther Blanchard and Lucy Hagar were Grant Larson and Casey Baro. At the conclusion of the parade, Ken and Laraine King, longtime residents and active volunteers in Boxborough, were presented with the 2010 Golden Fife Award. An afternoon of fun and food followed. The weather was delightful.



The first Saturday in December brought us to the Holiday Tree Lighting on the Town Common (Hill Road at Middle Road). A great crowd of over 450 people, along with our switch thrower Santa Claus (escorted by the Boxborough Fire Department) and the Chorus and Brass Ensemble from Blanchard Memorial School enjoyed a beautiful winter evening. Refreshments followed at the Museum where food pantry donations were collected as well. Thanks to our hosts the Historical Commission and Historical Society.

Our citizens' participation in these events is what makes this work worthwhile and we are also deeply grateful for the help received from the staffs at Town Hall, DPW, Police, Fire, Library and the schools.

### **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, Fifers Field and Liberty Fields. Members of the Commission are: Kevin Lehner, Chris Noble, Susan Reuther, Victor Tremblay and Bob Zurek. We are looking for new

members. 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 preschool and 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 programs 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 34 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 fourth 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. Rob Guillmette directed this year's program and there were approximately 27 participants.

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

A summer playground program is available to children in grades K through 6. The program consists of well-supervised games, sports and creative activities. It is held mornings during the month of July and utilizes the grounds at Flerra Field. Parents from Blanchard have run the popular program for the past three years with many local high school students working as counselors. We have had a strong volunteer program with 7<sup>th</sup> and 8<sup>th</sup> graders working for community service hours. Kristin Sandock, Joanne Mills, Cassy Bosworth and Rob Picca directed this summer's program. There were 296 registrants for the two sessions.

### **Adult Basketball**

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

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

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

### **Seniors**

The Recreation Commission provides funding support for senior programs sponsored through the Council on Aging. We currently provide funding support for an exercise class.

## Future Plans

- RecCom should investigate ways of providing greater support to the developing senior community in Boxborough. Investigation should include the value of using the senior van.
- RecCom should investigate any methods of linking youth and senior programs for the mutual benefit of both, including hiring paid youth staff to provide company/services to seniors.
- We hope to rest more playing fields in the near future.
- Not many plans for anything else until we recruit some new blood to the RecCom with new ideas.
- Looking into a dog park for Boxborough.

## STEELE FARM ADVISORY COMMITTEE

Steele Farm is used recreationally more and more each year. At any given time if you are on the property, your chances are good of meeting someone walking their dog, riding their horse or just enjoying the scenery. When there is snow and school is not in session, the hill is busy with sledding and the trails are active with snow shoeing and cross-country skiing.



The “Friends of Steele Farm” volunteer group was started this year. This group of local citizens supplied some much needed help to the Steele Farm Committee (SFAC) on work days. They have been particularly helpful with the maintenance of the Christmas trees, and we look forward to their help at spring cleanup time.

As much as the SFAC tries to keep up with the needs of the property, we wouldn’t come close without the help of the DPW. The regular mowing of the lawn and paths and yearly brush mowing keep the pastureland from disappearing. DPW projects, such as adding the gravel access to the back of the barn, help maintain Steele Farm at its maximum usage.

The Volunteer & Town Employee Appreciation Party put on by the Selectmen was held at Steele Farm in early October and was very much enjoyed by all. One of the highlights of the party was the dedication of the plaque placed on the farmhouse denoting its place on the National Register of Historic Places. It's very exciting to be on "the official list of the nation's historic places worthy of preservation," and to have Steele Farm's historic value recognized.

The most recent season celebration held on the property was WinterFest. Cancelled due to lack of snow last year, this fun-filled family affair put on by the Recreational Committee had more than enough this year to inspire lots of folks to come enjoy music, a bonfire, food, snowmen and first- rate sledding.

Having the Steele Farm property available to host such town-oriented gatherings is just one reason among many to safeguard its rich history and landscape. Although the town has shown its desire to preserve the property under a Conservation and Historic Preservation Restriction, there is still much work being done to ensure that everyone's goals for the property are met before the paperwork is signed by the Selectmen.

### **AGRICULTURAL COMMISSION**

The mission of the Boxborough Agricultural Commission is to represent, enhance, and sustain agriculture, farming, and related activities in town. During its second full year of existence, the Commission participated in and provided advice to several groups, including the Deer Population Study Committee, the Steele Farm Advisory Committee, the Conservation Commission, and the Board of Selectmen. Input was provided in favor of the upcoming Agricultural Preservation Restriction work for Steele Farm, and we continued our effort to review and provide input to components of the Town Master Plan, such as agricultural and soils related information. We also continued to oversee activities at the Flerra Meadow Community Garden through its very successful 2010 season, and acted to resolve issues with the garden. We participated in the Agricultural Fair, continued to support the Acton-Boxborough Farmers' Market, and worked with outside groups such as the New England Sustainable Farming Project to help connect new farmers with landowners in town. We also voted to join the Massachusetts Association of Agricultural Commissions. The Commission held ten regular meetings during 2010.

### **BOXBOROUGH ENERGY COMMITTEE**

The Energy Committee (EnCom) was established to advise BoS on developing and implementing an energy strategy for the town. EnCom is responsible for evaluating energy policies and practices that promote efficient energy use and increase awareness of energy issues among town residents.

Meetings are held on the first Tuesday of each month from 7:00 to 8:30 p.m. at Town Hall. EnCom meetings are open to the public, and all town residents are welcome to participate without becoming a member. We encourage people with expertise in energy/environmental issues to assist us as technical advisors on an ad hoc basis. Anyone can propose and work on projects of interest to them.

#### **Goals and Responsibilities**

EnCom's goals are to:

- Save money for Boxborough taxpayers by helping to stabilize or reduce energy costs, primarily waste disposal costs at the Transfer Station and natural gas and electric bills for town buildings.
- Reduce the town's impact on the environment by cost-effectively recycling more waste and by using energy more efficiently.

To meet these goals, EnCom intends to:

- Increase awareness of the costs of waste disposal, compared with recycling.
- Develop a community outreach program, including a website, to increase recycling, promote smart development, and encourage conservation and efficiency.
- Track, or “benchmark,” town energy consumption, analyze the costs and benefits of energy efficiency improvements, and develop a plan to achieve target reductions in energy use.

### **Accomplishments**

In 2010, EnCom expanded when two additional volunteers stepped forward. We now have seven members serving staggered terms. EnCom also recruited 13 technical advisors and two “brain-trust” participants. Our BoS liaison is Selectman Raid Suleiman.

EnCom continued to work with DPW to make recycling easier and to increase awareness of waste disposal costs. Signs were developed for posting at the Transfer Station to compare the Town’s cost of a bag of waste vs. a bag of recycled material. We developed sketches and options for the Transfer Station layout and traffic flow. Our goal is to hold the line on future increases in Transfer Station sticker prices.

EnCom previously developed a website to provide town residents with information on energy and environmental issues, as well as practical advice on how to control energy costs. The website was redesigned in 2010 (beta version, [www.boxboroughcopath.org/test](http://www.boxboroughcopath.org/test)) and will be integrated with the town website in 2011.

EnCom researched the feasibility of creating a Park’n’Ride facility for commuters. Several sites near I-495 are being considered.

In July 2010, EnCom hosted a workshop for builders, developers, and real estate agents to keep them informed of changes that took effect at that time in the state’s energy code. We also established relationships with representatives from the building and real estate communities.

EnCom attended meetings with Littleton Electric Light Department (LELD) and its Board of Commissioners to seek funding for town energy efficiency improvements via the state’s Green Communities program. We also surveyed 40 municipal utilities statewide and provided LELD with information on their energy conservation incentives.

An EnCom member was trained in the state’s MassEnergyInsights database for benchmarking town energy consumption (electricity, natural gas, and vehicle/generator fuel). We uploaded as much data as we had available and are seeking to obtain data from LELD on town buildings’ electricity consumption.

EnCom members continued to attend meetings and webinars to stay abreast of state policies and programs and to learn more about new technologies. EnCom also stays in touch with energy groups in nearby towns so that we can emulate their successful strategies.

### **Current and Future Priorities**

EnCom focuses its work in three main areas:

- Waste and recycling
- Community outreach
- Energy efficiency

### **Waste and Recycling**

- Post signs at Transfer Station explaining the cost benefits of recycling.
- Work with DPW to determine economics and logistics of compacting recycled material.

- Establish “drop-swap” shed for residents to exchange unwanted but usable items.
- Research the economics of pay-as-you-throw and its impact on town and resident waste disposal costs.
- Bring pay-as-you-throw initiative to May 2012 Town Meeting.

### **Community Outreach**

- Incorporate redesigned website into the town website.
- Establish awareness program to encourage recycling via flyers, emails, etc.
- Communicate with other towns’ energy/environmental groups and building/real estate communities.
- Place notices/articles in local press and host booths at community events.

### **Energy Efficiency**

- Support town energy consumption benchmarking via state’s MassEnergyInsights database.
- Develop targets for reducing town energy consumption.
- Seek BoS approval of target reductions and initiate affordable energy efficiency measures.

## **SARGENT MEMORIAL LIBRARY**

2010 marked the fifth anniversary of the opening of the new Sargent Memorial Library at 427 Massachusetts Ave. We celebrated this milestone with music and the Boxborough community during the entire month of March. The artwork of Blanchard students was on display and the Blanchard Vocal



Ensemble performed during the afternoon art reception. The Boxborough Family Network members co-sponsored Mister Vic of Music Together for a Saturday morning of music and fun at the library. Mac McHale and Emery Hutchins performed “Two Old Friends Playing Songs from Ireland, the Mountains and the Seas” for our St. Patrick’s Day celebration co-sponsored by a grant from the Acton/Boxborough Cultural Council and the Friends of the Library. The Senior Tambourine Players returned as promised to delight the audience for an afternoon performance that was cheered by all. The ABRHS Madrigal Singers, a library favorite group, performed on the actual anniversary of our opening. Finally, the Blanchard Band

Brass and Woodwind Ensemble ended our month of musical celebration with a joyous performance.

2010 was a busy year at the library. Patron visits increased to 85,628. The downturn in the economy continues to highlight the value of services provided to residents by their public library. 83% of Boxborough residents now hold C/WMARS (Central/Western Massachusetts Automated Resource Sharing) library cards. Circulation increased 17% to 153,626 items. Library “items” are those materials checked out of the library such as books, DVD’s, museum passes, magazines, music CD’s, and audio books. This number also includes the newest form of library items such as circulated E Books and downloadable audios and video. These numbers are expected to soar in coming years. The library’s meeting rooms continue to be heavily used by the community with 443 reservations during 2010.

Thanks to generous donations by the Sargent Memorial Library Foundation, the library now subscribes to several new electronic databases. With a valid Boxborough Library card, patrons may now access the electronic version of Consumer Reports from the library or home. The library also now offers the Mango Languages online language learning system. Patrons can learn a second language for business, travel, or the fun of learning. 34 foreign languages and 15 ESL courses are available. With access to the internet

and your Boxborough Library card you can access the courses remotely from anywhere. The library has also purchased A to Z the USA, an online database offering extensive information on all 50 U.S. states, territories, and the District of Columbia. Library technology was upgraded in September 2010. New computers and software were purchased with funds from several state aid grants saved in a future technology fund.

Some highlights of well-attended programs in 2010 include a visit from Boston Red Sox Mascot, Wally the Green Monster; a return visit by magician Ed Popielarczyk; Super Cold Science with the Museum of Science travelling programs; Creature Teachers rain forest program; jewelry, card making, and cooking classes; and for teens, a visit from author, Jenna Blum. Other programs included “Books We Love” afternoon tea co-sponsored with the Friends of the Council on Aging, and the ABRHS Madrigal Singers annual holiday concert which had a standing room only crowd this year. Regular programming include weekly story time and crafts for children, book groups for youths and adults, afternoon movies for adults, and early release and school vacation movies for children and teens. The library participates in the State Summer Reading Program and holds “Getting Ready for Kindergarten” and Therapy Reading Dog programs for Boxborough’s children.



The generosity and hard work of Friends of the Boxborough Library continues to fund most programs, activities, and museum passes at the library. They also fund BookPage, a monthly book review paper free to library patrons. In 2010, many local businesses donated to the Friends of the Library to support the increased purchase of museum passes and programs. New passes purchased in 2010 include Louisa May Alcott’s Orchard House, Pawtucket Red Sox Baseball Club, and the Worcester Art Museum. Eight hundred sixty-six museum passes were borrowed at the library this year. A complete list of the 18 museum passes is available on the library website [www.boxlib.org](http://www.boxlib.org).

Library volunteers, including several in the Senior Tax Work Off program and Acton and Boxborough students fulfilling community service requirements, worked over 1,121 hours at the library in 2010. Several members of the library staff attended the New England Library Association's annual meeting held at Boxborough's Holiday Inn for several days in October.

On Saturday October 2, 2010, a group of hard-working, generous, residents, town employees and friends devoted their time constructing a bridge on the trail that links Blanchard Memorial School and the Sargent Memorial Library. Lights and the final paving of the trail takes place in early spring 2011 when a formal dedication will be held. The trail honors the memory of longtime Library Trustee Elaine Garabedian and her husband Charles Garabedian, former Blanchard School Music Director. Thanks to Town Planner, Elizabeth Hughes, the DPW staff, the Boxborough Library Trustees, Blanchard Memorial Administration, School Committee, PTF, and the Boxborough community for all their work making the trail a reality.

Respectfully submitted,  
Maureen Strapko  
Library Director

### **BLANCHARD MEMORIAL SCHOOL**

The 2009-10 school year continued with its current leadership model of: Dr. Curtis Bates, Superintendent/Curriculum Director; Ms. Maryellen Driscoll, Principal; Dr. Sandra Daigneault, Director of Pupil Services; Mr. Charles Mahoney, Business Manager; and Mr. Anthony Tomah, Director of Information and Communication Technology, as members of the Leadership Team.

However, the 2010-2011 school year began with a temporary change in the administrative structure to address the retirement of the Principal, the resignations of the Business Manager and Director of Pupil Services, and the elimination of the Director of Information and Communication Technology position. Dr. Bates was appointed Superintendent/Curriculum Director/Principal of the Blanchard Memorial School on an interim basis. To assist with administrative duties, Ms. Gail Walsh, Guidance Counselor, was appointed Principal Designee and Ms. Robin Smirlock, Special Needs Teacher, was appointed Team Chairperson.

The Blanchard School eagerly welcomed the following new staff members for the 2010-11 school year: Mr. David Cook, Director of Pupil Services/Assistant Principal; Ms. Clare Jeannotte, Business Manager; Ms. Nicole Mahoney, Speech and Language Specialist; Mr. Matthew Frost, Network Technician; and Ms. Peggy Harvey, Instructional Technology Specialist.

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 2009-10 school year ended with an enrollment of 498 students. On October 1, 2010, we recorded an enrollment of 485 students. In the fall, the school hosted open houses and curriculum information nights for both the primary and intermediate grade levels.

The 2009-2010 School Council recommended three goals in the area of Learning Environment for the 2010-2011 school year. These goals are the result of needs perceived within the staff and administration and from the School Council itself.

- Use the foundation of the instructional framework from our core reading program to develop the protocol for the 3-tiered Response to Intervention (RtI) instructional model.
- Continue to work toward the Response to Intervention (RtI) model.
- Continue to improve instruction and communication through the use of technology.

Blanchard Memorial School continues to offer a full-day kindergarten option for parents/guardians in September 2010. Parents/Guardians have the choice of enrolling their child in a fee-based, full-day program or a non-fee, half-day kindergarten program. Under the current law, all school districts in the Commonwealth must provide for a half-day session of kindergarten, therefore, fifty percent of the cost for kindergarten is funded by the school's regular operational budget. The remaining fifty percent of the cost for the full-day kindergarten program is funded by a \$3,500 tuition which was approved by the School Committee in January 2008. On October 1, 2010, the kindergarten enrollment for the 2010-2011 school year was 49 students. Thirty-eight students were enrolled in the full-day kindergarten program and eleven students enrolled in the half-day program.

The Kindergarten Philosophy is that the Blanchard Kindergarten forms the bridge between home and school and should provide successful experiences which are continuous and interrelated in nature.

Our early childhood learning environment is a child-centered, comfortable place where children and adults interact in a secure and relaxed atmosphere. The environment is one that provides for all areas of development which include the specific social, emotional, motor and cognitive requirements of early childhood. Our kindergarten program provides these experiences, beginning at each individual level and progressing as far as possible. At the end of the 2009-2010 school year, a survey was administered to kindergarten parents/guardians and 85.7% of those surveyed recommended the full-day kindergarten program, based on their family's experience.

The Blanchard School Extended Day Program offers before and after school care for children in grades K-6. The program opens at 7:00 a.m. and closes at 6:00 p.m., Monday through Friday, following the school calendar. The Extended Day Program is designed to allow children freedom to choose among such activities as arts and crafts, nature and science, games, cooking and sports. A quiet study area is available for students who wish to do homework. Outdoor recreation periods are scheduled daily and nutritious snacks are provided.

The enrollment in the Extended Day Programs includes students in grades K-6. Eighty-four students attend the morning and afternoon programs. The Extended Day Program offers activities such as: Teacher/staff Tea, Family Fun Night, apple picking at Honey Pot Hill Orchard in Stow, and field trips to a movie theater. The program also offers activities in Wicked Cool Science, bowling, yoga, basketball, and floor hockey.

The Extended Day professional staff consists of a director, head teachers, teacher assistants, and a number of high school students who assist in the program under the direction of the teachers. All Head Teachers must hold a Bachelor's Degree in Education or a related field.

The Blanchard music program continues to be a significant part of the life of the school. We have 70 students involved in our chorus and vocal ensemble programs and 127 band members who all study their instruments with private teachers. The chorus and band programs share their musical talents twice a year with winter and spring concerts. Both musical groups also participate in performing for the Boxborough Senior Luncheon sponsored by the Blanchard PTF. The Blanchard Advanced Band earned a gold medal at the Massachusetts Instrumental and Choral Conductors Association (MICCA) Concert Festival on April 10, 2010. As a result, they performed as part of the MICCA "*Stars at Symphony*" Concert at Symphony Hall in Boston on April 17, 2010. We also had our Brass Ensemble and two solo participants perform in MICCA's Brass Ensemble Festival on May 8, 2010. The Blanchard Brass Ensemble earned a gold medal and our two soloists earned gold medals. As a result of their performance at the Festival, the Brass Ensemble was invited to perform at the Honors Concert in Lexington on May 15, 2010.

Blanchard School continues to support active participation in the Destination Imagination program. Six teams from Blanchard participated in the Destination Imagination regional tournament in Ayer where teams demonstrate their time management, critical thinking and problem solving skills. The third grade team was regional champs (2<sup>nd</sup> place) in the structural challenge. To assist in building a positive school culture, Blanchard hosts a Community Meeting once a month where all staff and students end the day together sharing interests and talents.

Nancy Settle-Murphy and Leah Russell are the co-chairpersons for the Boxborough Special Education Parent Advisory Council (SEPAC) which hold monthly meetings and sponsor informational programs during the school year. The Special Education Parent Advisory Council is a state-mandated group made up of parents or any interested parties who meet on a regular basis to advise the school district on the education and safety of students with special needs, as well as provide other resources for children with disabilities and their families

Blanchard School continues its partnership with Abitibi Consolidated Recycling Division for our paper recycling program. The entire school participates in this project-based learning experience. Working in small groups, 6<sup>th</sup> grade students have the responsibility of doing weekly recycling collections throughout the school. During 2010, the school collected 21.63 tons and earned \$108.15 for the recycled paper. Blanchard also recycles cardboard, which is picked up once a week by the Boxborough Department of Public Works and is brought to the Transfer Station to support the Town's recycling program. We are very grateful to the Boxborough community members for their continued support to 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. Mary Halvey Dove and Debra Lundquist coordinate the Blanchard Parent Volunteer Program which organizes Room Parents and Academic Volunteers for each classroom. The Parents, Teachers, Friends (PTF) organization is also a very active and supportive group. Jennifer Campbell serves as President. This group organizes a variety of fundraisers which support programs for students at Blanchard. It also awards approximately \$15,000 in teacher grants for specific activities and enrichment programs.

The Boxborough School Committee authorized the establishment of a Feasibility Study Subcommittee and Class-size Subcommittee. The Feasibility Subcommittee was charged to gather information about a variety of administrative options for the future of the Blanchard School. The Subcommittee has been researching regionalization and job-sharing options. A final report is expected to be presented to the School Committee in April 2011. The Class-size Subcommittee was charged with reviewing current research on class size, reviewing input from a parent survey, reviewing input from a teacher survey, and making a recommendation on class size to the School Committee in March 2011.

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 needs 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 2011 budget to help maintain a quality educational program.

On behalf of the Boxborough School District's Leadership Team, I wish to thank the Blanchard students, staff, parents/guardians, School Committee members, town leaders, and community members who continually assist in making our daily endeavors a rewarding and enjoyable experience.

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

## GRANTS

### Funding Sources

(Submitted by Clare L. Jeannotte, School Business Manager)

In addition to the appropriation from the town budget, the Blanchard Memorial School receives funds to support continuing programs from private grants, school choice funds, and program fees, and applies for all available state and federal grants. Grants received in 2009-2010 included:

- **Teacher Quality Grant.** Used to provide professional development that will improve content knowledge and instructional practices, recruit and retain highly qualified teachers, increase the number of highly qualified teachers, fund technology and writing workshops and DIBELS and Math Concepts training.
- **Special Education Entitlement Grant.** Used to provide eligible students with activities essential for their success, and support funding for an occupational therapist for preschool and K-6, a physical therapist and part of a special education paraprofessional.
- **Special Education Early Childhood Grant.** Used to provide high quality, inclusive programs for preschool and kindergarten students, support transitions from Early Intervention to preschool and kindergarten, and partially fund a preschool paraprofessional.
- **Title I.** Title I is funding used to provide support services toward achieving the standards of the curriculum frameworks, and partially funding a math specialist.
- **Early Childhood Grant.** Used to fund kindergarten screening.
- **Safe and Drug-Free Schools Grant.** Used to help support a safe and drug-free learning environment, to develop behavioral interventions as part of the classroom management, and to help support the Emerson Hospital Youth Risk Survey and Middlesex Partnership for Youth Program.

During the 2009-2010 school year, Blanchard also received funds from the **ARRA** (American Recovery and Reinvestment Act) to use towards the decrease in Chapter 70 funds to the Town. Blanchard School also received **ARRA Grants** for the 2010-2011 school year as part of the stimulus program. State and federal grants for this current school year totaled **\$229,049**, an increase from \$208,885 in 2008-09. Special Education Circuit Breaker and Chapter 70 funds from the Commonwealth are subject to current state budget pressures. In 2009-2010, the school received \$78,051, reflecting a reimbursement rate of 42.34%, compared to \$148,438, or 72% in 2008-09.

Blanchard also received notification from the Littleton Electric Light and Water Department of their continued gift in the amount of \$5,000 to be applied towards science purchases. This year, the grant was used to again purchase several Eno Boards for the classrooms.

The Blanchard Memorial School has also received funding through the School Choice program for fiscal 2010 in the amount of \$196,722, a decrease from \$204,850 in fiscal 2009. The reduction is a reflection of the declining enrollment, as new students are not presently admitted. These funds are used for salaries for educational staff.

Blanchard continues to offer the Extended Day Program, providing quality care before and after school. The program is fully funded through tuition. A full-day kindergarten program was started in FY 2010. Tuition received is used to fund salaries of the kindergarten teachers and aides. Our Integrated Preschool Program also provides extended learning time at a tuition rate for students.

## **LIBRARY**

(Submitted by Connie Long, Library Media Specialist)

In an educational and work world so critically dependent on the flow and understanding of an ever-growing and shifting information base, it is fundamentally important that all learners have the best and most efficient window on information access. The library plays a key role by teaching the skills required by students to become information literate in the 21st century. A comprehensive scope and sequence for the information literacy program is followed and collaborative lessons that support classroom units of inquiry and address technology standards are taught. Regular visits to the Library Media Center also establish a foundation for love of reading and foster an appreciation of literature. An important outcome is to develop the habit and enjoyment of reading and learning, and the use of libraries throughout each student's life.

Students come with their class to the library on a weekly basis to check out books and participate in lessons that integrate literature, information literacy skills, and technology skills with the school curriculum. Teachers and students use the library resources to support learning, to conduct research, and to use the computers. During open blocks, collaborative lessons that integrate technology are planned and taught. The goals of these lessons are to encourage project-based learning styles, and support the acquisition of skills such as "higher order thinking," analysis, and problem solving, and to promote ethical behavior.

The library is a well-equipped resource center with over 13,000 titles. The librarian works to maintain a collection that is curriculum relevant, enhances classroom thematic units, and appeals to student interests as well as recruits and manages a group of over twenty volunteers whose efforts and dedication help to maintain a well-run library. Our school is grateful to the school committee, administration, the PTF, and the Boxborough community for their support and for continuing to provide the resources that help to make the 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/Principal)

The Massachusetts Comprehensive Assessment System (MCAS) is a key component of the Commonwealth of Massachusetts Department of Elementary and Secondary Education (DESE) 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.

The Department of Elementary and Secondary Education for the Commonwealth of Massachusetts continues to reconcile aspects of the 1993 Massachusetts Educational Reform Law with the 2001 Federal reauthorization of the Elementary and Secondary Education Act (ESEA) and the requirements established under the federal legislation of *No Child Left Behind* (NCLB). 2006 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 is for each school and

district to begin to develop year-to-year comparative analysis of grade level and individual student progress. In the spring of 2009, the Department of Elementary and Secondary Education eliminated the History and Social Science assessment for grade five students due to budgetary reductions.

Performance and improvement ratings for Massachusetts public schools and districts are issued every two years. The Annual Yearly Progress (AYP) 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 2010 English Language Arts Performance Rating for Blanchard is *Very High*. The State Target was 90.2, Blanchard's CPI was 93.1. The 2010 Mathematics Performance Rating for Blanchard is *Very High*. The State Target was 84.3, Blanchard's CPI was 93.9. 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.

Below, are samples of the overall Blanchard Memorial MCAS scores for 2010. It is important to note that parents/guardians and teachers are provided much more detail to grade level and individual student scores, in a variety of skill and content topics and subtopics:

- 87% 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 63% and 8%.
- 91% of our Grade 3 students scored in the *Advanced/Proficient* range for Math, while 0% were in the *Warning* range. The state-wide scores were 65% and 11%.
- 66% of our Grade 4 students scored in the *Advanced/Proficient* range for English Language Arts, while 9% were in the *Warning* range. The state-wide scores were 54% and 12%.
- 69% of our Grade 4 students scored in the *Advanced/Proficient* range for Math, while 1% were in the *Warning* range. The state-wide scores were 48% and 11%.
- 93% of our Grade 5 students scored in the *Advanced/Proficient* range for English Language Arts, while 3% were in the *Warning* range. The state-wide scores were 63% and 10%.
- 88% 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 55% and 17%.
- 89% of our Grade 5 students scored in the *Advanced/Proficient* range for Science and Technology/Engineering, while 4% were in the *Warning* range. The state-wide scores were 53% and 11%.
- 95% of our Grade 6 students scored in the *Advanced/Proficient* range for English Language Arts, while 3% were in the *Warning* range. The state-wide scores were 69% and 9%.
- 90% of our Grade 6 students scored in the *Advanced/Proficient* range for Math, while 4% were in the *Warning* range. The state-wide scores were 59% and 16%.

In the Fall of 2009, the Commonwealth of Massachusetts' Department of Elementary and Secondary Education issued a report that describes a new method of interpreting student achievement using the results of the Massachusetts Comprehensive Assessment System (MCAS). "The Student Growth Percentiles (SGPs) were designed to measure how much a student's or groups of students' achievement has grown or changed over time. For K – 12 education in Massachusetts, the phrase "growth model" describes the method of measuring individual student progress on statewide assessments by tracking student scores from one year to the next. Each student in grades 4 through 8 and 10 with at least two consecutive years of MCAS scores will receive a *student growth percentile*, which measures how much the student gained from one year to the next relative to other students statewide with similar MCAS test

score histories. Student growth percentiles range from 1 to 99, where higher numbers represent relatively higher growth and lower numbers represent relatively lower growth.” (DESE, October 2009)

Blanchard Memorial School’s 2010 District Summary for Student Growth Percentiles are:

Grade Four English Language Arts	Median SGP	48.5%
Grade Four Mathematics	Median SGP	54.0%
Grade Five English Language Arts	Median SGP	55.0%
Grade Five Mathematics	Median SGP	63.0%
Grade Six English Language Arts	Median SGP	75.5%
Grade Six Mathematics	Median SGP	47.5%

“The development of a statistically valid growth model in Massachusetts is intended to make it easier for instructional leaders to make inquiries and start meaningful conversations about good teaching and learning at the student and classroom levels, where the information can be most useful. It is important to keep in mind that the student growth percentile is another piece of data that educators may use to better understand their students’ performance. There is a personal history behind every student growth percentile, a history that reflects the impact of the curricular and instructional program that the student experienced.” (DESE, October 2009)

In Boxborough, the review of MCAS test scores and now the Student Growth Percentiles are 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 Jennifer Campbell, President)

The Blanchard PTF is a volunteer organization comprised of parents, teachers, and friends of Blanchard. 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 and other administrators, teachers, and school staff. 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 2009-2010 school year generated \$35,050 and included: an auction gala, fall gift wrap sale, Boxtops for Education, online shopping, and family donations. Family donations for 2009-2010 were \$4,239.

The Blanchard PTF funds a variety of enrichment opportunities including science, art, music, technology, the school library and the Destination Imagination Program. Arts enrichment events included: Potato Hill

Poetry with Poet in Residence, Black and White Photography, Ball in the House a capella groups, Acton Dance Center, Franc Karpo (magician), Bamidele African drummers and dancers, Traveling Posters, and Adam Ezra. Science enrichment events included: Tide Pools, Mr. Money fossils program, Audubon Ark, Drumlin Farm field trip and ecology presentation, Reason for Seasons, Green Machine, Acton Under the Stars, Museum on Science Motion: Forces and Work, Creature Teacher, WBZ TV Meteorologist visit, Museum of Science Cryogenics: Heat and Temperature, Pyramids and Pharaohs, Brain Pop, and more.

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 30 days of the grant proposal deadlines. During the 2009-2010 school year, the PTF Grants Program awarded grants totaling \$16,162. Among the grants awarded were: energy metering equipment, archaeologist presentation, electrical safety and energy conservation, paper cutter, digital camera, DVD sets about National Parks, assessment-driven math instruction & intervention, Eno boards and associated software and hardware, tie-dye project for field day, author/illustrator presentation, and a contribution towards the trail between Sargent Memorial Library and Blanchard.

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 all meetings and events. One purpose of the meetings is to provide participants the opportunity to exchange ideas and concerns with other members and with the Superintendent 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, and health issues.

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, Movie Night, Math nights in conjunction with Acton PIP, 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 some of Blanchard's instrumental and vocal performance groups. Each year, the PTF sponsors a schoolwide community service project. Recent projects have been focused on making a positive impact on the environment including a "reusable bag challenge" and communitywide participation in Earth Hour. 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 2009-2010, the PTF awarded two \$1,000 scholarships.

Approximately monthly, the PTF publishes an electronic newsletter, The Blanchard Bits, which serves as its main instrument of communication between school and home. The 2009-2010 school year constitutes its fifteenth year of publication. It contains valuable information regarding school programs, important school news, upcoming events and townwide notices, as well as articles contributed by the Superintendent, School Committee and members of the Blanchard staff, the PTF, and various community groups. Copies of the newsletter are available online at the PTF's web site [www.blanchardptf.org](http://www.blanchardptf.org). Developed by parent volunteers, the PTF launched its web site in 2008 to expand communications with the Blanchard community. The PTF also publishes an annual school directory as a convenience for Blanchard staff, students and their families. New in 2010, the PTF created a Facebook group to reach Blanchard parents. The Facebook group is closely monitored to make sure its members are Blanchard parents or friends, and no student information (including photos) is posted.

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 Mary Halvey Dove, and Debra Lundquist, 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, having to work 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.

An integral part of the volunteer program is the room parents. The room parents work closely with the teachers and parents to fulfill volunteer needs in the classroom. They are the backbone of the volunteer network. Room Parent meetings are held twice per year. The first meeting is held at the beginning of the year to review school, volunteer and room parent policies. The second meeting is held at the end of the year to review the year and obtain suggestions for improvements.

Many volunteer opportunities also 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 library, health office, technology, physical education, and the art room. In addition, volunteers provide support managing the Lost and Found, and special events like the Smokehouse or other activities throughout the year. 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 Dr. Curtis A. Bates, Superintendent/Curriculum Director/Principal)

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

Professional Development is an ongoing opportunity and tradition at Blanchard Memorial School. It is also an activity that the Department of Elementary and Secondary Education expects to see demonstrated in each district in the Commonwealth, 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 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.

For the 2010-2011 school year, the majority of Blanchard Memorial staff is participating in a 36-hour, four graduate credit course. This course will address the purpose and elements of the Response to Intervention (RtI) process which develops a three-way feedback loop that uses formative assessment results to inform the learner, establish progress benchmarks, and improve curriculum and instruction for all students. Participants will learn what RtI is and how it builds on best practice that is responsive, standards-based and data driven. Strategies for implementation and progress monitoring will be learned. Roles and responsibilities of classroom teachers and specialists will be clarified. Considerable time will be spent discussing best practice and how to integrate alternative strategies for Tier II interventions. Teachers will come away with practical strategies to use in everyday practice and recommendations for school wide improvement. Class time will be dedicated for teachers to collaborate and practice how to use student data to understand and determine tier placement of students. The group will discuss evaluation tools, instructional approaches, programming and materials currently in use at Blanchard and discuss how they can best be utilized in the RtI process.

Specialists are participating in a Book Study Group utilizing, The Power of Our Words: Teacher Language that Helps Children Learn, by Paula Denton. Participants will learn and discuss how every day words, phrases, tone and pace used have the power to help students develop self-control, build their sense of belonging, and gain skills and knowledge.

Our early childhood teachers and staff are studying the Reggio Emilia approach to education which is committed to the creation of conditions for learning that will enhance and facilitate children's construction of "his or her own powers of thinking through the synthesis of all the expressive, communicative and cognitive languages." The Reggio Emilia approach is based upon the following principles:

- Emergent Curriculum – a curriculum that builds upon the interests of children. Topics for study are captured from the talk of children, through community or family events.
- Project Work – in-depth studies of concepts ideas, and interests, which arise within the group.
- Representational Development – consistent with Howard Gardner's notion of schooling for multiple intelligences, the Reggio Emilia approach calls for the integration of the graphic arts as tools for cognitive, linguistic, and social development.
- Collaboration – group work, both large and small, is considered valuable and necessary to advance cognitive development.
- Teachers as Researchers – the role of teacher is first and foremost to be that of a learner alongside the children.

- Documentation – documentation of children’s work in progress is viewed as an important tool in the learning process for children, teachers, and parents/guardians.
- Environment – environment is considered the “third teacher.” Space is carefully organized for small and large group projects and small intimate spaces for one, two or three children.

Teachers in grades kindergarten, one and two continue to expand their knowledge in utilizing Kathy Richardson’s *Assessing Math Concepts*. *Assessing Math Concepts* is a continuum of nine assessments that focuses on important core concepts and related Critical Learning Phases that must be in place if children are to understand and be successful in mathematics. These assessments help teachers assess their students and give them the necessary information they need to plan their instruction regardless of what curriculum program they are using in their classroom. The information teachers get can be used to guide their instruction and identify those students who need extra help or intervention within our developing Response to Intervention model.

**SCHOOL COUNCIL**

(Submitted by Curtis A. Bates, Ed. D., Superintendent/Curriculum Director/Principal)

Blanchard Memorial School Council convenes five times during the school year. The Council is charged with advising the principal in the area of budget development, school goals, professional development and authoring the annual School Improvement Plan.

The 2010-2011 School Council Members are:

Dr. Curtis A. Bates	Superintendent/Curriculum Director/Principal
Ms. Sharon Burke	Parent Representative
Mr. John Fallon	Community Representative
Ms. Patty Harrison	Faculty Representative
Ms. Maribeth Higgins	Faculty Representative/Secretary
Ms. Eileen Kassower	Parent Representative/Co-chairperson
Ms. Shelley Lawson	Parent Representative
Ms. Tracey Sierra	Parent Representative
Ms. Erin White	Faculty Representative

The 2010-2011 School Council recommends three goals in the area of Learning Environment for the school year. These goals are the result of needs perceived within the staff and administration and from the School Council itself.

In the area of Learning Environment, the goals will focus on improving instruction to increase student learning.

- Use the foundation of the instructional framework from our core reading program to develop the protocol for the 3-tiered Response to Intervention (RtI) instructional model.
- Continue to work toward developing the Response to Intervention (RtI) model.
- Continue to improve instruction and communication through the use of technology.

Thanks and appreciation is extended to the members of the Blanchard Memorial School Council for their dedication, guidance, and professionalism.

## **SPECIAL EDUCATION**

(Submitted by David A. Cook, M.Ed., Director of Pupil Services)

The Boxborough Public School's Special Education Department provides for the needs of students with disabilities from ages three through sixth grade. In 2010, approximately 11% of Boxborough's students were eligible for special education services. Of these students with identified special needs, approximately 85% of them received their special education and related services at Blanchard Memorial School. All of the students were assigned to general education homerooms and most of the students spent the majority of their school day in the general education setting. In addition, all of the students continued to have access to physical education, music, art and library.

Blanchard's professional special education staff includes, fourteen licensed educators and therapists. The special education TEAM is responsible for conducting necessary student evaluations to determine eligibility for special education, as well as completing associated documents, including evaluation reports, Individualized Education Programs (IEP), and progress reports. A critical part of their role is to provide consultation to parents/guardians, general educators and paraprofessionals. Professional staff was provided with in-service training related to E-SPED, the district's special education software system. This training allowed staff to be more efficient with the special education process, IEP timelines and the implementation of special education services. Additionally, and most importantly, the special education department continues to offer direct services to students, including: specially designed instruction, support, reinforcement, modifications, and individualized programs to address students' academic needs; speech and language therapy; occupational therapy; physical therapy; counseling; specialized social/behavioral interventions and programs and in-class general education support.

In September, the Integrated Preschool Program was expanded to include an afternoon session to further address and support the ongoing needs of regular and special education students within an inclusive environment. The Integrated Preschool provides three-and four-year old students with and without special needs with a language-rich preschool curriculum based on developmentally appropriate practices. In addition to one-on-one and small group interventions for students with identified special needs, related services are also supported for all children through a cooking class with the speech pathologist; a "grip group" with an occupational therapist; and a creative movement class with the physical therapist.

In September, both speech and language pathologists and occupational therapists at Blanchard have integrated eight week, intensive, prereferral intervention programs for students struggling with fluency, articulation and/or fine motor skills. The goal of this initiative is to provide short-term developmental supports for struggling learners in conjunction with the district's RtI initiatives. The interventions reduce the number of special education referrals while supporting the developmental needs of the student.

In addition to the licensed staff, special education paraprofessionals serve students in preschool through grade six. Most paraprofessionals work in general education settings where they provide IEP-required support and modifications. They play an integral role in the successful inclusion of students with special needs. Special education paraprofessionals also work in our Learning Centers to provide small group or one-to-one instruction, under the planning, supervision and support of a special educator.

This fall, a second CASE (Concord Area Special Education) Collaborative class was added to the Blanchard Memorial School. The CASE Collaborative consists of fourteen local communities who join to serve students with low-incidence disabilities. The classes serve students in grades two and three and four through six who have social, emotional, and/or behavioral needs. The students and staff of the class are a wonderful part of our school community.

This year, Boxborough's Special Education Parent Advisory Council (SEPAC) continued its mission to provide information and advocate for students with disabilities and their families. The Council drafted a new mission statement and has worked diligently to engage the Blanchard community with their efforts. The kick-off event was the fourth annual Special Education Information Night, which included an introduction and roundtable discussion with Dr. Bates, Superintendent/Principal/Curriculum Director; David Cook, Director of Pupil Services/Assistant Principal; and Robin Smirlock, TEAM Chairperson. A group of energetic and committed officers were elected at the annual spring meeting, and they have been instrumental in planning for upcoming supports and workshops for parents/guardians and members of the Boxborough community.

In 2010, we continued to work on our schoolwide goal of working toward a Response to Intervention (RtI) model. In RtI, all students are provided with high quality, research-based general education programs; then, assessments are used to identify at-risk students who need further intervention. A cycle of ongoing interventions and assessments continues until the child no longer needs extra interventions, continues reasonable interventions, or moves toward a referral to special education. Professional development opportunities have provided staff with the chance to work together in professional learning communities and present their work at building-based meetings.

The Boxborough Public Schools will be participating in the Massachusetts Department of Elementary and Secondary Education Coordinated Program Review in March 2011. In 2010, the Blanchard Memorial School was required to submit policies, procedures and supportive documentation to the DESE in the area(s) of Special Education, Civil Rights, and English Language Learners as part of the program review process.

## **TECHNOLOGY**

(Prepared by Peggy Harvey, Instructional Technology Specialist and Matt Frost, Network/IT Technician)

This school year commenced with considerable changes to the school technology program. The technology department at Blanchard Memorial School was reorganized, and new staff hired for the school year. Two positions, Technology Director, and part-time Data Management Specialist, were eliminated. Matt Frost was hired as the Network/IT Technician, a position shared 50/50 with the town of Boxborough, and Peggy Harvey was hired as the Instructional Technology Specialist. The newly organized technology department continues to be guided by the Blanchard Memorial School Improvement Plan, with the shared goals of developing a protocol and working toward implementing a RtI (Response to Intervention) instructional model, and continuing to improve instruction and communication through the use of technology.

In addition to personnel changes, there were several significant technology upgrades at the start of the school year. With the installation of new wireless access points throughout the school building, wireless Internet is now available in all locations except the gymnasium. A classroom was converted to a new computer lab, equipped with a teacher workstation, ceiling-mounted projector, a Polyvision Eno interactive whiteboard, and 25 Toshiba netbook computers. Two existing mobile laptop carts (Computers on Wheels, aka COWs), each with 20 IBM laptop computers, were updated for improved reliability and wireless printing and Internet access. The computer lab and COWs represent three fully equipped computer classrooms, providing greater access to technology for students.

Donated computer equipment and the purchase of 39 Toshiba laptops allowed for technology upgrades and improved access for teachers and students in individual classrooms. Most Blanchard teachers now have laptop computers. Additionally, classrooms in first, second, and third grade each have three new Toshiba laptops for student use. Upgrades to student computers in grades 4, 5, and 6 are ongoing and were made possible by desktop computer donations.

In support of the goal to continually improve home-to-school communications, the school implemented PowerSchool, a web-based student information system that provides improved data management, reporting, and home/school collaboration. In addition, the technology department launched an entirely new website for the Boxborough Public School District, with updated content and improved organization and navigational tools.

Instructional Technology initiatives during the school year have included a combination of co-planning, co-teaching, in-class support, one-on-one staff tutoring, and technology workshops held before and after school, with topics based on teacher input. Educational technology resources are also available to staff and students through a variety of resources developed and maintained by Peggy Harvey, including the school website, blogs, wikis, and grade-specific web-based bookmarking sites.

#### **BLANCHARD MEMORIAL SCHOOL STAFF**

<b>NAME</b>	<b>POSITION</b>	<b>DATE OF FIRST APPT</b>	<b>EDUCATIONAL BACKGROUND</b>
Barnett, Eileen	Art	09/99	Southern Conn. State College, B.S.
Baron, Sandra	Special Education Teacher	09/00	Fitchburg State, B.S.
Bates, Dr. Curtis	Superintendent/Principal/ Curriculum Director	07/06	Boston College, Ed.D. Fitchburg State College, M.Ed. Fitchburg State College, B.S.
Boudreau, Carol	Kindergarten	09/97	Worcester State College, B.S.
Callaghan, Margaret	Music/Chorus	09/02	Central Michigan University, B.A.
Cammarano, Tracey	Occupational Therapist	02/08	Washington University, M.S. Calvin College, B.S.
Cook, David	Pupil Services Director/Principal	07/10	Boston College, M.Ed. Salem State College, B.S.Ed.
Crockett, Kerin	Grade 5	09/04	Fitchburg State College, M.Ed. Bridgewater State College, B.S.
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.
Flaherty, Karen	Reading Support	09/98	University of Lowell, B.A.

Fennema, Danielle	Special Ed. Educator	09/08	Regis College, M.A. Kansas State University, B.S.
Frost, Matt	IT/Network Technician	07/10	Univ. of MA - Lowell, B.S.B.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
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.
Harrison, Patricia	Special Education Teacher	09/02	Boston College, B.A. Southern Connecticut State College, M.A. Boston College, M. Ed.
Harvey, Peggy	Instructional Technology Specialist	07/10	Lesley University, M.Ed. Boston College, B.A.
Higgins, Maribeth	Extended Day Program Director	09/08	Salem State College, B.S.
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	Special Education Teacher	09/00	Providence College, B.A.
Jeannotte, Clare	Business Manager	07/10	Bentley College, B.S.A.
Kilcommins, Kristen	Kindergarten	09/08	Salem State College, B.S.
LaVigne, Janet	Grade 6	09/00	Regis College, M.A. Merrimack College, 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, Nicole	Speech/Language Pathologist	09/10	Worcester State College, M.S.,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. University of MA – Amherst , B.A.
McMillan, Katherine	Grade 6	09/02	Lesley College M.Ed. Lesley College B.S.
Melbourne, Nancy	Grade 6	09/06	Mt. Holyoke College, B.A.
Neuman, Jill	Grade 1	09/99	University of Maryland, B.S. Hofstra University, M.A.
Noke, Rebecca	Grade 5	09/00	Framingham State College, B.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 2	09/83	Framingham State College, B.S.
Phillips, Lisa	Speech/Language Pathologist	09/07	Northeastern University, M.S. Assumption College, B.A.
Sands, Jessica	Grade 5	09/06	Lesley University, M.Ed. Stonehill College, B.A.
Shanahan, Dan	Physical Education	09/07	University of Maine, B.S.
Smirlock, Robin	Special Education Teacher	09/93	Lesley College, M.Ed. University of Hartford B.S.
Sperazzo, Mary	Grade 3	09/98	Lesley College, M.Ed. Fitchburg State College, B.S.
Sullivan, Ellen	Occupational Therapist	09/02	Springfield College, M. Ed. Fitchburg State College, B.S.
Thoman, Elizabeth	Grade 4	09/01	University of Lowell, M.S. Framingham State College, B.A.
Twomey, Lannon	Speech/Language Pathologist	09/07	MGH Institute of Health Professions, M.S. Providence College, B.A.

Walsh, Gail	Guidance Counselor	09/04	Cambridge College, M.A. Skidmore College, B.A.
Weisberg, Jennifer	Speech/Language	09/02	University of Massachusetts, B.A. Northeastern University, M.A.
Wheeler, Linda	Grade 2	09/85	Framingham State College, B.S. Fitchburg State College, M.Ed.
Whyte, Erin	Grade 5	09/00	Lasell College, B.A.
Yauckoes, Leslie	English Language Learner	09/08	University of MA - Lowell, M.Ed. University of MA - Lowell, B.A.

### **ACTON-BOXBOROUGH REGIONAL SCHOOLS**

#### **Education Report, September 2009 – August 2010**

The 2009-2010 school year included 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 School District (ABRSD) continued to research, develop, 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.

#### **Enrollment**

The junior high school enrollment for October 1, 2009 decreased by 26 students, from 1,017 to 991, with seven school choice students. Twelve were special education students attending out-of-district schools. The high school enrollment decreased from 2,005 to 1,999, a difference of six students. There were 45 school choice students at the high school – a decrease of 21 students from the previous year. Of the total number enrolled, 46 were special education students attending out-of-district schools.

#### **Personnel**

Staffing changes for the 2009-10 school year were affected by the June 2009 retirement of four Acton-Boxborough Regional School District teachers. Leaves of absence for seven ABRSD teachers and seven Acton-Boxborough resignations were received. The 11.2 ABRSD full-time-equivalent new teachers who were hired filled these vacancies and additional openings.

#### **Curriculum and Instruction**

During the 2009-2010 school year, the high school prepared for its upcoming decennial New England Association of Schools and Colleges (NEASC) evaluation by completing a self-study. This process included collecting and analyzing data, examining organizational and instructional practices, and thoroughly documenting the school's programs. Faculty, parents and students participated in the process of preparing eight separate reports, which were then approved by the faculty. These reports will be submitted to the members of the NEASC visiting committee when they arrive in the fall of 2010, providing them an initial understanding of the school, its philosophy, practices and programs. In addition, the high school faculty continued to create and refine their curriculum offerings, including in some instances integrating technology in the delivery of content. Cross-disciplinary connections continued to be created and strengthened; this provided a unique opportunity for faculty to develop and articulate shared objectives.

At the junior high school, specific departmental goals were implemented throughout the year. The English department, working together with the high school English department, evaluated their newly developed units to ensure smooth grade-level transitions. The world language and mathematics departments integrated technology into their curriculums, while the social studies department incorporated drama and role-playing into their curriculum. The science department implemented a new book on cells and heredity, and the visual arts department used newly created videos for their classrooms.

### **Wellness**

A task force met throughout the year to develop a districtwide bullying policy and make plans for its implementation.

### **Parent Involvement Project (PIP) Programs**

PIP continued to offer high-quality science, technology, engineering, and mathematics (STEM) learning experiences. A PIP event is curriculum-centered and “hands-on.”

A major PIP event held in 2009 was Discover STEM (Science, Technology, Engineering and Mathematics). Held at ABRHS, Discover STEM is a “reverse science fair” that takes place every other year. Exhibitors included engineers, scientists, technology professionals, and AB students who specialized in engineering, robotics, green energy and banking technology. Plans are underway for the 2011 event.

### **School-Business Partnership**

The following represents a sampling of activities:

- Job Shadowing – Over 150 high school students visited over thirty business sites to learn about careers and the workplace.
- Career Speakers – Over 500 high school students listened to speakers who shared information about their work place and career paths for their fields.
- Senior Internship – Sixty-three students participated in a three-week, thirty-hours per week, ‘hands-on’ experience in a work site during the last three weeks of their senior year.

We continue to expand our School-Business Partnership Programs. Please visit our website at <http://ab.mec.edu/business/partners.shtml> for more information.

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

R. J. Grey began the 2009-2010 school year with 977 students: 475 in the seventh grade and 502 in the eighth based on October 1 data. This was a decrease of 25 students from the enrollment of October 1, 2008. As school began, the administrative team (Principal Craig Hardimon, Assistant Principal Allison Warren, and Assistant Principal Andrew Shen) welcomed new seventh graders and returning eighth graders to R. J. Grey.

To ensure a positive transition to the start of the school year for both seventh and eighth graders, an “Opening Days of School” feedback form was distributed on Parent’s Night. In this regard, survey results were overwhelmingly positive, with students feeling comfortable and supported. Parents felt included and well informed. It was an outstanding start to the school year.

Teaming is the fundamental core of RJG. The team model enables staff to create a strong web of support to enhance student success. A large school becomes a smaller school. With consistent communication among team teachers, issues are addressed early and students have an opportunity to develop close relationships with their teachers, as well as with a familiar peer group. Moreover, 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: “meeting the needs of the young adolescent, maintaining curricular quality and interdisciplinary opportunities, creating a sense of community, and promoting citizenship.”

During the 2009-10 school year, seventh- and eighth-grade students were distributed among four “full” teams. Each full seventh-grade team had approximately 108 students supported by five core academic teachers (English, Social Studies, Math, Science, and Spanish and/or French). In addition to the four full teams in seventh grade, R. J. Grey introduced a half team, which had approximately fifty students and three teachers (English/Social Studies, Math/Science, and World Language). The addition of the half team provided additional structure and supports for the district’s highly specialized and successful Connections program, reduced overall seventh-grade team sizes, enhanced communication between core curricular teachers, and increased home/school communication.

In grade eight, each team averaged 119 students and five core academic teachers (Math, Science, English, Social Studies, and Spanish and/or French). On an ongoing basis, teachers planned integrated curricular activities that helped students see the relationships between various subjects.

It is important to note that all teams provide the same level of academic rigor and social opportunities. Similar supports and resources are provided as well. Specifically, all students participate in 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 also 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 the year. Exploratory courses for the eighth graders include Art, Minuteman Technology Lab II, Life Skills/Health, Drama, and Study Skills Technology; these classes last for one-fifth of the year. In addition to the core curriculum, students elect to participate in band, chorus or “grey-block,” a combination of curriculum-related mini-courses and structured study halls with team teachers.

In October 2009, 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. With that said, there is some variation in scores from year to year as students change at a particular grade level. For Limited English Proficient (LEP) students and students with specific disabilities, we recognize that matriculating through our schools sometimes requires more time to cover and achieve proficiency of grade-level concepts and skills. In this regard, administrators and staff have analyzed MCAS results in collaboration with regular education, identified the specific subgroups that need attention, noted the individual students who need instructional support, and met with department heads and teachers to create an instructional plan that meets the needs of these students. Using the new grade seven mathematics textbook, there has already been a positive result from a mathematics program that consistently uses the same strategies and terminology in instructional practices.

For many students, learning and connecting with members of the R. J. Grey community took place through our extracurricular programs. 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 that helped to support these programs. The intramural program was available to all students, meeting either before or after school. These intramurals included basketball, lacrosse, and

strength training. Other after-school activities included the Ski Club, Adopt-a-Grandparent, Jazz Band, Speech and Debate Team, Chess/Board Games Club, Math Counts, and the Yearbook. The school musical, "Seussical," involved over 150 students and 200 parents. We continued the tradition of the Rotunda Project, where each student created a small, self-representative piece of art. These individual drawings were then hung in the rotunda area on three-dimensional displays painted the color of each team.

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 day ski trip to Waterville Valley, staff vs. student basketball challenge, the end-of-year seventh-grade trip to Kimball's and eighth-grade day at Canobie Lake Park, and the Student Recognition Assembly.

Through the involvement of the Student Council, students connect with each other in a number of ways. This group helped to plan schoolwide activities, dances, and service learning projects. In addition to our annual community service learning projects, such as the Coat Drive, where over 500 coats were collected and distributed to families in need, or our involvement in collecting holiday Toys for Tots, our students led a schoolwide sneaker drive. Over 200 pairs of gently used sneakers for men, women and children were donated to local area shelters and thrift shops. Some shoes were also boxed and shipped to a village in Kenya to help support aspiring athletes. This year, our school also participated in a walk to the West Acton Food Pantry; a day of maintenance work on parks and conservation lands; and Project Tamaa, which raised money and awareness for a number of international causes.

In continuing our commitment to the partnership between school and home, daily emails, monthly articles and "drop in hours," as well as weekly communication from the principal, promoted continuity and educational support to families. Additionally, RJG professional staff offered parent forums to parents and guardians on adolescent development, homework, school discipline, and stress management. These were extremely well received. Of particular note was the number of sixth-grade parents who attended these discussion forums as part of their children's transition to the junior high school. The School Council, consisting of four parents, one community person-at-large, two staff members, and the principal, also addressed a wide variety of relevant 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.

Another R. J. Grey highlight was our annual Project Wellness Day. Project Wellness is a daylong conference for seventh-grade students and a parent or guardian, designed to empower parents and teenagers in addressing the variety of issues faced by today's families and to develop, maintain, or improve adult-teenager open communication. This event brought seventh-grade students and adult family members together at Merrimack College on March 10, 2010 to learn about ways to communicate with each other about difficult issues and sensitive topics, ranging from time management to nutrition to navigating relationships. Approximately 900 students, family members, and staff participated in this event.

Over the course of the school year, R. J. Grey staff continued with initiatives that promoted learning, mutual respect, and opportunities for professional growth. In response to parent, staff, and student feedback, building-based professional development opportunities focused on addressing and responding to incidents of bullying, teasing, and harassment for both staff and students, including but not limited to promoting respect for self and others, becoming a more active bystander, and ensuring concurrent

responses for both victims and aggressors. In addition, the November 2009 districtwide Professional Day offered the faculty and staff required Category 1 English Language Learner training to better meet the needs of our culturally and linguistically diverse student population. All staff participated, completed necessary requirements, and received certification.

At the end of the 2009-2010 school year, two veteran staff members, Carmen Comella and Annelise Roach, retired after many years of service to our school. These professionals devoted decades to our school community and touched the lives of several hundred students and families. We thank them for their many years of leadership, support, and dedication to the students of R. J. Grey Junior High.

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

**Post Secondary Education:** The ABRHS Class of 2010 was comprised of 461 students; of these, 92% enrolled at four-year schools, while 6% continued their education at two-year colleges, prep, and technical schools.

**Standardized Test Results:** Average SAT scores for the 2010 senior class again exceeded those of state and national populations. An increase from 91% to 92% of seniors took the SATs, well above the state average, which remained at 84%, and the national average of 47%. Our average combined score for the SAT was 1888, up 23 points from last year's seniors and 352 points higher than the average combined Massachusetts score of 1536.

**National Merit Scholarship Competition:** Seventeen members of the Class of 2010 achieved semi-finalist recognition; 63 others received letters of commendation.

**National Honor Society:** Ninety-nine members of the class of 2011 were inducted into the NHS.

**National World Language Honor Societies:** In 2010, 33 students of Spanish qualified for membership in the local chapter of the National Spanish Honor Society; 19 students qualified for the National French Honor Society; five students qualified for the National Latin Honor Society.

**National Latin Exam:** In the 2010 National Latin Exam, 56 students received gold medals and 32 received silver; 19 students received magna cum laude recognition, and eight students received cum laude recognition.

**Academic Decathlon Team:** The team of nine regulars and twenty alternates won the Massachusetts State Championship for the 18th time in the past 19 years. A total of 45 Massachusetts high schools competed. In addition, the team placed 18th overall in the country.

**Mathematics Team and Competitive Activities:** In the 2009-2010 season, the AB math team finished in first place in the monthly competition in the Massachusetts Mathematics League. The team continued on to the state competition run by the Massachusetts Association of Mathematics Leagues in April 2010 and placed second among large schools in Massachusetts. They then competed in the New England Association of Mathematics Leagues Competition in May 2010 and placed first among large schools in New England.

In addition to the team competition, twelve students were finalists in the Massachusetts Mathematics Olympiad exam – Xiaoyu He with a perfect score, as well as Mo Zhou, Alan Chiao, Martin Ma, David Fink, Ruifan Pei, Sinan Zhang, Brian Yang, Danny Chiao, Matt Dai, Naman Bharadwaj and Alison Wu. In the National AMC, seven students placed in the top 10% nationwide, and three of these – Xiaoyu He,

Martin Ma and Mo Zhou – advanced to the 3<sup>rd</sup> level of this competition, the USAMO (United States of American Mathematics Olympiad).

**Speech and Debate:** The team was composed of over fifty students from grades 9-12. Competing in over ten tournaments in a variety of events ranging from student congress to dramatic interpretation and poetry reading, team members prepared original pieces and scripted selections to be presented and judged in each event. Competing in the Massachusetts Forensics League and the Massachusetts Catholic Forensics League, the team was matched against teams from schools across the state and consistently placed in the medal rounds. The team's top competitors also competed on a national level at Harvard University.

**Athletics:** During the 2009-10 school year, participation in athletics remained consistent, with over 1,800 students in grades 7-12 taking part. League Championships were won by field hockey, girls' soccer, boys' basketball, boys' indoor track, softball, girls' tennis and boys' spring track. In the fall season, the girls' field hockey team won the State Championship, and the girls' soccer team captured the Division I North Championship. In the spring the girls' tennis team competed for the divisional championship. Amy Li also represented AB in the MA individual tennis championship, finishing second.

**Proscenium Circus:** Proscenium Circus, the student drama group at the high school, functions as a teaching and learning theater. In addition to offering outstanding instruction in technical theater, acting, movement, scene design, scene painting, costume design, hair and makeup, and stage management, PC produced 23 outstanding award-winning dramatic and musical productions in 2009-2010. Over 350 students participated in activities and shows throughout the year. The productions for the 2009-2010 year included the fall play, "Our Town," directed by Dr. Maureen Shea, visiting Professor from Emerson College; the Cole Porter signature musical, "Kiss Me Kate"; and the State Drama Guild Festival Play, "Waiting for Lefty," which was a finalist in the competition. Rounding out the year were the competitive class plays and the festival of ten-minute plays.

**Peer Leadership Program:** Peer Leadership had another very successful year. The peer leaders facilitated alcohol/drug awareness programs in Acton's elementary schools and are actively trying to start a program at the Blanchard Elementary School in Boxborough. They also led social development programs at R. J. Grey Junior High. With a new, energetic student board in place, we look forward to another successful year.

**The School Newspaper:** *The Spectrum*, published six 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 copyediting. *The Spectrum* is financially self-supporting through advertising and contributions from the PTSO.

**Student Council:** The primary student government group, consisting of more than 45 students, elected representatives of their classes and also walk-on members. Student Council is responsible for organizing schoolwide activities and fundraisers and for disbursing funds for improvement of the school facility on behalf of its students. They meet weekly on Tuesdays at 6 p.m. in the ABRHS Counseling Center.

**Window Seat:** Acton-Boxborough's Literary and Art Magazine and Creative Writing Club annually publish two to three issues of student poetry, prose, lyrics, essays, narratives, translations, and art. Students write, edit, design, print, assemble, publicize, and distribute the magazine. Students write creatively every week to generate submissions for the magazine; the magazine welcomes and encourages students not participating in the club to submit their art and writing for publication. Art students also meet weekly to create art or illustrations for specific pieces of writing for the magazine. *Window Seat* students work in conjunction with the Robert Creeley Foundation to host the annual Robert Creeley poetry reading

and the Helen Creeley student poetry prize, a competition for student poets that awards the winning students a cash prize and the honor to be an opening reader for the Robert Creeley award-winning poet.

**Idiosyncrasy:** The high school topical magazine, *Idiosyncrasy*, began several years ago when a group of enthusiastic students approached English teacher Dennis Kavanagh with the idea. The magazine puts out two to three issues per year. *Idiosyncrasy* is a thematic magazine that highlights a unique cultural aspect in every issue with each writer approaching it from a different perspective. The magazine encourages and celebrates the diversity of our world and the people in it. *Idiosyncrasy* is composed of editorial and factual articles that are intended to educate and inspire readers. Students conduct research, analysis, and synthesis in order to produce each issue. In 2009, *Idiosyncrasy* won the American Scholastic Press Association's First Place Award for college and high school magazines and won an additional award for Outstanding Concept.

**Harvard Model Congress:** Seven juniors represented ABRHS at this four-day government simulation. The Acton League of Women voters generously underwrote their participation. Those representing were: Julia Baum, Alex Cates, Kelly Donovan, Joe Flynn, Trevor Graney, Aislinn Pallera and Michael Ren.

**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 and to parents and other local residents willing to host students. At three Career Breakfasts during the year, career speakers talked to groups of students interested in their fields of work. Over 150 students attended each of the three events. Sixty-three 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, and a website listing employment opportunities.

**Senior Community Service Day:** On April 30, the Class of 2010 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 sixteenth 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 tenth Community Service Awards Night on January 18, 2010. At this ceremony, 668 students received recognition for their volunteer efforts.

### **Pupil Services**

Maintaining the quality of Pupil Services programs and services during times of fiscal austerity continues to be an important area of focus, with ongoing consideration for cost cutting options and potential reorganization. Generating revenue through specialized programs, monitoring and evaluating CASE accessibility, and prudently allocating IDEA stimulus monies all help to continue our efforts in supporting building-based initiatives regarding curriculum and specialized programming.

Pupil Services continues to participate in the design of professional development that reflects the district's core values and needs. Specifically, all staff participated in an introduction to the principles of Second Language Acquisition (Category 1 ELE Training) required by the Massachusetts Department of Elementary and Secondary Education (DESE). This professional workshop offered educators key skills and knowledge for helping English language learners succeed in school and strategies for adapting instruction and materials to better understand academic content, developing social and academic language, and enhancing participation in classroom activities.

Grant funding further enabled Pupil Services to provide professional development training to nurses, clinicians and specialists to better understand mental health issues impacting student education, specifically how student depression may manifest in school settings and factors contributing to school phobia and school refusal. Moreover, opportunities to increase the inclusion of students with Autism Spectrum Disorders continued, fostering social pragmatic language and reinforcing/generalizing academic, motor, language, self-care and social skills at all levels.

As we become more continuously focused on student health and safety, reducing stress, promoting the sense of well-being in our schools, building partnerships, and enhancing communication continue to be paramount to our community's effectiveness. As such, the first annual Acton-Boxborough Community Symposium welcomed businesses and organizations that attended with a sense of responsibility and obligation to our children and to the community-at-large, drawing resources from across the community. Our school district continues to believe that outstanding internal and external connectedness are key to facilitating information before we face insurmountable challenges or a crisis. Utilization of our teams and partnerships with our community and the development of a Youth Plan ensure a safe environment for our children and our students.

We continue to enhance the home/school partnership with the Special Education Parents Advisory Committee (SpEd PAC) by promoting co-sponsorship of professional activities, particularly for parents and guardians. Currently, viable options for streamlining the efficiency and effectiveness of the Individualized Education Program (IEP) process are being considered. A study group was formed to consider and discuss a number of options for improving the efficiency of the team meeting process, and a pilot "draft IEP" project is in place for the upcoming school year. The OnTeam Communiqué continues to be a viable mechanism for communication between Pupil Services and home.

In strong partnership with the local and state health departments, the Acton-Boxborough Schools assured that a meaningful plan was developed to respond to an influenza pandemic. In this regard, the Acton-Boxborough nursing staff played an integral role in protecting the health and safety of our staff, students, and their families. Working in partnership with the Acton Board of Health, the Department of Health and Human Services, and the Centers for Disease Control and Prevention, consistent communication between home and school ensured a coordinated, meaningful plan for responding to an influenza pandemic. Through regular meetings to address influenza preparedness, action steps were taken to secure, distribute, inoculate, and monitor flu vaccines over the last several months, maximizing protection to our student body and faculty. In addition, the district made available, through mass distribution, helpful guidelines (precautionary steps to take for seasonal flu, H1N1, and influenza-like illnesses) for the schools and the community.

The Anti-Bullying Task Force began its work in June 2008, committed to creating practical guidelines so that all children, staff, and faculty feel safe within the school and/or work environment. Participants include parents, teachers, a school resource officer, school counselors, technology specialists, and building-based administrators.

Four subcommittees met regularly and grappled with elements of an effective bullying policy that addresses cyberspace issues and defines forbidden behaviors and conditions where school staff must react and respond. Additionally, the Task Force addressed recommendations regarding the social programs, research-based curriculums, and trainings necessary to prevent incidents from happening. Task Force members drafted a revised districtwide policy for bullying prevention, as well as a bullying prevention and intervention plan for consideration by the Superintendent and, ultimately, the Acton-Boxborough School Committee.

The bullying prevention and intervention approach is proactive and educational and includes five specific components:

- Commitment to a pro-social research-based curriculum and/or program that promotes positive peer relationships.
- Annual bullying prevention training for all students and staff.
- Adequate supervision of students to address bullying prevention and intervention.
- Ongoing training and support of teachers and school staff in the use of proactive and effective strategies for responding to incidents of aggression and supporting bystanders and targets.
- Systematic evaluation of the overall bullying prevention approaches used by the school.

### **Performing Arts**

At the Acton-Boxborough Regional High School, the band and chorus programs continued to flourish as they performed in and around our community, and elsewhere. In addition to marching in our own Acton Memorial Day Parade, the band marched in a number of parades outside of our community, including the Marlborough Labor Day Parade, the Boston Columbus Day Parade, the Quincy Christmas Parade (where they took 1<sup>st</sup> place overall), and a very special appearance in the Citrus Day Parade in Orlando, FL for the New Year! A number of our choral ensembles sang at West Acton's Oktoberfest and at a number of senior citizen events. The choral department put on a wonderful talent show traditionally known as "Cabaret." Twenty-seven of our student musicians from band, chorus and orchestra were selected to perform at the Massachusetts Music Educators Association (MMEA) Eastern District Festival held in January; fifteen of these earned All-State recommendations. Our Madrigal Singers put on a Madrigal Dinner for the community, at which they performed a renaissance-style dinner theater.

At the R. J. Grey Junior High School, the 8th-grade band and chorus each participated in the Great East Music Festival, held at West Springfield High School in May. Each received Gold Medals for their performances. The JHS musical, "Seussical the Musical," had a terrific run of performances with a huge cast of approximately 100 students involved. Eighteen students were selected to perform in the concert band, orchestra or chorus at the MMEA Eastern Junior District Music Festival held in March. The seventh- and eighth-grade band marched in the Boxborough Memorial Day Parade.

### **Visual Arts**

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

In the highly competitive Boston Globe Scholastic Art Awards, 25 ABRSD students (15 high school and 10 junior high) received a total of 25 state-level awards. These awards included: three Gold Key Awards, eleven Silver Key Awards, and eleven Honorable Mention Awards. The Gold Key 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. The Visual Arts Director serves on the Massachusetts Scholastics Advisory Board.

The two ABRHS juniors who applied to Art All-State at the Worcester Art Museum were both selected for the program. They were among 144 high school juniors statewide who were selected to participate in the competitive program at the Museum, held in May. Art All-State is a weekend-long program for high school art juniors 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 digital images of student work, a written application, and an interview with a team of art educators. The Visual Arts Director serves on the Art All-State Steering Committee.

Senior students in the ABRHS Portfolio class prepared and exhibited their work in a show entitled “Elections,” which was held at the Acton Memorial Library in April. Forty-four Photography class students exhibited work in a show entitled “Our Town,” which was on display at the high school. The photography work of eight students was included in an exhibit, “Visions of Kelly’s Corner,” as part of a collaborative project by the Town of Acton, The Discovery Museums, Tufts University, and ABRHS. The “Envisioning Kelly’s Corner” project was funded in part by the Massachusetts Cultural Council. AB student work was included in a photography show at the State Transportation Building in Boston, sponsored by the Massachusetts Education Association.

AB Portfolio class students participated in year two of a new interdisciplinary unit of study between the English and Visual Arts departments. Collaboration included multigrade levels of students in English and Visual Arts classes working together and connecting with the community-based Robert Creeley Foundation. Portfolio students created broadside designs to accompany Creeley Foundation Award Winning Poet Gary Snyder’s work. The award-winning, published, and signed broadside, designed by an AB Portfolio student, is now permanently on display at the Lamont Library at Harvard University. AB parent and visiting artist Elissa Freud presented her work to the students in the Sculpture class. Students in Modern Art History, Advanced Drawing/Painting, and Junior/Senior Portfolio classes visited the Metropolitan Museum of Art in New York in the spring.

During March, Acton-Boxborough student artwork was exhibited in the annual Youth Art Month Show at the Worcester Art Museum. Forty-two student works were included. There was an opening reception for students, their families, and art teachers in the Museum’s Renaissance Court. Both schools were represented in this show.

During the month of April, student artwork was in the exhibit, “Places,” at the Sargent Memorial Library. A show of representative student artwork from each of the schools was on display at the Acton Senior Center during the month of May.

High school students had the opportunity to participate in Photo Club and in Art Club, both of which met after school one afternoon a week throughout the year.

Visual Arts staff participated in the second year of a curriculum review. The focus was on writing units of study in the department’s new unit plan format.

An ABRHS art teacher’s artwork was published in *New American Paintings* (#86 Northeast Edition). *New American Paintings* was founded in 1993 as an experiment in art publishing. With more than 5,000 artists reviewed annually, it has become America's largest and most important series of art competitions.

## **Technology**

### **Instructional Technology**

During the 2009-2010 school year, the Technology Integration and Instruction department completed many projects.

### **Districtwide**

The district utilized PowerSchool Premier for their student information system (SIS) and E-Sped for their special education needs. The schools continue to be dedicated to harnessing the many features in PowerSchool, and it became one of the most heavily used systems. Over the course of the school year, the application provided scheduling, attendance, grading, and reporting tools essential to efficient school administration.

The districtwide implementation of on-line emergency cards used by families to enter student information electronically allowed for more time on instruction, as our teachers were no longer responsible for completing the task. Further, the consolidation and integration of data from within the district's transportation and food service departments to provide on-line lunch counts, bus routes, and attendance information provided new data that the districts could use in their reports.

### **High School**

Many teachers and students at the high school used technology to enhance the teaching and learning environment. As teacher technology proficiency levels continued to increase, students were given more opportunities to work with technology to enhance their learning. Students used technology tools to create multimedia presentations, research course topics, and access online course-related materials. Several technology-related electives were offered, including but not limited to: web design, computer-aided design, programming, engineering, Cisco Academy, and broadcasting. The number of teachers and students using our course management program, Moodle, continued to grow, with around 750 accounts being added throughout the year.

The high school Technology Committee met monthly to share best practices with technology and to discuss ideas around professional development for teachers, as well as technical issues or concerns. In the spring of 2009, 85 seniors volunteered to take the Educational Testing Service iSKILLS test to provide the district with data regarding our students' informational skills. Our students performed better than state average in all areas.

### **Junior High School**

Teachers and students continued to use technology in all content areas to enhance teaching and learning. Students had the opportunity to use technology and learn information skills through the use of three labs and a multimedia equipped library. Further, exploratory classes available to students taught computer-aided design and engineering design concepts. In some cases, students created multimedia final projects that expressed their curricular understandings. Teachers continued to create and/or maintain classroom websites, strengthening the communication link between teachers, families, and students.

The Integration Specialists continued to assess all technology products and services to improve teaching and learning on a school-by-school and district-level basis. All educational technology staff members worked closely with school technology committees to identify areas of technology that aligned with school improvement plans.

### **Information Technology**

During the 2009-2010 school year, the district's Information Technology department provided technology support services.

### **Districtwide**

The Information Technology department completed the following:

- The installation of a Symmetra device provided for redundant, scalable double conversion on-line power protection, providing a centralized solution to power management issues being experienced.
- The district's student information system, PowerSchool, was moved to off-site hosting.
- All infrastructure support contracts were analyzed and adjusted, and new vendors were selected to maintain appropriate service levels, high availability, and alignment with budget realities.

### **High School**

The Desktop Support Specialists (1.8 FTE) prepared 61 new laptops and desktops, which replaced aging and unsupported computers used by teachers and students. They maintained over 750 computers and printers throughout the year.

### **Junior High School**

The Desktop Support Specialists prepared 34 new laptops and desktops, which replaced aging and unsupported computers used by teachers and students. They maintained approximately 350 computers and printers throughout the year.

### **Summer School**

The Acton-Boxborough Regional School District Summer School had another successful year in 2010. With our enrollment of 519 students, we served twenty more students than in 2009. Ten percent of our students came from seven other districts. Several Math, Science, and Physical Education courses reached capacity much later in the summer, forcing us to turn away fewer students not currently enrolled in the Acton-Boxborough Regional School District.

Summer School course changes included the addition of another Physical Education course and the addition of a College Application Preparation course. The number of faculty positions remained at 28.

The number of student scholarships increased by 3% from 2009.

Tuition receipts continue to allow us to function as a self-sustaining educational program.

We continue to serve Acton, Boxborough, and several outlying communities with first-rate, summertime, K-12 educational opportunities.

### **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:** Each year, Community Ed. offers nearly 2,000 classes for children, teens and adults. Classes and other programs are posted on the Community Ed. website: <http://comed.ab.mec.edu> and advertised in *INTERACTION*, the course catalog that is mailed four times a year to over 21,000 area homes. More than 10,000 students enroll in classes annually.

**Preschool Program:** Located at the Acton-Boxborough Regional High School, the Community Ed. Child Development Preschool is the laboratory for the high school's Child Development Course. Students can earn elective credits toward graduation. The Preschool has a total enrollment of 26 (8 three-year-olds on Tuesday and Thursday; 18 four-year-olds on Monday, Wednesday and Friday).

**Summer Day Program:** Located at the Administration Building, this program offers week-long sessions to an average of 83 children per week in grades 1-6. In 2011, it will be open to incoming kindergarteners as well. Activities include: Arts and Crafts, Music and Drama, Cooperative Games, Red Cross Swim Lessons, Free Swim, and Special Events.

**Vacation Week Programs:** During February and April school vacations, Community Ed. runs child care programs that include field trips and enrichment activities.

**Youth Basketball League:** Over a 10-week period, more than 1,000 boys and girls in grades 3 and up participate in weekly practices and league play. The league is staffed by more than 110 paid and volunteer coaches, timers, and referees.

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

**Pool & Fieldhouse Programs:** Located at ABRHS, the Pool & Fieldhouse Program provides the public with opportunities to use the high school pool and fieldhouse on the weekends. In addition to open swim and gym, Community Ed. runs a full Red Cross Swim Program, a youth swim team, master's competitive swimming, morning and evening lap swim, and water exercise classes.

**Fitness Center:** Community Ed. staffs public drop-in times at the Fitness Center, located at the Acton-Boxborough Regional High School.

**Scheduling Use 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 Ed. Fees charged are returned to the school district to support the facilities.

**Scheduling Use of School Buildings:** Use of the Acton and Acton-Boxborough school buildings outside of school hours is scheduled through Community Ed.

Community Education receives no funding from the school districts or towns and runs all programs on a self-sustaining basis. Moneys are returned to the district to use for space and equipment. For more information about Community Education and the programs that it offers, call (978) 266-2525.

### **Facilities and Transportation**

We had a very short yet very productive summer in the Facilities Department. Aside from the annual summer cleaning, preventive maintenance, inspections, and basic work orders that we do annually, this summer we were able to accomplish a number of capital projects.

As a department we always have an eye on reducing our carbon footprint, and we try to focus capital projects in that direction. We do this because it is the right thing to do in terms of social responsibility, but also these projects tend to have a payback since they reduce our overall energy consumption, which in turn reduces the amount of money we spend in energy procurement. Projects that fell under this criteria for this summer included a lighting retrofit at the Administration Building; energy efficient lighting fixtures and various upgrades at the junior high and the high school; replacement of the old school zone flashers on Route 111 and Hayward Road with new LED flashing signs; construction of a new "black box" teaching area at the high school, designed to support the performing arts programs; and replacement of hot water heaters at the Administration Building with new direct-demand energy-efficient hot water heaters.

Additionally, we were able to repair catch basins at RJ Grey, as well as asphalt on campus. We were also able, in conjunction with the Athletic Department, to replace the runways on the track at Leary Field for the Long Jump, Triple Jump and Pole Vault. Along those same lines, we were able to refinish and repaint the floors in the Field House at the high school and the lower gym at the high school.

We look forward to supporting the school district this coming year. Please feel free to contact the Facilities Department with any questions, comments, or concerns.

## **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 that 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 community and to our schools. It is our intention to continue to provide the best possible education to the community and to seek continued financial and moral support for this very important endeavor.

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

Stephen E. Mills, Superintendent of Schools  
On Behalf of the School Committee

## **MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

Minuteman is a four-year career and technical high school serving the member towns of: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston. Minuteman combines rigorous academics in preparation for college with relevant career and technical programs. The school also provides career development programs for adults through the Community Education program.

### **Enrollment**

As of October 1, 2010, twelve (12) high school students and four (4) post graduate students were enrolled at Minuteman providing a full time-equivalent (FTE) of fourteen (14) residents of Boxborough.

This fall, Minuteman experienced a 60% increase in the freshman class. New recruitment and communications strategies were executed and have included students, parents, alumni and advisory committee members speaking to parents, interested students and community groups about the value add of a Minuteman education. As the 2011-2012 recruitment activities have evolved, we have seen an additional increase in interested 8th graders. All indications are that student interest in Minuteman is increasing from our member communities.

### **Multiple Avenues of Enrollment**

Minuteman offers a unique program allowing student enrollment on a half day-every day basis. Currently, no Boxborough students take advantage of this design. Juniors and seniors are encouraged to visit [minuteman.org](http://minuteman.org) for more information.

Minuteman offers postgraduate programs to Boxborough residents of any age who are seeking to enhance their own economic opportunity via skill development. Beginning in FY 2012, member community postgraduate students will be charged a partial tuition that will escalate over several fiscal years to reflect the estimated operating costs.

## 2010 Boxborough Graduates and Awards

- Elliot Corey, Plumbing
- Tyler Faulkner, HVAC
- Charles Priest, Automotive Technology

At the 2010 graduation, Tyler Faulkner received the Marine Corps Athlete Certificate and the Friends of Minuteman Award. Elliot Corey received the Renzo A. Ricciuti Memorial Award. These awards are given to students of superior academic achievement and significant participation in school or community activities.

## SkillsUSA

<u>Student</u>	<u>Competition Category</u>	<u>State Results</u>
Rebecca Newman	Tech Prep – Agriculture	Gold Medalist

## Class of 2010 Graduate Achievement Highlights

- 100% successfully passed the state-required MCAS in English and Math.
- 25% of the class of 2010 earned the John and Abigail Adams Scholarships.
- 72% went on to college or advanced technical training, 19% started a career and 5% entered the military. Overall, graduates achieved a 96% positive placement rate.
- 100% of dental graduates passed the National Dental Board examination.
- 100% of those completing the early education and care programs were certified by the Massachusetts Department of Early Education and Care.
- 100% of cosmetology graduates passed the state board examinations.
- Health Occupation graduates achieved 100% in college acceptance.
- Commencement Student speakers:
  - Valedictorian, Adam Strandberg, a biotechnology graduate from Tewksbury, was honored with the DeLuca Family Award, the Minuteman National Honor Society Award, the MPA - Science Technology Academic Scholar Award and was a Friends of Minuteman Award recipient. Adam is attending Massachusetts Institute of Technology (MIT) in Cambridge, MA.
  - Salutatorian, Ivan Yu, a pre-engineering graduate from Billerica, was honored with the Minuteman Attendance Award, the Minuteman National Honor Society Award, the Murphy Insurance Agency Award, and was a Friends of Minuteman Award recipient. Ivan is attending Rensselaer Polytechnic Institute in Troy, NY.
  - Senior Class President, Dianna Willms, a pre-engineering graduate from Arlington, was honored with the Comcast Leaders and Achievers Scholarship, the Marine Corps Athlete Certificate, the Minuteman Drama Club Award, the MPA /Elaine Karkos Award, the MPA Science Technology Award and was a Friends of Minuteman Award recipient. Dianna is attending Western New England College in Springfield, MA.

## District Leadership

- In December of 2010, Middlesex County District Attorney, Gerard Leone, recognized Superintendent, Edward Bouquillon with the Martin Meehan Education Leadership Award for achieving exemplary status for school safety and protection and for the education of the school's students.
- In January of 2011, the Lexington Chamber of Commerce recognized Minuteman with the 2011 Community Initiative Award for its efforts to promote Workforce and Adult Education programs.
- The New England Association of Schools and Colleges (NEASC) approved the decennial re-accreditation of Minuteman in November of 2009 with a concern regarding the facility.

### **Financial and Asset Management**

- The Massachusetts School Building Authority (MSBA) invited Minuteman to the feasibility phase of a renovation project. As of August 15, 2010, all of the 16 member towns approved the Feasibility Study request of \$724,000. The first phase of the project includes the completion of an enrollment study, strategic plan, and a review of the regional district agreement. In late spring of 2011, the district will continue the Feasibility Study to provide member communities with further details regarding the potential project scope.
- The financial management software system, BudgetSense, was fully implemented in the Business Office. A new Director of Business and Operations replaced two administrators. This position oversees all areas of noninstructional support services provided to the school and will continue to improve effectiveness and transparency in these areas.
- Cosmetic upgrades continued in the school, including relocating the Early Education Child Care Center, refurbishing hallway areas and three classrooms, and removing dilapidated bleachers and outbuildings on the property.

### **Curriculum and Instruction**

- Since 2008, all 9th grade students have studied English and math every day, rather than the long-established “week-on-week-off” schedule, thus providing more consistent and concentrated instruction in preparation for MCAS as well as project-based learning and academic and technical integration.
- The Strategic Planning process has identified several new programs that Minuteman will be offering including: criminal justice/bio-security, animal science and the technical and performing theater arts cluster. The office technology and auto body repair programs were phased out in 2010. In 2010, hospitality management gained Chapter 74 State Approval. A barbering program is in its second year of operation under the umbrella of the currently approved cosmetology program.

### **Assessment and Program Evaluation**

- Minuteman offers a Nontraditional Exploratory Program through which all students learn about the viability of men and women in nontraditional careers, such as automotive technology, carpentry and construction, computer science, and engineering for women and in medical careers, cosmetology / barbering for young men.

### **Professional Development**

- The Minuteman staff has prioritized professional development, including summative and formative assessment methodologies, for the 2009 – 2012 school year. In addition, Minuteman is in its third year of creating a Professional Learning Community. Schoolwide goals being implemented include teacher-to-teacher peer observations, 9th grade Executive Function support, Reading Consultancies, and Academic-Career and Technical curriculum integration.

### **Teaching Faculty Recognition**

- Environmental technology teacher Emily Blume was awarded the 2010 Ocean Stewardship Teacher of the Year Award from the New England Aquarium.
- Social studies teachers accepted an invitation to participate in a Teaching American History Grant, awarded by the U.S. Dept. of Education. Other members of the collaborative are Lexington, Woburn, Burlington, Bedford, and Somerville Public Schools.

### **Student Access, Participation and Support**

- Minuteman reorganized the assignment of guidance counselors to provide incoming 9<sup>th</sup> grade students with a dedicated guidance counselor. Our research has shown that many freshmen need additional support as they adjust to high school.

- A freshman executive function initiative was launched this year. Students received a master binder to enhance their planning and organization skills. Direct instruction includes the development of study skills and strategies with particular emphasis on pre-reading, time management, unit organization, note taking, and test preparation.
- This is the second year of supporting a full-time reading specialist. In addition to working with the students on his own caseload, he consults with academic and CTE teachers toward the development and application of a schoolwide reading program.
- Enrollment has increased in art (50%) and music (200%)!
- Enrollment in honors courses has increased 24%.
- Minuteman offers sixteen sports with three levels (varsity, junior varsity and freshmen) throughout the school year. Over the past seven years the number of participants has doubled in many of the sports offered. Minuteman students have access to more than twenty clubs and activities.
- The Minuteman Parent Association (MPA) meets monthly and supports all aspects of the Minuteman community. In addition, they assist in fundraising for scholarships awarded at graduation. The goal of the MPA is to help support student access and achievement in all areas including but not limited to academic, vocational, athletic, and extracurricular activities.

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

**GENERAL FUND**

**STATEMENT OF REVENUES AND OTHER SOURCES, AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL**

**FOR THE YEAR ENDED JUNE 30, 2010**

**AUDITED**

	Original Budget	Final Budget	Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
<b>Revenues and other sources:</b>				
Assessments to members	\$ 9,974,116	\$ 9,974,116	\$ 9,974,116	\$ -
Intergovernmental revenues	2,713,325	2,753,164	2,927,183	174,019
Tuition	888,363	888,363	888,363	-
Investment income	65,000	16,817	16,817	-
Miscellaneous	45,000	65,000	144,467	79,467
Use of fund balance - prior year tuition	3,457,303	3,445,647	3,445,647	-
Use of fund balance - Operations	352,894	352,894	352,894	-
Transfers in	-	-	8,049	8,049
<b>Total Revenues</b>	<b>\$ 17,496,001</b>	<b>\$ 17,496,001</b>	<b>\$ 17,757,536</b>	<b>\$ 261,535</b>
<b>Expenditures and other uses:</b>				
Administration	1,190,473	1,203,241	1,158,679	44,562
Instruction	8,970,198	9,028,302	8,947,793	80,509
Other school services	2,059,980	1,993,178	1,875,804	117,374
Operation and maintenance	2,043,378	2,039,308	2,146,387	(107,079)
Fixed charges	2,694,919	2,690,919	2,496,691	194,228
Capital acquisitions	523,309	527,309	355,003	172,306
Debt service	13,744	13,744	163,744	(150,000)
<b>Total Expenditures</b>	<b>\$ 17,496,001</b>	<b>\$ 17,496,001</b>	<b>\$ 17,144,101</b>	<b>\$ 351,900</b>
Excess of revenues and other sources over expenditures and other uses	\$ -	\$ -	\$ 613,435	\$ 613,435

**WARRANT AND PROCEEDINGS  
OF THE SPECIAL STATE ELECTION  
HELD ON JANUARY 19, 2010**

**Middlesex, SS.**

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

**GREETING:**

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

**WARD 1 PRECINCT 1  
BOXBOROUGH TOWN HALL**

**on TUESDAY, THE NINETEENTH DAY OF JANUARY, 2010, from 7:00 a.m. to 8:00 p.m. for the following purpose:**

**To cast their votes in the SPECIAL STATE ELECTION for the candidates for the following office:**

**SENATOR IN CONGRESS..... FOR THE COMMONWEALTH**

The Election Warrant, 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 Constable. The Election Officials, all duly sworn in before beginning their duties, were Constables, Alan Rohwer and Richard Golden; Warden, Virginia B. Richardson; Clerk, Elizabeth Markiewicz; Tellers, Ellen Landry, Barbara Wheeler, Jacqueline Cumming, Anne Canfield, Shirley Warren, Lisa St. Amand, Janet Glidden, Kathie Schwarting, Christine Doucette, Cheryl Levine, Joan Rudenko and Connie Brown. The counters were Charlene Golden and Barry Harsip.

In the absence of the Moderator, Elizabeth Markiewicz opened the polls at 7:00 a.m. and closed the polls at 8:00 p.m. The checklists showed that 2,249 people had voted and 2,249 ballots were removed from the ballot box, including 2 ballots which had to be hand-counted. One hundred seventeen Absentee Ballots, as well as 4 ballots from Specially Qualified voters, were cast. There were 3,374 registered voters for a turnout of 67%. The count was completed at 9:00 p.m.

The results of the election are as follows:

Martha Coakley	1,141
Scott P. Brown	1,087
Joseph L. Kennedy	21
All Other/Blank	0

**TOWN OF BOXBOROUGH  
ANNUAL TOWN MEETING WARRANT & PROCEEDINGS  
MAY 10 & 11, 2010**

**LIST OF ARTICLES**

- 1. CHOOSE TOWN OFFICERS**
- 2. HEAR AND RECEIVE REPORTS**
- 3. SET SALARIES AND COMPENSATION OF OFFICERS**
- 4. PERSONNEL ADMINISTRATION PLAN CHANGES**
- 5. TOWN OPERATING BUDGET**
- 6. MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT FEASIBILITY STUDY**
- 7. AN ACT RELATIVE TO THE RIGHTS OF THE ACTON WATER DISTRICT TO ACQUIRE ANY WATER SOURCE IN THE TOWN OF BOXBOROUGH**
- 8. FIRE DEPARTMENT – BILL OF A PRIOR FISCAL YEAR**
- 9. POLICE DEPARTMENT – CAPITAL IMPROVEMENT – WATER HEATER**
- 10. FIRE DEPARTMENT – PERSONAL PROTECTIVE EQUIPMENT**
- 11. FIRE DEPARTMENT – MOBILE NETWORKS**
- 12. CAPITAL IMPROVEMENTS – TOWN HALL AND POLICE STATION**
- 13. PUBLIC WORKS AND FIRE DEPARTMENTS – ADDITIONAL HOURS FOR ADMINISTRATIVE SUPPORT**
- 14. TOWN CLERK/BOS – NOTICE BOARD**
- 15. PICNIC STREET TRUST – TRANSFER CARE, CUSTODY AND CONTROL TO BOS**
- 16. CAPITAL IMPROVEMENTS - PLANNING FOR A NEW MUNICIPAL WATER SUPPLY**
- 17. AMEND WETLAND BYLAW**
- 18. AMEND DOG CONTROL BYLAW**
- 19. AMEND DOG LICENSING BYLAW**
- 20. CHANGE APPOINTING AUTHORITY OF RECREATION COMMISSION**
- 21. GENERAL BYLAW - PLANNING BOARD REGULATION OF STONE WALLS ALONG PUBLIC WAYS**
- 22. ZONING BYLAW AMENDMENT – AMEND SECTION 7300 FLOOD PLAIN DISTRICT**
- 23. ZONING BYLAW AMENDMENT – AMEND SECTION 8004 UNDER SITE PLAN APPROVAL**
- 24. ZONING BYLAW AMENDMENT – AMEND ZONING BYLAW SECTION 2100 DEFINITIONS AND SECTION 4107(1)(B)(2) ACCESSORY APARTMENT**
- 25. ACCEPT MGL CH 32B § 20 ESTABLISHMENT OF OPEB TRUST FUND\*\***
- 26. REVOLVING FUND – COMMUNITY GARDENS\*\***
- 27. CLOSE OUT OLD ARTICLES\*\***
- 28. REVOLVING FUND - ELECTRICAL INSPECTION\*\***
- 29. REVOLVING FUND - PLUMBING AND GAS INSPECTION\*\***

30. REVOLVING FUND - FIRE ARMS PERMITS\*\*
31. REVOLVING FUND - LIBRARY FINES\*\*
32. REVOLVING FUND - DOG LICENSE FEES\*\*
33. REVOLVING FUND – STEELE FARM\*\*
34. REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM\*\*
35. REVOLVING FUND – CONSERVATION COMMISSION\*\*
36. REVOLVING FUND – GIS ASSESSOR MAPS\*\*
37. REVOLVING FUND – SENIOR VAN\*\*
38. REVOLVING FUND - FIRE ALARM SYSTEM MAINTENANCE\*\*
39. PERSONAL REAL ESTATE EXEMPTIONS\*\*
40. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\*

## LEGEND

\*\* CONSENT AGENDA

Pursuant to the Warrant signed by the Selectmen on Monday, January 11, 2010, and posted by the constable in accordance with the bylaws of the Town and the provisions of MGL CH39 S10, Town Moderator John G. Fallon called the Annual Town Meeting to order at 7:04 p.m. on May 10, 2010, at the Blanchard Memorial School gym. There were 157 voters in attendance. The Moderator made some announcements and thanked Cisco for printing the Town Report, the warrant and other material. He then introduced Margie Callahan, Chorus Director, and the Blanchard School Vocal Ensemble, who sang the national anthem and led the meeting in the recital of the Pledge of Allegiance. Mr. Fallon asked for a moment of silence for those in Boxborough who died during the last year and for those in our Armed Forces who died or were wounded. Mr. Fallon then talked about how the town meeting would conduct its business and pointed to the chairs in the aisles that are reserved for people wishing to speak to a motion. He reminded the meeting that the town has no bylaw barring reconsideration; any article can be reconsidered. He said that amendments must be made in writing in triplicate and reminded people of speaking guidelines. He explained how the Consent Agenda works – that any article can be taken out of the Consent Agenda and that those remaining would be voted as a slate.

Ms. Rebecca Neville moved that adjourned sessions of Town Meeting take place Tuesday, May 11, Thursday, May 13 and Tuesday, May 18, if necessary, and, further, that no new business will be taken up after 10:30 p.m., unless a vote of town meeting authorizes it. The motion was seconded. **The motion carried unanimously.**

Ms. Neville moved 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. The motion was seconded. **The motion carried unanimously.**

Mr. Fallon reminded Town Meeting that Article 1 referred to the annual town election to be held Monday, May 17, at the Town Hall, from 7:00 a.m. to 8:00 p.m. Voters would have the opportunity to elect town officers.

## ARTICLE 1 CHOOSE TOWN OFFICERS (majority vote required)

**One Moderator** for a one-year term

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

**ACTION ON ARTICLE 1, May 17, 2010:** 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 Constable. The Election Officials, all duly sworn in before beginning their duties, were Wardens: Lisa St. Amand, Christine Doucette and John Fallon; Constables: David Birt and Richard W. Golden; Clerk: Virginia B. Richardson; Tellers: Barbara Wheeler, Jacqueline Cumming, Ellen Landry, Cheryl Levine, Kathie Schwarting, Shirley Warren, Jim Moss, Connie Brown, Kristen Hilberg and Joan Rudenko. The counters were Charlene Golden and Barry Harsip. John Fallon opened the polls at 7:00 a.m. and closed the polls at 8:00 p.m. Out of 3,341 registered voters, there were 376 ballots cast, including 13 absentees. The count was completed at 9:00 p.m. The results of the election are as follows:

**MODERATOR, One Year**

John G. Fallon	328
Blanks	48

**TOWN CLERK, Three Years**

**Vote for One**

Elizabeth A. Markiewicz	325
Tina Marie Stevens	36
Blanks	15

**SELECTMAN, Three Years**

Francis J. Powers	306
Blanks	70

**SELECTMAN, Two Years**

Christine L. Robinson	287
Blanks	89

**SCHOOL COMMITTEE, Three Years, Local and Regional**

**Vote for One**

Bruce D. Sabot	223
Daniel N. Chai	133
Blanks	20

**SCHOOL COMMITTEE, Three Years, Local**

Tina Marie Stevens	244
Scott Lukas (write-in)	8
Blanks	124

**PLANNING BOARD, Three Years**

**Vote for not more than TWO**

John M. Markiewicz	273
Julie A. Carroll	136
James M. Faulkner	176
Blanks	167

**LIBRARY TRUSTEES, Three Years**

**Vote for not more than TWO**

Sandra Haber	275
Robert McNeece	288
Blanks	189

**BOARD OF HEALTH, Three Years**

Bryan F. Lynch	283
Blanks	93

**CONSTABLE, Three Years**

**Vote for not more than TWO**

David L. Birt	294
Richard W. Golden	291
Blanks	167

**ARTICLE 2 HEAR AND RECEIVE REPORTS (majority vote required)**

Ms. Neville moved to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2009 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting. The motion was seconded by Mr. Suleiman.

Mr. Raad presented the Finance Committee Report. The town valuation peaked in 2007/8, although tax bills have continued to increase. He said that the Town's debt is well managed and that the Town recently received a AAA bond rating from Standard & Poors. Two goals of the Finance Committee are to minimize property tax increases and to avoid Prop 2 1/2 overrides. He said the FinCom is concerned that growth in salary and benefits costs and lack of growth in revenue will lead to reduction in staffing and services in the future.

Mr. Kushner presented the Capital Plan process. He reminded the Town that a capital plan is just a guideline for making decisions by providing a look into future needs. He said that a capital plan will be presented annually as part of the FinCom presentation at Annual Town Meeting, starting with this town meeting.

Ms. Neyland presented the Blanchard School report. She described the successful implementation of full-day kindergarten, the continued implementation of the five-year declining enrollment plan, and described the interim changes to the administrative structure given the upcoming departure of the principal and the director of pupil services. Given declining enrollment, the School Committee is exploring various administrative models for Blanchard School.

Mr. Lavery presented the Minuteman Technical High School report. Boxborough's assessment decreased this fiscal year due to aggressive cuts in administrative, clerical and teaching staffs.

Mr. Powers presented the Social Services Committee report. The purpose of the committee was to investigate the social service needs of the Town and make a recommendation to the Town. He summarized the key recommendations of the committee, including the creation of a Community Well-Being Committee and the compilation and distribution of a list of social services available to town residents.

Mr. Rohwer presented the Steele Farm Committee report. He provided an update on the Conservation/Historic Preservation Restriction that the Committee is pursuing to ensure the long-term protection of Steele Farm.

Jeanne Kangas requested that all the presentations be put up on the website ahead of time.

**Action on Article 2:** The motion on Article 2 passed unanimously.

**ARTICLE 3 SET SALARIES AND COMPENSATION OF OFFICERS (majority vote required)**

Ms. Neville moved to fix the salaries and compensation of various officials for the fiscal year beginning July 1, 2010 as printed in the Annual Town Meeting warrant under Article 3. The motion was seconded by Mr. Suleiman.

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$58,885.01/year
Town Clerk	\$38,403.27/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

**Action on Article 3: The motion on Article 3 passed unanimously.**

**ARTICLE 4 PERSONNEL ADMINISTRATION PLAN CHANGES (majority vote required)**

Ms. Neville moved to amend Compensation of Positions (Schedule B) as printed in the Annual Town Meeting warrant under Article 4. Mr. Suleiman seconded.

**Summary**

Schedule B has been revised to reflect a 1% cost of living increase.

**The Board of Selectmen recommends unanimously (4 – 0).**

We support the Personnel Board's recommendation to give nonunion, nonmanagement employees a 1% salary increase.

**The Finance Committee recommends (6 - 0).**

**The Personnel Board recommends (3 – 0).**

**FY 2011 Compensation of Positions - Schedule B**

<b>Position Title</b>	<b><u>Step A</u></b>	<b><u>Step B</u></b>	<b><u>Step C</u></b>	<b><u>Step D</u></b>	<b><u>Step E</u></b>	<b><u>Step F</u></b>	<b><u>Step G</u></b>
<b><u>Salaried (Exempt) Employees</u></b>							
<b>Grade 60</b>	<b>55,088.50</b>	<b>57,016.60</b>	<b>59,012.18</b>	<b>61,077.61</b>	<b>63,215.32</b>	<b>65,427.86</b>	<b>67,717.83</b>
<b>Inspector of Buildings/Code Administration Officer</b>							
<b>Town Accountant</b>							
<b>Town Assessor</b>							
<b>Town Planner</b>							
<b>Town Treasurer</b>							
<b>Grade 50</b>	<b>47,903.00</b>	<b>49,579.60</b>	<b>51,314.89</b>	<b>53,110.91</b>	<b>54,969.79</b>	<b>56,893.73</b>	<b>58,885.01</b>
<b>Grade 40</b>	<b>42,768.23</b>	<b>44,265.12</b>	<b>45,814.39</b>	<b>47,417.90</b>	<b>49,077.53</b>	<b>50,795.24</b>	<b>52,573.07</b>
<b>Grade 30</b>	<b>38,189.36</b>	<b>39,525.99</b>	<b>40,909.40</b>	<b>42,341.23</b>	<b>43,823.17</b>	<b>45,356.98</b>	<b>46,944.48</b>
<b>Grade 20</b>	<b>34,094.27</b>	<b>35,287.57</b>	<b>36,522.63</b>	<b>37,800.92</b>	<b>39,123.96</b>	<b>40,493.29</b>	<b>41,910.56</b>
<b>Grade 10</b>	<b>31,000.68</b>	<b>32,085.70</b>	<b>33,208.70</b>	<b>34,371.01</b>	<b>35,573.99</b>	<b>36,819.08</b>	<b>38,107.75</b>
<b><u>Hourly (Non-Exempt) Employees</u></b>							
<b>Grade 60</b>	<b>\$26.48</b>	<b>\$27.41</b>	<b>\$28.37</b>	<b>\$29.36</b>	<b>\$30.39</b>	<b>\$31.45</b>	<b>\$32.55</b>
<b>Grade 50</b>	<b>\$23.04</b>	<b>\$23.84</b>	<b>\$24.68</b>	<b>\$25.54</b>	<b>\$26.44</b>	<b>\$27.36</b>	<b>\$28.32</b>
<b>Council on Aging Coordinator</b>							
<b>DPW Foreman</b>							
<b>Grade 40</b>	<b>\$20.56</b>	<b>\$21.28</b>	<b>\$22.03</b>	<b>\$22.80</b>	<b>\$23.60</b>	<b>\$24.42</b>	<b>\$25.28</b>
<b>Youth Services Librarian</b>							
<b>Conservation Agent</b>							
<b>Grade 30</b>	<b>\$18.36</b>	<b>\$19.00</b>	<b>\$19.67</b>	<b>\$20.36</b>	<b>\$21.07</b>	<b>\$21.81</b>	<b>\$22.57</b>
<b>DPW Worker</b>							
<b>Department Assistant</b>							
<b>Technical Services Librarian</b>							
<b>Grade 20</b>	<b>\$16.39</b>	<b>\$16.97</b>	<b>\$17.56</b>	<b>\$18.17</b>	<b>\$18.81</b>	<b>\$19.47</b>	<b>\$20.15</b>
<b>Bldg. &amp; Grounds Maint. Worker</b>							
<b>DPW Semi-Skilled Worker</b>							
<b>Transfer Station Operator I</b>							
<b>Senior Library Assistant</b>							
<b>Grade 10</b>	<b>\$14.91</b>	<b>\$15.43</b>	<b>\$15.97</b>	<b>\$16.53</b>	<b>\$17.11</b>	<b>\$17.71</b>	<b>\$18.33</b>
<b>Library Assistant</b>							
<b>Secretary</b>							
<b>Van Dispatcher</b>							
<b><u>Per Diem Schedule (No Steps)</u></b>							
<b>Fire Lieutenant/EMT</b>	<b>17.59</b>						
<b>Call Fighter/EMT</b>	<b>15.98</b>						
<b>Call Firefighter</b>	<b>15.98</b>						
<b>Special Police Officer</b>	<b>15.98</b>						
<b>Dispatcher</b>	<b>15.98</b>						
<b><u>Intermittent Schedule (No Steps)</u></b>							
<b>Cemetery Superintendent</b>	<b>8,392.42</b>	<b>annually</b>					
<b>Cemetery Laborer</b>	<b>10.52</b>						
<b>Registrar Chairperson</b>	<b>900.34</b>	<b>annually</b>					
<b>Clerk of Elections</b>	<b>11.43</b>						
<b>Election Worker</b>	<b>10.17</b>						
<b>Registrar Member</b>	<b>270.12</b>	<b>annually</b>					
<b>Veterans' Agent</b>	<b>14.86</b>						
<b>Call Fire Chief</b>	<b>41.23</b>						
<b>Deputy Fire Chief</b>	<b>19.33</b>						
<b>Fire Captain</b>	<b>18.46</b>						
<b>Fire Lieutenant</b>	<b>17.60</b>						
<b>Call Firefighter/EMT</b>	<b>15.98</b>						

**Intermittent Schedule (No Steps) (continued)**

Fire Department Chaplain	15.98
Call Building Inspector	41.23
Special Police Officer	15.98
Lock-up Attendant	14.31
Dispatcher	15.98
Seasonal Maintenance Worker	13.04
Snow Plower	20.66
Seasonal Conservation Worker	12.22
Assistant Building Inspector	25.42
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	10,577.83 annually
Assistant Dog Officer	10.36 4 hour call min
Animal Control Officer	2,576.66 annually
Animal Inspector	949.29 annually
Fence Viewer	40.00 annually
Field Driver	45.00 annually
Director of Summer Playground	18.60
Director of Gymnastics	17.92
Director of Winter Programs	17.92
Lead Counselor	13.55
Counselor	10.17
Counselor-in-Training	9.50
Intern (Town Hall)	10.17
Library Page	10.17
Junior Library Page	9.15
Van Driver	12.73

**NOTE**

\*Fee maximum is 1% of FY10 levy (or \$158,907)

*The following information is not part of Schedule B and is placed here for informational purposes only. These positions are elected, or pay is set by bargaining unit or personal contract.*

**Department Heads**

		<b>FY 2010</b>	<b>FY 2011</b>	
DPW Director	Contract expires 6/30/11	75,750.00	76,508.00	
Fire Chief	Contract expires 6/30/10	87,393.28	88,267.21	pending negotiations
Library Director	Contract expires 12/31/11	70,070.00	70,070.00	
Police Chief	Contract expires 2/28/10 (base) with Quinn Bill	97,241.00 116,689.20	95,000.00	
Town Administrator	Contract expires 6/30/13	88,691.00	90,021.37	

**Union Employees**

Police Sergeant (Steps 1-3)	28.06	28.57	29.07				
Police Officer (Steps A1/A2-F)	20.56	21.28	22.03	22.80	23.60	24.42	25.28
Fire Lieutenant (Step A)	27.14						
Firefighter/EMT (Steps A-F)	20.40	21.11	21.85	22.62	23.41	24.23	
Dispatch Supervisor (Steps A-F)	18.73	19.39	20.06	20.77	21.49	22.24	
Dispatcher (Steps A-F)	16.94	17.53	18.14	18.78	19.43	20.11	

**Elected Positions**

	<b>FY 2010</b>	<b>FY 2011</b>
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	0.00 per meeting	0.00 annually
Constable	3.00 /warrant posted/location	3.00 /warrant posted/location
Tax Collector (Grade 50)	58,302.00	58,885.01
Town Clerk (Grade 50)	38,023.04	38,403.27

**Action on Article 4: The motion on Article 4 passed unanimously.**

**ARTICLE 5 TOWN OPERATING BUDGET (majority vote required)**

Mr. Raad moved that the Town appropriate the sum of \$19,524,127 for the operations and expenses of the Town during the fiscal year beginning July 1, 2010, 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 Annual Town Meeting warrant, under the heading FY 2011 Budget, and to meet this appropriation that an amount of \$165,037 be transferred from Free Cash and that the balance be raised by taxation. The motion was seconded by Ms. Neville.

**The Finance Committee recommends unanimously.**

**The Board of Selectmen recommends unanimously (4 – 0).**

The Board of Selectmen and the Finance Committee worked very hard to develop financially prudent budgets that provide a level of service we believe will serve the Town well. The only significant staffing change made on the Town side was the reduction of the police overtime budget by \$40,000, which is the equivalent of two shifts per week. We expect Chief Ryder to determine how to staff these shifts most effectively.

Mr. Fallon went through the budget section by section. Anyone with questions was asked to ask them at the relevant section.

Section 210-299: Mr. Powers moved to amend line 210 to \$127,425, by adding \$4,500. Mr. Powers explained that the Police Chief requested a change from the budgeted front-wheel drive vehicle to a 4-wheel drive vehicle, which costs more. Mr. Bunyard felt that there was a real need for at least one four-wheeled drive vehicle given winter weather and supported the amendment. Mr. Kushner did not agree. He felt that the FinCom was not given enough time to respond to the change. Ms. Neville spoke in favor of the amendment and pointed out that the new Police Chief came late to the budget process. Ms. Neville requested that the Police Chief be allowed to describe the need. Chief Ryder pointed out that in an emergency in a snowstorm the police need to be able to be first responders, which is not possible in Boxborough without a 4-wheel drive vehicle. He is looking at a Ford Expedition.

**The motion to amend Article 5 carried by majority vote.**

Sections 300-320: Mr. Fallon pointed out that the budgets in lines 300-320 are, by state law, bottom line budgets. Mr. Gruskay had a question on line 300 and asked if the School Committee had looked into more school choice. Ms. Neyland said that given all the changes, they decided not to do choice this year but will continue to look at it.

Ms. Vorce asked a question on salaries and benefits. She asked how the benefits costs are calculated. Mr. Fallon said to wait until line item 915, which includes benefits for all town employees.

Mr. Follet asked what is per pupil cost for a Blanchard student attending Minuteman Tech? Ms. Mahoney said the cost is \$22,015/pupil. Mr. Follett said from the presentation that it would be cheaper to not be a member of Minuteman since the out-of-district cost/student was less.

Sections 422-491: Mr. Subramanyam asked why snowplow salaries are treated differently than regular DPW salaries. Mr. Fox explained that the state often reimbursed for snow and ice removal.

Sections 510-600: Ms. Cannon moved to amend the budget in line 521 "Other" from \$0 to \$1,500. The motion was seconded. As a member of FinCom, Mr. Kushner spoke against the amendment. Mr. Raad asked for more detail on what the \$1,500 would be for. He said he was against the Town giving donations to nonprofit groups. Mr. Raad pointed out that this was brought up last year and voted down. Ms. Cannon said that we are not the only town to support First Connections. The Social Services Committee recommended supporting First Connections in their report. Mr. Burke said other towns' Community Chests support First Connections but not Towns directly. He asked if the Boxborough Family Network supports this age group. Ms. Brolin, member of the Social Services Committee, found that ages one through five is a large underserved population. Clinical needs should be served rather than the social needs like BFN.

Ms. Halvey supports First Connections; she has used the services and feels the Town should contribute. Ms. Grossman asked if this was a nonprofit that we're making donations to or are we purchasing services? Ms. Brolin said that technically it is a donation to a nonprofit so that the services are free to those who need them. Mr. Raad said that the services will still be provided and should be paid for through private contributions. Mr. Follett moved the question. The motion to vote now passed by 2/3 as declared by the moderator. **The motion to amend Article 5 by increasing line 521 by \$1,500 failed.**

Regarding line 511, Ms. Grossman asked the Board of Health what percentage of BoH "Other" goes to Bti larvicide application. Ms. Cannon said it was all for spraying. Ms. Grossman asked if monitoring was done to see the impact on other things and expressed concerns that we are inadvertently building resistant bugs. Ms. Cannon stated that all the studies she's read says that the larvicide kills only mosquito larva. The point of the drop is to reduce the population of adult mosquitoes and reduce the risk of EEE and West Nile virus.

Sections 610-699: No questions.

Sections 710-945: Ms. Vorce asked what happened to money left in the Benefits line at the end of a fiscal year. Ms. Neville said that it goes back to Free Cash. Ms. Neville said all school benefits are included with the rest of the Town in this line item.

Mr. Raad moved that the Town appropriate the sum of \$19,528,627 for the operations and expenses of the Town during the fiscal year beginning July 1, 2010, 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 Annual Town Meeting warrant, under the heading FY 2011 Budget, except for Department 210 Total Other, which should read \$127,425, and to meet this appropriation that an amount of \$169,537 be transferred from Free Cash and that the balance be raised by taxation.

**Action on Article 5: The motion on Article 5 passed, as amended, by majority vote.**

<u>ACCOUNT NAME</u>		<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY11 VS</u>	<u>FY11 VS</u>
					<u>FY10</u>	<u>FY10</u>
114	Total Salaries - Moderator	\$ -	\$ -	\$ -	\$ -	0.00%
114	Total Other Expenses - Moderator	\$ 20	\$ 50	\$ 50	\$ -	0.00%
114	Total Moderator Expenses	\$ 20	\$ 50	\$ 50	\$ -	0.00%
119	Total Salaries - Town Constable	\$ -	\$ -	\$ -	\$ -	0.00%
119	Total Other Expenses - Town Constable	\$ 143	\$ 200	\$ 175	\$ (25)	-12.50%
119	Total Constable Expenses	\$ 143	\$ 200	\$ 175	\$ (25)	-12.50%
122	Total Salaries - Selectman	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
122	Total Other Expenses - Selectman	\$ 2,956	\$ 2,861	\$ 2,735	\$ (126)	-4.40%
122	Total Selectman Expenses	\$ 4,956	\$ 4,861	\$ 4,735	\$ (126)	-2.59%
123	Total Salaries - Town Administrator	\$ 88,691	\$ 88,691	\$ 90,022	\$ 1,331	1.50%
123	Total Other Expenses- Town Administrator	\$ 2,837	\$ 2,750	\$ 2,500	\$ (250)	-9.09%
123	Total Expenses - Town Administrator	\$ 91,528	\$ 91,441	\$ 92,522	\$ 1,081	1.18%
131	Total Salaries - Finance Committee	\$ -	\$ -	\$ -	\$ -	0.00%
131	Total Other Expenses- Finance Committee	\$ 283	\$ 450	\$ 450	\$ -	0.00%
131	Total Expenses - Finance Committee	\$ 283	\$ 450	\$ 450	\$ -	0.00%
135	Total Salaries - Accountant	\$ 61,970	\$ 64,781	\$ 67,719	\$ 2,938	4.54%
135	Total Other Expenses- Accountant	\$ 24,718	\$ 24,936	\$ 24,936	\$ -	0.00%
135	Total Expenses - Accountant	\$ 86,688	\$ 89,717	\$ 92,655	\$ 2,938	3.27%
141	Total Salaries - Assessor	\$ 53,722	\$ 58,428	\$ 34,200	\$ (24,228)	-41.47%
141	Total Other Expenses-Assessor	\$ 12,798	\$ 9,975	\$ 13,025	\$ 3,050	30.58%
141	Total Expenses - Assessor	\$ 66,520	\$ 68,403	\$ 47,225	\$ (21,178)	-30.96%
145	Total Salaries - Treasurer	\$ 67,384	\$ 68,048	\$ 68,718	\$ 670	0.98%
145	Total Other Expenses-Treasurer	\$ 14,526	\$ 13,610	\$ 13,585	\$ (25)	-0.18%
145	Total Expenses - Treasurer	\$ 81,910	\$ 81,658	\$ 82,303	\$ 645	0.79%
146	Total Salaries - Tax Collector	\$ 58,725	\$ 59,302	\$ 59,886	\$ 584	0.98%
146	Total Other Expenses-Tax Collector	\$ 15,814	\$ 15,877	\$ 15,877	\$ -	0.00%
146	Total Expenses - Tax Collector	\$ 74,539	\$ 75,179	\$ 75,763	\$ 584	0.78%
151	Total Salaries - Legal	\$ -	\$ -	\$ -	\$ -	0.00%
151	Total Other Expenses-Legal	\$ 75,642	\$ 64,000	\$ 64,000	\$ -	0.00%
151	Total Expenses - Legal	\$ 75,642	\$ 64,000	\$ 64,000	\$ -	0.00%
152	Total Salaries - Personnel Board	\$ -	\$ -	\$ -	\$ -	0.00%
152	Total Other Expenses-Personnel Board	\$ 260	\$ 260	\$ 260	\$ -	0.00%
152	Total Expenses - Personnel Board	\$ 260	\$ 260	\$ 260	\$ -	0.00%

141 - Assessor Salaries - changed methodology for delivery of services

141 - Assessor Other - decreased vehicle maintenance and office supplies

<u>ACCOUNT NAME</u>		<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY11 VS</u>	<u>FY11 VS</u>
					<u>FY10</u>	<u>FY10</u>
161	Total Salaries - Town Clerk	\$ 37,647	\$ 38,024	\$ 39,404	\$ 1,380	3.63%
161	Total Other Expenses-Town Clerk	\$ 1,499	\$ 2,192	\$ 2,000	\$ (192)	-8.76%
161	Total Expenses - Town Clerk	\$ 39,146	\$ 40,216	\$ 41,404	\$ 1,188	2.95%
162	Total Salaries - Elect & Regist	\$ 4,587	\$ 3,382	\$ 4,936	\$ 1,554	45.95%
162	Total Other Elect & Regist	\$ 4,961	\$ 4,056	\$ 5,202	\$ 1,146	28.25%
162	Total Expenses - Elect & Regist	\$ 9,548	\$ 7,438	\$ 10,138	\$ 2,700	36.30%
171	Total Salaries - Conservation Comm	\$ -	\$ -	\$ -	\$ -	0.00%
171	Total Other - Conservation Comm	\$ 2,150	\$ 2,150	\$ 2,150	\$ -	0.00%
171	Total Expenses - Conservation Comm	\$ 2,150	\$ 2,150	\$ 2,150	\$ -	0.00%
175	Total Salaries - Planning Board	\$ 66,929	\$ 67,593	\$ 68,263	\$ 670	0.99%
175	Total Other - Planning Board	\$ 3,760	\$ 4,013	\$ 4,522	\$ 509	12.68%
175	Total Expenses - Planning Board	\$ 70,689	\$ 71,606	\$ 72,785	\$ 1,179	1.65%
176	Total Salaries - Zoning Board	\$ -	\$ -	\$ -	\$ -	0.00%
176	Total Other - Zoning Board	\$ 290	\$ 335	\$ 335	\$ -	0.00%
176	Total Expenses - Zoning Board	\$ 290	\$ 335	\$ 335	\$ -	0.00%
179	Total Salaries - Agricultural Comm	\$ -	\$ -	\$ -	\$ -	0.00%
179	Total Other - Agricultural Comm	\$ -	\$ 200	\$ 200	\$ -	0.00%
179	Total Expenses - Agricultural Comm	\$ -	\$ 200	\$ 200	\$ -	0.00%
192	Total Salaries - Town Hall	\$ 171,154	\$ 181,001	\$ 184,825	\$ 3,824	2.11%
192	Total Other - Town Hall	\$ 57,446	\$ 60,143	\$ 55,865	\$ (4,278)	-7.11%
192	Total Expenses - Town Hall	\$ 228,600	\$ 241,144	\$ 240,690	\$ (454)	-0.19%
199	Total Salaries - Energy Committee	\$ -	\$ -	\$ -	\$ -	0.00%
199	Total Other - Energy Committee	\$ -	\$ -	\$ 200	\$ 200	100.00%
199	Total Expenses - Energy Committee	\$ -	\$ -	\$ 200	\$ 200	100.00%
Total Town Government - Salaries		\$ 612,809	\$ 631,250	\$ 623,773	\$ (7,477)	-1.18%
Total Town Government - Other Expenses		\$ 220,103	\$ 208,058	\$ 204,267	\$ (3,791)	-1.82%
Total Town Government - Total Expenses		\$ 832,912	\$ 839,308	\$ 828,040	\$ (11,268)	-1.34%

162 - Elections - planning extra election this year

<u>ACCOUNT NAME</u>		<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY11 VS</u>	<u>FY11 VS</u>
					<u>FY10</u>	<u>FY10</u>
210	Total Salaries - Police	\$ 948,981	\$ 969,621	\$ 923,419	\$ (46,202)	-4.76%
210	Total Other - Police	\$ 121,555	\$ 90,625	\$ 122,925	\$ 32,300	35.64%
210	Total Expenses - Police	\$ 1,070,536	\$ 1,060,246	\$ 1,046,344	\$ (13,902)	-1.31%
220	Total Salaries - Fire	\$ 678,604	\$ 708,025	\$ 693,596	\$ (14,429)	-2.04%
220	Total Other - Fire	\$ 90,327	\$ 110,569	\$ 95,900	\$ (14,669)	-13.27%
220	Total Expenses - Fire	\$ 768,931	\$ 818,594	\$ 789,496	\$ (29,098)	-3.55%
221	Total Salaries - Dispatch	\$ 206,188	\$ 220,857	\$ 227,002	\$ 6,145	2.78%
221	Total Other - Dispatch	\$ 25,219	\$ 31,721	\$ 26,821	\$ (4,900)	-15.45%
221	Total Expenses - Dispatch	\$ 231,407	\$ 252,578	\$ 253,823	\$ 1,245	0.49%
241	Total Salaries - Building Insp	\$ -	\$ 41,899	\$ 42,315	\$ 416	0.99%
241	Total Other - Building Insp	\$ 34,492	\$ 1,110	\$ 1,400	\$ 290	26.13%
241	Total Expenses - Building Insp	\$ 34,492	\$ 43,009	\$ 43,715	\$ 706	1.64%
292	Total Salaries - Dog Officer	\$ 10,369	\$ 10,474	\$ 10,578	\$ 104	0.99%
292	Total Other - Dog Officer	\$ 1,083	\$ 1,625	\$ 1,625	\$ -	0.00%
292	Total Expenses - Dog Officer	\$ 11,452	\$ 12,099	\$ 12,203	\$ 104	0.86%
299	Total Salaries - Field Driver	\$ 45	\$ 45	\$ 45	\$ -	0.00%
299	Total Other - Field Driver	\$ 10	\$ 15	\$ 15	\$ -	0.00%
299	Total Expenses - Field Driver	\$ 55	\$ 60	\$ 60	\$ -	0.00%
	Total Salaries - Protection	\$ 1,844,187	\$ 1,950,921	\$ 1,896,955	\$ (53,966)	-2.77%
	Total Other - Protection	\$ 272,686	\$ 235,665	\$ 248,686	\$ 13,021	5.53%
	Total Expenses - Protection	\$ 2,116,873	\$ 2,186,586	\$ 2,145,641	\$ (40,945)	-1.87%

210 - Police Salaries - reduction of OT shifts leaving approx. 2/week unfilled; decrease in Police Chief's salary

210 - Police Other - Police car in this year's budget, but not in last year's budget

220 - Fire - Other - decreased expenses based on current year's and past years' expenditures

221 - Dispatch - Other - FY2010 budget had a one time software upgrade expense

<u>ACCOUNT NAME</u>		<u>FY2009</u> <u>ACTUAL</u>	<u>FY2010</u> <u>BUDGET</u>	<u>FY2011</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY11 VS</u> <u>FY10</u>	<u>% Change</u> <u>FY11 VS</u> <u>FY10</u>
300	Total Salaries - Blanchard School	\$ 4,155,900	\$ 4,114,431	\$ 4,066,524	\$ (47,907)	-1.16%
300	Total Other - Blanchard School	\$ 1,117,501	\$ 1,219,159	\$ 1,294,066	\$ 74,907	6.14%
300	Total Expenses - Blanchard School	\$ 5,273,401	\$ 5,333,590	\$ 5,360,590	\$ 27,000	0.51%
310	Total Salaries - Minuteman Vocational HS	\$ -	\$ -	\$ -	\$ -	0.00%
310	Total Other - Minuteman Vocational HS	\$ 299,202	\$ 361,704	\$ 344,924	\$ (16,780)	-4.64%
310	Total Expenses - Minuteman Vocational HS	\$ 299,202	\$ 361,704	\$ 344,924	\$ (16,780)	-4.64%
320	Total Salaries - ABRS Assessment	\$ -	\$ -	\$ -	\$ -	0.00%
320	Total Other - ABRS Assessment	\$ 5,732,440	\$ 5,838,090	\$ 5,889,123	\$ 51,033	0.87%
320	Total Expenses - ABRS Assessment	\$ 5,732,440	\$ 5,838,090	\$ 5,889,123	\$ 51,033	0.87%
	Total Salaries - Education	\$ 4,155,900	\$ 4,114,431	\$ 4,066,524	\$ (47,907)	-1.16%
	Total Other - Education	\$ 7,149,143	\$ 7,418,953	\$ 7,528,113	\$ 109,160	1.47%
	Total Expenses - Education	\$ 11,305,043	\$ 11,533,384	\$ 11,594,637	\$ 61,253	0.53%

<u>ACCOUNT NAME</u>		<u>FY2009</u> <u>ACTUAL</u>	<u>FY2010</u> <u>BUDGET</u>	<u>FY2011</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY11 VS</u> <u>FY10</u>	<u>% Change</u> <u>FY11 VS</u> <u>FY10</u>
422	Total Salaries - Public Works	\$ 440,050	\$ 429,099	\$ 443,801	\$ 14,702	3.43%
422	Total Other - Public Works	\$ 215,122	\$ 220,293	\$ 223,896	\$ 3,603	1.64%
422	Total Expenses - Public Works	\$ 655,172	\$ 649,392	\$ 667,697	\$ 18,305	2.82%
423	Total Salaries - Snow & Ice	\$ 61,223	\$ 47,000	\$ 53,222	\$ 6,222	13.24%
423	Total Other - Snow & Ice	\$ 101,317	\$ 90,000	\$ 107,664	\$ 17,664	19.63%
423	Total Expenses - Snow & Ice	\$ 162,540	\$ 137,000	\$ 160,886	\$ 23,886	17.44%
424	Total Salaries - Street Lighting	\$ -	\$ -	\$ -	\$ -	0.00%
424	Total Other - Street Lighting	\$ 2,762	\$ 3,191	\$ 3,191	\$ -	0.00%
424	Total Expenses - Street Lighting	\$ 2,762	\$ 3,191	\$ 3,191	\$ -	0.00%
425	Total Salaries - Hager Well Maintenance	\$ -	\$ -	\$ -	\$ -	0.00%
425	Total Other - Hager Well Maintenance	\$ -	\$ 14,000	\$ 14,000	\$ -	0.00%
425	Total Expenses - Hager Well Maintenance	\$ -	\$ 14,000	\$ 14,000	\$ -	0.00%
429	Total Salaries - Fuel	\$ -	\$ -	\$ -	\$ -	0.00%
429	Total Other - Fuel	\$ 59,119	\$ 60,000	\$ 67,000	\$ 7,000	11.67%
429	Total Expenses - Fuel	\$ 59,119	\$ 60,000	\$ 67,000	\$ 7,000	11.67%
431	Total Salaries - Hazardous Waste Coll	\$ -	\$ -	\$ -	\$ -	0.00%
431	Total Other - Hazardous Waste Coll	\$ 7,220	\$ 7,500	\$ 7,500	\$ -	0.00%
431	Total Expenses - Hazardous Waste Coll	\$ 7,220	\$ 7,500	\$ 7,500	\$ -	0.00%
491	Total Salaries - Cemetery	\$ 8,227	\$ 8,310	\$ 8,394	\$ 84	1.01%
491	Total Other - Cemetery	\$ 1,401	\$ 1,402	\$ 1,000	\$ (402)	-28.67%
491	Total Expenses - Cemetery	\$ 9,628	\$ 9,712	\$ 9,394	\$ (318)	-3.27%
	Total Salaries - Public Works & Facilities	\$ 509,500	\$ 484,409	\$ 505,417	\$ 21,008	4.34%
	Total - Other Public Works & Facilities	\$ 386,941	\$ 396,386	\$ 424,251	\$ 27,865	7.03%
	Total Expenses - Public Works - Facilities	\$ 896,441	\$ 880,795	\$ 929,668	\$ 48,873	5.55%

423 - Snow and Ice - Both - increases were set based on an analysis of previous year's rates

429 - Fuel Other - expected increase in gasoline and diesel costs

491 - Cemetery - Other - Expenses were set based on run rates over last few years

<u>ACCOUNT NAME</u>		<u>FY2009</u> <u>ACTUAL</u>	<u>FY2010</u> <u>BUDGET</u>	<u>FY2011</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY11 VS</u> <u>FY10</u>	<u>% Change</u> <u>FY11 VS</u> <u>FY10</u>
510	Total Salaries - Landfill Monitoring	\$ -	\$ -	\$ -	\$ -	0.00%
510	Total Other - Landfill Monitoring	\$ 5,250	\$ 5,250	\$ 5,250	\$ -	0.00%
510	Total Expenses - Landfill Monitoring	\$ 5,250	\$ 5,250	\$ 5,250	\$ -	0.00%
511	Total Salaries - Board of Health	\$ 500	\$ 501	\$ 501	\$ -	0.00%
511	Total Other - Board of Health	\$ 15,501	\$ 16,990	\$ 16,990	\$ -	0.00%
511	Total Expenses - Board of Health	\$ 16,001	\$ 17,491	\$ 17,491	\$ -	0.00%
519	Total Salaries - Environmental Services	\$ -	\$ -	\$ -	\$ -	0.00%
519	Total Other - Environmental Services	\$ 9,345	\$ 9,345	\$ 9,345	\$ -	0.00%
519	Total Expenses - Environmental Services	\$ 9,345	\$ 9,345	\$ 9,345	\$ -	0.00%
521	Total Salaries - Family Services	\$ -	\$ -	\$ -	\$ -	0.00%
521	Total Other - Family Services	\$ 6,000	\$ -	\$ -	\$ -	0.00%
521	Total Expenses - Family Services	\$ 6,000	\$ -	\$ -	\$ -	0.00%
522	Total Salaries - Nursing Services	\$ -	\$ -	\$ -	\$ -	0.00%
522	Total Other - Nursing Services	\$ 2,395	\$ 2,395	\$ 2,395	\$ -	0.00%
522	Total Expenses - Nursing Services	\$ 2,395	\$ 2,395	\$ 2,395	\$ -	0.00%
523	Total Salaries - Mental Health Svices	\$ -	\$ -	\$ -	\$ -	0.00%
523	Total Other - Mental Health Services	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.00%
523	Total Expenses - Mental Health Services	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.00%
541	Total Salaries - Council on Aging	\$ 36,458	\$ 38,112	\$ 39,843	\$ 1,731	4.54%
541	Total Other - Council on Aging	\$ 2,620	\$ 2,725	\$ 3,050	\$ 325	11.93%
541	Total Expenses - Council on Aging	\$ 39,078	\$ 40,837	\$ 42,893	\$ 2,056	5.03%
543	Total Salaries - Veterans	\$ -	\$ 190	\$ 190	\$ -	0.00%
543	Total Other - Veterans	\$ 242	\$ 250	\$ 250	\$ -	0.00%
543	Total Expenses - Veterans	\$ 242	\$ 440	\$ 440	\$ -	0.00%
599	Total Salaries - Inspect of Animals	\$ 931	\$ 940	\$ 950	\$ 10	1.06%
599	Total Other - Inspect of Animals	\$ -	\$ -	\$ -	\$ -	0.00%
599	Total Expenses - Inspect of Animals	\$ 931	\$ 940	\$ 950	\$ 10	1.06%
600	Total Salaries - Animal Control Officer	\$ 2,526	\$ 2,552	\$ 2,577	\$ 25	0.98%
600	Total Other - Animal Control Officer	\$ 321	\$ 330	\$ 330	\$ -	0.00%
600	Total Expenses - Animal Control Officer	\$ 2,847	\$ 2,882	\$ 2,907	\$ 25	0.87%
	Total Salaries - Health Services	\$ 40,415	\$ 42,295	\$ 44,061	\$ 1,766	4.18%
	Total - Other - Health Services	\$ 48,674	\$ 44,285	\$ 44,610	\$ 325	0.73%
	Total Expenses - Health Services	\$ 89,089	\$ 86,580	\$ 88,671	\$ 2,091	2.42%

541 - Council on Aging - Other - increase in expenses to aid in the increased number of senior citizens in Boxborough

<u>ACCOUNT NAME</u>		<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY11 VS</u>	<u>FY11 VS</u>
					<u>FY10</u>	<u>FY10</u>
610	Total Salaries - Library	\$ 173,494	\$ 181,772	\$ 189,934	\$ 8,162	4.49%
610	Total Other - Library	\$ 113,656	\$ 114,014	\$ 114,014	\$ -	0.00%
610	Total Expenses - Library	\$ 287,150	\$ 295,786	\$ 303,948	\$ 8,162	2.76%
630	Total Salaries - Recreation Comm	\$ 27,840	\$ 28,839	\$ 30,280	\$ 1,441	5.00%
630	Total Other - Recreation Comm	\$ 9,990	\$ 9,300	\$ 9,800	\$ 500	5.38%
630	Total Expenses - Recreation Comm	\$ 37,830	\$ 38,139	\$ 40,080	\$ 1,941	5.09%
691	Total Salaries - Historical Comm	\$ -	\$ -	\$ -	\$ -	0.00%
691	Total Other - Historical Comm	\$ 3,325	\$ 3,129	\$ 3,164	\$ 35	1.12%
691	Total Expenses - Historical Comm	\$ 3,325	\$ 3,129	\$ 3,164	\$ 35	1.12%
692	Total Salaries - Public celebration	\$ -	\$ -	\$ -	\$ -	0.00%
692	Total Other - Public Celebration	\$ 612	\$ 665	\$ 665	\$ -	0.00%
692	Total Expenses - Public Celebration	\$ 612	\$ 665	\$ 665	\$ -	0.00%
693	Total Salaries - Steele Farm	\$ -	\$ -	\$ -	\$ -	0.00%
693	Total Other - Steele Farm	\$ 500	\$ 500	\$ 500	\$ -	0.00%
693	Total Expenses - Steele Farm	\$ 500	\$ 500	\$ 500	\$ -	0.00%
699	Total Salaries - A/B Cultural Council	\$ -	\$ -	\$ -	\$ -	0.00%
699	Total Other - A/B Cultural Council	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%
699	Total Expenses - A/B Cultural Council	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%
	Total Salaries - Culture & Recreation	\$ 201,334	\$ 210,611	\$ 220,214	\$ 9,603	4.56%
	Total Other - Culture & Recreation	\$ 129,583	\$ 129,108	\$ 129,643	\$ 535	0.41%
	Total Expenses - Culture & Recreation	\$ 330,917	\$ 339,719	\$ 349,857	\$ 10,138	2.98%

<u>ACCOUNT NAME</u>		<u>FY2009</u> <u>ACTUAL</u>	<u>FY2010</u> <u>BUDGET</u>	<u>FY2011</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY11 VS</u> <u>FY10</u>	<u>% Change</u> <u>FY11 VS</u> <u>FY10</u>
710	Total Salaries - Maturing Debt Principal	\$ -	\$ -	\$ -	\$ -	0.00%
710	Total Other - Maturing Debt Principal	\$ 723,000	\$ 718,000	\$ 835,000	\$ 117,000	16.30%
710	Total Expenses - Maturing Debt Principal	\$ 723,000	\$ 718,000	\$ 835,000	\$ 117,000	16.30%
751	Total Salaries - Maturing Debt Interest	\$ -	\$ -	\$ -	\$ -	0.00%
751	Total Other - Maturing Debt Interest	\$ 634,108	\$ 584,238	\$ 551,207	\$ (33,031)	-5.65%
751	Total Expenses - Maturing Debt Interest	\$ 634,108	\$ 584,238	\$ 551,207	\$ (33,031)	-5.65%
	Total Salaries - Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Other - Debt Service	\$ 1,357,108	\$ 1,302,238	\$ 1,386,207	\$ 83,969	6.45%
	Total Expenses - Debt Service	\$ 1,357,108	\$ 1,302,238	\$ 1,386,207	\$ 83,969	6.45%
830	Total Salaries - County Ret. Assessment	\$ -	\$ -	\$ -	\$ -	0.00%
830	Total Other - County Ret Assessment	\$ 408,903	\$ 467,683	\$ 488,729	\$ 21,046	4.50%
830	Total Expenses - County Ret Assessment	\$ 408,903	\$ 467,683	\$ 488,729	\$ 21,046	4.50%
912	Total Salaries - Other Benefit Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
912	Total Other - Other Benefit Insurance	\$ 68,442	\$ 69,594	\$ 75,472	\$ 5,878	8.45%
912	Total Expenses - Other Benefit Insurance	\$ 68,442	\$ 69,594	\$ 75,472	\$ 5,878	8.45%
915	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
915	Total Other - Employee Benefits	\$ 1,143,417	\$ 1,285,735	\$ 1,360,024	\$ 74,289	5.78%
915	Total Expenses - Employee Benefits	\$ 1,143,417	\$ 1,285,735	\$ 1,360,024	\$ 74,289	5.78%
945	Total Salaries -Liability Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
945	Total Other - Liability Insurance	\$ 91,674	\$ 95,371	\$ 92,181	\$ (3,190)	-3.34%
945	Total Expenses - Liability Insurance	\$ 91,674	\$ 95,371	\$ 92,181	\$ (3,190)	-3.34%
	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Other - Employee Benefits	\$ 1,712,436	\$ 1,918,383	\$ 2,016,406	\$ 98,023	5.11%
	Total Expenses - Employee Benefits	\$ 1,712,436	\$ 1,918,383	\$ 2,016,406	\$ 98,023	5.11%
131	Reserve Fund - Original Budget	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
131	Reserve Fund - Transferred Out	\$ -	\$ -	\$ -	\$ -	0.00%
131	Reserve Fund - Net Balance	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
	Total Salaries - Reserved	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Other Expenses - Reserved	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Expenses - Reserved	\$ -	\$ -	\$ -	\$ -	0.00%

<u>ACCOUNT NAME</u>	<u>FY2009 ACTUAL</u>	<u>FY2010 BUDGET</u>	<u>FY2011 BUDGET</u>	<u>\$ Change FY11 VS FY10</u>	<u>% Change FY11 VS FY10</u>
<b>SALARIES</b>					
Town Government	\$ 612,809	\$ 631,250	\$ 619,973	\$ (11,277)	-1.79%
Protection	\$ 1,844,187	\$ 1,950,921	\$ 1,896,955	\$ (53,966)	-2.77%
Public Works & Facilities	\$ 509,500	\$ 484,409	\$ 505,417	\$ 21,008	4.34%
Health Services	\$ 40,415	\$ 42,295	\$ 44,061	\$ 1,766	4.18%
Cultural & Recreation	\$ 201,334	\$ 210,611	\$ 220,214	\$ 9,603	4.56%
Total Town	<u>\$ 3,208,245</u>	<u>\$ 3,319,486</u>	<u>\$ 3,286,620</u>	<u>\$ (32,866)</u>	<u>-0.99%</u>
Education	\$ 4,155,900	\$ 4,114,431	\$ 4,066,524	\$ (47,907)	-1.16%
Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Fund	\$ -	\$ -	\$ -	\$ -	0.00%
Federal ARRA Grant	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL SALARIES	<u>\$ 7,364,145</u>	<u>\$ 7,433,917</u>	<u>\$ 7,353,144</u>	<u>\$ (80,773)</u>	<u>-1.09%</u>
<b>OTHER EXPENSES</b>					
Town Government	\$ 220,103	\$ 208,058	\$ 208,067	\$ 9	0.00%
Protection	\$ 272,686	\$ 235,665	\$ 248,686	\$ 13,021	5.53%
Public Works & Facilities	\$ 386,941	\$ 396,386	\$ 424,251	\$ 27,865	7.03%
Health Services	\$ 48,674	\$ 44,285	\$ 44,610	\$ 325	0.73%
Cultural & Recreation	\$ 129,583	\$ 129,108	\$ 129,643	\$ 535	0.41%
Total Town	<u>\$ 1,057,987</u>	<u>\$ 1,013,502</u>	<u>\$ 1,055,257</u>	<u>\$ 41,755</u>	<u>4.12%</u>
Education	\$ 7,149,143	\$ 7,418,953	\$ 7,528,113	\$ 109,160	1.47%
Employee Benefits	\$ 1,712,436	\$ 1,918,383	\$ 2,016,406	\$ 98,023	5.11%
Debt Service	\$ 1,357,108	\$ 1,302,238	\$ 1,386,207	\$ 83,969	6.45%
Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
Federal ARRA Grant	\$ (146,690)	\$ -	\$ -	\$ -	0.00%
TOTAL OTHER EXPENSES	<u>\$11,129,984</u>	<u>\$ 11,838,076</u>	<u>\$ 12,170,983</u>	<u>\$ 332,907</u>	<u>2.81%</u>
<b>TOTAL EXPENSES</b>					
Town Government	\$ 832,912	\$ 839,308	\$ 828,040	\$ (11,268)	-1.34%
Protection	\$ 2,116,873	\$ 2,186,586	\$ 2,145,641	\$ (40,945)	-1.87%
Public Works & Facilities	\$ 896,441	\$ 880,795	\$ 929,668	\$ 48,873	5.55%
Health Services	\$ 89,089	\$ 86,580	\$ 88,671	\$ 2,091	2.42%
Cultural & Recreation	\$ 330,917	\$ 339,719	\$ 349,857	\$ 10,138	2.98%
Total Town	<u>\$ 4,266,232</u>	<u>\$ 4,332,988</u>	<u>\$ 4,341,877</u>	<u>\$ 8,889</u>	<u>0.21%</u>
Education	\$11,305,043	\$ 11,533,384	\$ 11,594,637	\$ 61,253	0.53%
Employee Benefits	\$ 1,712,436	\$ 1,918,383	\$ 2,016,406	\$ 98,023	5.11%
Debt Service	\$ 1,357,108	\$ 1,302,238	\$ 1,386,207	\$ 83,969	6.45%
Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
Federal ARRA Grant	\$ (146,690)	\$ -	\$ -	\$ -	0.00%
TOTAL EXPENSES	<u>\$18,494,129</u>	<u>\$ 19,271,993</u>	<u>\$ 19,524,127</u>	<u>\$ 252,134</u>	<u>1.31%</u>
Budget Prior to Reserve Fund Calculation	<u>\$18,494,129</u>	<u>\$ 19,086,993</u>	<u>\$ 19,339,127</u>	<u>\$ 252,134</u>	<u>1.32%</u>

**Blanchard Memorial School  
FY 2011 Budget Account Summary**

ACCT.	CATEGORY	FY 08	FY 09	FY 10	FY 11	Increase/Decrease	
		Actual	Actual	Budget	Proposed	FY 10 - FY 11	
						\$	%
1100	School Comm.	\$ 19,649	\$ 7,443	\$ 10,838	\$ 10,838	\$ 0	0.00%
1200	Superintendent Office	\$ 173,602	\$ 184,726	\$ 184,740	\$ 214,762	\$ 30,022	16.25%
1400	Bus. Office	\$ 103,951	\$ 111,929	\$ 112,537	\$ 114,197	\$ 1,660	1.48%
2100	Special Ed Office	\$ 123,445	\$ 130,436	\$ 131,191	\$ 145,192	\$ 14,001	10.67%
2200	Prin Office	\$ 143,876	\$ 153,420	\$ 152,192	\$ 46,991	\$(105,201)	-69.12%
2250	Tech Admin	\$ 116,041	\$ 122,551	\$ 124,180	\$ 115,332	\$ (8,848)	-7.13%
2300	Teaching	\$ 3,112,644	\$ 3,004,621	\$ 3,148,599	\$ 3,104,287	\$ (44,312)	-1.41%
2350	Prof. Development	\$ 64,577	\$ 71,407	\$ 79,149	\$ 68,100	\$ (11,049)	-13.96%
2400	Textbooks	\$ 37,850	\$ 31,801	\$ -	\$ 6,000	\$ 6,000	<b>NOTE 1</b>
2500	Media	\$ 59,235	\$ 59,623	\$ 61,769	\$ 67,375	\$ 5,606	9.07%
2700	Guidance/Psych	\$ 88,930	\$ 94,721	\$ 101,426	\$ 106,870	\$ 5,444	5.37%
3200	Health Services	\$ 52,317	\$ 53,862	\$ 54,787	\$ 55,978	\$ 1,191	2.17%
3300	Transportation	\$ 379,566	\$ 325,978	\$ 310,154	\$ 397,599	\$ 87,445	28.19%
3400	Food Services	\$ 33,152	\$ 38,623	\$ 37,585	\$ 38,138	\$ 553	1.47%
4130	Utilities	\$ 171,530	\$ 163,406	\$ 188,938	\$ 182,938	\$ (6,000)	-3.18%
4220	Maintenance	\$ 286,166	\$ 250,567	\$ 206,592	\$ 210,298	\$ 3,706	1.79%
4400	Technology	\$ 97,028	\$ 52,366	\$ 49,069	\$ 56,602	\$ 7,534	15.35%
5100	Retirement	\$ 83,383	\$ -	\$ -	\$ 49,229	\$ 49,229	<b>NOTE 2</b>
6300	Civic Activities	\$ 4,126	\$ 4,113	\$ 6,037	\$ 5,616	\$ (421)	-6.98%
7000	Capital Exp.	\$ 32,900	\$ 25,159	\$ 34,000	\$ 30,040	\$ (3,960)	-11.65%
9100	SPED Tuition	\$ 46,794	\$ 171,437	\$ 249,500	\$ 191,700	\$ (57,800)	-23.17%
9400	Collaborative	\$ 187,004	\$ 215,222	\$ 90,307	\$ 142,509	\$ 52,202	57.81%
						\$ -	0.00%
	<b>TOTALS</b>	<b>\$ 5,417,766</b>	<b>\$ 5,273,411</b>	<b>\$ 5,333,590</b>	<b>\$ 5,360,590</b>	<b>\$ 27,000</b>	<b>0.51%</b>
	<sup>1</sup> <b>Textbooks</b>	<b>Zero funded in FY 2010</b>					
	<sup>2</sup> <b>Retirement</b>	<b>Zero funded in FY 2010</b>					

**ARTICLE 6 MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT  
FEASIBILITY STUDY (two-thirds vote required)**

Ms. Mahoney moved that the Town hereby approve the \$725,000 borrowing authorized by vote of the Minuteman Regional Vocational Technical School District on March 30, 2010, for the purpose of paying costs of a feasibility study to consider options for making improvements to the District's high school building located at 758 Marrett Road, Lexington, Massachusetts, which options shall include, but not be limited to renovating, reconstructing, expanding, remodeling and adding to the District's high school, or any combination of the foregoing, said sum to be expended at the direction of the School Building Committee. Said vote provides as printed in the Annual Town Meeting warrant under Article 6.

“That the Minuteman Regional Vocational Technical School District (the “District”) hereby appropriates the sum of \$725,000 (Seven Hundred Twenty-five Thousand Dollars) to pay costs of a feasibility study to consider options for making improvements to the District's high school building

located at 758 Marrett Road, Lexington, Massachusetts, which options shall include, but not be limited to renovating, reconstructing, expanding, remodeling and adding to the District's high school, or any combination of the foregoing, said sum to be expended at the direction of the School Building Committee, and to meet this appropriation there is hereby authorized, under and pursuant to Chapter 71, Section 16(d) and Chapter 70B of the General Laws and the District Agreement, as amended, and any other enabling authority, the incurring of debt on the full faith and credit of the District in the amount of \$725,000 (Seven Hundred Twenty-five Thousand Dollars); that the District acknowledges that the Massachusetts School Building Authority's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs of the Project that the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District, and that the total amount of the borrowing authorized by this vote shall be reduced by any grant amount set forth in the Feasibility Study Agreement that may be executed between the District and the MSBA; provided, however, that no sums shall be borrowed or expended hereunder unless and until each member town of the District shall have expressed its approval of the debt authorized by this vote by June 30, 2010."

**Summary**

The individual member towns are each being asked to approve the total of the borrowing authorization necessary to fund a feasibility study. The assumption used in the table that follows is that the MSBA grant will provide for 40% of the costs, leaving the member communities to fund the remaining principal balance of \$435,000. Boxborough's share, over five years, beginning in FY 2012 and continuing through FY 2016, is expected to total \$14,480 as indicated in the table that follows.

**Minuteman Regional Vocational Technical School District  
Debt Impact on member Communities of Feasibility Study Only**

FISCAL YEAR	DEBT ISSUED	PRINCIPAL OUTSTAND.	INTEREST 2.00%	PRINCIPAL	INTEREST 3.00%	DEBT SERVICE	DEBT REDUCTION	DEBT SERVICE	NET DEBT	RESID. SVCTAX RATE	MEDIAN HOUSE
2011	\$435,000	\$435,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.0000	\$0.00
2012	\$0	\$435,000	\$8,700	\$0	\$6,525	\$15,225	\$761	\$14,464	\$463	\$0.0005	\$0.18
2013	\$0	\$326,250	\$0	\$108,750	\$11,419	\$120,169	\$6,008	\$114,160	\$3,653	\$0.0039	\$1.46
2014	\$0	\$217,500	\$0	\$108,750	\$8,156	\$116,906	\$5,845	\$111,061	\$3,554	\$0.0038	\$1.42
2015	\$0	\$108,750	\$0	\$108,750	\$4,894	\$113,644	\$5,682	\$107,962	\$3,455	\$0.0037	\$1.38
2016	\$0	\$0	\$0	\$108,750	\$1,631	\$110,381	\$5,519	\$104,862	\$3,356	\$0.0036	\$1.34
			<b>\$8,700</b>	<b>\$435,000</b>	<b>\$32,625</b>	<b>\$476,325</b>	<b>\$23,816</b>	<b>\$452,509</b>	<b>\$14,480</b>		<b>\$5.77</b>

Assumptions: Feasibility \$725,000 MSBA Grant 40%

Impact calculated utilizing the 2010 Assessed Valuation (2009 for Sudbury) and Median Housing Value from 2000 Census \$371,000

Member Community Percentage as of October 1, 2009 Enrollments

Assume 1 year note to fund cash flow needs of study and period construction votes are taken up by Member Communities.

If construction authorization fails, feasibility study must be repaid over 5 year period from dated date of initial bond anticipation note.

**The Finance Committee recommends (5 – 1).**

## **Pro**

Mr. Hesler said that the majority of FinCom members supports this request even though it maintains serious concerns about the high operating costs for the school. The feasibility study is a collaborative effort between the Minuteman Regional Vocational Technical School District and the Massachusetts School Building Authority (MSBA) to explore solutions to the capital problems with the facility, which has not had any major refurbishment since it was originally constructed in 1974. The MSBA will provide a grant of 40% of the cost of the study. Approval of this feasibility study is not an approval by the member towns to any future project. The Minuteman School Committee has authorized the amount of debt for the feasibility study (\$725,000), but in order to proceed with the study, the Minuteman District needs the approval of all of the sixteen (16) member towns in accordance with the District Agreement. If all towns do not approve the article, Minuteman will need to reapply for MSBA funds, will "lose its place in line," and the time line will be extended for any anticipated project.

## **Con**

We are strongly encouraged by the progress that Superintendent Bouquillon has made in the last year at improving the educational and financial situation at the Minuteman Vocational High School. We also feel that he is taking the first steps towards addressing the extremely high cost structure at this institution. However, much more progress remains to be made. Minuteman currently has the highest cost per student and the highest average teacher salary. It also has had steadily decreasing enrollment that has resulted in a teacher/student ratio that is well below the norm established by the other local vocational high schools in the immediate area. These facts indicate that MM is an institution whose extremely high cost structure still has a long distance to go before it is satisfactory. We also recognize that the infrastructure at Minuteman is old and in need of rehabilitation. However, the focus of the study that this Warrant Article funds is to fine-tune the plan for an infrastructure project that could cost in the neighborhood of \$90 million not including a grant from the MSBA for up to 40%. Obviously, commencing on this path would result in new spending that would only greatly increase a budget at MM that is already unacceptably high. Before we approve funding for this study and embark on a major infrastructure improvement project, we would like to see much more progress, sustained over several years, that makes significant progress in reducing the cost structure at MM, before we approve any significant new spending projects.

## **Financial Impact**

This item would add \$1.51 to the tax bill of a median priced home in Boxborough starting in FY 2012 over five years, but is expected to be paid out of free cash.

Ms. Mahoney asked that Mr. Lavery be recognized and be allowed to speak to the motion. He played a video about Minuteman and the need for a feasibility study to determine how best to improve the facilities. All 16 communities need to vote to approve the feasibility study. Mr. Lavery reminded the Town that this vote would not approve the project, just the study. The state would reimburse for the feasibility study at 40%. After the study, Minuteman would come back to the towns for project approval. The project would also be eligible for state reimbursement, at a higher rate.

Mr. Follett asked what % of the feasibility study the nonmember towns are paying for. Mr. Lavery said that there would be a part of the feasibility study to determine how there could be an allocation for nonmember students. Mr. Lavery said that in the past it was cheaper to be a nonmember but going forward that will no longer be the case.

Mr. Follett recommended a vote against the motion. He wanted a guarantee that member towns will not pay more than nonmember towns.

Mr. Bunyard said that he toured the Minuteman facility and, while it is well-maintained, it is outdated. The roof and other major building systems are failing. The feasibility study would allow for a comprehensive proposal. He recommended a vote in favor of the motion.

Ms. Bieber spoke in favor of the motion. She reminded the town that our students attend Minuteman and would benefit from improvements. Mr. Srivastava also spoke in favor. Fred Waugh asked about the 40% reimbursement. If, at the completion of the feasibility study, a renovation is recommended, would it be eligible for at least 40% reimbursement, but not if no study were conducted? Ms. Mahoney pointed out that the feasibility study was the “due diligence” before making a big investment. Mr. Follett said that the system is rigged to be disadvantageous to the member towns. Ms. Mahoney reminded the Town that the motion was only on the feasibility study.

Mr. Bunyard moved the question. That motion carried.

**Action on Article 6: The motion on Article 6 passed by a two-thirds majority vote, as declared by the Moderator.**

**ARTICLE 7            AN ACT RELATIVE TO THE RIGHTS OF THE ACTON WATER DISTRICT  
TO ACQUIRE ANY WATER SOURCE IN THE TOWN OF BOXBOROUGH  
(majority vote required)**

Mr. Suleiman moved to authorize the Board of Selectmen to petition the General Court for the purpose of adopting the following legislation: “An Act Relative to the Rights of the Acton Water District to Acquire Any Water Source in the Town of Boxborough” as printed in the Annual Town Meeting warrant under Article 7.

An Act Relative to the Rights of the Acton Water District to Acquire Any Water Source in the Town of Boxborough

Section 1.     Notwithstanding the provision of Chapter Three Hundred and Twenty-six of the Acts of Nineteen Hundred and Twelve or any act in amendment thereof to the contrary, the Water Supply District of Acton shall have no right to take, or acquire by purchase or otherwise, and hold, the waters of any pond or stream or any ground water supply source within the Town of Boxborough as of the effective date of this act.

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.

## **Summary**

In 1912, the legislature created the Acton Water District and authorized it to “take, or acquire by purchase or otherwise, and hold, the waters of any pond or stream or any ground sources of supply by means of driven, artesian or other wells within the town of Acton or in the Town of Boxborough, and the water rights connected with any such sources.” Subsequent acts of the legislature have placed limitations on the powers of the Water District with respect to Boxborough’s water by providing that such water could not be taken unless it was first determined by the Massachusetts Water Resource Commission that there were adequate sources of ground water to supply the future needs of Boxborough, and only then could the District take the excess water.

Mr. Suleiman presented the Board of Selectmen’s unanimous recommendation in favor of the motion. Although Boxborough could negotiate an agreement with the Water District to establish criteria under which the District would potentially have rights to the Town’s water, the Board of Selectmen and Board of Health firmly believe that the Water Supply District of Acton should not have rights to any existing or potential water source within the Town of Boxborough. In order to protect the Town’s water resources, the BoS recommends this article.

Ms. Bak presented the FinCom recommendation in favor of the motion. There is currently no immediate financial impact to the Town, but there could be in the future if Acton chooses to pursue their rights to obtain water from Boxborough. Mr. Van Roggen asked whether the Town could do this on its own. The response was no.

**Action on Article 7: The motion carried unanimously.**

## **ARTICLE 8 FIRE DEPARTMENT – BILL OF A PRIOR FISCAL YEAR (four-fifths vote required)**

Mr. Suleiman moved to transfer from Free Cash the sum of One Thousand Five Hundred Fifty-Eight Dollars (\$1,558) for the purpose of paying Emerson Hospital an outstanding bill for ALS service.

Mr. Suleiman presented the unanimous BoS recommendation in favor of the motion. In the fall, the Fire Department was notified by Emerson Hospital, who, in the course of reconciling their ALS billings, found that there were bills totaling \$1,557.86 which remained unpaid by the Town. The Fire Department has confirmed that this amount is indeed outstanding and due to be paid to Emerson Hospital. Because the bill is for a prior fiscal year period, Town Meeting must by a four-fifths majority (nine-tenths in an STM), authorize payment of this bill.

The Finance Committee recommendation in favor of the motion: We understand that bills must be paid even for prior years. This article will be paid by free cash, but the impact is essentially \$.81 to the tax bill for the median price of a house in Boxborough.

**Action on Article 8: The motion on Article 8 passed unanimously.**

**ARTICLE 9            POLICE DEPARTMENT – CAPITAL IMPROVEMENT – WATER HEATER  
(majority vote required)**

Mr. Powers moved to transfer from Free Cash the sum of Two Thousand Five Hundred Dollars (\$2,500) for the purpose of acquiring and installing a water heater for the Police Department.

Mr. Powers made the unanimous BoS recommendation in favor of the motion. The existing water heater in the police station is a 22-year-old, 40-gallon electric unit that draws 12 kW. Hot water is needed for prisoners and for hand washing and occasional showers for on-duty police officers. These combined requirements result in usage of hot water at the police station that is very sporadic and the current electric unit is very energy inefficient. State law requires hot water to be available in the police facility within a temperature range of 110 to 130 degrees within 2 minutes. This article would provide \$2,500 for installation of a new tankless (i.e., on-demand) water heater. Both gas-fired and electric units are being considered. Installation details and costs are being evaluated for several potential locations in the facility.

Mr. Burke made the FinCom recommendation in favor of the motion. This article will be paid by free cash, but the impact is essentially \$1.31 to the tax bill for the median price of a house in Boxborough.

**Action on Article 9: The motion on Article 9 carried unanimously.**

**ARTICLE 10           FIRE DEPARTMENT – PERSONAL PROTECTIVE EQUIPMENT (majority  
vote required)**

Mr. Suleiman moved to transfer from Free Cash the sum of Twenty Thousand Dollars (\$20,000) for the purpose of acquiring ten sets of personal protective gear (turnout gear) for the Fire Department.

Mr. Suleiman made the unanimous BoS recommendation in favor of the motion. The appropriation of these funds will enable the purchase of ten sets of personal protective equipment (PPE), also known as turnout gear, which are worn by our firefighters in the performance of their duties. Including the Chief, there are five full-time and 30 part-time members of the Department, requiring a total of 35 sets of turnout gear. In a department like ours, the gear has a useful life of 10 years. An inventory shows that we have 10 members in gear that is 10 years of age or older. This is a safety concern and puts the lives of our firefighters in jeopardy. Additionally, we have a contractual obligation to replace the full-timers' gear every five years.

Mr. Burke made the FinCom recommendation in favor of the motion. The FinCom supports this article to replace personal protective gear (10 sets of turnout gear) in consideration of firefighter safety. The existing gear is over 10 years old and due for replacement based on the National Fire Protection Association Standard. This article would be paid out of free cash, but the impact is essentially \$.02 per \$1000 or \$10.46 to the tax bill for the median price of a house in Boxborough.

**Action on Article 10: The motion on Article 10 carried unanimously.**

**ARTICLE 11           FIRE DEPARTMENT – MOBILE NETWORKS (majority vote required)**

Mr. Suleiman moved to transfer from Free Cash the sum of Twelve Thousand Dollars (\$12,000) for the purpose of acquiring hardware, support and training for two mobile laptop computers for the Fire Department, including switches, wireless client, racks, brackets, printer training and maintenance.

Mr. Suleiman made the unanimous BoS recommendation in favor of the motion. Currently the Fire Department operates with no mobile computers. Changes to reporting regulations and the need for rapid data access make this equipment a must for the Department. The Fire Department has already purchased two mobile computers, one for Engine #63, the other for the ambulance. The appropriation of these funds will provide the necessary hardware, support and training for these units, including switches, wireless client, racks, brackets, printer for the ambulance, and maintenance to make these units operational. Our current software and hardware are completely compatible with these systems so the cost is minimized.

Mr. Burke made the FinCom recommendation in favor of the motion. This article will provide support, hardware and training for two existing notebook PCs. This article would be paid out of free cash, but the impact is essentially \$.01 per \$1,000 or \$6.27 to the tax bill for the median price of a house in Boxborough.

**Action on Article 11: The motion on Article 11 passed unanimously.**

**ARTICLE 12            CAPITAL IMPROVEMENTS – TOWN HALL AND POLICE STATION  
(majority vote required)**

Mr. Fox moved to transfer from remaining bond proceeds authorized by vote of Town Meeting on May 13, 2002 under Article 21, Purchase of Affordable Housing Restrictions on Condominium Units the sum of Thirty Thousand Dollars (\$30,000) for the purpose of providing additional funds for the repair of the Town Hall cupola, replacing the floor in the Grange Meeting Room of Town Hall, and upgrading the booking area in the Police Station.

Mr. Fox made the unanimous BoS recommendation in favor of the motion. In May, 2002, Town Meeting voted to authorize bonding of \$200,000 for the *Purchase of Affordable Housing Restrictions on Condominium Units*. Using this funding authorization, the Housing Board has successfully completed the protection of five condominium units of affordable housing under its Condo Exchange Program. The Boxborough Housing Board has concluded that further condominium exchanges could be supported with the Town's Affordable Housing Trust funds, which were not available at the program's inception. Consequently, the BHB has voted to release remaining funds to be used for other qualified purposes as may be authorized by Town Meeting. There are approximately \$79,000 bond proceeds remaining, which by law, may not be repaid early and is already part of the Town's existing debt. The Board of Selectmen would like Town Meeting to authorize the use of a portion of these remaining proceeds to be used for Town Hall and Police Station infrastructure improvements. The projects being recommended are:

1. \$13,000 for the cupola at Town Hall. In 2008, Town Meeting appropriated \$36,000 for repairs to the older portion of Town Hall, including replacement of gutters and trim boards as well as the repair of the cupola and replacement of the weathervane. The gutter and trim board project was completed this past fall, leaving approximately \$8,000 for the cupola repairs. The repairs to the cupola include scraping and painting, re-shingling, replacement of flashing, replacement of a column, and repairs to the tin roof. The project also includes fabrication and installation of a new stainless steel weathervane shaft to match the original historic shaft as well as repair/replacement of all missing and broken components to the cardinal points (N, S, E, W). A recent quote came in at \$21,000, leaving us short by \$13,000.
2. \$12,000 to replace the floor in the Grange Meeting Room. The floor has worn down to the point that it can no longer be sanded and re-finished; it must be replaced. The room is used most evenings by a number of town boards for meetings, by our seniors on a daily basis for exercise, line dancing and Tai Chi and for other functions.

3. \$5,000 to upgrade the booking area in the Police Station. The current booking area at the police station is an open area with a desk and chair, along with some equipment for finger-printing and breathalyzing suspects (if necessary). There is no physical separation between suspects and police officers; this requires the officers to handcuff suspects to the chair for some limited degree of control. The chair is not fixed and, as a result, an obstreperous suspect could become difficult for officers to handle during the booking process.

These funds would provide for construction of a counter, approximately 4' high and 6' long to provide physical separation between police officers and suspects. Installation of this counter will improve the physical safety of the officers in the process of booking suspects. It will also include storage space for items related to the booking of suspects, including blankets required by law for prisoners after booking.

Mr. Murphy of the Housing Board made a presentation on the Condo Exchange Program and provided some background on the program. There were some problems with the program and the current market collapse has made the program impractical. The Housing Board doesn't think it makes sense to continue the program and is in favor of redirecting the funds.

The Finance Committee believes it is a good use of bonding already in place and that it meets MGL requirements. There is essentially no new financial impact to the town as we are already paying principal and interest of these funds.

Ms. Metheny is concerned about the \$12,000 for the floor and about the piecemeal approach to the interior. What about the stage?

Mr. Bunyard also wanted to know about the stage. Mr. Fox said that the BoS hasn't got that far yet but that they plan to address the interior needs of the building. He sees the refinishing of the floor as important interim repairs.

**Action on Article 12: The motion on Article 12 passed by majority vote.**

It was moved and seconded to take Article 14 out of order. The motion carried and Article 14 was taken out of order.

#### **ARTICLE 14 TOWN CLERK/BOS – NOTICE BOARD (majority vote required)**

Ms. Neville moved to transfer from Free Cash the sum of One Thousand Five Hundred Dollars (\$1,500) for the purpose of acquiring an outdoor weather-protected notice board.

Ms. Neville made the unanimous BoS recommendation in favor of the motion. On July 1, 2010 a new Open Meeting Law will go into effect. One of the stipulations in the new law is the requirement that meeting notices must be available to the public 24/7. Currently, notices are posted on a glass enclosed board inside Town Hall as well as on the Town's website. These methods will not be considered adequate when the new law becomes effective. If Town Meeting authorizes the appropriation, the Town will purchase a water-tight, glass enclosed board to be placed on an outside wall at Town Hall. The Board of Selectmen finds this new requirement to be yet one more unfunded mandate of the state; however, if a complaint were lodged and the Attorney General's Office were to find the Town in violation of the Open Meeting Law, the fine could be as much as \$1,000 for each meeting held in violation. Therefore, the Selectmen **reluctantly** support this article.

Mr. Raad made the FinCom recommendation in favor of the motion. The FinCom understands that MGL requires the posting of information 24/7. This article would be paid out of free cash, but the impact is essentially \$.78 to the tax bill for the median price of a house in Boxborough.

**Action on Article 14: The motion on Article 14 carried unanimously.**

It was moved and seconded to take Article 15 out of order. The motion carried and Article 15 was taken out of order.

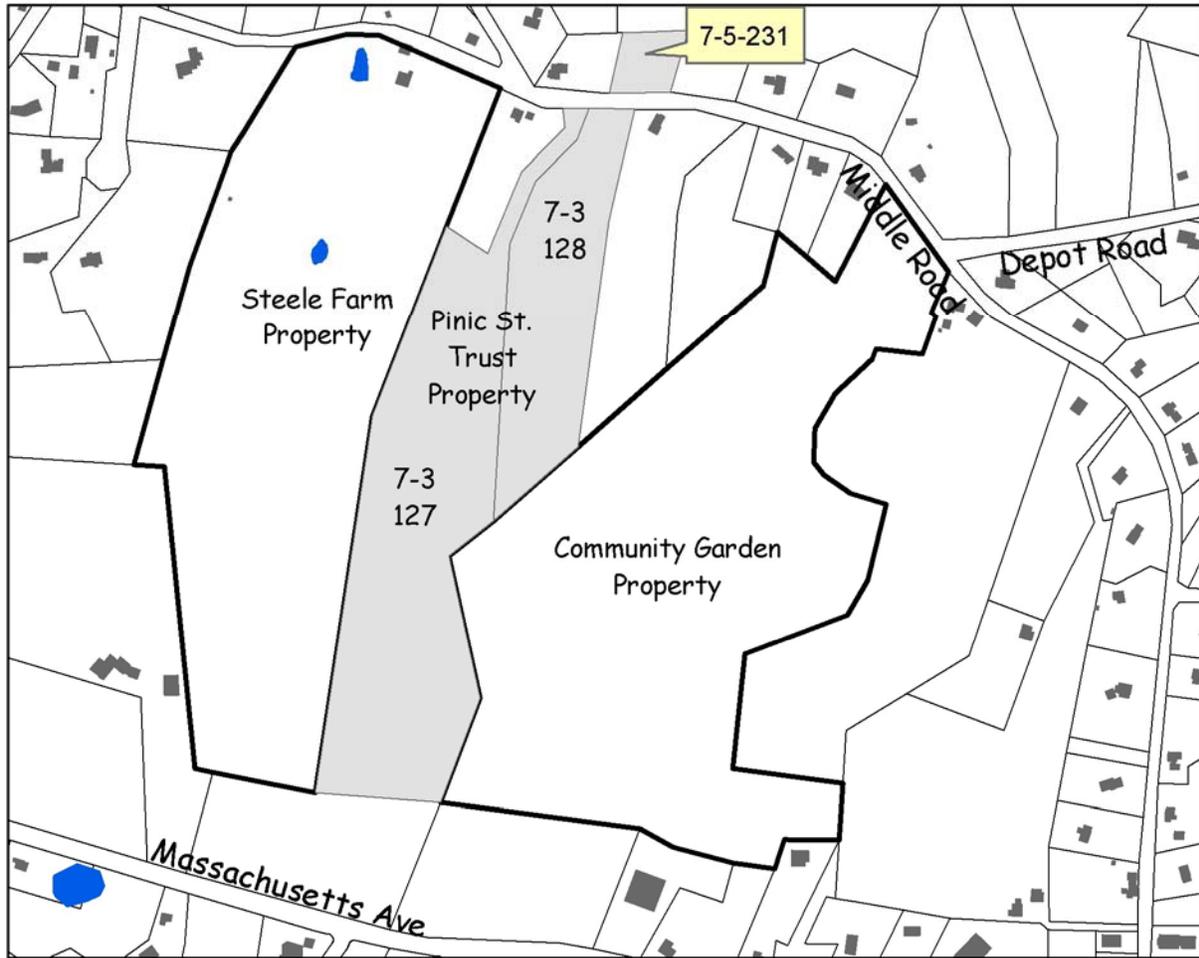
**ARTICLE 15        PICNIC STREET TRUST – TRANSFER CARE, CUSTODY AND CONTROL TO BOS (two-thirds vote required)**

Mr. Fox moved to transfer the care, custody, control and management of the Picnic Street Trust parcel, located on Middle Road and further identified as lot 127 block 3 on Assessor’s Map 7, lot 128 block 3 on Assessor’s Map 7 and lot 232 block 5 on Assessor’s Map 7 from the Town Treasurer, currently held for tax title sale purposes, to the Board of Selectmen to be held for general municipal purposes.

Mr. Fox made the unanimous BoS recommendation in favor of the motion. For many years the Picnic Street Trust parcel adjoining Steele Farm and Community Gardens on Middle Road has been enjoyed by all as municipal land. The property was taken by the Tax Collector in 1992 for nonpayment of taxes for the years 1982-1991. The taking process then proceeded in due course through Land Court, which issued a final decree in 1997, clearing the way for disposition by the Town. The purpose of this article is to ensure that the property is protected and maintained as a valuable addition to existing municipal land.

Mr. Raad made the unanimous FinCom recommendation in favor of the motion.

**Action on Article 15: The motion on Article 15 passed unanimously.**



It was moved and seconded to take Article 16 out of order. The motion carried and Article 16 was taken out of order.

**ARTICLE 16 CAPITAL IMPROVEMENTS - PLANNING FOR A NEW MUNICIPAL WATER SUPPLY (two-thirds vote required)**

Ms. Cannon moved to pass over Article 16. At this point, the Committee was not prepared to move forward with this article. She felt there was not enough understanding among town boards and residents to get the support for the project. Instead, Ms. Cannon provided an overview of what the Water Resources Committee has been doing over the past few years and its goals and priorities for water resource protection and education.

The Finance Committee does not recommend this article at this time (0 - 5). The Board of Health has requested the authority to borrow \$250,000 to plan for a water supply and distribution system for Boxborough. The FinCom does not feel that the BoH has adequately explained the need for establishing a town-wide water supply system for Boxborough or how the \$250,000 would be expended. In addition, once this bond is approved, the BoH would need no further approvals before drawing down any of the \$250,000 bond and would not have to account to the town for how the funds are spent.

**Action on Article 16: The motion to pass over Article 16 passed unanimously.**

Ms. Neville moved to adjourn Annual Town Meeting to Tuesday, May 11, at 7:00 p.m.

**The motion to adjourn carried unanimously.**

On May 11, 2010, Mr. Fallon reconvened Annual Town Meeting at 7:00 p.m. There were 101 registered voters in attendance.

**ARTICLE 13 PUBLIC WORKS AND FIRE DEPARTMENTS – ADDITIONAL HOURS FOR ADMINISTRATIVE SUPPORT (majority vote required)**

Mr. Fox moved to transfer from Free Cash the sum of Twenty Thousand Nine Hundred Ninety-One Dollars (\$20,991) for the purpose of funding thirteen additional hours for the DPW/Fire Department Assistant; further that the sum of Fifteen Thousand Two Hundred and Fifty-Eight Dollars (\$15,258) be transferred to FY 2011 Budget – Department 422, Total Salaries – Public Works, and the sum of Five Thousand Seven Hundred Thirty-Three Dollars (\$5,733) be transferred to FY 2011 Budget – Employee Benefits

**Background:**

Previous to 2008, the DPW had a Director and two foremen, with administrative support obtained from a pool shared among Police, Fire and DPW. This was occasionally supplemented with ad hoc secretarial support from the Town Hall pool. Gradually, the shared administrative support became dedicated almost exclusively to the Police Department. In order to support the DPW and Fire Department, in FY 2009 a shared department assistant was hired at 19 hours/week. For 2010, 11 hours/week were allocated to DPW and 8 /week to Fire. Judging from experience to date and anticipated workload, the Selectmen have concluded that both departments need more administrative support going forward. Realistically, the necessary support level for the Fire Department is 12-16 hours/week; at the DPW there has been a significant increase in responsibilities needing administrative support, as summarized below.

In hiring the new DPW Director in 2008/2009, the BoS concluded it would be best to hire a working DPW director and NOT backfill the open foreman position. Rather, it was their intent to provide additional direct budgeted administrative support for the department. The proposed incremental staffing in the warrant article would allow up to 32 hours total to be apportioned between DPW and Fire. The increased hours would make this position subject to benefits. Although it would add one benefit position to the department compared to FY 2010, this has not increased over recent levels of 8 positions as shown in the following table.

**Table 1. DPW funded positions subject to employee benefits**

FY2007	FY2008	FY2009	FY2010	FY2011
8	8	8	7	8 - proposed

**Increased workloads and responsibilities at DPW:**

- DPW is now responsible for Hager well operations and contract management and for Department of Environmental Protection compliance.
- Monitoring of town buildings, supervision of maintenance activities, contract coordination.
- Cemetery records – burials and fees. We’ve revived the Cemetery Commission who need some administrative support.

- Increased levels of federal and state compliance monitoring and reporting (we have been penalized in the past for not keeping up).
- Increased departmental phone coverage to respond to citizen inquiries and requests.
- Increased levels of town permit tracking, fleet records and cemetery records. We have not kept up here.
- More diligent pursuit of Ch 90 monies for road repair and capital equipment. We have fallen behind due to administrative load.
- Exploiting state purchasing contracts for supplies and no-bid items.
- Pursuing MIAA loss-control programs and grants, with attendant reporting. The Town missed a \$5,000 opportunity in FY 2009.
- Pursuing a number of grant opportunities in sustainability, energy efficiency/retrofit, and conservation.
- STRAP grants (Small Town Road Assistance Program) – a variety of design, planning and construction grants. Award levels to \$500,000. We've never had time to research or pursue this opportunity.

**Fire Department regular and ongoing responsibilities:**

- General organizing of records, files, correspondence.
- Tracking of vehicle permits, registrations, inspections.
- Payroll processing.
- Ambulance billing tracking/reconciliation.
- Invoice tracking, vendor payments and working with the Town Accountant and Treasurer.
- Tracking licenses and certifications.
- Insuring proper handling of paperwork and notices for FEMA, MEMA, DEP, MFIRS, and RTK agencies.

**New:**

- Assisting in preparation of Fire Department grants.

Mr. Fox presented the (3-1) BoS recommendation in favor of the motion. The DPW and Fire Department receive support from a shared department assistant currently working and budgeted at 19 hours/week. The Selectmen, DPW Director and Fire Chief have concluded that this level of support is inadequate to meet current needs and additional responsibilities in the DPW. Increasing the hours for the shared department assistant beyond 19 hours/week would make the position subject to employee benefits. In accordance with our conventional practice, this requires Town Meeting approval of a funding article in the first year. If this article is approved by voters, funding for the position would be moved to the regular expense budget (Article 5) in future years. The Selectmen urge passage of this article to ensure adequate administrative support for the DPW and Fire Departments.

Mr. Niro presented the FinCom recommendation against the motion. The DPW and Fire Department currently share an administrative position for 19 hours per week. This position was added in 2009 as per request of the DPW and Fire Department, particularly due to the Police Department administrative position gradually becoming an exclusively dedicated resource to the Police Department, where that resource should have been shared among the different departments. When this position was added in 2009, it was agreed that the position would be budgeted for 19 hours per week so as not to be subject to the Employee Benefits cost. The Finance Committee is not against having administrative positions to

support the different departments, but it is extremely sensitive to adding head count during very tough economic times and extremely tight budgets where different departments, including Blanchard School, Town Hall and even the Cemetery Committee among many others, have been required to cut as much as possible from their operating budget to make ends meet. The Finance Committee believes, with the hiring of the new Chief of Police, that now is a good time to restructure the Police Department's part-time administrative position to free up time to support the Fire Department's regular and on-going responsibilities, to assist with any Grant research, and to focus on the DPW workload. The Police administrative position as mentioned before was supposed to be a shared resource, and it would be very prudent for the town to refocus this position at this time, and eliminate the need to add another \$20,991 expense including the Employee Benefits costs. The total cost of the position would become \$43,291 for 32 hours per week or \$26 per hour including benefits. The \$20,991 does include benefits for the first year this article is put in to effect. This article would be paid out of free cash, but the impact is essentially \$.02 per \$1000 or \$10.98 to the tax bill for the median price of a house in Boxborough.

Ms. Metheny spoke in favor of the motion. She felt that the current administrative assistant provides a great deal of support in terms of paperwork for Chapter 90 funds and frees up the director for higher level tasks. Mr. Argento also supported the motion. The paperwork at the DPW is an enormous burden and should be done by an administrative assistant rather than department head.

Mr. Raad said the point is not that we don't need more administrative support, it's just that head count is one of the few areas that the Town can control in the budget. We have to do more with less. He urged the Town not to support the motion.

Charlene Golden reminded the Town that a good administrative assistant is invaluable and cost-effective, because they free up higher-paid staff to do the higher level work they were hired to do.

Simon Bunyard said that the Selectmen wanted a hands-on director in the field. If he's tied up in the office he can't be out doing what he does best.

**Action on Article 13: The motion on Article 13 passed by majority vote.**

## **ARTICLE 17      AMEND WETLAND BYLAW (majority vote required)**

Charlene Golden moved to amend sections 3.4 and 4.1 of the Wetland Bylaw as indicated by the highlighted text printed in the Annual Town Meeting warrant under Article 17, with deletions indicated by strikethrough and new text emboldened and italicized.

### **Section 3.4**

Any person who desires a determination as to whether this Bylaw applies to an area or to any activity proposed there shall submit a written Request for Determination of Applicability to the Conservation Commission signed by the owner of the area on a form obtainable from the Commission, together with plans showing the existing characteristics of the area and the nature and extent of the activities to be performed there. The plan or plans required need not be endorsed by a registered engineer. The information submitted shall also include: a list, certified by the Board of Assessors, of the names and addresses of all abutters ~~to~~ **and any property owner within 300 feet of the area, property line where the activity is proposed,** lot lines, town ways, the location of all wet areas and buffer zones, estimated distances, existing buildings and all changes proposed. The request for a determination shall be delivered to the Conservation Commission or its authorized representative together with a certification that all abutters ~~to the area subject to the determination~~ **and any property owner within**

**300 feet of the property line where the activity is proposed,** and the owner(s), if the person making the request is other than the owner, have been sent notice that a determination is being requested hereunder. **Notification shall be in writing and delivered by hand, or by certified mail, return receipt requested, or by certificate of mailing. Proof of such notification, with a copy of the notice mailed or hand delivered, shall be filed with the Conservation Commission.**

A person delivering this request by hand shall be given a dated receipt. The Commission shall send its Determination of Applicability to the applicant, and the owner of the site, if a person other than the applicant, by certified mail within twenty-one (21) days after it has received the request therefor. If the Conservation Commission shall determine that the ~~By-Law~~ **bylaw** applies to the activity proposed, the applicant must file a full Notice of Intent; but if the Commission fails to execute its Determination of Applicability within twenty-one (21) days, no Notice of Intent will be required.

#### **Section 4.1**

**Notice of Intent:** Unless the Conservation Commission shall have determined that this Bylaw does not apply to such activity pursuant to ~~the provision of~~ Section 3.4 above, every person who wishes to remove, fill, dredge or alter any wetland or buffer zone shall first file a written notice of intent with the Commission signed by the owner of the area on a form available from the Commission, together with a list, certified by the Board of Assessors, of the names and addresses of all abutters ~~to the area subject to such notice,~~ **and any property owner within 300 feet of the property line of the land where the activity is proposed,** and with such plans and additional information as the Commission may deem necessary to describe the nature of the activity proposed and its effect on the wetlands and buffer zones. The plans shall show the location of ~~the~~ wetland boundaries and shall be at a scale of 1" = 40' or any other scale that the Conservation Commission may approve. In addition, the notice of intent shall show lot lines, town ways, the names of all abutters **and any property owner within 300 feet of the property line of the land where the activity is proposed,** the location of all wet areas and buffers, estimated distances, existing buildings, and all changes proposed. **Notification of all abutters and any property owner within 300 feet of the property line of the land where the activity is proposed shall be at the applicant's expense, and shall state where copies of the notice of intent may be examined and obtained and where information regarding the date, time and location of the public hearing may be obtained. Notification shall be in writing and delivered by hand, or by certified mail, return receipt requested, or by certificate of mailing. Proof of such notification, with a copy of the notice mailed or hand delivered, shall be filed with the Conservation Commission.** In order to comply with the provisions of this Bylaw, each such notice must be complete as filed. No such Notice shall be sent before all permits, variances and approvals required by the Bylaws of the Town of Boxborough with respect to the proposed activity, which are obtainable at the time of such notice, have been applied for or obtained. Such notice shall include any information submitted in connection with such permits, variances and approvals which is necessary to describe the effect of the proposed activity on the environment.

The Notice of Intent shall be sent by certified mail, or be hand delivered to the Conservation Commission or its authorized representative. A person filing a Notice of Intent by hand shall be given a dated receipt.

Ms. Golden made the unanimous ConsCom recommendation in favor of the motion. This amendment will require notification of abutters within 300 ft. of the property subject to a Request for Determination of Applicability (RDA) or Notice of Intent (NOI) filing. A recent challenge of the Bylaw concluded that the Town's 300 ft. abutter notification requirement is not legally enforceable, and that the 100 ft. requirement under the State Wetlands Protection Act (WPA), 310 CMR 10.05 (4) (a) is the controlling criterion for abutter notification. The 300 ft. requirement has been the Town's standard practice for over 25 years and is consistent with similar abutter notifications required by the Zoning Board of Appeals and the Planning

Board. By amending the Bylaw to specify 300 ft., the Town can continue with an abutter notification requirement that has been the Town's unchallenged practice for over 25 years.

Mr. Raad made the FinCom recommendation in favor of the motion. There is no immediate financial impact to the town.

Mr. Suleiman made the unanimous BoS recommendation in favor of the motion. The BoS supports the Conservation Commission's recommendation to amend the Wetland Bylaw to provide notification to abutters within 300 feet. This proposed bylaw amendment would simply bring the required abutter notification into alignment with that required by the Zoning Board of Appeals and the Planning Board and will also provide historical consistency, since the common practice of the Town has been to notify abutters within 300 feet.

Mr. Srivastava said that he lives very close to the Acton line and that part of his property is in Acton. What would happen with an abutters list? Ms. Golden said that since part of the property is in Acton he would have to get lists from Acton as well as Boxborough regardless of the 300 ft. rule. Christine Marlowe wondered about time issues with renovations. Ms. Golden said that this would only impact work within the buffer zone and that the Conservation Commission has a 21-day deadline to respond. Michael Toups had a question on the new text on how the 300 feet is calculated. Mr. Giorgio said that it would be from the lot property line. Karen Metheny asked if there's a difference between property and property line. Mr. Giorgio likes property line better.

**Action on Article 17: The motion on Article 17 passed by majority vote.**

## **ARTICLE 18 AMEND DOG CONTROL BYLAW (majority vote required)**

Mr. Powers moved to amend the Dog Control Bylaw as indicated by the highlighted text printed in the Annual Town Meeting warrant under Article 18, with deletions indicated by strikethrough and new text emboldened and italicized, with the following exceptions:

In Section C-3 replace entire section with the following:

"Any person may make a written complaint to the selectmen that any dog owned or kept within the Town of Boxborough is a nuisance as defined in Section F of this bylaw. The Board of Selectmen shall investigate or cause to be investigated such complaint, including an examination on oath of the complainant, and may make such order concerning the restraint or disposal of such dog as may be deemed necessary. Violations of such orders shall be subject to the enforcement provisions of Section D of this bylaw."

In Section F, replace second bullet with the words "exhibiting a vicious disposition or excessive barking or other disturbance."

And, in the 6th bullet point, eliminate the words "or defecating on"

And, insert an additional bullet point as follows:

"-defecating on property other than that of the owner or keeper, unless said owner or keeper promptly picks up after the dog."

A. Underlying Philosophy:

All citizens are entitled to fully enjoy their property and the public ways and lands. Those citizens who own or keep dogs are entitled to enjoy their animals, but only to the extent that such animals do not unreasonably impinge upon the activities of other persons.

B. Bylaw:

No person owning or keeping any dog in the Town of Boxborough shall permit the animal to go at large to the injury or nuisance of others.

C. Responsibility ~~For~~ *for* Enforcement:

Responsibility for enforcing the bylaw and the provisions of the General Laws **concerning dogs in Chapter 140** is vested with the Dog Officer, any police officer of the Town of Boxborough, in an emergency, or any other person so appointed by the Board of Selectmen. In order to carry out this responsibility effectively they are empowered to:

1. Consider all complaints that the bylaw or other provisions of the General Laws relating to dogs have been violated;
2. Catch and impound dogs, order dogs muzzled or restrained, dispose of dogs, issue citations for violations of the bylaw, or take such other actions as shall be necessary to enforce the bylaw and the provisions of the General Laws.

**3. Any person may make a complaint in writing to the selectmen to request a public hearing concerning any dog owned or harbored within the Town of Boxborough that is a nuisance as defined in section E of this bylaw. The selectmen shall investigate, or cause to be investigated, such complaint, including an examination on oath of the complainant, and, after a hearing on the complaint, may make such order concerning the restraint or disposal of such dog as may be deemed necessary. Violations of such orders shall be subject to the enforcement provisions of section D of this bylaw.**

D. Fines

The provisions of Non-Criminal Disposition, General Law Chapter 40, Section 21D may be used to enforce this bylaw. The Dog Officer, any police officer of the Town of Boxborough or any other person so appointed by the Board of Selectmen may issue notices of violation of bylaw. The fines for such violations, **per dog**, shall be as follows:

First offense (in any calendar year):	Written warning, no fine
Second offense (in any calendar year):	Fifteen Dollars (\$15.00)
Third offense (in any calendar year):	Twenty-five Dollars (\$25.00)
Subsequent offenses (in any calendar year):	Fifty Dollars (\$50.00) for each offense.

Further, if the owner or keeper of a dog be a minor, the parent or guardian of such a minor shall be held liable for any violation of this bylaw.

Fines shall be paid to the Town of Boxborough before redemption of the dog, if impounded, or within twenty-one (21) days of issuance of the imposed fine when impoundment has not occurred. An owner or keeper of any dog so impounded for violation of this bylaw shall, in addition to any applicable fees and penalties, pay the commercial kennel or animal hospital a boarding charge of not less than ten dollars (\$10.00) per day while such animal is impounded, nor more than the actual cost for the boarding and care of such animal in any commercial kennel or animal hospital.

### **E. Good Behavior Abatement**

***After a period of three (3) years from the date of the last violation, any subsequent offenses will be treated as new offenses under Section D.***

### **F. Definitions of Terms Used in Dog Control Bylaw**

**~~"Nuisance:" any dog shall be deemed a nuisance for having bitten or attacked or threatened the health or safety of any person when said dog is on property other than that of the owner or keeper; or for chasing, jumping upon, or running into any person on foot or on bicycle or in vehicle upon a public way open to public travel; or for having killed or maimed any domestic animal, farm animal, livestock, fowl or protected wild game while said dog is on property other than that of the owner or keeper, or for having damaged or littered property other than that of the owner or keeper; or for running free on school property during school hours; except those animals certified to assist the visually or hearing impaired, which shall be deemed to be exempt from this provision.~~**

"Go at large:" any dog shall be deemed at large if said dog is outside the boundaries of the property of its owner or keeper and not under the direct care and control of a person demonstrating the ability to properly care and control the animal.

**"Nuisance:" any dog shall be deemed a nuisance for, *but not limited to, the following reasons:***

- *biting, attacking or threatening the health or safety of any person while said dog is on property other than that of the owner or keeper***
- *excessive barking, howling, or other noises that disturb neighbors or others in close proximity***
- *chasing, jumping upon, or running into any person on foot, on bicycle or on other non-motorized conveyance on property other than that of the owner or keeper***
- *chasing or jumping upon any person or vehicle on a public way***
- *attacking, killing or maiming any pet, domestic animal, farm animal, livestock, fowl or protected wild game while said dog is on property other than that of the owner or keeper***
- *damaging or defecating on property other than that of the owner or keeper***
- *running free on school property during school hours; except those animals certified to assist the visually or hearing impaired, which shall be deemed to be exempt from this provision.***

Mr. Powers made the unanimous BoS recommendation in favor of the motion. The updates to the dog control bylaw are proposed in order to incorporate provisions of state laws requiring control of dogs and to include some specific measures for the town of Boxborough regarding control of inappropriate behavior by dogs and their owners. As such, these changes put more teeth in the existing Boxborough dog control bylaw. These control measures, including a revised fine structure, were discussed and agreed at a public hearing conducted on 22 March 2010. These updated measures will provide more flexibility to the dog officer and to the Board of Selectmen in dealing with complaints issued by citizens concerning nuisance behavior by dogs.

Mr. Niro presented the FinCom recommendation in favor of the motion.

Mr. Follett asked whether, as worded, the bylaw applied to nonresidents. Mr. Giorgio said that that the bylaw can be enforced against nonresidents. Mr. Srivastava was against the bylaw changes. He felt that it was against the rural nature of the town. Mr. Hanover asked about dogs in their own yard that come right to the fence and bark. What is appropriate behavior? Mr. Powers said that it's a judgment call and that it would be up to the Dog Officer to deal with. Ms. Fillmore said that she walks her dog at Ferra. There are a lot of things that dogs do that can either be considered a "dog being a dog" or a "nuisance". She's also concerned about Family Friends Veterinary and Kennel. She's especially concerned about the "excessive barking" provision. Christine Marlowe said that she has a dog that's protective of the property. Her dog will run out and bark at everyone who runs by. She's concerned that people can't let their dogs outside without worrying about getting fined for excessive barking. Ms. Reuther said that she was disgusted with the condition of Ferra and Liberty Fields and that kids have to play on fields where dog owners fail to pick up after their dogs. She strongly supports the amended bylaw. Deb Turner said she understood the goal but thinks the wording is too loose. She's worried about the definition of "nuisance". She wants her dogs to bark when people go by. She was in support of picking up after your dog. Mr. Toups asked to clarify if this would affect commercial establishments. The answer was yes. Brigid Bieber moved the question. The motion to vote now passed unanimously.

**Action on Article 18: The motion, as read, on Article 18 passed by a majority vote.**

**ARTICLE 19 AMEND DOG LICENSING BYLAW (majority vote required)**

Mr. Powers moved to amend the Dog Licensing Bylaw as indicated by the highlighted text printed in the Annual Town Meeting warrant under Article 19, with deletions indicated by strikethrough and new text emboldened and italicized.

Section 1. *All dogs owned or kept in the Town of Boxborough* shall be licensed by the Town Clerk beginning January 1st and not later than March 10th of each calendar year. *Upon receipt of payment of the licensing fee, the Town Clerk shall issue a license and a tag. The tag, along with current rabies tag, shall be worn by the dog on a collar or harness when the dog is off its owner's or keeper's property.*

Section 2. Fees for dog licenses are:

Neutered	\$10.00
Un-neutered	\$15.00
Kennel up to 4 dogs	\$25.00
Kennel 5 <del>to</del> - 10 dogs	\$50.00
Kennel 11 + dogs <del>and over</del>	\$75.00

*Pursuant to MGL c. 140, §139, which was accepted by vote of Town Meeting on May 12, 2003, no fee shall be charged for a license for a dog owned by a person aged 70 and older.*

Section 3. Any person who is the owner or keeper of a dog in the Town of Boxborough and who fails to license said dog *by the March 10 deadline* ~~within the time prescribed by law in any year,~~ shall be subject to a penalty of five ~~(\$5.00)~~ dollars *(\$5.00)* to be payable to the Town Clerk ~~upon demand by the Dog Officer~~ in addition to the license fee; ~~and~~ said penalty is to be paid to the Dog Officer as compensation by the Town Clerk.

Section 4. Any person who *by March 20* fails to license a dog which is owned or kept in the Town of Boxborough ~~within ten (10) days after demand made by the Dog Officer~~ shall be subject to a

penalty of twenty-five ~~(\$25.00)~~ dollars **(\$25.00)** to be collected as provided ~~by law, or take any other action in relation thereto~~ **in Section 3 of this bylaw.**

***Section 5. Any person who by March 30 still has failed to license a dog in accordance with this bylaw shall be sent a demand notice by certified mail by the Dog Officer. The owner or keeper of the dog shall be subject to a penalty of twenty-five dollars (\$25.00) in addition to the license fee and cost of certified postage. Any person who fails to license a dog after a demand notice is sent shall be subject to an enforcement action by the Boxborough Police Department which may include enforcement litigation brought in a court of competent jurisdiction.***

Mr. Powers presented the unanimous BoS recommendation in favor of the motion. The changes to the dog licensing bylaw have been proposed in order to clarify and document what town policies for dog licensing have been for a number of years. Specific requirements for rabies vaccination (both town and state mandated) are included as are specific procedures that apply to required dates for licensing. These changes were identified and described in detail and agreed at the public hearing conducted on 22 March 2010.

Mr. Raad presented the FinCom recommendation in favor of the motion.

Mr. Follett asked about dogs owned or kept which is different from Dog Control Bylaw. He asked whether the wording should be “harbored”. Mr. Giorgio said no.

Mr. Moss asked for the definition of “kept”. Ms. Tower, the Dog Officer, said the state definition is 30 days.

**Action on Article 19: The motion on Article 19 carried unanimously.**

**ARTICLE 20 CHANGE APPOINTING AUTHORITY OF RECREATION COMMISSION  
(majority vote required)**

Mr. Suleiman moved to change the appointing authority of the Recreation Commission as voted at a Special Town Meeting on December 16, 1963 from the Moderator to the Board of Selectmen.

Mr. Suleiman presented the unanimous BoS recommendation in favor of the motion. The Recreation Commission was established by Town Meeting in 1963 and grew out of a Water Safety Program Committee which, together with the Red Cross, jointly sponsored a summer water safety program at Walden Pond in Concord. The Town established the Commission to be under the appointing authority of the Moderator. Typically, the Moderator appoints members to a committee that must remain neutral to elected boards. A prime example is the appointment of the Finance Committee. Massachusetts general laws allows the establishment of a recreation commission to be under the Board of Selectmen, which seems to be a more appropriate authority given the operations of the Commission and its programs, which use resources that are under the jurisdiction of the BoS.

Mr. Niro presented Fincom recommendation in favor of the motion

**Action on Article 20: The motion on Article 20 passed by majority vote.**

**ARTICLE 21        GENERAL BYLAW - PLANNING BOARD REGULATION OF STONE WALLS ALONG PUBLIC WAYS (majority vote required)**

Ms. Metheny moved to adopt a general bylaw, Planning Board Regulation of Stone Walls along Public Ways, as printed in the Annual Town Meeting warrant under Article 21 and to authorize the Planning Board to regulate stone walls along public ways.

**Section 1: AUTHORITY**

This Bylaw is adopted pursuant to the Town’s Home Rule authority under Section 8 of Article 89 of the Amendments to the Massachusetts Constitution and the Town’s general powers under G.L. c. 40, §21(1).

**Section 2: PURPOSE**

The purpose of this Bylaw is to facilitate the preservation of stone walls and to protect the scenic quality and character of public ways in the Town by regulating the removal, tearing down, or destruction of stone walls and the construction of new stone walls within or on the boundary of Town Ways. Additionally, this Bylaw is intended to set forth the process for obtaining Planning Board (the Board) approval for such activities.

**Section 3: DEFINITIONS**

The following terms contained in this Bylaw shall mean and be construed as follows:

3.1        Town Way

Shall mean the entire right-of-way of any way in the Town of Boxborough which has been either laid out and accepted as a public way by statutory process, or has been used by the general public and maintained by the Town as a public way, but shall not include State highways. When the boundary of the Town Way is uncertain, so that a dispute arises as to whether or not certain stone walls or portions thereof are within or on the boundary of the way, the stone walls shall be presumed to be within or on the boundary of the way unless the contrary is shown by survey.

3.2        Stone Wall

Shall mean a man-made continuous grouping of stones forming a straight or curved line.

3.3        Removal, Tearing Down, or Destruction of Stone Walls

Shall mean any act to remove stones; to move stones except for the purposes of repair or maintenance; to cover over stones with non-stone materials or paint; to bury stones; or any other act by which a stone wall or portion thereof is removed, broken down, relocated, or obscured with other materials.

3.4        Preservation

Shall mean the act or process of applying measures necessary to sustain the historic form, integrity and material of an existing stone wall.

3.5        Construction

Shall mean the act or process of creating, by means of new construction, a stone wall.

**Section 4: APPLICABILITY**

Preservation of existing stone walls shall be exempt from review and approval by the Board.

Prior written approval of the Board in accordance with the provisions of this Bylaw shall be required for:

- 4.1. The removal, tearing down, or destruction of stone walls or portions thereof within or on the boundary of any Town Way.
- 4.2 The construction of a new stone wall within or on the boundary of any Town Way.

## **Section 5: PROCEDURES**

### 5.1 Application

Any person, organization, municipal agency, utility or other entity intending to undertake any of the activities described in Section 4 of this Bylaw shall, prior to proceeding with such activity, file a written application for approval with the Board, providing details about the proposed activity and its location.

### 5.2 Public Meeting and Notice

Upon receiving an application under this Bylaw, the Board shall promptly schedule a public meeting with a notice of the meeting sent to abutters within 300 feet and posted in the Town Hall at least fourteen days prior to the meeting. The meeting notice shall specify the time, date, place and purpose of the meeting, and shall include a brief description of the action proposed and its location. Copies of the meeting notice shall also be sent to the Board of Selectmen, the Public Works Director/Tree Warden, and the Building Inspector.

Conformance with the requirements of this Bylaw will not relieve the applicant from the necessity of complying with all other applicable Town and State laws including, but not limited to, the Boxborough Driveway Approach Bylaw, the Public Shade Tree law, G.L. c. 87, §1, et seq. and the Scenic Roads law, G.L. c. 40, §15C; provided, however, that the Board may consolidate its meeting under this Bylaw with any hearing required under the Scenic Roads law.

## **Section 6: COMPENSATORY ACTIONS**

Since the purpose of this Bylaw is to protect the scenic quality and character of the Town Ways, the Board may require, as conditions of approval, measures to avoid or reduce visual impacts resulting from alteration of existing stone walls. Such measures may include, but are not limited to, requirements for the redesign or relocation of a proposed driveway entrance, the relocation or reconstruction of portions of stone walls which are proposed to be removed or torn down, or the repair or restoration of portions of stone walls which, although not proposed under the application to be removed or torn down, have fallen into disrepair or have been previously torn down, removed or destroyed.

## **Section 7: ENFORCEMENT**

No removal, tearing down, or destruction of stone walls within or on the boundary of a Town Way shall occur without prior written approval from the Board. In the event of unauthorized removal, tearing down or destruction of such stone walls, the Building Inspector may enforce this Bylaw by criminal prosecution, or by non-criminal disposition in accordance with G. L. c. 40, §21D. A violation of this Bylaw shall be subject to a fine of one hundred dollars (\$100.00) per offense, with each day that such violation continues constituting a separate offense.

Ms. Metheny presented the unanimous Planning Board recommendation in favor of the bylaw. She talked about the historical and cultural significance of stone walls and their significance to the Town. They are worthy of preservation and they need protection, since they are quickly disappearing. The proposed bylaw would protect all stone walls along town ways. The bylaw exempts the preservation of existing stone walls from review. The bylaw creates a review process through the planning board to obtain written permission before any work that involves stone walls along town ways. The bylaw is consistent with the Town of Boxborough Master Plan and provides a mechanism to protect remaining stone walls.

Mr. Burke made the FinCom recommendation in favor of the motion.

Mr. Argento didn't have a major objection. He asked about telephone poles near stone walls that require utility work. Ms. Metheny asked to recognize Elizabeth Hughes, the Town Planner. Ms. Hughes said that emergencies would be handled in a different way and that the bylaw would not inhibit emergency work. Mr. Argento thought something should be written into the bylaw about emergency procedures. Ms. Hughes said that the flexibility to deal with emergencies is already within the power of the Building Inspector in these matters.

Kathleen Vorce asked about the definition "on the boundary of town ways." She objected to the Planning Board having authority over the construction of new stone walls. She thought landowners should be able to use their own aesthetics. She was going to build a stone wall on her property, but wonders if it would fall under this bylaw.

Ms. Metheny said "town way" is defined: on older roads, the boundary is often from stone wall to stone wall, while newer roads have actual as-built plans that show definitively the boundaries of the road. Ms. Vorce also thought that zoning bylaws had no aesthetic component. Ms. Metheny pointed out that this would be a general bylaw under the purview of the Planning Board. Mr. Fortmiller questioned Section 4 about exempt stone walls. His walls get hit by plows every winter. He used to have the walls repaired, but doesn't anymore. Would he now be obligated to repair the wall every winter. Ms. Metheny said that that was not the intent of the bylaw, it is aimed at those desiring to make a conscious change to the wall. Mr. Kushner asked about Flagg Hill--is the boundary stone wall to stone wall? Ms. Hughes said some portions of Flagg Hill do have plans that delineate boundaries. In other areas it will be stone wall to stone wall. He asked about the criminal prosecution provision. Ms. Hughes said that it would take a lot to get to that point. He wondered what would trigger a fine. Ms. Hughes gave some examples.

Mr. Gray asked if this was a totally new bylaw or a modification of an existing bylaw. Ms. Metheny said that only stone walls along declared "scenic roads" have any protection currently.

Ms. Cannon asked if the Town is liable if a snow plow damages a wall in the right-of-way. Ms. Hughes said that there is no liability.

**Action on Article 21: The motion on Article 21 carried by majority vote.**

**ARTICLE 22            ZONING BYLAW AMENDMENT – AMEND SECTION 7300 FLOOD PLAIN DISTRICT (two-thirds vote required)**

Mr. Neville moved to amend the Boxborough Zoning Bylaw Section 7300 Flood Plain District by amending Subsection 7302(1) Existing Regulations, Subsection 7304 Flood Plain District and Subsection 7305 Regulations and by inserting a new Subsection 7306 Notification of Watercourse Alteration, as printed in the Annual Town Meeting warrant under Article 22, as follows:

*7300    Flood Plain District*

*7302                    Existing Regulations*

All development in the district including structural and nonstructural activities whether permitted by right or by special permit must be in compliance with the following regulations:

- (1) 780 CMR 2101.G0 (Flood Resistant Construction) of the Massachusetts State Building Code which address flood plain and coastal high hazard areas.

7304 *Flood Plain District*

***The Flood Plain District includes all special flood hazard areas within the Town of Boxborough designated as Zone A and AE, on the Middlesex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the Town are panel numbers 25017C0218E, 25017C0219E, 25017C0238E, 25017C0331E, 25017C0332E, 25017C0333E, 25017C0334E, 25017C0351E and 25017C0353E dated June 4, 2010. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) report dated June 4, 2010. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board and Inspector of Buildings.***

~~Said district includes all special flood hazard areas designated as Zone A, A1-30 on the Boxborough, MA Flood Insurance Rate Maps (FIRM), and the Flood Boundary and Floodway Maps, dated May 8, 1978, and effective date September 15, 1978, revised on September 8, 1999, on file with the Town Clerk, Planning Board, and Inspector of Buildings. These maps as well as the accompanying Boxborough, MA Flood Insurance Study dated March 1978, and revised September 8, 1999, are incorporated herein by reference.~~

7305 *Regulations*

The following requirements apply in the Flood Plain District:

- (1) Within Zones A, ~~A1-30~~ and AE where the base flood elevation is not provided, the best available Federal, State, local, or other floodway data shall be used to determine the 100-year flood elevation.
- (2) In Zones A, ~~A1-30~~ and AE no encroachments, including fill, new construction, substantial improvements, or other development shall be made in such floodway unless certifications by a registered professional engineer or architect are provided by the applicant to the Inspector of Buildings proving that the proposed encroachment, construction, improvement or development will not result in any increase in the water surface elevation of the 100-year flood.

7306 *Notification of Watercourse Alteration*

***In a riverine situation, Conservation Commission shall notify the following of any alteration or relocation of a watercourse:***

- ***Adjacent Communities***
- ***NFIP State Coordinator  
Massachusetts Department of Conservation and Recreation***
- ***NFIP Program Specialist  
Federal Emergency Management Agency, Region I***

## **Explanation**

Participation in the National Flood Insurance Program (NFIP) is based on an agreement between local communities and the Federal Government that states if a community will adopt and enforce a floodplain management ordinance to reduce flood risks to new construction (or substantial improvements) in Special Flood Hazard Areas (SFHAs), the Federal Government will make flood insurance available within the community as financial protection against flood losses.

The Federal Emergency Management Agency (FEMA) has recently completed a Flood Insurance Study for Middlesex County as part of an update from paper Flood Insurance Rate Maps (FIRM) to digital maps and updated the NFIP regulations. Prior to June 4, 2010, Boxborough was required to adopt the new FIRM Maps and revised NFIP regulations.

If the Town does not adopt the effective maps and comply with these regulations, it will be suspended from the NFIP. If the Town is suspended, no federally backed flood insurance is available to residents or business owners. If required by lenders, insurance would have to be purchased on the private market where it will be 3-4 times higher. A community would no longer be eligible for financial assistance for the permanent repair or reconstruction of insurable buildings in the SFHA from the Federal Government if a Presidentially Declared disaster occurs as a result of flooding.

Mr. Neville presented the unanimous Planning Board recommendation in favor of the motion. This bylaw would allow properties to continue to participate in the federal flooding insurance.

The Finance Committee recommended in favor of the motion as there is no immediate financial impact to the town.

**Action on Article 22: The motion under Article 22 passed unanimously.**

## **ARTICLE 23        ZONING BYLAW AMENDMENT – AMEND SECTION 8004 UNDER SITE PLAN APPROVAL (two-thirds vote required)**

Mr. Markiewicz moved to amend the Boxborough Zoning Bylaw Section 8004 Substantial Alteration as printed in the Annual Town Meeting warrant under Article 23 to add the following paragraph at the end of said section:

Substantial alteration to areas for parking, loading or vehicular access shall mean a change in the layout or location of parking spaces, an increase in pavement area of more than three hundred (300) square feet, or any relocation, addition or change in driveways. Resurfacing shall not be construed as a substantial alteration unless it involves a change of surface material.

Mr. Markiewicz presented the recommendation of the Planning Board. This amendment helps clarify the circumstances under which Site Plan Review must take place as well as those instances where Site Plan is not necessary. The Planning Board is seeking to include this amendment because it provides a mechanism in which the Board may waive certain site alterations from Site Plan Review.

**Action on Article 23: The motion on Article 23 passed unanimously.**

**ARTICLE 24        ZONING BYLAW AMENDMENT – AMEND ZONING BYLAW SECTION 2100 DEFINITIONS AND SECTION 4107(1)(B)(2) ACCESSORY APARTMENT (two-thirds vote required)**

Ms. Fillmore moved to amend the Boxborough Zoning Bylaw Section 2100 Definitions, by adding the definition of “Habitable Space” and to renumber the remaining definitions accordingly throughout the Zoning Bylaw, and to amend Section 4107(1)(b)(2) Accessory Apartment by replacing the words “Gross Floor Area” with the words “Habitable Space” as printed in the Annual Town Meeting warrant under Article 24.

**2136        *Habitable Space shall mean a space in a building for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility closets and similar areas are not considered habitable spaces.***

Section 4107(1)(b)(2)

2. The accessory apartment shall be a use secondary and incidental to the single-family dwelling on the lot, and shall contain no more than 600 square feet of ***Habitable Space*** ~~Gross Floor Area~~.

Ms. Fillmore presented the Planning Board recommendation. Since the passage of the accessory apartment bylaw in 2007, there have been issues with the calculation of the maximum area of the accessory apartment. Pursuant to the Building Code, Gross Floor Area is measured from the outside wall to outside wall of a structure. This can significantly reduce and limit the actual living area of the accessory apartment. The proposed bylaw amendment provides better definition of the maximum square footage of the accessory apartment without significantly changing the original intent that accessory apartments are to be secondary and incidental to the single family use.

Mr. Toups said it’s hard to figure out what is considered “habitable space” when so much is exempted. Ms. Hughes said it’s similar to Title 5; they count the number of rooms not just bedrooms. So even if you call something a closet, if it looks like a room it’ll be counted as a room.

**Action on Article 24: The motion on Article 24 passed unanimously.**

**CONSENT AGENDA**

Ms. Neville moved to approve the Consent Agenda, Articles 25 through 40, inclusive, as written in the warrant under Articles 25 through 40 inclusive, with the following exception: under Article 26, “2010” should be replaced by “2012.”

**ARTICLE 25        ACCEPT MGL CH 32B §20 ESTABLISHMENT OF OPEB TRUST FUND\*\* (majority vote required)**

To see if the Town will vote to accept the provisions of MGL c. 32B §20, which will allow for the establishment of an Other Post Employment Benefits Liability Trust Fund (OPEB); or take any other action relative thereto.

**Summary**

The Governmental Accounting Standards Board (GASB) established a standard, known as GASB 45, which requires that government entities disclose the potential cost of post-retirement benefits as a liability on their financial statements. In 2009, an actuarial consultant prepared an actuarial study which provided

the Town with a detailed analysis of the unfunded liability of health care and other post-employment benefits. The establishment of this trust fund will provide a mechanism for housing the monies to fund the actuarial liability. Future Town Meetings may vote to appropriate amounts to be credited to the Trust Fund, for which the Town Treasurer shall be the custodian.

**The Board of Selectmen recommends unanimously (4 – 0).**

**The Finance Committee recommends.**

There is no immediate financial impact to the Town by establishing an OPEB Trust Fund. In addition to pension benefits, the town provides retired employees with health care and life insurance benefits and costs are accounted for on a pay-as-you-go basis. While the new accounting standards under GASB 45 do not require prefunding of these liabilities, we may elect to do so at some point in the future. In the event that the Town does elect to make these voluntary contributions, the funds set aside will be deposited in this Trust Fund. The recently completed \$1.3 M Bond Offering has a disclosure that states that our unfunded OPEB liability as calculated by the actuary we hired in 2009 is \$7,300,000. It should be noted that this is based upon the assumption that all current employees will retire from the Town of Boxborough and take the Town's health care and life insurance benefits.

**ARTICLE 26                    REVOLVING FUND – COMMUNITY GARDENS\*\* (majority vote required)**

To see if the Town will vote pursuant to the provisions of MGL c. 44, §53E1/2 to authorize a revolving fund for purposes of receiving fees from the rental of plots at the Community Gardens and paying expenses directly attributable to the management and care of those Community Gardens up to Two Thousand Dollars (\$2,000), to be under the direction of the Agricultural Commission 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 FY 2011 be carried over into FY 2012 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 – 0).**

**The Finance Committee recommends.**

There is no immediate financial impact to the Town.

**ARTICLE 27                    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 Two Thousand Thirteen Dollars and Ninety-four Cents (\$2,013.94), more or less, as voted by past Town Meetings, or take any other action relative thereto.

The articles to be closed are indicated below:

<b>Article #</b>		<b>Description</b>	<b>Amount</b>
Article 23	May 1995 (ATM)	Lay Out of South Cemetery	\$536.87
Article 8	May 2008 (ATM)	Consultant – Feasibility Study Stow Road property & Existing Municipal Property Evaluation	295.65

Article 10	May 2008 (ATM)	GASB45 Actuarial Study	500.00
Article 12	May 2008 (ATM)	Cap Imp – Police Station Computer Room	15.00
Article 11	May 2009 (ATM)	Public Works Dept. “Stander” Commercial Lawnmowers	666.42
Total:			<u><u>\$2,013.94</u></u>

**The Board of Selectmen recommends unanimously (4 – 0).**

**The Finance Committee recommends.**

This article closes out existing articles voted at previous Town Meetings and allows the unused funds to be used for future articles.

**ARTICLE 28      REVOLVING FUND - ELECTRICAL INSPECTION\*\* (majority vote required)**

To see if the Town will vote pursuant to the provisions of MGL c. 44 §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 FY 2011 be carried over into FY 2012 to pay for inspections for permits not yet completed; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 – 0).**

**The Finance Committee recommends.**

**ARTICLE 29      REVOLVING FUND - PLUMBING AND GAS INSPECTION\*\* (majority vote required)**

To see if the Town will vote pursuant to the provisions of MGL c. 44 §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 FY 2011 be carried over into FY 2012 to pay for inspections for permits not yet completed; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 - 0).**

**The Finance Committee recommends.**

**ARTICLE 30      REVOLVING FUND - FIRE ARMS PERMITS\*\* (majority vote required)**

To see if the Town will vote pursuant to the provisions of MGL c. 44 §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 FY 2011 be carried over into FY 2012 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 - 0).**

**The Finance Committee recommends.**

**ARTICLE 31        REVOLVING FUND - LIBRARY FINES\*\* (majority vote required)**

To see if the Town will vote pursuant to the provisions of MGL c. 44 §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 Seven Thousand Five Hundred Dollars (\$7,500), 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 FY 2011 be carried over into FY 2012 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 \$7,500 per year for the acquisition or replacement of materials and services provided by the library.

**The Finance Committee recommends.**

**ARTICLE 32        REVOLVING FUND - DOG LICENSE FEES\*\* (majority vote required)**

To see if the Town will vote pursuant to the provisions of MGL c. 44 §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 FY 2011 be carried over into FY 2012; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 - 0).**

**The Finance Committee recommends.**

**ARTICLE 33        REVOLVING FUND – STEELE FARM\*\* (majority vote required)**

To see if the Town will vote pursuant to the provisions of MGL c. 44 §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 FY 2011 be carried over into FY 2012 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 - 0).**

**The Finance Committee recommends.**

**ARTICLE 34        REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM\*\* (majority vote required)**

To see if the Town will vote pursuant to the provisions of MGL c. 44 §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 FY 2011 be carried over into FY 2012; 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.**

**ARTICLE 35        REVOLVING FUND – CONSERVATION COMMISSION\*\* (majority vote required)**

To see if the Town will vote pursuant to the provisions of MGL c. 44 §53E1/2 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 FY 2011 be carried over into FY 2012 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 - 0)**

**The Finance Committee recommends.**

**The Conservation Commission recommends (5 – 0).**

**ARTICLE 36        REVOLVING FUND – GIS ASSESSOR MAPS\*\* (majority vote required)**

To see if the Town will vote pursuant to the provisions of MGL c. 44 §53E1/2 to reauthorize a revolving fund for purposes of receiving fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and that all such fees be deposited in said fund to pay

for costs up to Five Thousand Dollars (\$5,000) associated with the updating of the GIS Assessor maps, to be under the direction of the Town Administrator, who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of the FY 2011 be carried over into FY 2012 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 - 0).**

**The Finance Committee recommends.**

**ARTICLE 37      REVOLVING FUND – SENIOR VAN\*\* (majority vote required)**

To see if the Town will vote pursuant to the provisions of MGL c. 44 §53E1/2 to reauthorize a revolving fund for purposes of receiving fares and reimbursement from Montachusett Regional Transit Authority (MART) and paying expenses associated with the operations of the senior van up to Four Thousand Dollars (\$4,000) to be under the direction of the Town Administrator, who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of the FY 2011 be carried over into FY 2012 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 - 0).**

**The Finance Committee recommends.**

**ARTICLE 38      REVOLVING FUND - FIRE ALARM SYSTEM MAINTENANCE\*\* (majority vote required)**

To see if the Town will vote pursuant to the provisions of MGL c. 44 §53E1/2 to reauthorize a revolving fund for purposes of receiving annual fire alarm service fees and paying expenses related to the operation and maintenance of the fire alarm monitoring systems up to Four Thousand One Hundred Dollars (\$4,100), to be under the direction of the Fire Chief who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of FY 2011 be carried over into FY 2012 to pay for inspections for permits not yet completed; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 - 0).**

**The Finance Committee recommends.**

**ARTICLE 39      PERSONAL REAL ESTATE 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 up to 100% of the underlying statutory amount in certain property tax exemptions for qualifying senior citizens, disabled veterans, and other individuals; or take any other action relative thereto.

**Summary**

Under this annual optional exemption provision, a city or town may accept the new law each year by vote of the local appropriating authority, which is defined as a majority vote at Town Meeting. "Other

individuals” includes surviving spouse, surviving spouse minor children, blind persons, service persons injured in combat, police & firefighter killed in line of duty. Anyone with questions or who might wish to take advantage of these tax exemptions should contact the Town Assessor, Duane Adams, at 263-1116, Ext. 109 or by e-mail to: duane.adams@town.boxborough.ma.us.

**The Board of Selectmen recommends unanimously (4 - 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.

**The Finance Committee recommends.**

**ARTICLE 40            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 (4 – 0).**

**The Finance Committee recommends unanimously.** Passage of said article 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 Commonwealth of Massachusetts.

**Action on Articles 25-40: The motion to approve Article 25 through Article 40 inclusive as part of the consent agenda passed unanimously.**

It was moved and seconded to dissolve the meeting at 8:58 p.m. The motion to dissolve carried unanimously.

A true copy, attest:

Elizabeth A. Markiewicz, Boxborough Town Clerk

**WARRANT AND PROCEEDINGS  
OF THE STATE PRIMARY ELECTION  
HELD ON SEPTEMBER 14, 2010**

**Middlesex, SS.**

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

**GREETING:**

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

**WARD 1 PRECINCT 1  
BOXBOROUGH TOWN HALL**

**on TUESDAY, THE FOURTEENTH DAY OF SEPTEMBER, 2010, 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:**

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 -----	5th CONGRESSIONAL DISTRICT
COUNCILLOR -----	3rd COUNCILLOR DISTRICT
SENATOR IN GENERAL COURT -----	MIDDLESEX & WORCESTER DISTRICT
REPRESENTATIVE IN GENERAL COURT -----	37th MIDDLESEX DISTRICT
DISTRICT ATTORNEY. -----	NORTHERN DISTRICT
SHERIFF -----	MIDDLESEX COUNTY

The Election Warrant, 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 Constable. The Election Officials, all duly sworn in before beginning their duties, were Constables, David Birt and Richard Golden; Warden, Virginia B. Richardson; Clerk, Elizabeth Markiewicz; Tellers, Ellen Landry, Barbara Wheeler, Jacqueline Cuming, Ken Canfield, Shirley Warren, Lisa St. Amand, Cheryl Levine, Kathie Schwarting, Christine Doucette, Barbara Birt and Connie Brown. The counters were Charlene Golden and Barry Harsip.

In the absence of the Moderator, Elizabeth Markiewicz opened the polls at 7:00 a.m. and closed the polls at 8:00 p.m. The checklists showed that 536 people had voted and 536 ballots were removed from the ballot box, including one ballot which had to be hand-counted. There were 242 Democratic ballots cast; 294 Republican ballots and 0 Libertarian ballots. Eighteen Absentee Ballots were cast. There were 3,364 registered voters for a turnout of 16%. The count was completed at 9:00 p.m.

<b>Democratic Party</b>	<b>Votes</b>	<b>Republican Party</b>	<b>Votes</b>
<b>Office</b>		<b>Office</b>	
<b>Governor</b>		<b>Governor</b>	
Deval Patrick	206	Charles Baker	271
Write-ins/Blank	36	Write-ins/Blank	23
<b>Lt. Governor</b>		<b>Lt. Governor</b>	
Timothy Murray	207	Richard Tisei	234
Write-ins/Blank	35	Write-ins/Blank	60
<b>Attorney General</b>		<b>Attorney General</b>	
Martha Coakley	210	James McKenna	73
Write-ins/Blank	32	Guy Carbone	8
<b>Sec'y of State</b>		Write-ins/Blank	213
William Galvin	205	<b>Sec'y of State</b>	
Write-ins/Blank	37	William Campbell	227
<b>Treasurer</b>		Write-ins/Blank	67
Steven Grossman	165	<b>Treasurer</b>	
Stephen Murphy	59	Karyn Polito	233
Write-ins/Blank	18	Write-ins/Blank	61
<b>Auditor</b>		<b>Auditor</b>	
Suzanne Bump	107	Mary Connaughton	232
Guy Glodis	42	Kamal Jain	28
Mike Lake	70	Write-ins/Blank	34
Write-ins/Blank	23	<b>Representative in Congress</b>	
<b>Representative in Congress</b>		Jonathan Golnik	158
Nicola Tsongas	215	Sam Meas	50
Write-ins/Blank	27	Robert Shapiro	26
<b>Councillor</b>		Thomas Weaver	46
Marilyn Devaney	94	Write-ins/Blank	14
Corey Belanger	90	<b>Councillor</b>	
Write-ins/Blank	58	Write-ins/Blank	294
<b>State Senator</b>		<b>State Senator</b>	
James Eldridge	220	George Thompson	220
Write-ins/Blank	22	Write-ins/Blank	74
<b>State Representative</b>		<b>State Representative</b>	
Jennifer Benson	224	Kurt Hayes	256
Write-ins/Blank	18	Write-ins/Blank	38
<b>District Attorney</b>		<b>District Attorney</b>	
Gerard Leone	193	Write-ins/Blank	294
Write-ins/Blank	49	<b>Sheriff</b>	
<b>Sheriff</b>		Write-ins/Blank	294
James DiPaola	192		
Write-ins/Blank	50		

**WARRANT AND PROCEEDINGS  
OF THE STATE ELECTION  
HELD ON NOVEMBER 2, 2010**

**Middlesex, SS.**

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

**GREETING:**

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

**WARD 1 PRECINCT 1  
BOXBOROUGH TOWN HALL**

**on TUESDAY, THE SECOND DAY OF NOVEMBER, 2010, from 7:00 a.m. to 8:00 p.m. for the following purpose:**

**To cast their votes in the STATE ELECTION for the candidates of political parties for the following offices:**

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 <sup>TH</sup> CONGRESSIONAL DISTRICT
REPRESENTATIVE IN CONGRESS-----	5th CONGRESSIONAL DISTRICT
COUNCILLOR -----	3rd COUNCILLOR DISTRICT
SENATOR IN GENERAL COURT -----	MIDDLESEX & WORCESTER DISTRICT
REPRESENTATIVE IN GENERAL COURT-----	37th MIDDLESEX DISTRICT
DISTRICT ATTORNEY-----	NORTHERN DISTRICT
SHERIFF -----	MIDDLESEX COUNTY

The Election Warrant, 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 Constable. The Election Officials, all duly sworn in before beginning their duties, were Constables, David Birt and Richard Golden; Wardens, Mary Cobleigh, John Fallon and Virginia Richardson; Clerk, Elizabeth Markiewicz; Tellers, Ellen Landry, Joan Rudenko, Jacqueline Cumming, Anne Canfield, Shirley Warren, Lisa St. Amand, Cheryl Levine, Kathie Schwarting, Christine Doucette, Kristin Hilberg, Barbara Birt and Connie Brown. The counters were Charlene Golden and Barry Harsip.

In the absence of the Moderator, Elizabeth Markiewicz opened the polls at 7:00 a.m. and closed the polls at 8:00 p.m. Observers were present throughout most of the day. After the close of polls, the checklists showed that 2,303 people had voted and 2,303 ballots were removed from the ballot box, including 6 ballots which had to be hand-counted. Three additional ballots—two emailed ballots and one FWAB—were hand-counted, as well. One-hundred-sixty Absentee Ballots were cast, including one Specially Qualified Voter. The count was completed at 9:00 p.m. An overseas ballot was received on Monday, November 8, 2010, postmarked October 29, 2010, and it was counted, bringing the total number of ballots cast to 2,307. There were 3,364 registered voters for a turnout of 67.7%. The election results are as follows:

<b>OFFICE</b>	<b>VOTES</b>
<b>GOVERNOR/LIEUTENANT GOVERNOR</b>	
Patrick and Murray, Democratic	1,113
Baker and Tisei, Republican	1,032
Cahill and Loscocco, Independent	107
Stein and Purcell, Green-Rainbow	41
Blanks	14
<b>ATTORNEY GENERAL</b>	
Martha Coakley, Medford, Democratic	1,301
James P. McKenna, Millbury, Republican	862
Blanks	144
<b>SECRETARY OF STATE</b>	
William Francis Galvin, Boston, Democratic	1,366
William C. Campbell, Woburn, Republican	766
James D. Henderson, Stow, Unenrolled	90
Blanks	85
<b>TREASURER</b>	
Steven Grossman, Newton, Democratic	1,151
Karyn E. Polito, Shrewsbury, Republican	1,067
Blanks	89
<b>AUDITOR</b>	
Suzanne M. Bump, Great Barrington, Democratic	925
Mary Z. Connaughton, Framingham, Republican	1,128
Nathanael Alexander Fortune, Whately, Green-Rainbow	90
Blanks	164
<b>REPRESENTATIVE IN CONGRESS</b>	
Nicola S. Tsongas, Lowell, Democratic	1,324
Jonathan A. Golnik, Carlisle, Republican	895
Dale E. Brown, Chelmsford, Liberty	26
Robert M. Clark, Berlin, Citizen Legislator	17
Blanks	45
<b>COUNCILLOR</b>	
Marilyn M. Petitto Devaney, Watertown, Democratic	1,109
Nicholas A. Iannuzzi, Belmont, Independent	941
Blanks	257
<b>SENATOR IN GENERAL COURT</b>	
James B. Eldridge, Acton, Democratic	1,398
George M. Thompson, Westborough, Republican	820
Blanks	89
<b>REPRESENTATIVE IN GENERAL COURT</b>	
Jennifer E. Benson, Lunenburg, Democratic	1,120
Kurt Hayes, Boxborough, Republican	1,104
Blanks	83
<b>DISTRICT ATTORNEY</b>	
Gerard T. Leone, Jr., Hopkinton, Democratic	1,546
Blanks	761
<b>SHERIFF</b>	
James V. DiPaola, Malden, Democratic	1,332
Michael S. Tranchita, Sr., Unenrolled	552
Blanks	423

**QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law that would remove the state sales tax on alcohol and alcoholic beverages, on which no vote was taken by the Senate or the House of Representatives before May 4, 2010?

**YES: 1,154**  
**NO: 1,109**  
**BLANK: 44**

**QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law which would repeal the law that allows for comprehensive permits for developers building subsidized housing, on which no vote was taken by the Senate or the House of Representatives before May 4, 2010?

**YES: 1,179**  
**NO: 1,003**  
**BLANK: 125**

**QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law that would reduce the state sales tax to 3% on January 1, 2011, on which no vote was taken by the Senate or the House of Representatives before May 4, 2010?

**YES: 946**  
**NO: 1,322**  
**BLANK: 39**

**QUESTION 4**

**THIS QUESTION IS NOT BINDING**

Shall the state representative from this district be instructed to vote in favor of legislation that would accelerate the completion of improvements to Route 2 in order to reduce traffic congestion and commute time and improve safety on Route 2 between I-495 and Route 128?

**YES: 1,951**  
**NO: 197**  
**BLANK: 159**

**QUESTION 5**

**THIS QUESTION IS NOT BINDING**

Shall the state representative from this district be instructed to vote in favor of legislation that would require proof of legal residence in Massachusetts before an applicant could obtain publicly funded state benefits?

**YES: 1,875**  
**NO: 283**  
**BLANK: 149**

*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 Form***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Special Training/Education: \_\_\_\_\_

Experience/General Interest: \_\_\_\_\_

Amount of time available: \_\_\_\_\_

Date submitted: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

- Acton-Boxborough Cultural Council
- Agricultural Commission
- Airport Study Committee
- Board of Health\*
- Board of Registrars
- Board of Selectmen\*
- Boxborough Housing Board
- Boxborough Information Technology Committee
- Cemetery Commission
- Conservation Commission
- Council on Aging
- Design Review Board
- Energy Committee
- Finance Committee
- Historical Commission
- Library Board of Trustees\*
- Medical Reserve Corps (MRC)
- Permanent Building Committee
- Personnel Board
- Planning Board\*
- Public Celebrations Committee
- Recreation Commission
- School Committee\*
- Steele Farm Advisory Committee
- Water Resources Committee
- Zoning Board of Appeals

The filling out of this form in no way assures appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. If you are interested in serving on an appointed town committee please fill out this form and mail to:

**Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719**

\*Indicates an elected board

Emergency Numbers

**POLICE**

911 (Emergencies Only)

For routine business, call  
978-263-2628

**FIRE**

911 (Emergencies Only)

For routine business, call  
978-263-8299

**AMBULANCE**

911 (Emergencies Only)

Be sure to give your name and address as well as the nature of your emergency. Do not hang up until you are sure your message has been understood.

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<b>MEETINGS</b>	<b>DAY &amp; TIME</b>	<b>LOCATION</b>
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 Information Tech Comm	Tuesdays 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 are posted with the Town Clerk, on the Town Hall Bulletin Board and the Town’s website located at: [www.town.boxborough.ma.us](http://www.town.boxborough.ma.us). If interested, call ahead for appointment to be placed on the agenda.

***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)

**NOTE:** Town Hall is closed to the public on Fridays.

***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.

***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. (Sept. – June only)

***Building Department***

Mon. – Thurs 8:00 a.m. – 4:00 p.m.  
Monday evenings 4:00 – 6:30 by appointment only

**Board of Health**

Mon.- Thurs. 8:00 a.m. - 4:00 p.m.

**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	Duane Adams
Assessor Support	110	Debbie Walsh
Board of Health Support	115	Mary Cobleigh
Building Inspector	114	Mark Dupell
Conservation Commission Support	111	Mary Nadwairski
Council on Aging	106	Laura Arsenault
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
Van Dispatcher	118	Marcia McNeil
Zoning Board of Appeals Support	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., Town Planner's email address is:

elizabeth.hughes@town.boxborough.ma.us

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

#### ADDITIONAL TOWN DEPARTMENT BUSINESS PHONE NUMBERS

Fire	978-263-7546	Geoffrey Neagle, Fire Chief
Police	978-263-2628	Warren B. Ryder, Police Chief
Public Works	978-263-1600	Tom Garmon, DPW Director
Blanchard Memorial School	978-263-4569	Dr. Curtis Bates, Superintendent
Sargent Memorial Library	978-263-4680	Maureen Strapko, Library Director

**All Emergency Services Call 911**

