

# TOWN OF BOXBOROUGH 2012



## ANNUAL TOWN REPORT

*Cover Photography by Liz West*

# **Town of Boxborough Annual Report**

**for the Year Ending December 31, 2012**

**Annual Town Meeting  
Monday, May 13, 2013  
Blanchard Memorial School  
7:00 p.m.**

**Town Election  
Monday, May 20, 2013  
Town Hall  
7:00 a.m. – 8:00 p.m.**



***DEDICATED TO***

**Richard Golden**



(1934-2012)

Town Accountant, Board of Selectmen, Constable,  
Election Warden, Finance Committee, Personnel Board

**and**

**Betsey Krusen**



(1933-2012)

Council on Aging, Finance Committee, Library Board of Trustees



***Thank you***

*to all who*

*contributed to the*

*the 2012 Town Report*

*especially to*

*Volunteer*

***Bradford Gray***

*for editing*



# ***IN MEMORIAM***

**George Banfield**

(1939-2012)

Minuteman Tech School Committee

Assistant Building Inspector

**Helen Bjorklund**

(1924-2012)

Finance Committee



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

Accountant.....	14
Acton Boxborough Cultural Council.....	63
Agricultural Commission .....	68
Airport Study Committee .....	27
Animal Control Officer .....	28
Animal Inspector .....	28
Appointments .....	3
Assessor.....	13
Board of Health .....	49
Central Massachusetts Mosquito Control Project .....	57
Boxborough Emergency Reserve Corps (BERC).....	52
Nashoba Associated Boards of Health .....	53
Water Resources Committee .....	53
Board of Registrars.....	29
Board of Selectmen .....	9
Boxborough Energy Committee.....	68
Boxborough Facts and Figures .....	1
Boxborough Housing Board.....	38
Building Department .....	30
Cemetery Commission .....	60
Conservation Commission.....	36
Constables .....	35
Council on Aging .....	61
Department of Public Works .....	58
Dispatch.....	35
Dog Officer.....	29
Elected Town Officials.....	3
Emergency Numbers/Meeting Times/Hours.....	187
Federal Officials .....	2
Field Driver .....	29
Finance Committee.....	25
Fire Department.....	31

Historical Commission .....	49
Littleton Electrical Light Department.....	59
Metropolitan Area Planning Council.....	44
Minuteman Advisory Group on Interlocal Coordination (MAGIC) .....	48
Officials of the Commonwealth .....	2
Personnel Board .....	13
Planning Board .....	41
Police Department .....	32
Public Celebration and Ceremonies Committee.....	65
Recreation Commission.....	66
Resident Interest List.....	185
Sargent Memorial Library .....	69
Schools:	
Acton-Boxborough Regional.....	85
Blanchard Memorial.....	71
Minuteman Regional High .....	99
Steele Farm Advisory Committee .....	67
Tax Collector .....	18
Town Clerk – Vital Statistics .....	30
Town Counsel.....	13
Town Phone Directory .....	189
Treasurer.....	19
Treasurer Trust Fund Report .....	24
Veterans’ Agent.....	61
Warrant and Proceedings	
Special/Annual Town Meeting, May 14, 2012.....	102
State Primary Election, September 6, 2012 .....	176
Warrant for November 6, 2012, State Election .....	178
Well Being Committee .....	62
Zoning Board of Appeals.....	37

## BOXBOROUGH FACTS AND FIGURES

INCORPORATED:	February 25, 1783
POPULATION:	5,172 (May 2012) 4,996 (Federal Census 2010)*
AREA:	10.39 Square Miles
FORM OF GOVERNMENT:	Open Town Meeting – Board of Selectmen
VOTERS:	3,401
CENSUS TRACT:	3881
TAX RATE:	\$17.69 (FY13) \$17.87 (FY12) \$17.38 (FY11) \$16.53 (FY10)
SCHOOLS:	Blanchard Memorial School PreK–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
UTILITIES:	Cable Service – Comcast and Verizon Telephone Service – 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 are different from those 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

Elizabeth Warren  
**www.warren.senate.gov/public/index.cfm**  
2400 JFK Building  
Boston, MA 02203  
Tel: 617-565-3170  
or  
2 Russell Senate Office Building  
Washington, D.C. 20510  
Tel: 202-224-4543

TBD

### 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**

Deval Patrick

**Lt. Governor**

Tim Murray

**Secretary**

William Francis Galvin

**Treasurer**

Steven Grossman

**Auditor**

Suzanne M. Bump

**Attorney General**

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 236  
Boston, MA 02133  
Tel: 617-722-2430  
Fax: 617-722-2339  
**jennifer.benson @mahouse.gov**

## ELECTED TOWN OFFICIALS

### **Moderator**

John Fallon (2013)

### **Town Clerk**

Elizabeth Markiewicz (2013)

### **Board of Selectmen**

Leslie R. Fox, Chair (2014)

Vincent Amoroso (2015)

Francis J. Powers (2014)

Robert Stemple (2015)

Raid Suleiman (2014)

Rebecca Neville (2012)

Christine Robinson (2012)

### **Board of Health (Mosquito Advisory Committee)**

Marie C. Cannon, Chair (2014)

Bryan Lynch (2013)

Frank D. Roth, DDS (2015)

### **Collector of Taxes**

Mary P. Shemowat (2015)

### **Commissioner of Trust Funds**

The Selectmen

### **Constables**

David L. Birt (2013)

John Fallon, Temporary Constable (2012)

Richard Golden (2013) *passed away 10/5/2012*

### **Library Board of Trustees**

Mary Brolin, Chair (2015)

Jennifer Campbell (2015)

Mitra Davis (2014)

Sandra Haber (2013)

Megan McCullough (2014)

Robert McNeece, Treasurer (2013)

### **Planning Board**

Nancy Fillmore, Chair (2014)

Julie Carroll, Clerk (2014) \*

James Faulkner (2013)

John Markiewicz (2013)

Owen Neville (2015)

Eduardo Pontoriero, Assoc. (2013)

### **Boxborough School Committee**

Maria Neyland, Chair (2014)

Brigid Bieber, Vice Chair (2015)

Mary Brolin, Clerk (2015)

Gary Kusher (2013) \*\*

Bruce Sabot (2013) \*

Tina Marie Stevens (2013)

### **AB Regional School Committee**

#### **(Boxborough Members)**

Maria Neyland (2014)

Brigid Bieber (2015)

Mary Brolin (2015) \*\*

Bruce Sabot (2013) \*

## APPOINTMENTS MADE BY SELECTMEN

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

**Officer** Selina S. Shaw (2013)

### **Accountant**

Michael Guzzo (2013)

### **Assessor**

Duane Adams (2013)

### **Building Inspector/Code**

#### **Enforcement Officer**

John Jennings \*

Craig Martin (Interim)

Ray Renzoni (Interim)

### **Town Planner**

Elizabeth Hughes (2013)

### **Treasurer**

Margaret Dennehy (2013)

\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

**A/B Cultural Council**

Todd Davis (2014)  
 Nancy Kumaraswami (2015)  
 Marion Powers (2015)  
 Alexis Presti-Simpson (2015)  
 Pascale White (2013)

**Agricultural Commission**

John Neyland, Chair (2013)  
 Owen Neville, Clerk (2013)  
 Kathie Becker (2014)  
 Brian Morrison (2015)

**Airport Study Committee**

Anne Canfield, Chair (2015)  
 David Barach (2012)  
 James Baum (2014)  
 Matt Kosakowski (2013)  
 William Litant (2014) \*  
 Cindy Markowitz (2015)

**Animal Control Officer**

Donald C. Morse (2013)

**Board of Appeals**

Tom Gorman, Chair (2013)  
 Christian Habersaat (2015) \*  
 Kristin Hilberg (2014)  
 Michael Toups (2014)  
 Karen Warner (2013) \*\*  
 Lonnie Weil (2013)

**Board of Registrars**

Elizabeth Markiewicz, Chair (2013)  
 Nancy Brown (2014)  
 Tammy MacFadyen (2015)  
 Virginia Richardson (2013)

**Boxborough Affordable Housing Trust**

Les Fox (2013)  
 R. Allen Murphy (2014)  
 Karim Raad (2014)  
 Bryon Clemence (2014)  
 Ron Vogel (2013)  
 Channing Wagg (2013)

**Boxborough Housing Board**

R. Allen Murphy, Chair (2014)  
 Diane Friedman (2013)  
 Jeff Handler (2013)  
 Joan Meyer (2015)  
 Ron Vogel (2013)  
 Dave Koonce, ex-officio  
 Les Fox, ex-officio

**Boxborough Information Technology Committee**

Jay Bhatia, Chair \*  
 Guillermo Chang (2015)  
 Jamie Rogers (2014)  
 Christopher Russo (2013)\*  
 Eric Wong (2015)

**Cemetery Commission**

John Flannery (2012)  
 Donald C. Morse (2013)  
 Rebecca Neville (2015)  
 William Sutcliffe (2014)

**Cemetery Superintendent**

Donald C. Morse (2013)

**Conservation Commission**

Dennis Reip, Chair (2015)  
 Rick Williamson, Vice-Chair (2015)  
 David Follet (2014)  
 Charlene Golden (2014)  
 Norm Hanover (2013)  
 David Koonce (2014)  
 Hoff Stuart (2013)  
*Appointed by ConsComm*  
 Liz Markiewicz, Associate Member

\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

**Council on Aging**

Barbara Wheeler, Chair (2013)  
 Sonali Bhatia (2015)  
 David Birt (2013)  
 Sue Frederickson (2014)  
 Patricia Gayowski (2013) \*  
 Lauraine Harding (2013)  
 Betsey Krusen (2012) *passed away 6/4/2012*  
 Frank Sibley (2015)  
 Elizabeth West (2015)

**Design Review Board**

James Faulkner (2013)  
 Alan Rohwer (2013)  
 Robert Stemple (2015)  
 Raid Suleiman (2012)

**Dog Officer**

Phyllis Tower (2013)

**Election Warden**

David Birt (2013)  
 Richard Golden (2013) *passed away 10-5-2012*

**Energy Committee**

Francie Nolde, Chair (2013)  
 K.C. Donovan (2014)\*  
 Larry Grossman (2015)  
 Ralph Hanrahan (2012)  
 Kirsten Holmes (2014) \*  
 Abigail Reip (2015)  
 Santiago Tapia-Perez (2014) \*\*  
 Margaret Webber (2013)

**Field Driver**

Phyllis Tower(2013)

**Fire Department, Fire Chief  
 Fire Warden, Emergency Management  
 Director, Roy Custance Scholarship Admin**

Randolph T. White (2014)

**Fire Department Officers****Full Time (2013)**

Shawn Gray, Lieutenant  
 Jonathan Williams, Lieutenant

**Firefighter/EMT****Full-time (2013)**

Benn Carpenter  
 Eoin Bohnert

**Fire Department Officers****Per-diem (2013)**

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

**Firefighter/EMT****Per-Diem (2013)**

Matthew Allen  
 Erik Byam  
 Mathew Callahan  
 Anthony Cunha  
 Edmond Daigneault  
 Andrew Dufresne  
 Justin Geneau  
 Brian Harrington  
 Kristin Hildonen \*  
 Brendan Hurley  
 Derek Jordan  
 Scott King  
 Brendan Lyons \*\*  
 Adam A. Nichols  
 William Noke  
 George M. Robinson  
 Robert Sokolowski  
 Robert Stemple

\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

**Call Firefighter (2013)**

Juan Barrios  
 Nicholas Costanzo  
 Lawrence Roche  
 Taylor Soberg

**Historical Commission**

Alan Rohwer, Chair (2015)  
 Mary Larson (2013)  
 Kevin Mahoney (2014)  
 Trena Minudri (2013)  
 Shirley Warren (2015)

**Inspector of Animals**

*Nominated by BoH, appointed by Commonwealth of MA*  
 Donald C. Morse (2013)

**Inspector of Gas & Plumbing**

James Gary Corey (2013)  
 Norman Card, Jr., Assistant

**Inspector of Wires**

Thomas A. Argento, Jr. (2013)  
 Charles Weeks, Assistant (2013)  
 William Morehouse, Assistant (2013)

**Personnel Board**

Anne Canfield, Chair (2013)  
 Susan Bak (2014)  
 Sheila Bauer (2014)  
 Pat Flanagan (2012)  
 Richard Golden (2013) *passed away 10/5/2012*

**Police Department****Police Chief**

Warren B. Ryder (2014)

**Police Department Assistant**

Andrea Veros

**Police Officers (2013)**

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

**Special Police Officers**

Richard Bottner \*  
 Brandon Bruin  
 Gordon N. Clark  
 John D. Corbett\*\*  
 Robert DaCosta  
 Sean Dineen  
 Steven P. Duffy  
 Peter Kinnas  
 Patrick E. Mortimer  
 Katelyn Pfeifer

**Lock- Up Attendants (2013)**

Phyllis Tower  
 Richard Tower  
 Amy Waxman  
 Gary Whitaker

**Public Safety Dispatch Officers (2013)**

*appointed by Fire Chief*  
 Michelle Turner, Supervisor  
 Elaine M. DeLorne  
 Katelyn Pfeifer  
 Brenda A. Santucci  
 Brendan B. Lyons, part-time

\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

**Public Celebrations & Ceremonies**

Trena Minudri, Chair (2015)  
Sheila Bauer (2013)  
Matt Kosakowski (2014)  
Lori Lotterman (2015)  
Owen Neville (2014)

**Steele Farm Advisory Committee**

Edward Whitcomb, Chair (2015)  
Bruce Hager (2013)  
Judi Resnick (2014)  
John P. Skinner (2014)

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

Tom Garmon (2013)

**Town Counsel**

Kopelman & Paige (2013)

**Recreation Commission**

Matthew Rosner, Chair (2013)  
Amy Burke (2013)\*\*  
Mitzi Garcia-Weil (2013)  
Kevin Lehner (2013)  
Christopher Noble (2012)  
Abigail Reip (2014) \*\*  
Susan Reuther (2012)  
Victor Tremblay (2014) \*  
Robert Zurek (2014) \*

**Veteran's Agent**

Donald C. Morse (2013)  
Michael Guzzo, Assistant (2013) \*

**APPOINTMENTS MADE BY MODERATOR**

**Finance Committee**

Karim Raad, Chair (2014)  
Susan Bak (2013)  
Amy Burke (2013) \*  
William Burke (2012)  
Jim Ham (2015)  
Gary Kushner (2012)  
Neal Hesler, Vice Chair (2013)  
Joe Niro (2014) \*  
Jeff Scott (2015) \*\*  
Dilip Subramanyan (2014)

**Minuteman Regional School**

Cheryl Mahoney (2015)

\* Resigned  
\*\* Appointed to fill vacancy  
\*\*\* Retired

**APPOINTMENTS MADE BY  
LIBRARY BOARD OF TRUSTEES**

Maureen Strapko, Director

**APPOINTMENTS MADE BY  
BOARD OF HEALTH**

**Boxborough Emergency Reserve Corps**

Brad Hardie, Chair (2014)  
Loretta Crowley, Clerk (2014)  
Swan Anderson (2013)  
Laura Russell (2014)  
Bruce Sabot (2013) \*

**Water Resources Committee**

Marie Cannon (2014)  
Bryon Clemence (2012)  
Anne Gardulski (2014)  
Bryan Lynch (2014)  
Frank Roth (2014)

**TOWN OF BOXBOROUGH EMPLOYEES  
NOT OTHERWISE RECOGNIZED**

**Department of Public Works**

Scott Doughty, Foreman  
Vicki Franz, Department Assistant  
Juan Barrios  
Jeffery L. Brown  
Lawrence Roche  
Robert Sokolowski  
Gillis Soucy  
Edmond Daigneault, part time  
Richard Tower, part time

**Town Hall**

Maureen Adema, Department Assistant  
Laura Arsenault, COA Coordinator  
Matt Frost, Information Systems Coordinator  
Evan Fernades, IT Support Technician  
Karen Guzzardi, Department Assistant part-time\*\*  
Claire Kuipers, Secretary, part time \*\*\*  
Cheryl Mahoney, Department Assistant  
Marcia McNeil, COA Van Dispatcher  
Mary Nadwairski, Department Assistant, part time  
Debbie Walsh, Secretary, part time  
Colleen Whitcomb, Department Assistant

**Library Staff**

Ruth Hamilton, Sr. Library Assistant  
Claudia Murphy, Library Assistant  
Joanne Parker, Tech. Services Librarian \*\*\*  
Marion Powers, Sr. Library Assistant \*\*  
Judy Reiter, Technical Services Librarian  
Ramika Shah, Sr. Library Assistant  
Kathleen Taffel, Youth Services Librarian  
Molly Wong, Tech. Services Librarian \*\*

\* Resigned  
\*\* Appointed to fill vacancy  
\*\*\* Retired

## BOARD OF SELECTMEN

The Board of Selectmen bid adieu to members Becky Neville and Christine Robinson, who chose not to run for re-election. We thank them greatly for their service to the Town. The Board was pleased to welcome newly elected members Vincent Amoroso and Robert Stemple. At its reorganization meeting in May, Les Fox was elected Chair; Frank Powers was elected Clerk for the remainder of the calendar year, with the understanding that we would hold an election for Clerk after our new members had had a chance to familiarize themselves with the board's responsibilities.

**School Regionalization** A sense of the meeting motion approved at May's Annual Town Meeting (ATM) empowered the Acton-Boxborough Regional School Committee to direct the Regionalization Study Committee to draft a revised regional agreement that would expand the region to include grades pre-K through 12. The regionalization study committee membership was subsequently expanded to include voting members from the Boards of Selectmen, Finance Committees, and school administrations of both Acton and Boxborough. The Selectmen appointed member Vincent Amoroso as its representative, joining Jim Ham for the Finance Committee and Superintendent Dr. Curtis Bates for the Blanchard School administration. Mary Brodin serves as the Boxborough School Committee member. The entire Boxborough contingent worked a great many hours over the year to educate the voters on the issues, and to develop a draft regional agreement to be brought to a vote at a Special Town Meeting in April 2013.

**Health Insurance Reform** In 2012, as was the case in many communities across the Commonwealth, Boxborough's group provider for health insurance, Minuteman Nashoba Health Group, introduced changes to its plan design to lower the costs for the Town and its employees. These changes typically decreased plan premiums, but increased out-of-pocket co-pay costs. In 2011, the Massachusetts Legislature amended MGL CH32B, S21-23, to provide towns with a responsible balanced solution to work with their employees to control the rising cost of health care. As a means to lessen the impact of these changes for all employees, the Town was required to establish a mitigation plan in which at least 25% of the Town's savings would be shared with them. On January 23, 2012, the Board of Selectmen unanimously voted to adopt and engage in the process to change health insurance benefits pursuant to the provisions of MGL CH32B, S21-23. In March, a Memorandum of Agreement was entered into with the Town and representatives of union and nonunion employees, as well as retirees. We agreed to return more than the mandated minimum 25% savings. To make implementation as convenient as possible, we issued debit cards to all participants for fixed amounts to be used for eligible out-of-pocket plan expenses.

**Collective Bargaining Agreements – Public Safety** The terms for all three public safety collective bargaining agreements (Police, Fire, and Dispatch) expired on June 30, 2012. In late 2011, in preparation for negotiations with the collective bargaining units, the Selectmen appointed members Les Fox and Frank Powers as their negotiating team. Negotiations began in 2011 and continued through September 2012, when agreement was reached with all three units. Because negotiations had not concluded by the May 2012 Annual Town Meeting, approval for first year funding could not be sought at that time. The Selectmen called a Special Town Meeting for January 7, 2013 to request a total net appropriation of \$30,867 to fund the first year (FY 2013) of all three contracts.

**Steele Farm Conservation/Preservation Restriction** Working with the Steele Farm Advisory Committee, Historical Commission and other stakeholders, and after thorough review and additional public input, as well as advice from Town Counsel, the Selectmen approved a final draft of a proposed Conservation and Historical Preservation Restriction for Steele Farm, as previously authorized at a Special Town Meeting in November 2009. On October 23, 2012 this draft was delivered to the Executive Office of Environmental Affairs and the Massachusetts Historical Commission, the two state agencies who must ultimately approve and sign the document. As of December 2012, the agency reviews were still under way. We are optimistic of a favorable outcome in the near future.

**Council on Aging** The Council on Aging (COA) has been leasing the United Christ Church (UCC) Fellowship Hall as a Community Center for a variety of activities for seniors. The first 10 months of this arrangement was

made possible with generous funding provided by the Friends of the COA. In May, Town Meeting authorized the Selectmen to enter into a two-year lease, through June 30, 2014, and appropriated funds for the first year. Use of the Community Center has continued to be strong and regular, and by all accounts a resounding success. The COA budget will include a line item to fund the second year of the lease. The Selectmen applaud the efforts of all who have helped in this journey and in particular the perseverance and dedication of member Frank Powers. We have every expectation of continuing the beneficial arrangement with the UCC for the benefit to the seniors and community at large.

We have continued to make good use of the van provided by Montachusett Regional Transit Authority (MART) to help fill the transportation needs of Boxborough's seniors and disabled citizens. This year, Boxborough joined with a consortium of neighboring towns in the Minuteman Advisory Group on Interlocal Coordination (MAGIC) sub region of the Metropolitan Area Planning Council (MAPC) (Acton, Boxborough, Littleton, Maynard and Stow) to evaluate expanded local transportation options for seniors and others. Funds provided by a Community Innovation Challenge Grant have been used to gather detailed ridership and route information. Based on the success of this effort, the consortium has applied for a second grant to expand the study to include the towns of Concord and Westford. This next phase will evaluate possible implementation options to provide expanded service with pooled vans from the partnering communities and business partners. The goal is to increase local transportation services with a more flexible and responsive scheduling system.

**Housing** In 2010, the Housing Board acquired land on Stow Road for a housing project to be defined by Boxborough. The Selectmen and the Housing Board are jointly sponsoring the project. Early in 2012, the Selectmen appointed a Stow Road Concept Development Committee and approved a charge to them to develop and bring forward housing development concepts that will best serve Boxborough needs.

In June, the town received formal notice of a developer's proposal to develop Minuteman Village, a 96-unit Ch. 40B housing project on land in the town center district abutting Sheriff Meadows and Tisbury Meadows on Stow Road. The Selectmen gathered formal input from all the relevant town boards and prepared the Town's required response to Mass Housing regarding the developer's request for site approval. The Selectmen prepared an 11-page detailed letter, together with supporting documentation. Our September 4, 2012 letter enumerated the Town's concerns regarding the proposed development, and respectfully requested that Mass Housing deny project eligibility.

**Fire Department** This has been the first full year under the leadership of Chief Randolph T. White. The department continues to operate smoothly under Chief White, and we commend the increased focus on training for department personnel. Under the change in call-back policy, we continue to enjoy reduced overtime costs.

Due to ongoing reliability problems with the Fire Department emergency generator, despite several repairs, the station's emergency generator was judged to be unreliable. A careful assessment showed that the recently installed emergency generator for Police and Dispatch had sufficient capacity to provide support for the fire station. Subsequently, the electrical cutover system was reconfigured to provide essential power to the fire station from this generator, which now serves all three public safety functions. Evaluation of fire station long-range electrical needs is ongoing.

**Police Department** Chief Warren Ryder was successful in obtaining a Regional Emergency Communications Center Development Grant for \$28,400 to conduct a feasibility study with Littleton for the potential establishment of a regionalized dispatch center. A contract has been awarded to Webb Consulting to carry out the feasibility study. A report is expected in early 2013.

Chief Ryder has reviewed the outcome of adding a 10<sup>th</sup> (aka "flex") officer to the force. The cost of the additional officer was to be offset by a reduction in departmental overtime. His analysis shows that the anticipated savings have been borne out, and that he has been able to increase the number of covered shifts – a benefit to public safety.

With the support of an article at ATM, the Police Department refurbished an aging police cruiser, as an experiment to see if this could in the long run help lower the ongoing costs of regular fleet vehicle refresh. The outcome will be evaluated at ATM in 2013.

The Town approved funding in the Police Department budget for the third sergeant's position, provisionally created in 2011.

The chief and his department continued to be active in their community policing efforts, and also in providing support for Communities for Restorative Justice and Boxborough's Well-Being Committee. Following the tragic events of the Sandy Hook, CT school shooting, Chief Ryder and the department worked very closely with the Blanchard School administration on communications and community outreach.

**DPW – Compacted Recyclables** Working with the Energy Committee, the Selectmen sought funding at Annual Town Meeting to experimentally evaluate the use of compactors for recyclables. The Town had always compacted trash (aka solid waste) but not recyclables. A simple analysis indicated an opportunity for significant cost savings by use of compactors for recyclables so that the number of hauls (loads) would be decreased, along with haulage fees. After about four months of compacting, we can project an annual savings of about \$10,000 in haulage fees. Based on the initial favorable results, the Department of Public Works (DPW) applied for and received a Department of Environmental Protection (DEP) grant for a second compactor to provide a spare and improve total capacity. The DPW will be evaluating options for reconfiguration of the transfer station to take further advantage of this improvement to operations.

**Emergency Preparedness** In May, Annual Town Meeting approved \$70,000 funding for emergency generators at the Blanchard School and Hager Well. These funds will supplement a Federal Emergency Management Agency (FEMA) grant for \$190,250, and together with a pledge of \$100,000 from Littleton Electric Light Department (LELD), will fully fund a tremendous emergency preparedness benefit for the Town. Once the new generators are installed and operational, we will be able to use the Blanchard School as a designated emergency shelter. We gratefully acknowledge the enthusiastic efforts of School Committee and Library Board of Trustees member Mary Brolin, Town Planner Elizabeth Hughes, and others who contributed to the preparation of the grant package.

On a similar note, Annual Town Meeting also approved \$50,000 for an emergency generator for the DPW. This is an important addition to our emergency preparedness since DPW operations must continue during prolonged power outages in order to provide a safe workplace for emergency highway personnel and to keep all town vehicles fueled.

During the Storm Sandy event in October, Boxborough fortunately had minimal disruptions. Emergency shelter was provided to a handful of individuals in need. Although several main feeds from LELD to Boxborough were lost with six poles down on Great Road, the LELD crews managed to have most power restored within 24 hours. The widespread electrical outage did expose a need to increase the robustness of leased analog land lines for radio communications, as well as battery backup systems. The Police and Fire Chiefs have taken steps to address these needs.

**Town wide Telephone System** Building on the foundation laid by the Boxborough Information Technology Committee (BitCom), we have continued the work to update the Town's telephone system, employing voice-over-IP (VoIP) technology. After some very trying difficulties and delays with the original design and contractor, we altered course and began working with E-Plus, a Cisco System Partner for communications, and a qualified vendor on the state contract list. With additional town input, E-Plus proposed a new, more robust design that will better address our public safety communications needs. The Town's IT Systems Coordinator and the Police and Fire Chiefs have participated in specification and review of this new design. In November the Selectmen authorized use of funds from our cable television franchise fees to carry out and complete the work. No additional Town Meeting appropriations will be required. We expect the work to start in early 2013, and be complete by spring.

## **Town Hall Staffing**

**Support Staff** Early in the year, the Town bid a fond farewell to Claire Kuipers, who retired after providing support to the Town Clerk and town hall operations for eleven years. We were fortunate to have the position ably filled on an interim basis by Katelyn Saaristo. Subsequently, we examined how best to meet the continuing needs of Boxborough's residents, and with funding approved at ATM, we revamped the part-time position to provide continued support to the Town Clerk as well as back-up for the Treasurer and the Tax Collector in order to ensure continuity of operations and redundancy in those vital town services. In the summer, we welcomed Boxborough resident Karen Guzzardi to fill this nineteen hour per week position.

**Building Inspector / Code Administration Officer** During the year, the Town continued to have difficulty finding and retaining qualified individuals for the position of Inspector of Buildings/Code Administration Officer. The Selectmen desired to include a facilities management role for this job, and had revised the job description accordingly; however, this added to the difficulty of finding candidates at 25 hours per week. An ad hoc advisory group, including an outside experienced professional, unanimously recommended that the job hours be increased to 40 hours per week to attract and retain qualified candidates to fill the expanded responsibilities of the position. A new search yielded a number of suitably qualified candidates who were interviewed, and from which an excellent candidate was selected and offered the position, subject to Special Town Meeting's authorization of the additional monies necessary to fund the expanded position. We would like to extend our utmost appreciation to the Town of Stow's Building Commissioner, Craig Martin, as well as to Stow's Local Inspector, Ray Renzoni, who ably assisted Boxborough's residents and businesses during this period of transition.

**Tax Collector** The Board of Selectmen and Personnel Board will be seeking approval at Special Town Meeting in January to take the first step in changing the Tax Collector position from an elected to an appointed position. The legal process to make this change is two-part. In addition to a vote at January's Special Town Meeting, the approval of a ballot question at the Annual Town Election will also be required. The Town is very fortunate to have a qualified, experienced incumbent in the position. The Tax Collector is a key member of the Town's financial team and plays a vital role in town operations; the position is responsible for the collection of the Town's largest revenue source. Although the Collector is subject to the oversight of the Department of Revenue, the Selectmen believe a change to an appointed position would ensure that it continues to be filled by a qualified individual. With a change to appointed Collector, the Board would be able to set qualification standards ensuring continuation of the high quality of service to which the town residents are accustomed.

**Town Hall Improvements** The DPW painted the newer portion of Town Hall where there was no requirement for a licensed lead paint removal contractor. Although we sent out an Invitation for Bids for lead paint removal and painting of the older section of Town Hall, we were unsuccessful in our quest to find a qualified vendor. The project is being reevaluated and will be rebid in the spring of 2013.

**Outlook** In the face of ongoing economic uncertainty, the greatest challenge facing town government is the ability to maintain vital services to the residents and businesses, the very core of our community. Town departments and our financial team continue to work together with the Selectmen and Finance Committee to plan prudently for the year ahead while maintaining a standard of excellence in municipal government, ensuring that everyone is treated with respect, courtesy and fair due process and providing an open and accessible government.

We extend our sincere appreciation to all of our employees and volunteers for their service to our town. Town government could not operate without their tireless support. Please consider serving on a town committee and participating in town government. Serving as an appointee on a town board is a way for residents to contribute to the Boxborough community, and to help define the character of the Town as well as conserve the Town's financial resources. Volunteering also provides a great opportunity to meet your neighbors and get involved in the inner workings of the Town.

## **PERSONNEL BOARD**

The Personnel Board serves in an advisory role by assisting the Board of Selectmen (BoS) and the Town Administrator. During 2012, the Personnel Board welcomed Sheila Bauer as our 5<sup>th</sup> member. Subsequently, we were saddened to hear of the death of the long-serving Personnel Board chairman and member, Dick Golden.

During 2012, the Personnel Board: (1) researched and discussed converting Schedule B from a step-based compensation system to a merit-based compensation system; (2) discussed, studied, and then voted to recommend that the BoS begin the process of changing the position of Tax Collector from elected to appointed; (3) discussed, studied, and then voted to recommend that the position of Town Clerk remain an elected position at this time; (4) discussed and voted to recommend that the BoS make the position of Building Inspector a full-time position, to include the facilities management role; (5) discussed adding the position of videographer to Schedule A and Schedule B; (6) met with the president of a human resource service company to discuss Boxborough's compensation system, as found on Schedule B; and (7) met with the BoS to request approval for contracting with a human resource company to review Schedule B.

Respectfully submitted,  
Anne Canfield, Chair

## **TOWN COUNSEL**

During 2012, Town Counsel provided significant legal services to the Town, including the rendering of numerous legal opinions, approving contracts as to form, attending Town Meetings, and meeting with the Board of Selectmen and various other Town Boards. There are currently no active litigation cases involving the Town.

Town Counsel has been advising the Board of Selectmen, the Town Administrator, and the School Committee with respect to ongoing employment and labor issues. In particular, we have been working with Town officials on the negotiation of several collective bargaining contracts and associated funding issues. We have also been advising the Town with respect to potential amendments to the Acton-Boxborough Regional School District Agreement.

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.  
Town Counsel

## **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: administer motor vehicle excise tax, compile and submit the annual Tax Rate Recapitulation to the Department of Revenue, abate/exempt/ or defer taxes, defend established values on abatement applications at Appellate Tax Board hearings, and oversee 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 rate of taxation (tax rate).

**Fiscal Year 2013 – 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 2013 was \$16,716,155. Based on this levy and the valuations by property classification listed below, a fiscal year 2013 tax rate of \$17.69 was approved by the Department of Revenue on December 4, 2012.

CLASSIFICATION	VALUATION	TAX DOLLARS	LEVY PERCENT
CLASS 1 - Residential	711,136,122	\$12,579,998	75.2565%
CLASS 2 – Open Space	0	0	0.00%
CLASS 3 – Commercial	77,494,492	\$1,370,877	8.2009%
CLASS 4 – Industrial	126,975,375	\$2,246,194	13.4373%
CLASS 5 – Personal Property	29,343,438	\$519,085	3.1053%
<b>TOTAL</b>	<b>944,949,427</b>	<b>\$16,716,155</b>	<b>100.00%</b>

**Summary**

A public hearing was held on November 19, 2012 at 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, 2012. This unaudited 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, 2012  
(Unaudited)**

<b>ASSETS</b>	<b>General</b>	<b>Capital Projects</b>	<b>Other Trust Funds</b>	<b>Affordable Housing Trust</b>	<b>Non - Major Government Funds</b>	<b>Total Governmental Funds</b>
Cash and short-term investments	\$ 2,437,546	\$ 136,767	\$ 1,002,518	\$ 377,691	\$ 1,414,553	\$ 5,369,075
Investments	-	-	-	-	-	-
Receivables, net of uncollectibles						
Real estate and personal property taxes	210,234	-	-	-	-	210,234
Tax liens and foreclosures	337,595	-	-	-	-	337,595
Motor Vehicle Excise Taxes	60,404	-	-	-	-	60,404
Departmental and Other	31,802	-	-	-	-	31,802
Provision for Abatements and Exemptions	(535,404)	-	-	-	-	(535,404)
<b>TOTAL ASSETS</b>	<b>\$ 2,542,177</b>	<b>\$ 136,767</b>	<b>\$ 1,002,518</b>	<b>\$ 377,691</b>	<b>\$ 1,414,553</b>	<b>\$ 5,473,706</b>
<b>LIABILITIES AND FUND BALANCES</b>						
<b>LIABILITIES</b>						
Warrants Payable	-	-	-	-	625	625
Accrued Payroll	-	-	-	-	-	-
Tax Refunds Payable	-	-	-	-	-	-
Deferred revenues	104,631	-	-	-	-	104,631
Other Liabilities	-	-	-	-	22,711	22,711
Notes payable	-	-	-	-	-	-
<b>TOTAL LIABILITIES</b>	<b>\$ 104,631</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,336</b>	<b>\$ 127,967</b>
<b>FUND BALANCES</b>						
Reserved for:						
Encumbrances and continuing appropriations	\$ 245,309	\$ -	\$ -	\$ -	\$ -	\$ 245,309
Stabilization	-	-	778,429	-	-	778,429
Perpetual permanent funds	-	-	-	-	38,775	38,775
Reserved for Articles	288,496	-	-	-	-	288,496
Designated for other Purposes	277,000	-	-	-	-	277,000
Unreserved:						
Designated for subsequent years' expenditures	-	-	-	-	-	-
Undesignated, reported in:						
General Fund	-	-	-	-	-	-
Special revenue funds	1,626,741	-	102,634	377,691	1,352,442	3,459,508
Stablization trust Fund	-	-	-	-	-	-
Capital projects fund	-	136,767	-	-	-	136,767
Permanet funds	-	-	121,455	-	-	\$ 121,455
<b>TOTAL FUND BALANCES</b>	<b>\$ 2,437,546</b>	<b>\$ 136,767</b>	<b>\$ 1,002,518</b>	<b>\$ 377,691</b>	<b>\$ 1,391,217</b>	<b>\$ 5,345,739</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 2,542,177</b>	<b>\$ 136,767</b>	<b>\$ 1,002,518</b>	<b>\$ 377,691</b>	<b>\$ 1,414,553</b>	<b>\$ 5,473,706</b>

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

**FISCAL YEAR ENDED JUNE 30, 2012**  
**(Unaudited)**

	Amounts Carried forward From Prior Year	Current Year Initial Budget Projects	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward To Next Year
<b>REVENUES</b>						
Real estate and personal property taxes, net of tax refunds	\$ -	\$ 16,775,426	\$ 16,775,426	\$ 16,775,426	\$ 16,360,592	\$ -
Tax and trash liens	-	-	-	-	-	-
Motor vehicle and other excise taxes	-	794,000	794,000	794,000	807,716	-
Payments in lieu of Taxes	-	50,000	50,000	50,000	58,091	-
Intergovernmental	-	1,788,414	1,788,414	1,788,414	1,824,873	-
Departmental and other	-	537,927	537,927	537,927	594,874	-
Investment Income	-	8,500	8,500	8,500	14,546	-
Miscellaneous	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 19,954,267</b>	<b>\$ 19,954,267</b>	<b>\$ 19,954,267</b>	<b>\$ 19,660,692</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<b>Current:</b>						
General government	\$ 13,802	\$ 829,590	843,392	\$ 852,317	\$ 782,512	\$ 10,504
Public safety	11,232	2,174,875	2,186,107	2,242,118	2,127,572	\$ 23,321
Education	169,763	11,802,158	11,971,921	12,036,921	11,798,553	\$ 13,222
Public works	629	964,424	965,053	973,965	882,695	\$ 179,186
Human services	396	91,265	91,661	97,753	88,726	\$ 1,348
Culture and recreation	2,631	350,422	353,053	353,353	339,879	\$ 1,981
Pension benefits	-	475,394	475,394	481,541	481,541	\$ -
Property and liability insurance	-	85,732	85,732	85,732	70,353	\$ -
Employee benefits	21,304	1,553,604	1,574,908	1,574,908	1,488,594	\$ 15,746
State and County Charges	-	61,613	61,613	61,613	61,234	-
Other	-	-	-	-	-	-
<b>Debt service:</b>	-	185,000	185,000	33,613	-	-
Principal	-	827,500	827,500	827,500	827,500	-
Interest	-	529,873	529,873	529,873	529,868	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 219,757</b>	<b>\$ 19,931,450</b>	<b>\$ 20,151,207</b>	<b>\$ 20,151,207</b>	<b>\$ 19,479,027</b>	<b>\$ 245,308</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(219,757)</b>	<b>22,817</b>	<b>(196,940)</b>	<b>(196,940)</b>	<b>181,665</b>	<b>(245,308)</b>
<b>OTHER FINANCING SOURCES (USES):</b>						
Premium from issuance of bonds	-	-	-	-	-	-
Bond issuance costs	-	-	-	-	-	-
Sale of capital assets	-	-	-	-	-	-
Operating transfers in	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET CHANGES IN FUND BALANCE</b>	<b>\$ (219,757)</b>	<b>\$ 22,817</b>	<b>\$ (196,940)</b>	<b>\$ (196,940)</b>	<b>\$ 181,665</b>	<b>\$ (245,308)</b>

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

**FISCAL YEAR ENDED JUNE 30, 2012**  
**(Unaudited)**

	General	Affordable Housing Trust	Other Trust Funds	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES</b>						
Real estate and personal property taxes, net of tax refunds	16,360,592	\$ -	\$ -	\$ -	\$ -	\$ 16,360,592
Motor vehicle and other excise taxes	807,716	-	-	-	-	807,716
Intergovernmental	1,824,873	-	-	140,309	407,011	2,372,193
Departmental and other	594,874	5,464	167,402	97,278	879,650	1,744,668
Payments in lieu of taxes	58,091	-	-	-	-	58,091
Contributions	-	-	-	-	13,786	13,786
Investment Income	14,546	-	-	-	-	14,546
Miscellaneous	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 19,660,692</b>	<b>\$ 5,464</b>	<b>\$ 167,402</b>	<b>\$ 237,587</b>	<b>\$ 1,300,447</b>	<b>\$ 21,371,592</b>
<b>EXPENDITURES</b>						
<b>Current:</b>						
General government	\$ 782,512	\$ -	\$ 6,126	\$ 5,323	\$ 111,603	\$ 905,564
Public safety	2,127,572	-	3,976	59,775	34,778	2,226,101
Education	11,783,454	-	-	16,157	723,588	12,523,199
Public works	882,695	-	-	139,730	6,033	1,028,458
Human services	88,726	-	-	-	34,018	122,744
Culture and recreation	339,879	-	5,312	-	18,734	363,925
Pension benefits	481,541	-	-	-	-	481,541
Property and liability insurance	70,353	-	-	-	-	70,353
Employee benefits	1,488,594	-	-	-	-	1,488,594
Other	61,234	14,055	-	-	-	75,289
<b>Debt service:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Principal	827,500	-	-	-	-	827,500
Interest	529,868	-	-	-	-	529,868
<b>TOTAL EXPENDITURES</b>	<b>\$ 19,463,928</b>	<b>\$ 14,055</b>	<b>\$ 15,414</b>	<b>\$ 220,985</b>	<b>\$ 928,754</b>	<b>\$ 20,643,136</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>196,764</b>	<b>(8,591)</b>	<b>151,988</b>	<b>16,602</b>	<b>371,693</b>	<b>728,456</b>
<b>OTHER FINANCING SOURCES (USES):</b>						
Issuance of bonds and notes	-	-	-	-	-	-
Premium from issuance of bonds	-	-	-	-	-	-
Sale of capital assets	-	-	-	-	-	-
Operating transfers in	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>196,764</b>	<b>(8,591)</b>	<b>151,988</b>	<b>16,602</b>	<b>371,693</b>	<b>728,456</b>
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<b>2,345,413</b>	<b>386,282</b>	<b>850,530</b>	<b>120,165</b>	<b>1,042,860</b>	<b>4,745,250</b>
<b>FUND BALANCES AT END OF YEAR</b>	<b>\$ 2,542,177</b>	<b>\$ 377,691</b>	<b>\$ 1,002,518</b>	<b>\$ 136,767</b>	<b>\$ 1,414,553</b>	<b>\$ 5,473,706</b>

**TAX COLLECTOR  
FISCAL YEAR 2012**

**REAL ESTATE TAX**

FISCAL YEAR	UNCOLLECTED AS OF 7/1/11	TAX TITLE				OUTSTANDING AS OF 6/30/12
		COMMITMENTS	EXEMPTIONS ABATEMENTS	COLLECTIONS	REFUNDS	
2012	-	\$ 16,357,191.24	\$ 90,601.53	\$ 16,078,653.53	\$ 14,905.18	\$ 202,841.36
2012 Supp	\$ 1,425.90	-	-	\$ 1,425.90	-	-
2011	\$ 116,874.60	-	\$ 14,354.09	\$ 100,088.66	\$ 1,831.85	\$ 4,263.70
2011 Supp	\$ 2,364.18	-	-	\$ 2,364.18	-	-
	\$ 120,664.68	\$ 16,357,191.24	\$ 104,955.62	\$ 16,182,532.27	\$ 16,737.03	\$ 207,105.06

**PERSONAL PROPERTY TAX**

FISCAL YEAR	UNCOLLECTED AS OF 7/1/11					OUTSTANDING AS OF 6/30/12
		COMMITMENTS	ABATEMENTS	COLLECTIONS	REFUNDS	
2012	-	\$ 517,730.34	-	\$ 515,885.71	\$ 156.45	\$ 2,001.08
2011	\$ 1,285.11	-	-	\$ 156.95	-	\$ 1,128.16
	\$ 1,285.11	\$ 517,730.34	-	\$ 516,042.66	\$ 156.45	\$ 3,129.24

**MOTOR VEHICLE EXCISE TAX**

FISCAL YEAR	UNCOLLECTED AS OF 7/1/11					OUTSTANDING AS OF 6/30/12
		COMMITMENTS	ABATEMENTS	COLLECTIONS	REFUNDS	
2012	-	578,921.28	\$ 10,257.20	\$ 534,752.09	\$ 3,564.99	\$ 37,476.98
2011	\$ 18,671.19	\$ 55,295.35	\$ 6,663.18	\$ 66,949.23	\$ 5,707.14	\$ 6,061.27
2010	\$ 5,280.43	\$ 308.75	\$ 776.08	\$ 2,777.65	\$ 602.79	\$ 2,638.24
2009	\$ 3,627.29	\$ 1,111.67	\$ 142.59	\$ 1,961.05	\$ 79.89	\$ 2,715.21
2008	\$ 3,937.18	\$ 303.75	-	\$ 1,193.64	-	\$ 3,047.29
2007	\$ 4,295.96	\$ 1,418.75	-	\$ 1,908.55	-	\$ 3,806.16
2006	\$ 4,592.38	\$ 1,453.75	-	\$ 1,406.98	-	\$ 4,639.15
2005	\$ 3,455.76	\$ 20.00	\$ 3,455.76	-	-	\$ 20.00
2004	\$ 3,970.44	\$ 15.00	\$ 3,970.44	15.00	-	-
1983-2000	-	\$ 144.40	-	\$ 144.40	-	-
	\$ 47,830.63	\$ 638,992.70	\$ 25,265.25	\$ 611,108.59	\$ 9,954.81	\$ 60,404.30

**ADDITIONAL REVENUES COLLECTED DURING FY 2012**

INTEREST	\$ 33,564.13
MUNICIPAL LIEN CERTIFICATES	\$ 8,875.00
DUPLICATE TAX BILL CHARGES	\$ 1,697.00
DEMAND FEES	\$ 15,174.00
DEPUTY FEES	\$ 8,424.88
REGISTRY CLEAR FEES (MVE)	\$ 2,520.00
<b>TOTAL</b>	<b>\$ 70,255.01</b>

Respectfully Submitted,  
Mary P. Shemowat, CMMC  
Tax Collector



<b>Account Name</b>	<b>Receipts</b>	<b>Account Name</b>	<b>Receipts</b>
Other Taxes – Motel Hotel Room	206,562.24	Personal Property - 2011	156.95
State Owed Land	2,944.00	Personal Property – 2012	515,729.26
Exemptions to Vets Blind	19,013.00	Real Estate – 2009	50.00
FEMA Reimbursement	27,037.05	Real Estate – 2011	98,256.81
Veterans Benefits	607.00	Real Estate – 2012	16,063,748.25
Lottery	213,357.00	R.E. Supplemental Tax -11	2,364.18
Other State Revenue	15.00	R.E Supplemental Tax -12	1,425.90
Miscellaneous Revenue	7,670.45	M. Vehicle Excise-1983	32.50
Misc. Revenue – Promissory Note	4,830.44	M. Vehicle Excise – 1984	9.40
Fuel Assistance Program	36.00	M. Vehicle Excise - 1985	12.50
Transfer Station Fee FY12	122,540.00	M. Vehicle Excise – 1990	13.75
Cell Tower Rental Fee	39,079.87	M. Vehicle Excise – 1992	35.00
Town Hall – Rental Fee	850.00	M. Vehicle Excise – 1993	22.50
Licenses- Annual	990.00	M. Vehicle Excise – 2000	18.75
Liquor Licenses- Annual	9,000.00	M. Vehicle Excise – 2004	15.00
Transient Vendors Licenses	1,305.00	M. Vehicle Excise – 2006	1,406.98
Licenses and Permits	50.00	M. Vehicle Excise - 2007	1,908.55
Assessor – Sale of Copies	652.50	M. Vehicle – 2008	1,193.64
Tax Liens	11,827.12	M. Vehicle Excise - 2009	1,881.16
Interest – Tax Liens	576.66	M. Vehicle Excise - 2010	2,174.86
Tax Lien Redemption Fees	232.32	M. Vehicle Excise - 2011	61,242.09
Bad Check Fees	2.50	M. Vehicle Excise - 2012	531,187.10
Earnings on Investments	12,191.82	Demand Fees	16,207.44

<b>Account Name</b>	<b>Receipts</b>	<b>Account Name</b>	<b>Receipts</b>
Interest Property Taxes	29,982.05	Building Dept. – Copies	179.00
Interest – Excise Taxes	3,232.59	Building Dept. - User Fees	3,006.73
Payment in Lieu of Taxes	58,050.69	Building Dept. Permits	36,384.96
Duplicate Tax Bill Fees	1,729.00	Building Dept. Other	72.00
Municipal Lien Certificates	8,875.00	School Aid CH 70	1,294,018.00
M.V.E. Clear Fees	2,482.00	School Constr. CH645	284,092.00
Town Clerk – Sale of Copies	718.42	DPW – Recycle Program	313.15
Town Clerk Fees	2,392.20	DPW – Permits	210.00
Dog Control Bylaw – Violations	100.00	Cemetery Dept. – Fees	4,800.00
Dog License Bylaw – Fees	5,472.67	Board of Health – Milk Lic.	10.00
Licenses – Auctioneers/Raffles	125.00	Board of Health – Permits	975.00
Planning Board Fees	2,525.00	Recreation Revenue – Summer	28,040.00
Board of Appeals Fees	482.91	Recreation Revenue – Winter	1,560.00
Police – Miscellaneous Fees	652.28	Recreation Revenue Permit	3,090.00
Police – Court Fees	6,762.00	Mosquito Control Projects	(23,622.00)
Police – CMVI Fines	36,184.17	Air Pollution Control Proj.	(1,796.00)
Police – Parking Fines	15.00	MAPC	(1,574.00)
Police – Outside Detail Fee	6,582.85	Police – 94C Fines	1,700.00
Fire Dept. - Alarm Permits	1,275.00	Boston Metro Transit Distr	(12,212.00)
Fire Dept. – Misc Fees	55.00	Students Act. – Int. Rev	30.90
Fire Dept. – Others Permits	3,250.00	Student – Revenue	50,455.38
Fire Dept. – Ambulance Receipts	118,341.89	School Choice Rev. 12	192,735.00
School Lunch Sales	85,301.13	Library Collection Dev.	7.64

<b>Account Name</b>	<b>Receipts</b>	<b>Account Name</b>	<b>Receipts</b>
Federal School Lunch Program	15,911.01	Fire Safe Grant – FY12	3,765.00
State School Lunch Program	2,381.12	Elder Affairs Grant – FY12	4,445.87
Extended School Services – Rev	243,363.20	ABCC Grant – Revenue	7,740.00
Full Day Kindergarten Prog – Rev	166,245.18	ABCC Interest	13.93
240 SPED 94-192 –FY11	9,075.00	Dog License Bylaw – Lic	337.33
240 SPED 94-192 – FY12	79,652.00	Dog License Bylaw – Fines	545.00
140 Title IIA Teacher Quality FY12	6,300.00	ConsComm– State WPA Fee Fund	3,240.00
305 Title I Program – FY12	22,054.00	ConsComm – Town Bylaw Fee Fund	8,017.50
262 SPED Early Childhood – FY12	5,886.00	Community Gardens Rev.	290.00
274 SPED Prog.Improvement-FY12	5,664.00	Police Outside Detail Rev FY11	3,982.50
760 ARRA IDEA Stimulus FY11	11,724.00	Police Outside Detail Rev FY12	88,211.00
762 IDEA Early Childhood FY11	2,295.00	Police Dept. Pistol Permits	4,225.00
206 Education Jobs FY11	59.00	Fire Alarm System Maintenance	4,375.00
201 RTTT Grant – FY12	787.00	Plumbing/Gas Insp Permit Fees	7,003.50
206 Education Jobs – FY12	75,160.00	Electrical Insp Permits Revolving	20,407.19
Fire MDU Grant – FY12	2,000.00	Blanchard Pre School –Rev	34,690.00
Police 911 Support Grant – FY12	12,824.16	Library Fines Revolving	4,836.93
Police 911 Training Grant – FY12	4,842.88	Steele Farm Advisory Committee	100.00
Emergency Reserve Corps - Rev	25.00	Boxboro Community Ctr	3,500.00
DVAP Training Rev – FY12	727.12	GIS Assessor Maps	630.00
Library Technology Capital Fund	9,414.17	COA Senior Van	23,612.75
Library Grant – Collection Dev	8,001.59	Trail Guides – Rev	43.00

<b>Account Name</b>	<b>Receipts</b>	<b>Account Name</b>	<b>Receipts</b>
Insurance Claim Rev – Police	292.50	Blanchard Educational Gift Fund	1,700.00
Insurance Claim Rev - Fire	867.40	LELD Grant School- Revenue	5,000.00
Boxboro Community Ctr. Other	25.91	Boxboro Community Ctr. Furniture	1,000.00
COA Special Events	790.00	Library Copy Machine	1,042.00
Library Keyspan Eco. Redev Prog	1,716.43	Verizon License – Rev.	467.00
Comcast License – Revenue	2,921.46	Verizon PEG Access Grant	47,389.59
Conservation Fund Interest	414.19	Stabilization Interest	10,038.10
AT & T Comcast Operation- Rev	15,345.52	AT & T Comcast Capital	40,000.00
Law Enforcement Trust – Expend.	13,622.42	Group Health Insur. WH	133,857.75
Roy F. Custance EMT Fund Interest	20.39	Life Insurance WH	647.40
P. Hall Scholarship Trust - Int	650.60	FSA – Medical	365.09
Grace Priest Cemetery Trust- Int	97.20	Tax Sheltered	154.00
Grace Priest Trust Cemetery – Exp	342.38	GEOTMS Fees – Revenue	2,641.86
Cemetery Perpetual Care Fund – Int	1,075.56	Deputy Collector Fees	8,424.88
War Memorial Fund Interest	17.22	Hazmat Fire Outside Detail	1,890.00
Valerios Library Fund Interest	17.70	Fire Dept. Public Education	3,360.00
Reita I. Bean Library Fund Interest	170.90	School Meals Tax	374.87
Henry H. Brooks Library Interest	52.50	Planning Guaran. Dep –Landwest Dev	33,150.50
A.W. Wetherbee	1.78	P.B. Board – Fair Oaks	705.20
Siemens Library Fund Interest	178.86	CH90 CONTRACT50741 - Rev	140,308.79
Grace Priest Trust Library – Int	97.21	ART22 ATM11 BMS Stage Floor	7,500.00
Box. Afford Housing Trust – Int	5,464.30	ART23 ATM11 Classroom Carpeting	9,999.00
Sale of Cemetery Lots	2,700.00	Planning Board – Landscape	500.00
Cemetery Perp. Care Trust	2,700.00	Peter Whitcomb Fd Int	499.04
Hammonds Scholarship Fd – Int	321.03	Educ Circuit Breaker FY12	\$107,614.00
		<b>Total</b>	<b>\$21,711,701.61</b>

**TOWN TREASURER  
TRUST FUND REPORT FY2012**

**Affordable Housing Trust Fund**

The Affordable Housing Trust Fund balance as of June 30, 2011 was \$388,546. Interest of \$5,464 was earned on the fund in FY2012 and expenditures of \$14,107 were made from it. The balance at the end of the fiscal year was \$379,903.

**Reita Bean Library Book Fund**

This fund was established in memory of the late librarian, Reita Bean. The sum of \$ 10,130 was given to the Town by her family and friends. The interest earned in FY2012 was \$171. Expenditures of \$383 were made from the fund this year. The balance at fiscal year's end was \$11,936.

**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 FY2012 was \$53, and the fund balance at year-end was \$3,702.

**Cemetery Perpetual Care Fund**

The Cemetery Perpetual Care Fund balance at June 30, 2011 was \$71,877. Interest earned on the Fund in FY2012 was \$1,510. No expenditures were made from the fund in FY2012. \$3,000 was added to the non-expendable portion of the Fund in FY2012 bringing the non-expendable balance to \$ 47,650.

**Conservation Fund**

Town Meeting authorized a deposit of \$5,000 to the fund in FY2012. Interest earned on this fund in FY2012 was \$414. Expenditures of \$860 were made from the fund during the year, leaving a Fund Balance at year-end of \$30,197.

**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 FY2012 was \$20. An expenditure of \$1,000 was made from the fund during the year for defibrillators leaving a fund balance of \$1,141. \$1,075 of these funds is non-expendable.

**Patricia A. Hall Scholarship Fund**

This fund was established in memory of Patricia A. Hall. Mrs. Hall taught 5<sup>th</sup> and 6<sup>th</sup> grades at the Blanchard Memorial School from 1966 to 1986. A bond in the amount of \$10,000 with accrued interest of \$524 was given to the town by her family in October 2010. Interest earned in FY2012 was \$651. The second \$500 scholarship was awarded to Sam Maffa in June 2012. The fund balance as of June 30, 2012 is \$11,825. Actual expenditure of scholarship awards will not occur until the recipients are accepted to a higher institute of learning.

**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 Tarana Bhatia in FY2012. The interest earned on this Fund in FY2012 was \$321. The Fund balance is \$21,940 of which \$20,000 is non-expendable.

**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 non-expendable portion of the fund to \$12,000. Interest earned may be spent equally on cemetery and library expenses. Interest earned in FY2012 was \$194. Expenditures of \$342 were made from the Fund in FY2012. The Fund balance is \$13,607.

**Siemen's Library Fund**

The sum of \$ 10,000 was a gift to the Library, and interest earned in FY2012 was \$179. 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 \$12,612.

**Stabilization Fund**

Interest earned on the Stabilization Fund during FY2012 totaled \$10,038. May 2011 Town Meeting, Article 10 authorized a transfer into the Stabilization Fund of \$182,421. May 2011 Town Meeting, Article 19 authorized the expenditure of \$50,000 from Stabilization to purchase a DPW Dump Truck. The Stabilization Fund balance is \$778,429. Expenditures from the Fund require a 2/3 approval of Town Meeting and may not be for wage and salary expenses.

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

The sum of \$ 1,000 was given to the Town. Interest earned on the funds may be used to purchase books, and/or musical recordings on the subject of music, art, painting, sculpture, drawing or any closely related subject. Musical recordings shall be those performed by either the Boston Symphony or the Boston Pops Orchestras. Interest earned in FY2012 was \$18. No expenditures were made this year. The Fund balance at year-end was \$1,251.

**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 FY2012 was \$17 and the Fund balance is \$ 1,216.

**Winslow Wetherbee Fund**

The sum of \$ 100 was left by Mr. Wetherbee and interest earned may be spent on Library uses. Interest earned in FY2012 was \$2. No expenditures were made from the fund this year. The fund balance at year end was \$126.

**Peter F. Whitcomb Fund**

\$ 5,000 was given for Highway uses. Interest in FY 2012 totaled \$499. There were no expenditures made from the fund in FY2012. The Fund balance at the end of the year was \$ 35,190.

**FINANCE COMMITTEE**

Boxborough's Finance Committee (FinCom) 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 2012 fiscal year ended on June 30, 2012. Over the course of the year the Finance Committee approved \$151,388.00 in reserve fund transfers out of an appropriated budget of \$185,000 or 82% 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 salaries for the Fire Department, building inspector consulting fees, and fuel expenses.

Throughout Calendar Year (CY 2012), 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 CY 2012 are documented below:

- Annual budget for the Town of Boxborough for the year commencing July 1, 2012 was approved at a total amount of \$20,526,457 (including warrant articles) with \$16,949,625 raised by taxation, \$1,726,801 in Cherry sheet aid and \$1,390,427 in local receipts and free cash. The tax rate was set at \$17.87 per \$1,000 of valuation.
- The budgets were approved with Cost of Living Allowance (COLA) increases, but without step increases for Police, Fire, Dispatch and Teachers. The union contracts were not approved at the time of Annual Town Meeting (ATM).
- Presentations at the ATM on the current financial status and near term budget projections.
- Presentation to the ATM on the Boxborough Capital Plan.
- Discussion of warrant articles including, but not limited to, the Town budget: dump truck purchase, Blanchard School improvements, moving funds into Stabilization, Fire Department roof, additional police officer, GASB 45 Actuarial consultant, and a sense of the meeting for regionalization and unionization at Blanchard School.

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, Board of Health 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 Finance Committee bylaw 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 FY12 Budget – Actual vs. Approved

Budget Category	FY12 ATM Budget	FY12 Actual	% Expended
General Government	\$829,590	\$786,808	94.8%
Protection	\$2,174,875	\$2,150,256	98.9%
Blanchard School	\$5,543,414	\$5,598,917	101.0%
A/B Regional School	\$5,890,838	\$5,827,586	98.9%
Minuteman Technical School	\$367,906	\$381,793	103.8%
Public Works	\$964,424	\$895,477	92.9%
Cultural, Recreation, Library	\$350,422	\$339,966	97.0%
Health	\$91,265	\$89,796	98.4%
Reserve Fund	\$185,000	\$151,388	81.8%
Debt Service	\$1,357,373	\$1,357,368	100%
Employee Benefits*	\$2,114,730	\$2,055,696	97.2%
Total Operating Budget	\$19,869,837	\$19,635,051	98.8%
ATM warrant article within 2 1/2	\$482,421	\$482,421	100%
Snow and Ice Deficit	\$0	\$0	0%
Overlay reserve	\$174,199	\$174,199	100%
<b>Total budget</b>	<b>\$20,526,457</b>	<b>\$20,291,671</b>	<b>98.9%</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 FY12 are listed below:

Revenue Sources for Annual Town Meeting	Revenue
Maximum Allowable Tax Levy (Prop. 2 1/2)	\$16,949,625
State Aid	\$1,726,801

Local Receipts (Excise tax, permits)	\$1,390,427
Overlay Reserve released to fund budget	\$0
Other sources of Revenue	\$459,604
<b>Total Revenue Source</b>	<b>\$20,526,457</b>
Free Cash	\$1,259,439
Stabilization Fund	\$778,429

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

	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
TOWN WIDE		390,000	7,500	-	-	-
CONSERVATION	5,000	5,000	5,000	5,000	5,000	5,000
HOUSING	-	-	-	-	-	-
TOWN HALL	18,500		120,000	26,250		25,000
POLICE	44,500	48,500	110,500	40,000	38,000	45,000
FIRE	50,000	130,000	612,000	145,000	600,000	50,000
DISPATCH		-	30,000	-	-	-
BLANCHARD	50,000	266,600	112,500	442,000	170,000	525,000
MINUTEMAN		-	-	-	-	-
ABRS		-	-	-	-	-
PUBLIC WORKS	60,000	100,000	260,000	150,000	220,000	158,000
TRANSFER STAT.	14,990	-	25,600	15,600	-	15,000
CEMETERY		-	-	-	-	-
BD OF HEALTH		-	-	-	-	-
LIBRARY		20,000	25,000	39,000	-	-
RECREATION		-	-	-	10,000	-
HIST. MUSEUM		-	22,500	15,000	-	-
STEELE FARM		20,000	-	-	-	-
<b>Total</b>	242,990	980,100	1,330,600	877,850	1,043,000	823,000
<b>Total existing Debt</b>		<b>\$ 962,541</b>	<b>\$ 930,241</b>	<b>\$ 898,141</b>	<b>\$ 861,241</b>	<b>\$ 829,329</b>

\*\* 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 \$508,136
- Town Valuation is \$944,316,252
- 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 (BoS) to monitor Minute Man Air Field (MMAF) projects that may impact the Town of Boxborough. The committee is charged to report its findings to the BoS and any other boards or committees within the Town, as appropriate.

During the past year, members of the ASC: (1) reviewed the Amended Order of Conditions document submitted to Conservation Commission by MMAF; (2) attended Conservative Commission meetings regarding MMAF's

Amended Order of Conditions; (3) thanked long-term member Bill Litant for his time and dedication to the ASC and welcomed new member Cindy Markowitz; and (4) contacted the Massachusetts Department of Transportation (Aviation Division) and Boxborough's state legislators requesting notification on aviation-related rules and regulatory activities that are scheduled to be submitted to the Massachusetts State Legislature in 2013.

Respectfully submitted,  
Anne K. Canfield, Chair

#### ANIMAL CONTROL OFFICER

During 2012, I responded to numerous calls regarding injured or deceased animals and birds. These included:

<b>Animal</b>	<b>Calls</b>
Cat	2
Chickens	2
Coyote	1
Duck (Mergansor)	1
Fox	2
Goose	1
Hawk	1
Opossum	1
Rabbit	1
Raccoon	2
Skunk	1
Snake	1
Turtle	1
Woodchuck	2

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

Respectfully submitted,  
Donald C. Morse, Animal Control Officer

#### ANIMAL INSPECTOR

The annual farm animal inspection and count was conducted for the year 2012. Anyone owning farm animals that was not contacted, please notify the Boxborough Board of Health.

<b>Animal</b>	<b>Count</b>
Horses	47
Rabbits	1
Llama	1
Llama	1
Pea Hens	1
Ponies	7
Pigs	2
Chickens	254
Goats	40
Sheep	146

Thirty-five inspections were made. I also responded to numerous telephone inquires regarding livestock.

Six dogs were placed on 10-day quarantine for possible exposure to rabies and one cat was placed on six-month quarantine. The dogs were released after the proper period.

Respectfully submitted,  
Donald C. Morse, Animal Inspector

**FIELD DRIVER**

There were five calls to put loose livestock back in their pasture in March, August, and September.

Respectfully submitted,  
Phyllis Tower, Field Driver

**DOG OFFICER**

Dogs licensed 659

Kennel licenses:  
    \$25    1  
    \$50    1  
    \$75    2

**Dogs:**

Barking	6
Loose	23
Boxborough dog found out of town	1
Questions answered by phone	numerous
Concern for safety	1
Reported missing from town	14
Found	7
Reported missing from out of town	4
From police arrest	1
Vicious	5

**Cats:**

Lost/Found	12
------------	----

Respectfully submitted,  
Phyllis Tower, Dog Officer

**BOARD OF REGISTRARS**

The Board of Registrars conducted the Annual Census as of January 1, 2012, which showed the population of Boxborough to be 5,172. There was four voter registration sessions held during the year in preparation for the Presidential Primary, the Annual Town Meeting (ATM) and Town Election, the State Primary and the Presidential Election. As of the last voter registration, there were 3,587 registered voters in town. The Board of Registrars met eight times during the year to certify signatures on nomination papers and initiative petitions. There was one citizen's petition received to add an article to the ATM warrant.

**OFFICE OF THE TOWN CLERK  
VITAL STATISTICS**

There were thirty-three births recorded for the year 2012.  
There were nine marriages.  
The total number of deaths recorded was twenty.  
Total receipts turned in to the Treasurer from the Town Clerk's Office: \$12,881.27

**BUILDING PERMITS ISSUED**

**New Construction**

Residential/Single Family	4
Commercial	0
Telecommunications	5
Pools	4
Shed/Barn	5

**Additions/Alterations**

Residential	69
Residential Foundation Only	1
Repairs	26
Business	14
Business Foundation Only	5
Mechanical/Sheet Metal	2
Change of Use	0
Demolition	4
Sign	2
Woodstove	10
Tents	4

**Total Building Permits** **155**

**Construction Cost:** **\$7,457,117**  
**Permit Fees:** **\$ 55,897**

**ELECTRICAL INSPECTOR**

I hereby submit my report for the year ending December 31, 2012:  
Total Electrical Permits: 143  
**Total fees collected** **\$ 14,210**

**PLUMBING /GAS INSPECTOR**

I hereby submit my report for the year ending December 31, 2012:  
Total Plumbing Permits: 90  
**Total fees collected** **\$6,450**  
Total Gas Permits: 55  
**Total fees collected** **\$3,050**

## BOXBOROUGH FIRE DEPARTMENT

In review, 2012 was not without its hectic moments, but as a whole proved to be far less unpredictable than many years past; and while we did experience another hurricane (Hurricane Sandy), we did not experience the severe damage associated with previous storms in our area. Throughout the year the Department responded to a total of 1412 calls for service, 349 of which were medical emergencies. A partial breakdown of these calls separated by incident type is located at the end of this report.

The department continues its progressive training program, keeping up to date on the latest techniques and equipment for both Fire and Emergency Medical Services, a sometimes daunting task in these ever-changing economic times. The Department continues to send new members to the Call/Volunteer Training Program at the Massachusetts Firefighting Academy. This crucial program is 320 hours long, and provides new Call/Volunteer Firefighters with the necessary training to start their careers. In 2012 the Department graduated two new members from this prestigious program.

For the fiscal year 2013, the Department was awarded a \$3,725 grant from the state used for the administration of our S.A.F.E. (Student Awareness of Fire Education) program. The purpose of the program is to educate children to the dangers of fire and smoking, while teaching the importance of fire safety. The grant money helps to defray the cost of classes conducted by our firefighters, and funds the purchase of promotional supplies and educational equipment. Fire Department personnel continue to deliver the popular CPR training course to 6th grade science students at Blanchard School as part of their circulatory system curriculum. This lesson continues to be well received by the students, and has empowered them with critical life saving skills. We continue to expand our program in all grades with new initiatives developing each 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 the lessons they contain can save lives in the event of a fire or other emergency.

Lt. Shawn Gray and Lt. Jason Malinowski continue to administer the Child Passenger Safety program. During 2012, Child Passenger Safety Program inspections were performed 74 times. On many of these inspections, car seats were installed and/or inspected in multiple family vehicles, and in most cases potential hazards were found or averted. This year, the department received a \$1,500 grant from the Massachusetts Executive Office of Public Safety and Security. Funds received through this competitive grant process allow for the purchase of child passenger safety seats, which are used to replace, at no charge, car seats that fail a safety inspection. Residents are encouraged to have their car seat checked regularly to ensure it is installed properly and is the appropriate seat for their child. Appointments are available 7 days a week and all services are free of charge.

In September 2010, the Town of Boxborough was designated as a "Heart Safe Community" by the State of Massachusetts. The Department's CPR Instructors, FF. Eoin Bohnert, and Lt. Jason Malinowski, continue to offer numerous classes to individual residents and local businesses on a regular basis. During the current year, the department rolled out an online training module, which allows us to train residents in a more efficient manner. Instead of waiting each quarter for a class to be offered, residents can now start taking the course the same day they register on their computer and then schedule an appointment for a skills check-off upon completion of the online portion. This program has greatly increased the number of people that we are able to certify within a given year. We are also continuing to work with local sports leagues to facilitate any CPR, First Aid, and Safety training they require.

The department's website [www.boxboroughfire.com](http://www.boxboroughfire.com) continues to be maintained on a regular basis and is a key resource for any emergency messages or public safety announcements, as well as to register for various public education programs and inspections.

The number of fire prevention permits issued this past year totaled 158 and ranged in areas from smoke and CO detectors, fire alarms and blasting, to oil burners and automatic sprinkler systems. 186 inspections were performed for items ranging from code compliance to occupancy.

Locating homes in emergency situations is still a problem as many residents have not sufficiently numbered their mailboxes and driveway entrances. A properly marked address will greatly diminish the time it takes for our responders to confirm a destination when seconds count.

Massachusetts General Law 148 Section 26F and Section 26 ½ require smoke and carbon monoxide detectors in all residences in the Commonwealth. It is a proven fact that these detectors save lives if properly installed, maintained, and tested on a regular basis. Remember, when you change your clocks for daylight savings time, change the batteries in your smoke and carbon monoxide detectors. “Change Your Clocks, Change Your Batteries.”

In closing, I wish to thank all the members of the Boxborough Fire Department for dedicated and professional service to this community and for routinely putting their lives on the line for us every day. Without their hard work and perseverance, this Fire Department would not be where it is today. I would also like to thank the members of the Boxborough Police Department and Boxborough Public Works Department along with all other town departments, boards, and officials who have helped us accomplish our never-ending mission.

Respectfully Submitted,  
 Randolph T. White, Fire Chief

#### Fire Department Statistics Calendar Year 2012

<b>Aircraft Incident</b>	<b>0</b>	<b>Medical Assist</b>	<b>122</b>
<b>Alarm Box Maintenance</b>	<b>293</b>	<b>Medical Emergency</b>	<b>300</b>
<b>Alarm Investigation</b>	<b>113</b>	<b>Motor Vehicle Accident</b>	<b>47</b>
<b>Detail / Fire Watch</b>	<b>----</b>	<b>Mutual Aid - Ambulance</b>	<b>47</b>
<b>Fire - Brush</b>	<b>20</b>	<b>Mutual Aid - Fire Apparatus</b>	<b>10</b>
<b>Fire – Vehicle</b>	<b>11</b>	<b>Outside Smoke Investigation</b>	<b>1</b>
<b>Fire – Chimney</b>	<b>1</b>	<b>Public Education - Car Seat Install</b>	<b>74</b>
<b>Fire – Other</b>	<b>3</b>	<b>Public Education - Other</b>	<b>64</b>
<b>Fire – Structure</b>	<b>1</b>	<b>Special Service - Suspicious Item</b>	<b>----</b>
<b>Hazardous Materials Incident</b>	<b>4</b>	<b>Special Service - Other Assistance</b>	<b>12</b>
<b>Inspection</b>	<b>186</b>	<b>Special Service - Lockout</b>	<b>10</b>
<b>Investigation - Carbon Monoxide</b>	<b>15</b>	<b>Special Service - Water problem</b>	<b>6</b>
<b>Investigation - Electrical</b>	<b>14</b>	<b>Special Station Coverage</b>	<b>4</b>
<b>Investigation - Natural Gas</b>	<b>3</b>	<b>Training</b>	<b>39</b>
<b>Investigation - Odor</b>	<b>3</b>	<b>Water Rescue</b>	<b>----</b>
<b>Investigation - Other</b>	<b>9</b>		
		<b>Total Responses</b>	<b>1412</b>

#### POLICE DEPARTMENT

It is my pleasure to present the 2012 Boxborough Police Department Annual Report as this gives me an opportunity to look where we have been and where we are going as a hometown police force. Our thanks to those in the community who continue to provide us support.

In this report, you will find Police Department statistics from 2012. We have also gathered local law enforcement statistics from previous years to reflect how different categories of crime and enforcement activities have been increasing or decreasing from previous years.

Police agencies nationwide are faced with significant challenges, due to cuts in funding through reduction in budgets and the cancellation or reduction of grant funding at the local, state, and federal level. Despite lack of funding, we managed to assist several business and residential groups within the community in their public relation activities. We are proud of our close connection to the residents and businesses of our community, and we constantly strive to serve them with the high levels of professionalism and integrity that they demand and deserve.

My top goal is to continue growing our agency in our level of service and professionalism to our community. As the most visible portion of local government, I see our police department as the vehicle to bring our great community together. Our strength is based on the deepest value to our oath of office and our respect for the civil rights of our citizens. We will continue to be the first line of defense against those who wish to harm the innocent and frail, never compromising our integrity, accountability and professionalism. We will strive to be second to none in our standards of excellence.

In closing, I give full credit and congratulations to the members of the Boxborough Police Department for their continued commitment and dedication to our community by continuing to display the principles of Community Oriented Policing, as well as high visibility, strict enforcement of the law, and professionalism. I am proud of their sacrifices and efforts to improve the quality of life in our community to prevent crime and apprehend lawbreakers.

Respectfully Submitted,  
Warren B. Ryder, Chief of Police

#### **Boxborough Police Department Selected Incidents**

	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>911 Hang-ups</b>	<b>125</b>	<b>142</b>	<b>128</b>
<b>Animal Complaints</b>	<b>158</b>	<b>156</b>	<b>100</b>
<b>Annoying Phone Calls</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>Arrest</b>	<b>129</b>	<b>114</b>	<b>128</b>
<b>Assist Citizens</b>	<b>628</b>	<b>755</b>	<b>771</b>
<b>Assist Fire/EMS</b>	<b>271</b>	<b>316</b>	<b>226</b>
<b>Aggravated Assaults</b>	<b>4</b>	<b>6</b>	<b>1</b>
<b>Breaking &amp; Entering</b>	<b>23</b>	<b>24</b>	<b>19</b>
<b>Burglar Alarms</b>	<b>162</b>	<b>154</b>	<b>115</b>
<b>By-Law Violation</b>	<b>31</b>	<b>30</b>	<b>26</b>
<b>Complaints (traffic )</b>	<b>453</b>	<b>351</b>	<b>542</b>
<b>Disturbances – General</b>	<b>39</b>	<b>43</b>	<b>42</b>
<b>Disturbance – Domestic</b>	<b>26</b>	<b>21</b>	<b>22</b>
<b>Follow-up</b>	<b>76</b>	<b>177</b>	<b>148</b>
<b>Larcenies/Fraud</b>	<b>43</b>	<b>52</b>	<b>50</b>
<b>M.V. Accidents w/Injury</b>	<b>63</b>	<b>53</b>	<b>65</b>
<b>M.V.A/Property damage</b>	<b>71</b>	<b>60</b>	<b>12</b>
<b>M.V. Theft</b>	<b>1</b>	<b>1</b>	<b>2</b>
<b>Missing Persons</b>	<b>5</b>	<b>8</b>	<b>9</b>
<b>Noise Complaints</b>	<b>15</b>	<b>18</b>	<b>21</b>
<b>Protective Custody</b>	<b>11</b>	<b>9</b>	<b>9</b>
<b>Rape</b>	<b>2</b>	<b>0</b>	<b>1</b>
<b>Robbery</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Shoplifting</b>	<b>2</b>	<b>1</b>	<b>3</b>
<b>Summoned to Court</b>	<b>182</b>	<b>199</b>	<b>200</b>
<b>Vandalism</b>	<b>32</b>	<b>32</b>	<b>24</b>
<b>Simple Assaults</b>	<b>16</b>	<b>8</b>	<b>7</b>

**2012 Case Activity Statistics**

Total Offenses Committed:	952
Total Felonies:	132
Total Crime Related Incidents:	127
Total Non Crime Related Incidents:	212
Total Arrests (On View):	108
Total Arrests (Based on Incident/Warrants)	20
Total Summons:	200
Total P/C's:	9
Total Juvenile Arrests:	8
Total Open Warrants:	4
Total Restraint Orders:	11
Total Juvenile Arrests:	20
Total Restraint Orders:	16
Total Arrests:	328

**2011 Case Activity Statistics**

Total Offenses Committed:	920
Total Felonies:	170
Total Crime Related Incidents:	120
Total Non Crime Related Incidents:	231
Total Arrests (On View):	114
Total Arrests (Based on Incident/Warrants)	24
Total P/C's:	9
Total Juvenile Arrests:	20
Total Restraint Orders:	16
Total Summons Arrests:	199

**2010 Case Activity Statistics**

Total Offenses Committed:	959
Total Felonies:	147
Total Crime Related Incidents:	156
Total Non Crime Related Incidents:	002
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

	<b><u>2010</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
<b>Motor Vehicle Stops</b>	<b>2392</b>	<b>2246</b>	<b>2357</b>
- Verbal Warnings	1725	1547	1666
- Written Warnings	163	143	135
- Citations Issued	295	306	445
- Summoned to Court	135	165	369
- Arrested	74	85	120
- Avg. <i>OVER Speed</i>	<b>18MPH</b>	<b>17MPH</b>	<b>18MPH</b>

## BOXBOROUGH DISPATCH

Our Communications Department provides 24/7 coverage of all telephone, radio and E911 services to the Town and its emergency service providers. In 2012 dispatch handled 17,520 calls. A program in which preregistered individuals receive a daily phone call, originating from the dispatch center to inquire if they are OK resulted in 1,625 calls to our enrolled seniors.

### Call Statistics and Trend Report

#### Walk In Service

2012	685
2011	903
2010	964

#### 911 Calls

2012	203
2011	187
2010	141

#### Telephone Calls

2012	3,845
2011	3,969
2010	3,424

#### Calls from Radio/ Alarm Box/ and Other Sources

2012	12,987
2011	16,434
2010	14,798

#### Total Calls

2012	17,520
2011	21,494
2010	19,327

## CONSTABLE

Greetings to the Town of Boxborough, I am sorry to note that one of our constables, Dick Golden, passed away during this year. Our sympathies go out to Dick's family. We delivered the following during this year of 2012:

Posting of Special Town Meeting Warrants	2
Posting of Annual Town Meeting Warrants	1
Posting of Special State Primaries Warrants	1
Posting of Special State Election Warrants	1
Post Notification of By-Law Amendment	1
Posting of State Primary Election Warrants	1
Posting of Election Warrants	1
Eviction Notices and/or evictions	2

In addition, we served as election monitors for state and federal elections.

Respectfully submitted,  
David L. Birt, Constable

## BOXBOROUGH CONSERVATION COMMISSION

### **Mission:**

The Boxborough Conservation Commission (ConsCom) is a seven-member board that is appointed by the Board of Selectmen (BoS). The Commission is responsible for managing the Town's natural resources and for administering the state Wetlands Protection Act and Town of Boxborough Wetlands Protection Bylaw. Under these two pieces of legislation the Commission is given the responsibility of protecting certain specific 'interests' within wetlands and land adjacent to wetlands. The 'interests' to be protected under the state and/or local laws include the following: public and private water supplies, groundwater supplies, flood control, storm damage prevention, groundwater pollution, shellfish, fisheries and wildlife habitat.

The 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 Wetland 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 (LanSCom) program.

The Commission continues to review the Boxborough Wetland Bylaw. Members periodically attend seminars and workshops. Additionally, the Commission continues examining and discussing conservation land management practices.

### **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' adjacent land resource area commonly known as the "buffer zone." During calendar year 2012, the Commission reviewed 5 Notices of Intent, 1 Request for Determination of Applicability (RDA), and 1 Request to Amend an Order of Conditions. 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>ANRAD</u>	<u>COC</u>	<u>Extensions</u>
2009	2	2		3	2
2010	9	5		6	2
2011	6	3	2	7	**
2012	5	1			**

\*\* Extensions are automatic under the Permit Extension Act of 2010.

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 Department of Public Works along with a variety of volunteer labor provided by LanSCom members, prospective Eagle Scouts, and other community service organizations. Clean-up after hurricane Sandy was a big effort this year.

Targeted control of invasive plants using goats was a great success at Rolling Meadows this past year. The use of goats to consume/control the invasive vegetation was proposed by Jim and Nancy Faulkner early in 2012 with the Faulkners offering the services of their goats to help address the invasive problem. The “goat project” was initiated on a trial basis in the spring and was continued through the entire growing season based on the favorable results. This successful public-private partnership is expected to continue in 2013.

The Commission continued to provide space to the Agricultural Commission (AgCom) in support of the AgCom’s effort to manage a Community Garden at Flerra Meadow. Other activity at Flerra included efforts to address abutter encroachment and the consideration of expanding the trail system to connect the southern end of the property to Stow Road.

The Commission also negotiated an agreement with Ken and Sandra Fabian to formally establish a trail easement on their land that provides for a direct connection between two separate conservation land parcels. This agreement will be approved or disapproved at Special Town Meeting in January 2013.

**Acknowledgments:**

There are a number of other people in town whose help contributes greatly to our mission. 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, and to Ed Whitcomb for his efforts to maintain and improve the trails. We would also like to thank Tom Garmon and the Highway Crew for their assistance on land and trail maintenance, and the staff at Town Hall. We owe a special thank you to Mary Nadwairski, for all her help in keeping us organized and for interacting so positively with the public and other 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 (BoS) 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 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 of the Massachusetts General Laws, and by the Zoning Bylaw.

The ZBA’s primary powers include hearing and deciding applications for special permits in accordance with the provisions of Section 9200 of the Zoning Bylaw; 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 Inspector of Buildings /Code Administration Officer. The Board of Selectmen (BoS) appoints the Inspector of Buildings /Code Administration Officer and any of his decisions may be appealed to the ZBA as provided for in Massachusetts General Laws, Chapter 40A, within 30 days after that decision.

The ZBA generally holds meetings on the first and third Tuesday evenings of the month at the Town Hall. Additional meetings are planned, if necessary, and posted. During 2012, the Board considered applications for special permits, a variance, and several requests for minor modifications to existing special permits.

The ZBA is working with the Planning Board and Conservation Commission to update the Wetland and Watershed Overlay District (W-District) section of the Zoning Bylaw.

The ZBA continues to receive applications. The fees, forms, instructional documents, and meeting minutes are posted on the Town web-site. We encourage the community to check the town website for details about these meetings and hearings and to call the Town Hall (ext.111) with any questions.

Respectfully Submitted,  
Tom Gorman, Chair

## **BOXBOROUGH HOUSING BOARD**

### **Background**

The Boxborough Housing Board (BHB) was created in accordance with a bylaw passed unanimously at Special Town Meeting October 30, 2000, upon the recommendation and final report delivered by the Affordable Housing Study Committee.

### **Housing Needs Assessment**

A new housing-needs assessment was performed in 2012. It will provide information for the Stow Road Concept Development Committee (SRCDC) and guide updates to the Housing Production Plan for the Massachusetts Department of Housing and Community Development (DHCD) and the Boxborough Affordable Long Range Plan. A Request for Quotations was prepared and issued to several qualified housing professionals. Three responses were received, the contractor selected, and the work was begun early in 2012. After several discussions of the housing assessment with the BHB and SRCDC, a final report was delivered on May 15, 2012. The report is summarized below.

### **Overall Conclusions**

The overall conclusions of the assessment are:

- Boxborough housing stock will increase by about 2.6% over the next ten years, absent any Chapter 40B developments. But Chapter 40B developments could easily drive a four-fold increase in the number of housing units over this same period.

Boxborough's primary housing needs are:

- 1) Managed care facilities
- 2) Low-income rental housing
- 3) Single-family units for seniors
- 4) Single-family homes for families

### **Demographic Factors Identified**

According to the 2010 census, Boxborough actually has 451 single-family homes or apartments that sell or rent below the housing limits defined as affordable by DHCD. These units are not deed restricted and therefore are not included in the DHCD Subsidized Housing Inventory (SHI), but if they were counted towards Boxborough's Chapter 40B (Ch40B) goal, 21.8% of the Boxborough housing would sell or rent at or below the affordable prices.

Growth in the senior population is the single largest demographic factor driving future Boxborough housing needs. According to the Metropolitan Area Planning Council (MAPC) and the assessment, the senior population (over 60) will increase by more than 50% by 2020, and will be the most rapidly growing population segment in Boxborough. The assessment projects that the senior population will grow by 72% to 1,226 individuals by 2020, an increase of 523 seniors. This population will include seniors who wish to downsize but stay in Boxborough, seniors who require assisted living or managed care facilities, and single persons on fixed incomes who require housing after the death of a spouse.

Most economic forecasts predict that the economy will recover only gradually over the next several years, resulting in a continuation of an unfavorable market for single-family ownership of affordable housing units. Even in good economic times, the burdens of home ownership can be overwhelming to individuals and families in the affordable housing market. The BHB has seen direct evidence of this in their monitoring of affordable units in Boxborough. The resale of affordable units has been very difficult, and rising condominium fees and assessments have often transformed an affordable condominium into an unaffordable condominium. We have concluded that affordable housing needs can be better served through development of well-conceived rental housing in many cases.

### **Rental Units**

Currently, rental units comprise about 21% of housing in Boxborough, which is somewhat higher than comparable nearby rural neighboring towns. Depending on the number of bedrooms, between 55% and 71% of the existing apartments in Boxborough have rents that are less than Ch40B affordable rents. Boxborough needs rental apartments for residents who earn less than \$42,500, which is equal to 30% to 60% of the Adjusted Median Income "AMI". Other key needs that are identified in the Housing Needs Assessment include Town employees and current residents who wish to downsize their accommodations and remain in town. About 60% of Town employees qualify for some form of Ch40B affordable housing. Of these, the overwhelming majority cannot afford for sale Ch40B affordable housing, but can afford rental Ch40B housing. A large proportion of rental units within a revised Minuteman Village concept would be entirely consistent with both the current state of Boxborough housing and the needs of affordable occupants.

### **For Sale Housing**

This window of affordability, created by mortgage requirements and Ch40B income limits, eliminates a large number of people who would like to purchase an affordable home, including senior citizens and new families. For example, a three-bedroom Ch40B affordable single-family home will cost \$197,000, and the buyer must earn \$61,609, but no more than \$65,000. The Housing Needs Assessment indicates that a large number of local workers, such as police officers, firefighters, and school teachers fall in the \$60K - \$120K income range that cannot be helped by Ch40B affordable housing. In contrast, families in this income range could be helped by moderately priced (~\$400K) market-rate housing. The conclusion in the Needs Assessment is that in 2010 there were 31 families with four or more children that earned less than the AMI for the area (\$96K) and required a four-bedroom unit. The average assessed value of a four-bedroom unit in 2010 was \$583K (range \$530K to \$600K) and the monthly payment was \$3,522/mo. A family with four children earning less than the AMI of \$96K can afford 30% of their salary or \$2400 on housing cost. Hence, there are no affordable four-bedroom units in Boxborough that a family with four children can afford.

### **Condominium Exchange Program**

The BHB continued to monitor the Condominium Exchange Program (CEP) in 2012. During the course of the year, two unit owners notified the BHB that they wished to sell their units. Following the procedures defined by the Affordable Housing Restrictions (the "deed riders") for the units, the BHB calculated the Maximum Resale Price and elected to resell both units as affordable units.

The BHB prepared applications, advertised the sale in a number of local media, held an open house at both units, and had an informational briefing for the units. No applications for the units were received. Consequently, the BHB has allowed both unit owners to try to sell their units as market-rate units.

The difficulty in reselling CEP units appears to be a consequence of the housing price crash of recent years. It is probably not unique to the CEP. The prices of market-rate units (i.e., units that do not have a deed restriction that limits resale value and the persons who may buy the unit) have diminished to values comparable to, or below, the “affordable” prices of the deed-restricted CEP units. This represents a serious problem, because a deed-restricted unit is inherently worth less than a comparable market-rate unit because of its resale restrictions.

## **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. The BHB has established limits on home-equity loans for affordable units and on refinancing of affordable units. Both of these policies ensure that loans outstanding against an affordable unit do not exceed the equity in the unit.

Using these policies, the BHB has approved several requests from unit owners to refinance their mortgage or to secure a home-equity loan.

### **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.

### **Minuteman Village**

During 2012, a developer made a presentation to the BHB regarding a proposed 96-unit Chapter-40B development in Town Center. Subsequently, the developer filed for a Site Eligibility Letter with the Commonwealth.

The Board of Selectmen, in collaboration with the BHB and a number of other town boards, submitted a letter to the Commonwealth expressing the Town’s concerns about this development. The BHB’s primary, but not only concern is that the new development does not provide Boxborough with the housing that we need, as determined by the recently completed housing needs assessment.

### **Stow Road Project**

In December 2010, 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. The property was acquired with funds from Boxborough’s Affordable Housing Trust. The property will primarily be used to provide affordable housing, not necessarily Chapter 40B affordable housing, that is needed and desired by Boxborough residents.

The BHB, Board of Selectmen, and town administration defined a multi-phased plan to develop the land. Early in 2012, the first phase of this plan, concept development, was initiated by the formation of the Stow Road Concept Development Committee. The activities of this committee will be reported separately.

### **Town Support**

Colleen Whitcomb has continued to assist the BHB. She consistently provides accurate and well-written minutes and continues to perform important administrative tasks on our behalf. 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 active participation of Selectman Les Fox is invaluable.

Al Murphy,  
For the Boxborough Housing Board

## PLANNING BOARD

### Introduction

The Planning Board is a five member elected board. There is also an associate member appointed jointly by the Board and the Board of Selectmen (BoS), who may be designated to sit on the Board to act on Special Permit applications under certain circumstances.

### Annual Town Meeting, May 2012

Article 31 funded the cost to hire a consultant to conduct a build-out analysis of the Town. The Board moved this warrant article because a build-out analysis provides critical information for town officials to plan for the provision of efficient community services to meet future demands and needs. It is also useful for town residents in determining what kind of community they want for the future. Additionally, a build-out analysis is required to update the Town's Master Plan, Open Space & Recreation Plan, and Housing Production Plan. All three of these plans are required by the State and are currently expired. This status makes the Town ineligible for many state grants.

In 2000, a build-out analysis was done as part of the Master Plan process. Based on that build-out analysis, the population was projected to be 6,285 in 2010 and 7,397 in 2020, with another 700 households added over the next 20 years. This projected build-out never happened. According to the 2000 Census, the Town's population was 4,868 with 1,900 households. The 2010 Census has the Town's population at 4,996 with 2,073 households. There are likely many factors that contributed to this discrepancy, but it is believed the biggest issue was the level of mapping for potentially developable property and the inability to factor out environmental constraints.

The tools used today to conduct a build-out analysis are substantially different from the previous build-out studies in two ways: first, they consider the potential for reuse or infill development on previously developed sites (which was not included in the circa 2000 build-out studies); and second, they allow for the rapid creation of multiple "alternative futures" for the town that might result from changes to zoning bylaws or other regulations. Additionally with more accurate GIS mapping and aerial photography, a property's physical constraints can be analyzed more accurately and provide for a higher level of potential build-out accuracy.

The build-out will estimate potential future housing units and commercial development under current zoning. Potential housing units will be characterized by type and affordability, where possible.

Article 34 amended the Zoning Bylaw by adding the definitions of "Landscaping Services" and "Landscaping Contractors," amended the Table of Uses for Business and Commercial/Industrial Uses to include landscaping service and landscaping contractor business, and amended the Parking Schedule for those types of businesses. The Board moved this warrant article because when landscaping businesses started coming to town, a previous building inspector made a determination that landscaping businesses are classified as Light Manufacturing, which are permitted by right in any business, office park, and industrial/commercial zone district and the only review that is currently required is Site Plan Approval from the Planning Board. This Bylaw puts into place definitions for this group of businesses. It steers the bigger landscaping contractor businesses to the Industrial/Commercial districts, but allows flexibility for the smaller landscaping services in the business zone districts.

Article 35 had Town Meeting revote on the acquisition of a sidewalk easement at the corner of Massachusetts Avenue and Middle Road because the article passed made by Town Meeting the previous year was incorrectly worded.

Article 40 was for the acceptance of Hughes Lane as a public way. The Board recommended that Town Meeting accept Hughes Lane because the road had been constructed in accordance with the Planning Board's Subdivision Rules & Regulations and the Public Works Director and the Town's consulting engineer found the road to be adequately constructed.

## **Development Review & Special Permits**

In April, the Board held a public hearing and adopted new Site Plan Approval Rules & Regulations and a new fee schedule for applications.

The Board reviewed the following development plans and Special Permit applications in 2012:

- Moran Reduced Frontage Special Permit, 101 Chester Rd. The Board provided a recommendation to the Board of Appeals that a Special Permit not be granted.
- Perfection Landscaping Site Plan, 411 Whitcomb Rd. The Board approved a Site Plan to allow a new landscaping contractor yard.
- Haywood Farm Ice Cream Parlor & Restaurant, 36 Massachusetts Ave. The Board granted Site Plan Approval for a new ice cream parlor & restaurant.
- Kaizen Tuning Site Plan, 873 Massachusetts Ave. The Board granted Site Plan Approval to allow a change in use and other site improvements for an auto repair business.
- United Church of Christ Site Plan Minor Modification, 723 Massachusetts Ave. The Board granted approval of a minor modification to an approved Site Plan to allow the use of Fellowship Hall as a community center.
- Auto Vinyl Wrapping Site Plan, 807 Massachusetts Ave. The Board granted Site Plan Approval for a change of use and interior modifications for a new auto vinyl wrapping business.
- Gun Shop Site Plan Waiver Request, 972 & 984 Massachusetts Ave. The Board granted a waiver with conditions from Site Plan Review to allow an internet-based gun shop.
- Minuteman Village Comprehensive Permit. The Board provided comments to the Selectmen in response to Mass Housing request for input into the developer's application for a Project Eligibility Letter.
- Hilberg Lane Phase II Special Permit Minor Modification, Hill Rd. The Board granted a minor modification to the approved Special Permit to allow the removal of an existing stone foundation.

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

The 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 Board granted a partial release and full release of the performance guarantee for the construction of Hughes Lane.

The Town Planner presented deed research regarding the ownership of the fee in the road right-of-way for Pine Pasture Run and coordinated with the owner to have Pine Pasture Run accepted as a public way at a special town meeting to be held in January 2013.

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

In March, the Board held a public hearing and adopted a revision to the Subdivision Rules & Regulations to require actual access to the buildable portion of a lot through the legal frontage.

The Board did not receive any applications for Preliminary or Definitive Subdivision Plans.

A division of land that has frontage on an existing town way or on a subdivision road that has been constructed or bonded may be submitted to the Planning Board for Approval Not Required (ANR) endorsement. The following ANR plans were endorsed in 2012:

- 440 Depot Road. The Board endorsed a plan to allow the division of land into three buildable lots and one unbuildable lot.
- 214 Hill Road. The Board re-endorsed a plan to allow the modification of a property line between two parcels in common ownership.

### **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 Board under the Scenic Road Bylaw. In 2012, the Planning Board issued scenic road approval to:

- 430 & 450 Depot Rd New Driveway The Board granted a Scenic Road permit to allow the removal of a portion of a stone wall for the construction of a new driveway on each lot.

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

The Board reviewed the proposed legislation for the Comprehensive Land Use Reform and Partnership Act – Senate Bill 1019 and sent a comment letter to legislators regarding four major concerns with the Act as it relates to smaller communities.

The Board issued a scope of work with the Metropolitan Area Planning Council to conduct a build-out analysis for the Town in preparation for updating the Town’s Master Plan.

The Board issued a scope of work with the Town’s consulting engineer for development of engineering drawings for the next phase of the Route 111 Trail from the Library to Liberty Square Road.

The Board discussed the potential municipal uses for private land adjacent to the Public Works yard and the Police Station should the Town purchase the property. The Board was not in support of this proposal due to environmental constraints on each property and the reduced tax revenue to the Town.

The Board updated the Abutter’s Guide to the Development Review Process, which is a document explaining the various Planning Board application processes.

The Board discussed the potential for a web-based GIS system and determined that there would be significant benefit to board and committee members, town departments, residents and people wanting to live or do business in town. An article to bring this forward will be considered at the Annual Town Meeting in May 2013.

The Town Planner continued to coordinate with the Town’s consulting engineer, Public Works Director, Police Chief and Fire Chief on design modification 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. A site visit was held with abutters to discuss the project and answer any questions or concerns they might have had with the improvements.

The Town Planner reviewed with the Board potential changes to the Flood Insurance Rate Maps proposed by FEMA over the next year. The Board directed the Town Planner to work closely with FEMA and any property owner that may be negatively impacted by these changes.

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 various town departments, the Board of Selectmen, Conservation Commission and other town departments.

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

Any planning questions or comments may be directed to the Planning Board members 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

### **METROPOLITAN AREA PLANNING (MAPC)**

The Metropolitan Area Planning Council (MAPC) is the regional planning agency serving the people who live and work in the 101 cities and towns of Greater Boston. With a mission to promote smart growth and regional collaboration, MAPC's work is guided by our regional plan, "MetroFuture: Making a Greater Boston Region." Founded in 1963, MAPC will celebrate its Golden Anniversary in 2013.

As we approach our 50th anniversary in 2013, MAPC caps off a year of remarkable growth and transition in 2012. With more than 200 projects underway at the agency, we have extended our reach into areas once thought incongruent with traditional planning: public health, clean energy, interactive gaming, education, community engagement and more. Becoming a leader in these emerging areas, while furthering our bread-and-butter planning work under our guiding plan, MetroFuture, has brought MAPC national recognition as a leader in smart growth and regional planning. We have been privileged to continue this work with support from the federal Sustainable Communities Regional Planning Grant, while mindful that the Sustainable Communities Grant enters its final phase in 2013, and that we must be strategic and deliberate in planning to sustain that work.

Sustainable Communities projects have continued to showcase the very best of smart growth planning and policy throughout Greater Boston, with guidance from our Metro Boston Sustainable Communities Consortium, which governs the grant. The Consortium now numbers 170 member organizations, including 66 municipalities representing more than 80 percent of the region's 3 million residents.

A sampling of the work funded through Sustainable Communities in 2012:

- Creation of Housing Production Plans in communities across the region, including Bellingham, Foxborough, Sharon, Lexington and Watertown.
- Zoning updates at Nantasket Beach in Hull, to increase potential for commercial development along the beach while adding public amenities and preserving cultural attractions.
- Re-envisioning Wollaston, a project focused on bringing economic development and housing opportunities to the Wollaston Red Line Station area in Quincy.
- The Lower Broadway Visioning Project in Everett, which seeks input from residents and businesses on the revitalization of the city's Lower Broadway neighborhood.
- The Orange Line Opportunity Corridor study, which brings together developers and local leaders from Charlestown, Somerville, Medford, Malden and Melrose for coordinated planning along a stretch of subway ripe for transit-oriented investment.

In addition to our Sustainable Communities work, we also implement MetroFuture by helping cities and towns through the successful and popular District Local Technical Assistance (DLTA) program, which is an essential vehicle for helping communities to achieve more sustainable land use and more effective local governance. DLTA funding is provided by the Legislature and Governor to help cities and towns to collaborate regionally on housing, economic development, and regional service delivery. During 2012, MAPC had a total of 18 DLTA projects, four of them related to energy. One project in Metro West investigated the idea of bringing communities together to establish a regional natural gas refueling system for municipal vehicles. Another on the North Shore investigated regionalizing affordable housing services. The remaining dozen DLTA projects related to land use, and many were regional in scope. We expect DLTA to increasingly focus on housing creation in the coming year, as a

reflection of Governor Deval Patrick's new commitment to build 10,000 new units of multifamily housing per year—a first-of-its-kind production goal that MAPC was proud to support.

Another critical component to MAPC's mission is helping municipalities to create jobs through economic development. This year, MAPC worked on the diversification of the maritime economy in Gloucester. Fishing has played a dominant role in Gloucester for hundreds of years, but to stay relevant and forward-thinking, the city must now look to areas such as marine science and technology to bring testing facilities, research institutes and business incubators to Gloucester. Working with Mayor Carolyn Kirk, MAPC helped the city to obtain funding sources to locate an academic institution on the Harbor, so Gloucester teens can train locally in postsecondary fields related to marine science. MAPC is also working with North Shore Innoventures, a clean tech firm in Beverly, the UMass Venture Development Center, the Dorchester Bay Economic Development Corporation, and many others to bring diverse economic development opportunities to many parts of Greater Boston.

A reliable and diverse transportation network for pedestrians, cyclists, transit riders and motorists is an important component of the region's economic viability. Last year, MAPC helped launch the Hubway Bike Share system in Boston, with more than 670,000 trips logged since the program's inception. In 2012, we worked to expand Hubway beyond Boston's borders into Brookline, Cambridge and Somerville, where 34 new stations were collectively added and countless new riders joined the system. Additional Hubway stations were also added in more neighborhoods of Boston, filling gaps in the network and allowing more people to take advantage of Hubway's convenience. Thanks to continued support from MassDOT and the Federal Transit Administration, combined with local momentum for expanding bike infrastructure, cycling is growing in popularity in Greater Boston, increasingly connecting the dots between transit stations for commuters and tourists alike. We expect to continue facilitating Hubway's expansion across Boston and into additional cities and towns in coming years.

Last year, MAPC published our Greater Boston Cycling and Walking Map. A first-in-the-region foldable pocket map showing both walking and bicycling facilities, the pamphlet and its companion website were so popular this past year that we re-published both with some enhanced features. The new version includes more landmarks and street names, walking routes, hiking trails, nearby transit, bike lanes and Hubway stations, and is available through the mail by contacting MAPC, or online at [www.trailmap.mapc.org](http://www.trailmap.mapc.org).

A hallmark of MAPC's work this year has been cross-department collaboration on interactive tools to engage the public in planning, particularly in communities that are not traditionally included in planning processes. An outgrowth of our internal focus on cultural competency, these public engagement efforts have increased the diversity of stakeholders attending our community meetings and participating in decision making at the local level. And by better reflecting the diversity of the region, these efforts help us to foster more sustainable, inclusive project outcomes.

In Quincy, our "Community Plan It" gaming tool transforms community planning into something fun and interactive. Using a gaming environment customized for the project area—Wollaston and North Quincy—residents compete with one another to generate and debate ideas for planning in their neighborhoods. Empathy-based challenges might help a teenager to walk the streets as an elderly resident, or might allow a native English speaker to take on the daily routine of a recent immigrant. This social media game helped MAPC, the Asian Community Development Corporation and the City of Quincy to engage youth and linguistically isolated, low-income Asian residents in planning activities, and allowed residents to participate in an online conversation about the impact of their decisions on diverse groups in the area. The project culminated in a 200-person visioning meeting which used more than 1,000 comments gathered in the gaming tool as the basis for face-to-face conversations.

Over the past year, MAPC has expanded its regional and local energy technical assistance programs to support clean energy efforts and greenhouse gas reductions throughout the region. Through our Local Energy Action Program (LEAP), MAPC works closely with individual communities to help them plan and implement clean energy work in their residential, commercial and municipal sectors. We led several regional energy procurements, including one that brought 17 communities together to procure professional solar installation services on municipal properties. Additional regional projects include the hiring of an Energy Services Company (ESCO) for

performance contracting, the bulk purchasing of LED street and outdoor lights, and the hiring of shared energy managers. These regional projects are effective in using economies of scale and peer learning to help cities and towns overcome the financial, logistic, and capacity barriers that often slow or prevent energy projects from moving forward.

This year marked our inaugural partnership with the state Department of Public Health (DPH) for a five year, \$1.6 million Community Transformation Grant funded by the federal Affordable Care Act. Our efforts tackle the root causes of chronic illness, such as smoking, poor diet, and physical inactivity. In October, our public health team worked with the Mass Water Resource Authority (MWRA) to open a 1.1-mile section of a formerly closed 40-mile aqueduct system for public hiking, biking and walking trails; we also worked with Somerville, Medford and Malden to open 2.3 miles of signed walking routes along the Mystic River using existing sidewalks and infrastructure. Malden, Melrose and Wakefield collaborated with MAPC's public health staff to enroll four new schools in the Safe Routes to School program, which encourages children to walk and bike to school.

To help combat obesity, our team launched a healthy dining program with 15 restaurants in Malden, Somerville and Waltham; each participating location agreed to offer healthier menu options, such as side salads, vegetable substitutions, and more. Finally, MAPC's public health department worked with youth in Cambridge, Everett, and Somerville to document community safety risks and assets through digital photography, using cameras provided to teens by MAPC. Each community held a local summit to showcase these "photovoice" images and to engage local leaders in discussions about the public safety issues depicted through the eyes of area youth.

In 2012, MAPC also continued to innovate new ways to use technology and interactive websites to engage residents and use data for advocacy across the region. We built a web-based "calculator" at [www.fixthet.mapc.org](http://www.fixthet.mapc.org) that let members of the public make their own recommendations about how to plug the Massachusetts Bay Transportation Authority (MBTA) \$161 million gap through an interactive budget sheet. The calculator received thousands of hits from web visitors who submitted multi-varied proposals to fix the MBTA's funding crisis. MAPC used the results in our media work and legislative advocacy regarding the MBTA's finances.

In October and November, MAPC built on the success of our MBTA Calculator to launch the first-ever Hubway Visualization Contest, which challenged amateur and professional data wizards and designers to visualize just-released data on every Hubway ride to date—more than half a million trips. We received 67 submissions from across the country (and the globe), with the ultimate prize going to Ta Chiraphadhanakul, a doctoral candidate at MIT. His submission merged Hubway and MBTA data to compare trip times, and to calculate the time saved by Hubway users versus MBTA riders. He demonstrated that Hubway provides a fast, efficient transportation option for the region's residents and visitors, all with an elegantly designed visualization.

To help our growing network of stakeholders find and use data, MAPC proudly partnered with The Boston Foundation this year to release the newest version of our Metro Boston Data Common, built using the open source platform "WEAVE." WEAVE allows Data Common users to explore data, create charts and maps, and find locally useful resources, with full support from MAPC staff who offer monthly training and on call expertise. For more information and to get started, visit [www.metrobostondatacommon.org](http://www.metrobostondatacommon.org).

In December 2011, MAPC published "The State of Equity in Metro Boston" an analysis of how inequity creates challenges for people in the region in all stages of life: childhood, young adulthood, adulthood, and the senior years. Although the region as a whole has become far more diverse over the past decade, this report showed that deep divisions and inequity remain. We explored these challenges in our 2011 report, which is available online at [www.regionalindicators.org](http://www.regionalindicators.org), and we are now following up with a policy-focused plan for 2013. After the release of the State of Equity Indicators Report in December 2011, MAPC turned immediately to developing an action agenda for equity in the region, working with stakeholders from throughout Metro Boston. The report will be released, and we will begin working to advance the agenda, throughout 2013, so stay tuned for ways to get involved.

Implementing MetroFuture through every facet of our planning work is a core value at MAPC. The internal team devoted to building a stronger corps of MetroFuture supporters has done a remarkable job of reaching new

constituents this year. Our “Friends of MetroFuture” database numbers more than 2,000 at the close of 2012, with a full roster of “Walks and Talks” activities in the works for 2013. Past Walks and Talks events have included an historical tour of Fields Corner in Dorchester; a walking tour of River’s Edge, the rehabilitated brownfields site along the Malden River; a lecture on sustainable food production with author Julian Agyeman from Tufts University; and the ever-popular tour of Deer Island’s Sewage Treatment Plant in Boston Harbor. With something planned every month, it’s easy to get involved with MAPC and connected to MetroFuture through Walks and Talks. For more information about events and to become a Friend of MetroFuture, visit the new home of MetroFuture on the web: [www.mapc.org/metrofuture](http://www.mapc.org/metrofuture).

As our work expands into new and innovative areas, a key mission of MAPC remains the drive to help municipalities collaborate across their borders, saving money and time by becoming more efficient, while improving the quality of service to residents. A prime example is our unique Fire Apparatus Collective Purchasing Program. Last year, six months after launching the state’s first collective purchasing contracts for fire apparatus, MAPC and the Fire Chiefs Association of Massachusetts (FCAM) brought Boston into the partnership, giving the program significant momentum. Now, with the program in its second year, our staff has worked with 17 chiefs across the state, all of whom have taken an active role in shaping the program and its contracts. To date, 45 units of fire apparatus (including pumpers and aerials) have been purchased since the program’s inception in 2010, representing total sales of close \$21.5 million and a savings of nearly \$900,000 for local fire departments. In addition to aerial apparatus and pumper apparatus, ambulances have just been added to the FCAM contract, and the first unit sold in November. This exciting new addition to our portfolio is expected to post strong sales in 2013 and beyond.

In keeping with our mission to promote regional collaboration, MAPC continues to facilitate the operation of the Northeast Region Homeland Security Advisory Council (NERAC). Three NERAC cache sites located in Beverly, Framingham and Lexington contain equipment to help the region prepare for and respond to major events such as natural or man-made disasters, by providing resources that municipalities typically cannot afford to purchase individually. NERAC assets were deployed in such major disasters as Super Storm Sandy this year, making 2012 a year of deep need in terms of emergency planning and preparedness.

2012 marked a time of tremendous success for MAPC’s legislative agenda. We were gratified to see several years of hard work and advocacy around the Community Preservation Act (CPA) come to fruition in 2012, when the Legislature increased the state matching fund and passed several reforms making it easier to adopt and use CPA. A total of 11 communities adopted CPA this year thanks to these reforms, including six municipalities in the MAPC region. MAPC also worked with SWAP sub region communities to support legislation that regulates the use of phosphorous fertilizers, as a way to reduce pollution and comply with challenging EPA regulations.

Additionally, our Government Affairs team drafted language for a transportation bill that enables the MBTA and Regional Transit Authorities (RTAs) to receive additional funding and avoid even worse fare hikes and extreme service cuts.

As the debate around transportation funding in Massachusetts heats up again in 2013, MAPC is once more taking a strong role in the debate through our Transportation Finance Campaign. With our allies in Transportation for Massachusetts (T4MA) and the Massachusetts Association of Planning Agencies (MARPA), we are committed to creating a sustainable, long-term solution to our transit and roadway funding gaps, and generating more money for bike and pedestrian infrastructure. MAPC hosted several public forums throughout the year, including one major summit in South Station on June 11 that brought together more than 300 mayors, city managers, transit advocates and commuters to rally for a 21st-century transportation system for the entire state. A second forum took place in early December in Braintree. We will be continuing this campaign right into 2013. If you are interested in joining us, visit our website to get started.

As we look toward 2013 and our 50th anniversary as Greater Boston’s regional planning agency, MAPC remains committed to fostering a vibrant, more livable region by furthering the progressive goals of MetroFuture. Much

about the region has changed during the last five decades, but our commitment to serving the people who live and work in our region remains steadfast.

Interested in staying in touch with us throughout the year? Visit [www.mapc.org](http://www.mapc.org) for news, project updates and ways to connect with us in 2013, including information on our anniversary celebrations. We look forward to commemorating 50 years with you in 2013, and to planning for the next generation of our region's future together.

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

The Metropolitan Area Planning Council's Minuteman Advisory Group on Interlocal Coordination (MAGIC) includes the towns of Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow, and Sudbury. Established as a growth management committee in 1984, MAGIC has become a respected voice in regional decision-making, focusing on transportation, the environment, energy, open space, affordable housing, economic and community development, and legislative issues.

MAGIC held nine regular business meetings during the calendar year 2012. Meeting topics included the following:

- District Local Technical Assistance program
- MAGIC Transit Study Phase II Update
- Unified Planning Work Program (UPWP) and Transportation Improvement Program (TIP) – Sub regional Priorities
- Massachusetts Bay Transportation Authority Service Cuts – Sub regional Impact
- MAGIC Comprehensive Agricultural Planning Program proposal
- MAGIC Shared Transportation Project (Community Innovation Challenge Grant)
- 495/MetroWest Development Compact Plan (includes all MAGIC Towns)
- Massachusetts Sustainable Water Management Advisory Committee Plan
- Sustainable Communities Regional Smart Sewering project concept
- Massachusetts Water Infrastructure Finance Commission Report
- Regional Stormwater Financing/Utility Starter Kit Project

MAGIC held a special meeting in June to elect the FY 2013 MAGIC Executive Officers and approve the FY 2013 Work Plan. FY 2012 Executive Officers were nominated and elected to continue: Keith Bergman, Littleton Town Administrator, MAGIC Chairman; Jennifer Burney, Bolton Town Planner, MAGIC First Vice-Chair; and Leslie Fox, Boxborough Selectman, MAGIC Second Vice-Chair. Three special events were also held in 2012: the MAGIC Annual Legislative Breakfast; *Small Town Rural Economic Development* presentation by Eric Smith, Montachusett Regional Planning Agency's Principal Planner; and the first MAPC Transportation and the Economy forum in the Region.

A number of key sub regional projects were incubated as a result of MAGIC meetings and outreach to MAGIC communities, as follows: MAGIC Comprehensive Agricultural Planning Program, Shared Regional Housing Services Office II, and a Smart Growth Self Assessment Checklist and Outreach and Education Series: *Whether, Where, and How to Grow*, Sub regional Greenspace Analysis.

MAGIC generated several products throughout the year including comment letters regarding the FYs 2013-2016 TIP and UPWP to the Boston Metropolitan Planning Organization (MPO), the MAGIC FY 2013 Work Plan, MAGIC Transit Study Phase II Report, a shared Regional Housing Services Office (Sudbury, MA), and agendas

and minutes for all MAGIC meetings. The MAGIC website: [www.mapc.org/subregions/MAGIC](http://www.mapc.org/subregions/MAGIC) was completely revamped and then regularly updated. Numerous e-mails announcing events, opportunities, and deadlines were sent to various MAGIC email distribution lists (e.g. master list, Ag Planning list, MAGIC Representatives).

### **HISTORICAL COMMISSION**

During 2012, the Historical Commission continued operation of 575 Middle Road as a Town museum. The Historical Society arranges portions of their collection into exhibits and volunteers manned opening hours each month of the year. Work continues on historical displays and the growing artifact collection is being cataloged on a computer database. The Commission also worked with the Building Inspector and Department of Public Works on a maintenance plan for the building.

The Historical Commission continued work with members of the Steele Farm Advisory Committee, the Historical Society, the Trustees of Reservation and the Board of Selectmen on placement of preservation restrictions for the Levi Wetherbee/Steele Farm. A draft, acceptable to the Board of Selectmen was created, incorporating recommendations from Town Counsel. That draft was under final review by the state agencies at the time of this report.

As part of a long-standing project, the Commission procured historic signs for a number of properties. Signs were obtained for the three Steele Farm buildings including the farmhouse: Levi Wetherbee c. 1784, the Burpee Steele Barn 1941, and Richardson Icehouse c. 1904. The signs will be installed by the Steele Farm Advisory Committee. New signs were also obtained for earlier signs in need of replacement: Lt. Amos Pollard, c. 1785, 593 Middle Road and Jacob Littlefield Farm, c. 1843, 394 Littlefield Road. These signs were presented to the property owners.

The Commission responded to requests for information on various aspects of town history. Two new members, Kevin Mahoney and Trena Minudri joined the Commission this year. The existing Commissioners look forward to their participation.

Boxborough Historical Commission

Mary Larson

Kevin Mahoney

Trena Minudri

Alan Rohwer

Shirley Warren

### **BOARD OF HEALTH**

During the past year, the Board of Health (BoH) was served by members Bryan Lynch (2013), Frank Roth (2015), and Marie Cannon (2014). Thanks to our longtime agent, Jim Garreffi, of Nashoba Associated Boards of Health and Maureen Adema, Administrative Assistant for their support of the board.

In general, the continued slow economy has been evidenced by very limited new construction and permit activities. The areas of public health that the Board was involved with during 2012 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, storm water disposal and groundwater protection, and air quality.

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 for new construction and system upgrades, 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).
- Providing mosquito, tick and Lyme disease, and pestilence control information.
- Coordinating efforts with other groups and organizations.

The Board of Health continues to utilize the geographical information system (GIS) and related mapping of water supply wells. The database is updated with new well testing and septic system information as it becomes available to the board. For residents interested in testing their wells for an updated quality status, water sample bottles are available at the Board of Health office and a referral to a local testing laboratory can be requested from our Agent or BoH Department Assistant.

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. Summaries of these services on behalf of Boxborough residents appear later in this report. Unfortunately, the BOH funding for the Eliot Community Health Center for mental health and counseling support was not renewed due to budget cuts imposed at Town Meeting. We are grateful for the long-term support made available to Boxborough residents since its inception in 1980. We are hopeful that the residents who did utilize these services are able to find the help they need through other social service agencies.

## **Progress in 2012**

### **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 the new threats. Area physicians, nurses, emergency room personnel, and other possible first responders have been trained to recognize symptoms. Epidemiological surveillance systems have been optimized to detect the earliest signs of contagion. 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.

### **Boxborough Emergency Reserve Corps (BERC)**

Since 2006 when the group was first created as the Medical Reserve Corps and renamed in 2009, the ERC continues to promote and support emergency preparedness through its regular meetings and training seminars. Refer to the report specific to the ERC for additional information.

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

2012 was an especially tough year for mosquito-related reports due to the very warm winter and infrequent, but heavy, rainstorms that provided prime stagnant conditions during the summer months. The Town continues to

utilize the services of the Central Massachusetts Mosquito Control Project (CMMCP) and participates in the state surveillance program. Several positive test results were reported in 2012 for West Nile Virus locally, including in Boxborough and Acton, which were noted in late August just as the schools year was about to start. The BoH made arrangements with CMMCP to conduct insecticide spraying in the areas of the school, library, police and fire properties as well as Flerra Fields and Liberty Fields and issued a notice in the Beacon regarding cautions related to mosquito exposure.

While the relative risk of becoming infected with these viruses is low, residents especially at risk should take appropriate precautions against mosquitoes. Since 2006, the Board has continued the annual larvacide program utilizing Bti to significantly reduce the mosquito population and the respective risk to residents. For more information on this program, refer to the CMMCP web site.

### **Lyme Disease**

Lyme disease continues to be a major concern of health officials and the community at large with reporting increasing each year. The BoH issued several notices regarding Lyme disease, including a publication in the Beacon and on Comcast Cable TV prepared by Nashoba. This notice detailed two key diseases carried by infected deer ticks including Babesiosis and Human Granulocytic Anaplasmosis (HGA) which affect red blood cells and certain white blood cells respectively. The best prevention of Lyme disease is education, awareness and dressing appropriately when likely exposure is expected.

### **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.

### **Tobacco Control**

The Board is served by a collaborative that enforces local regulations that prohibit the sale of tobacco products to minors and conducts compliance checks. In 2012, compliance remained consistent and all existing tobacco permits were renewed without issue.

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 to support the Water Resources Committee and 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.

We request input from residents about their public health concerns to help guide us in our efforts.

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.

Boxborough Board of Health  
Marie Cannon, Chair  
Bryan Lynch  
Frank Roth

## BOXBOROUGH EMERGENCY RESERVE CORP (BERC)

The Boxborough Emergency Reserve Corp (BERC) is a subcommittee of the Board of Health. We are members of the Massachusetts Medical Reserve Corp Region 4A, a coalition of volunteer groups from 34 communities around Boston. BERC is a group of volunteers committed to assisting our first responders and educating 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:** Offering volunteers courses 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.
- **Recruiting Volunteers:** 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. We continue to need additional volunteers, especially for possible sheltering in town once the Blanchard school generator comes online.
- **Public education:** Exhibits at town wide events. We have presented information on family (including pets) preparedness at Fifer's Day, the Cisco Emergency Preparedness Fair, the Public Safety Open House, and the Agricultural Fair. We continue to offer Pet ID cards for dogs at many of these events to better help pet owners prepare to take care of their pets in the face of an emergency.
- **Grants:** Using emergency management grants to acquire supplies that might be used for sheltering, volunteer training and public education. Maintaining inventory at our existing storage locations.
- **Senior well-being checks:** Working with the Council on Aging to establish a list of residents who would like well-being checks in the face of a disaster. This includes setting up a framework of communication with BERC members, public safety personnel and the residents requesting well-being checks. We currently plan to offer the residents on the well-being check list information about family preparedness.
- **Sheltering:** Several volunteers gained valuable shelter experience volunteering at a shelter in Springfield in June after the spring tornadoes. In addition to the senior call down during the October snow storm, the BERC, along with the fire department, opened a limited overnight shelter at the Blanchard School.
- **Emergency Planning:** Continued membership in the Local Emergency Planning Committee (LEPC). The LEPC as well as the BERC continue to identify resources in town available to respond to disaster.
- **Future needs:** 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 are also grateful that we are moving forward with grants for generators for the Blanchard School, the Hager Well, and the Department of Public Works (DPW). Ultimately this will allow the school to serve as a shelter in the face of disasters such as the Ice Storm of 2008, Tropical Storm Irene, and the early snowstorm of October 2011. It will also provide a source of water to residents in a power outage, as well as allow the DPW to function in clean-up in the face of a prolonged power outage.

Respectfully submitted,  
Dr. Brad Hardie, Chair  
Boxborough ERC Executive Committee

## 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. Its members are Bryan Lynch, Board of Health, Frank Roth, Board of Health, Marie Cannon Board of Health, Bryon Clemence, Anne Gardulski, and Raid Suleiman, Board of Selectmen. In addition, members of the Finance Committee and Conservative Commission serve as liaisons to the WRC.

In January 2009, Boxborough was identified by the Department of Environmental Protection (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.

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 2012 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. The committee also continued discussions with both the Littleton and Acton water departments regarding possible future water supply integration and mutual support of water resource protection.

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 **website [www.nashoba.org](http://www.nashoba.org)** provides information for the public.
- Keeping the Boxborough Board of Health up-to date on matters of emergency preparedness planning through our involvement in the Bioterrorism Regional Coalition.
- Assisting the 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 2012 were the following:

- Reviewed 41 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
- Registered Dental Hygienists

## **Environmental Health Department Environmental Information Responses**

### **Boxborough Office (53 days)**

The Nashoba sanitarian is available to the public on Tuesday afternoons from 1:30 to 3:30 in 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 (15)**

Nashoba annually mails out and receives application from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected 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 (11)**

As agent for the Boxborough Board of Health, Nashoba inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and reinspect for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

### **Pool Inspections (4)**

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 applicant's engineer.

### **Septic System Lot Tests (24)**

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 (8)**

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 (11)**

Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations, and review forms are created and sent to the engineer for revision. Subsequent resubmittals by the engineer are also reviewed.

## **Septic System Permit Applications**

### **New lots (1)**

### **Upgrades (7)**

Applicants' approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.

## **Septic System Construction Inspections (53)**

The Nashoba sanitarian is called to construction site at various phases of construction to witness and verify that system is built according to plans.

## **Septic System Consultations (8)**

During all phases of application, design, and construction, the Nashoba Sanitarian is called upon for legal details and interpretation.

### **Well Permits (1)**

## **Water Quality/Well Consultations (2)**

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 (2)**

Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools. In addition, since the recent raccoon rabies epizootic, Nashoba has arranged for delivery of over 500 animal specimens to the state lab in Boston for analysis and has counseled possible exposure victims to seek medical assistance.

## **Nashoba Nursing Service & Hospice**

### **Home Health Nursing Visits (295)**

Nashoba's Certified Home Health Registered Nurses visits provide skilled services to patients in their home under physician's orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24-hour basis, catheter care, case management and referral to other services as needed.

### **Home Health Aide Visits (223)**

Nashoba's Certified Home Care Aides provide assistance with activities of daily living including bathing dressing, exercises and meal preparation.

### **Rehabilitative Therapy Visit (142)**

Nashoba Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional dependence.

### **Medical Social Service Visits (13)**

Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.

## **Clinics**

### **Local Well Adult, Support Groups, & Other Clinic Visits (274)**

Visits include well adult clinics, and immunization, cholesterol exercise, mental health and bereavement clinics.

### **Number of patients who attended Flu Clinics (211)**

## **Number of patients who attended Well Adult (59)**

### **Communicable Disease**

#### **Communicable Disease Reporting & Control**

Nashoba's Nursing Service and Environmental Health departments work together to meet the local Board of Health's responsibilities under the law to do the following:

Investigate and control the spread of communicable diseases within Boxborough (MGLChap111, Sec 6, 7, and 92-116). Nashoba works with the Massachusetts Department of Public Health (MDPH) in this area.

Receive and process reports from physicians concerning cases of diseases "dangerous to the public health" as defined by MDPH (MGL Chap111, Sec 6)

Notify MDPH Division of Epidemiology and Immunization within 24 hours of receiving notice of any case "dangerous to the public health."

Receive reports and undertake follow-up as necessary regarding certain food borne and waterborne diseases, and diseases being monitored by the MDPH.

Receive reports, investigate and conduct follow-up on all incidences involving positive rabies results.

#### **Number of Communicable Disease cases:**

**Investigated (32)**

**Confirmed (8)**

#### **Communicable Disease Number of Cases**

- **Anaplasmosis**           **1**
- **Enterovirus**           **1**
- **Hepatitis C**           **1**
- **Influenza**           **1**
- **Lyme Disease**       **2**
- **Salmonella**           **2**

### **Health Promotion**

#### **Skilled Nursing (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**           **179**
- **Students Participating**   **135**
- **Referred to Dentist**       **8**

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

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

**Number of Programs       9**

## CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT (CMMCP)

The Central Massachusetts Mosquito Control Project (CMMCP) currently provides its services to 40 cities and towns throughout Middlesex and Worcester Counties. The Project's headquarters are 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. New in 2011 is an educational program geared towards senior citizens.

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 removes these larval habitats from the environment and are then taken 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 896 acres of wetland by helicopter with funding from the Board of Health in 2012. Pre-and post-monitoring showed a 90.7% decrease in mosquito larvae in the treated areas. Over 20 acres were also treated by ground equipment throughout the season.

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 hand-held or pickup 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 (WNV) 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 Eastern equine encephalitis (EEE) hot spot is identified, surveillance is intensified to sample mosquitoes, and these collections are sent in to the Massachusetts Department of Public Health for testing. A collection of *Culex* mosquitoes was found off Rt. 111 near the fire station last August. Spraying was coordinated with the Board of Health and other local officials, and no subsequent virus was found.

We are now running a research and efficacy department which checks for the 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, the products we use, and mosquito control procedures. Requests for service, as well as pesticide exclusions, can be made through the website.

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

## **DEPARTMENT OF PUBLIC WORKS**

The Department of Public Works (DPW) provides maintenance and improvements to approximately 42 miles of town roads, oversees the operation of the Hager Well, operates the Transfer Station, and takes care of all conservation land, athletic fields, and cemeteries, in addition to maintaining the grounds of all municipal buildings. We also tend to the general maintenance of Town Hall, the Sargent Memorial Library, the Police Department, and the Boxborough Museum.

The DPW consists of eight full time-employees, (two of them attend to the Transfer Station on Wednesdays & Saturdays), one seasonal worker, and one part-time employee. Snow removal employees are called in as needed.

In June, thanks to the efforts of our Town Planner, Elizabeth Hughes, the town was awarded a Hazardous Mitigation Grant, which will be used for the purchase of emergency generators for the Blanchard School and Hager Well. The town approved additional funds to include purchasing a generator for the DPW. These generators will enable us to provide fuel, heat and shelter when faced with extended power outages.

After approval of the articles, we updated two pieces of equipment in our fleet. We purchased a Ford F450 dump truck, which replaced a 2001 Ford, and a Jacobsen field mower, which offers a wider cutting area and the capability to mow steep hillsides safely. This machine has significantly improved the efficiency of mowing the athletic fields. Other maintenance of the fields included replacement of a pump, control box and solenoid at Fifers Field, and the usual trail maintenance on our conservation areas.

We continue to perform extensive tree work. In light of the past couple years, it is important to keep a record of ailing trees and take proactive steps that help to reduce roadway hazards throughout the town.

Town Hall and the Police Department both received paint jobs in 2012. The interiors were done at both locations. The exterior was also done at the Police Department, and the new portion of Town Hall's exterior was done. The usual landscaping maintenance was also completed.

The library received a huge landscaping facelift. The trees and shrubbery were given a hard pruning, and some invasive shrubs were removed. All the beds were edged, weeded and mulched. The Cultural Council donated a sculpture to the library that was created by local artist Madeleine Lord. The DPW was called to help with the placement. A space in the side gardens that allows maximum viewing was selected and cleared. A hole was dug, a sonotube was buried, and the lovely "Holyhock" was put into place.

A single-stream compactor was put into place at the Transfer Station in September. This has resulted in a dramatic reduction of hauls, saving the town thousands of dollars. We are looking forward to adding a second compactor to further increase our savings and improve the flow of traffic.

The 2012 winter season started early with the 2011 October "Halloween" storm. We sustained a large amount of damage from this storm, due to seven inches of wet snow on leaf covered trees. Cleanup took nine weeks and resulted in a FEMA disaster relief reimbursement of \$68,313.00.

The rest of the winter remained mild. Our total snow fall was 19.5", although we did have to deal with a fair amount of freezing rain in December 2012.

I would like to commend the DPW crew for their outstanding work. Once again they have performed above and beyond the normal expectations. I would also like to thank the Board of Selectmen, Police and Fire Departments, the other department heads, and the residents for their support and for taking the time to call and acknowledge our efforts. Your kind words are truly appreciated.

Respectfully submitted,  
Thomas Garmon  
Director of Public Works

## LITTLETON ELECTRIC LIGHT DEPARTMENT

The Board of Electric Light Commissioners is pleased to present the annual report of the Electric Light Department for the calendar year 2012.

2012 was an historic year for us, as we marked our 100<sup>th</sup> Anniversary and paused to reflect on our founding spirit, honor our progressive character and celebrate our enduring value. To acknowledge the milestone, we hosted two signature events – a public open house in June and a Centennial Gala for employees, community partners and business colleagues in September which, appropriately enough, corresponded to the exact day and hour in 1912 when the first Littleton Electric Light Department (LELD) light was turned on. At both, we highlighted the accomplishments that have made us such a central part of the Littleton and Boxborough communities we have served over this last century. To commemorate the occasion, we produced a video retrospective on our history, “A Century of Service,” which can be found on our website for convenient viewing.

The department continues to advance its tradition as a progressive public utility committed to quality, value and service. As your local electric company, we consistently strive to retain our status as the region’s low cost provider for residential customers, while offering superior customer service and outstanding value to the community.

A review of residential rates charged by public and private utility companies’ shows that LELD’s rates are consistently and significantly lower than those charged by both public and private utilities and are, in fact, the lowest in the state, across all customer use classes. For purposes of comparison, a customer using 1000 kWh per month has a monthly bill of \$105.15. The same usage in Ayer, served by National Grid, would cost \$138.51; while in Acton, served by NSTAR, that usage would cost \$162.10. LELD’s commercial rates are also highly competitive, placing at or near the lowest in the state when compared to both public and private utility companies.

The department maintains a four-day, ten-hour workweek, through which we save energy, lower costs and offer expanded customer service hours. We take particular pride in leading by example, and believe that the best “green” program is one that consistently reduces energy consumption while maintaining or improving customer service. In keeping with our commitment to conservation, we have a photovoltaic array of 117 panels on the roof of our Administration Building that generates approximately 22 kW of power. Through our net metering program, we currently have three residential customers with generators tied to the grid. We also have a major commercial solar project on the horizon – a 4 mW project on Distribution Drive, Littleton. By adding this venture into our power mix, we are on target for acquiring 15 percent of our capacity from renewable sources by 2015. Other green initiatives include small hydro and wind power projects as well as the installation of an electric vehicle charging station at Acton Toyota of Littleton with more scheduled in the coming months. These projects complement our longstanding appliance rebate program, home energy audits, incentives for energy-efficient home improvements and audits of our municipal buildings.

The business office continues to offer an online bill presentation and payment program that offers our customers a secure, convenient way to view and pay their bills.

Crews worked on a number of major projects throughout the year, completing upgrades from open wire construction to spacer cable on major circuits in Boxborough and on New Estate Rd. in Littleton. These projects represent part of a \$1.5 million investment in our distribution system and will significantly improve the reliability of our circuits. We also converted several open wire single phase laterals to tree wire, whose durability and protective layer will reduce system faults.

On the IT front, the department neared completion of a comprehensive security system for department facilities, both at Ayer Rd. and its remote sites, which includes the construction of a fiber ring from the Beaver Brook Substation to our water treatment plant and back to our administration and operations facilities.

The high winds and heavy rains of Super Storm Sandy wreaked havoc on our system, causing widespread outages in our service area. As is our custom, our crews once again rose to the challenge, restoring power to all customers within 24 hours of the first outage. Six downed utility poles on Great Road in Littleton put nearly three quarters of our customers out of service, but crews worked diligently to bring circuits back on line quickly. Overall, our distribution system held up well to the storm – in large measure because of the investment in upgrades LELD has made over the last several years. From dispatching crews and answering customer calls personally to keeping all informed of the restoration work, we worked cooperatively and efficiently to get our customers back in service.

Construction of a training facility and administrative offices for the Northeast Public Power Association (NEPPA) at the rear of our property on Ayer Rd. was also completed this year. The facility financed by LELD and leased to NEPPA, houses administrative offices, a training room, and a conference room. It also features an outdoor training area to support the activities of the Apprentice Lineworker Program and underground distribution training. This partnership between LELD and the industry's leading professional organization represents a creative solution to providing a centrally located base for NEPPA's members and convenient access to state-of-the-art training programs.

This year, we provided annual financial and in-kind contributions in excess of \$800,000 to the towns and continued to support many programs and initiatives, including arts, athletic and science grants to the high school, GIS mapping, environmental and planning assistance, cell tower proceeds for the preservation and acquisition of open space, the annual holiday tree lighting on the Littleton Common, the senior citizen luncheon, and elementary school field trips.

As an organization, LELD has always prided itself on being a progressive utility, using the latest tools and technologies to offer outstanding value for our services. We embrace our role as leading municipal citizens committed to projects and programs that enrich and enhance the quality of community life. Our record of performance, we believe, underscores the value of public power and the virtue of a progressive business posture. As we move forward, we are confident of our ability to further that tradition.

For more information, please visit our website, [www.lelwd.com](http://www.lelwd.com).

Respectfully submitted,  
Board of Electric Light Commissioners  
Tom Rauker, Chair  
Craig Gruskowski, Vice-Chair  
Joseph McCumber, Secretary/Clerk  
Ivan Pagacik, Member  
Bruce Trumbull, Member

#### **CEMETERY COMMISSION**

There were twelve burials in the South Cemetery in 2012.

Three dead maple trees and one spruce tree were removed.

Two trees were replaced in the new section.

All sales of cemetery lots, as well as perpetual care fund money, can be found in the Treasurer's report. Copies of the cemetery rules and regulations can be obtained from the Town Clerk.

Respectfully submitted,  
Donald C. Morse, Superintendent, Commissioner  
William Sutcliffe, Commission  
Rebecca Neville, Commission

### **VETERANS' AGENT**

The Veteran's 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 South Cemetery in 2012.

- Ralph A. Gerow Jr. – World War II
- Richard William Golden – Korean War
- Robert Hardy – Korean War

A flag was placed on all veterans' graves for Memorial Day.

Information and assistance was given to several veterans during the year. Anyone seeking help with veteran affairs can call the Town Hall, 978-263-1116 extension 115.

Respectfully submitted,  
Donald C. Morse, Veterans' Agents

### **COUNCIL ON AGING**

The Boxborough Council on Aging (COA) 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. This board is staffed with a COA coordinator, van dispatcher, two van drivers and many volunteers.

Core service 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 2012 the COA Van provided 1,001 rides for seniors and residents with disabilities to medical appointments, grocery shopping, social events, the 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 2012 were the Isabella Stewart Gardner Museum in Boston, the Higgins Armory in Worcester and the Fife and Drum Café in Concord.

The successful Senior Tax Work Off program had seniors performing 1,785 hours of work resulting in a comparable wage value of \$27,663. 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. The RUOK (Are You OK) program provided by the Boxborough Police Department continues to offer security for seniors and their loved ones.

The Town of Boxborough voted and approved to lease the Boxborough Community Center from the United Church of Christ Congregational at the 2011 Annual Town Meeting. New programs initiated in 2012 at the Community Center included Watercolor Workshop, Drawing Class, and Basket Making Class. Continuing programs held at the Community Center are Tai Chi, Gentle Fitness, Beginners Spanish, Line Dancing, Game Days, Friends of the COA Lunches, Podiatry and Flu Clinics, COA Cafes, The Lunch Bunch and numerous meetings.

The Friends of the Council on Aging work tirelessly to provide financial support for senior programs which keeps them at an affordable cost to seniors. The ever-popular Speaker Series Program highlights in 2012 were, “The Singing Trooper,” “The Madrigal Singers,” “A Legal Check Up,” and “Medicare for Boomers.”

The senior community benefits 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.

### WELL-BEING COMMITTEE

**Background** In 2011, in response to a recommendation from the Social Services Committee, Boxborough established a new committee to deal with social services needs in the community. The Well-Being Committee is NOT a provider of services to people in need but rather a mechanism to identify people in need and share information among community representatives in order to facilitate provision of assistance by appropriate organizations, both within and outside town-specific resources.

The following organizations/positions were invited and agreed to participate in the Well-Being Committee:

Selectman liaison  
Town Administrator  
Police Chief  
Fire Chief  
Council of Aging Coordinator  
Board of Health Department Assistant  
Town Clerk  
Blanchard School, including Guidance Counselor  
United Church of Christ  
United Way  
At Large Community

#### **2012 Activities:**

The following were topics addressed at meetings of the Well-Being Committee during 2012:

- Discussion of the Youth Risk Behavior Survey conducted at Blanchard for grade 6 students
- Developing support for funding Eliot Center for mental health and First Connections activities in Boxborough
- New wellness initiatives, including the possibility of combining with Acton in their Wellness University program
- Development of a wellness needs questionnaire for use online, at Annual Town Meeting and at Fifer’s Day
- Development of a well-being webpage
- Statistical Data Collection on social services needs by Boxborough
- In response to some tragic accidents affecting Acton and Boxborough youth, the Well-Being Committee held two joint meetings with the Acton Safety Net Committee to address the significant and growing problem of substance abuse in our communities.

As an outgrowth of these meetings, a small subgroup from these two committees was formed. This subgroup, termed the “Substance Abuse Task Force”, was charged with developing specific actions to deal with this problem and propose those actions to a joint meeting of the Well-Being and Safety Net Committees early next year.

## **ACTON-BOXBOROUGH CULTURAL COUNCIL**

### **About the Acton-Boxborough Cultural Council**

The Acton-Boxborough Cultural Council (ABCC), established in 1982, has as its mission to award and administer Massachusetts Cultural Council (MCC) Grant funds, to promote the arts, and to help develop cultural programs in the Acton and Boxborough communities. Volunteers are appointed to the Council by the selectmen of each community, but it functions as a single entity undertaking these activities:

- Review of grant applications from individuals, libraries, schools, and arts and community organizations; and awarding MCC grant funds to projects that provide a local public benefit. The ABCC is one of 329 Local Cultural Councils (LCCs) that are funded by the Massachusetts Cultural Council through an annual appropriation by the state legislature.
- Sponsorship of cultural programs for the Acton and Boxborough communities using funds generously designated by Town Meeting of each community. These funds have been 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 2012 encompasses the second half of FY12 (January-June) and the first half of FY13 (September-December). This Annual Report gives results of our FY13 Grant Cycle in which we have awarded 33 grants to individuals, schools, libraries and arts organizations using state funds allocated to us by the Massachusetts Cultural Council. This report will also highlight the local events, programs and collaborations the ABCC was able to undertake in 2012 thanks to the continued financial support from our towns.

### **ABCC Leadership and Student Members**

Barbara Estabrook served as chair in 2012. Anne Krinsky served as secretary through January 2012 and then was succeeded by Nancy Kumaraswami. Marion Powers and Tse-Ming Wang were Grants Coordinators. Greg Hutchins was Treasurer. Publicity coordinator was Marion Powers. Suman Adisesh was webmaster.

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

This program is collaboration with ABRHS through Student/Faculty Support Coordinator Kay Steeves. Our students actively join in our monthly meetings and participate in and support Council events including grant application review. Four ABRHS seniors, Maya Hardimon, Nichita Kulkarni, Hannah Sim and Melissa Trimble, participated in the ABCC from fall 2010 through spring of 2012, all graduating in June. We are in discussions with the high school staff to recruit current freshmen, sophomores and juniors to the council.

### **Recruitment**

We work closely with the Acton and Boxborough Boards of Selectman on our continued membership efforts.

### **Mass Cultural Council (State) Funding for FY12**

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 accept applications for two kinds of grants: 1) LCC Grants that fund projects by individuals and groups; and 2) Field Trip 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 2013 the ABCC was allotted \$7740 from the MCC, level with our allocations in FY2011 and FY2012. We also had a rollover of funds unexpended from previous grant cycles that had to be granted in this cycle, bringing our total amount available to grant to \$7840.

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. We also provided telephone and email consultation to several applicants. Application information was available at our staffed display table at the Acton-Boxborough Farmers Market in August and at the West Acton Oktoberfest. We received 44 applications requesting a total of \$30,015 in funding. 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 chose to fund 33 projects that give the greatest benefit to our communities including:

- an author visit featuring Helen Lester and the program “Hands on History: the American Revolutionary War” by Denis Cormier at the Blanchard Memorial School
- “Vic & Sticks Dig into Reading Library Show” and “The War of 1812 -- Dolley Tells All” at the Sargent Memorial Library
- the Nashoba Valley Concert Band performance and other musical entertainment at the Boxborough Harvest Festival
- Boxborough actor Stephen Collins performing his one-man show “An Evening with Walt Whitman” at the Acton Council on Aging
- ABRHS’ involvement in the Massachusetts High School Drama festival.

The ABCC was once again generously supported by both Boxborough and Acton 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 through a budget line item. 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. 2012 was the fourth year the ABCC Grants Coordinators scanned all 44 grant applications and arranged online access for all Council members to the scanned documents through the Town of Acton 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 and active involvement of our liaisons, Boxborough Selectmen Becky Neville and Raid Suleiman and Acton Selectman Janet Adachi.

The ABCC sponsored and collaborated on several exciting events in 2012. Details are below.

#### **Chinese Music Night, December 2, 2012, Acton-Boxborough Regional High School**

The Cultural Council continued its collaboration with the Acton Chinese Language School and the Acton Recreation Department as a co-sponsor of this hugely successful event at ABRHS. More than 1000 people attended the program which received rave reviews.

#### **Bluegrass Festival, June 16, 2012, NARA**

For the second year, the ABCC was pleased to provide financial support for the Recreation Department’s Bluegrass Festival held at NARA.

#### **FY12 Grantee Reception – April 27, 2012, Sargent Memorial Library, Boxborough**

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 FY2012 grantees, 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. Acton Selectmen Janet Adachi and John Sonner, and Boxborough Selectmen Les Fox, Becky Neville and Frank Powers attended. Performances by 2012 grantees

included a group of singers from the Acton Community Chorus, and the Yankee Doodle Dixieland Band that is mostly an offshoot of the Nashoba Valley Concert Band. Attendees also were treated to a scene from “The Redcoats are Coming” performed by actors from Theatre with a Twist, written by Jane Ross, descendant of Abner Hosmer of Acton and directed by Mary Spinosa-Wilson of Acton. We also took the opportunity to thank and celebrate retiring ABCC member Anne Krinsky, and our four graduating seniors of the ABRHS Advisory Group.

#### **Fourth annual “Our World” International Film Series, May 2012, Acton Town Hall**

Following 2008’s year-long festival of cultures called “Our World,” we have offered an annual international series of acclaimed films for adult audiences. Once again ABCC member Greg Hutchins coordinated the series, which included the films “Local Hero” (Scotland) and “The Wedding Banquet” (China). Due to scheduling difficulties, the Turkish film “Bliss” was acquired but not shown; it will be rescheduled in 2013. Showings were held at Acton Town Hall, and the films shown have been donated to the Towns’ libraries for their collections. We hope to continue the series in 2013 and beyond, with the theme and slogan “May is Movie Month.” The Acton IT and Facilities Departments helped with the 2012 film series.

#### **A Short Night, Friday, June 8, 2012, Sargent Memorial Library, Boxborough**

Our second evening of short films was held at the Sargent Memorial Library, curated by ABCC member Greg Hutchins and by Todd Davis, filmmaker and Boxborough resident. Films were solicited from colleges and universities in the region, and five student-directed films and one faculty-directed film were selected. One of the filmmakers was on hand to discuss the films after the showing.

#### **Sculpture purchase and permanent installation, Sargent Memorial Library, Boxborough**

In the fall of 2011, the ABCC held “The Art of Recycling,” a project that included a free sculpture workshop at NARA Park followed by a month-long exhibit of recycled art indoors and outdoors at the Sargent Memorial Library in Boxborough. In the winter and spring of 2012, the ABCC, under the leadership of Boxborough members Pascale Belin-White and Nancy Kumaraswami, worked with the Trustees and staff of the Sargent Memorial Library to select an outdoor work from the exhibit, “Hollyhock,” by Madeleine Lord, for purchase and installation at the Library. With additional assistance from the Boxborough Department of Public Works and the Boxborough Garden Club, “Hollyhock” was placed in a flower bed at the west end of the Library building, where it can be viewed and enjoyed from the Library driveway and lawn as well as from the large adult reading area indoors.

The success of “The Art of Recycling,” and the warm reception for “Hollyhock,” has provided the impetus for a gift of sculpture to the Town of Acton, and we hope to select, purchase and install one or more pieces by the end of the calendar year.

Barbara Estabrook, Chair  
Acton-Boxborough Cultural Council

### **PUBLIC CELEBRATIONS & CEREMONIES COMMITTEE**

This committee, in conjunction with other groups within the Town, coordinates activities for our citizens and engages in various projects to preserve the heritage and strong community 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 Senator Jamie Eldridge. This year 5<sup>th</sup> and 6<sup>th</sup> grade students from Blanchard competed in a Memorial Day essay contest, sponsored by the Public Celebrations Committee (PCCC) the two winners, David Lu and Caroline Robinson, read their essays at South Cemetery and received numerous compliments from the parade attendees. Marchers included the veterans, the Selectmen, the Minutemen, the bands from Blanchard Memorial and R.J.

Grey Junior High schools and local boy scouts. This year also marked a new traffic plan for the parade setup. Marchers were dropped off at either the corner of Hill and Middle Roads or Picnic and Hill Roads and then proceeded on foot to the parade start at Wetherbee Lane. Traffic was rerouted to provide a safe walking route. This approach, supported by Chief Ryder and the police department, greatly reduced the traffic congestion and safety concerns from previous years.

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 Mary Pavlik, a teacher at Blanchard for 30 years who brought together Blanchard second graders with town senior citizens in the annual Colonial Day at Schoolhouse #2. At the conclusion of the parade, Victor "Buzz" Tremblay, Recreation Commission Chair, was presented with the 2012 Golden Fife Award for his exemplary dedication to the success of our town. 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). Littleton Power and Light was selected as the second recipient of the annual Spirit of Giving Award for their responsiveness in weather crises, exceptional customer service, and low rates. Littleton Light was not present to accept the award, so PCCC member Sheila Bauer lit the tree on their behalf. A great crowd of over 300 people joined in singing holiday favorites led by the Chorus and Brass Ensemble from Blanchard Memorial School. 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, the Department of Public Works, the Police and Fire Departments, the Library, and the schools.

## **RECREATION COMMISSION**

The Boxborough Recreation Commission is a seven-member commission responsible for the development and implementation of recreational programs for Boxborough citizens of all ages. The commission is also responsible for the management of recreation programs at Flerra Meadows Fields, Fifers Field and Liberty Fields. Members of the commission in 2012 were Kevin Lehner, Chris Noble, Susan Reuther, and Matthew Rosner. Victor "Buzz" Tremblay and Bob Zurek resigned in 2012. Two members completed their terms with the commission 2012, Chris Noble and Sue Reuther. In December 2012, three new members joined the commission: Amy Burke, Abby Reip and Mitzi Garcia-Weil.

To further contribute to the community, the commission attempts to employ residents from the Town to conduct the programs. The Recreation Commission works closely with the Blanchard Elementary School to promote enrollment, distributing program information and enrollment forms through the school and Town Hall.

### **Current Recreation Commission Programs**

#### **Winter Recreation Sports Program**

The Recreation Commission conducts an eight-session youth sports program held on Saturday mornings starting in early January. 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 is conducted at the Blanchard School Gymnasium and attracted approximately 30 participants. Tom Sandock directed this year's program.

#### **Gymnastics**

The commission's gymnastics program is an eight-session program held on Wednesday afternoons beginning in early January. 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 Boxborough Gymnastics School and there were approximately 20 participants. Lisa Hesch, co-director and owner of Boxborough Gymnastics School oversees the program and Rob Guillmette is the program director.

### **Summer Playground**

A summer playground program is available to children in grades Pre-K through 6<sup>th</sup> grade. The program provides well-supervised games, sports and creative activities. The Summer Playground is held each July and consists of two separate two-week sessions. The camp presently utilizes the grounds at Flerra Field. The Recreation Commission hires 3-4 adult playground directors and approximately 24 playground counselors. In addition, the playground has had a strong volunteer program consisting of 7<sup>th</sup> and 8<sup>th</sup> graders working for community service hours. Kate McMillan, Rob Picca, and Jan Flannery directed this year's summer program.

There were approximately 150 registrants for each of the two sessions. This year we opened our Summer Playground registration to Acton residents. We gave Boxborough residents a certain amount of time to register and then opened registration to Acton residents to fill the existing vacancies and had 7 children register from Acton.

### **Adult Basketball**

The Commission sponsors an adult basketball program. The program is held at the Blanchard School gymnasium on Monday nights from 8-9:30 and is open to all adult town residents.

### **Seniors Exercise Program**

The Recreation Commission provides funding to support an exercise program for seniors facilitated through the Council on Aging.

### **Boxborough Town Athletic Fields**

#### **Boxborough Recreation Commission's Field Use Policy**

Playing Fields: The Town of Boxborough currently has three grass playing fields located at Liberty Field, Flerra Field and Fifer's Field. These fields are rested periodically in order to perform maintenance and promote proper surface seed generation. Portions were rested during the fall of 2012. General Field maintenance is on an as-needed basis, and determined collaboratively between the Recreation Commission, Department of Public Works, and local youth sports organizations like Acton-Boxborough Youth Soccer & Acton-Boxborough Youth Baseball. In 2012 these organizations also provided additional maintenance and support for the individual playing fields used by their organizations.

In 2012, the Town initiated field use, permit fees for outside organizations wishing to utilize town playing fields. The new policy and permit fee schedule are available on the Town website.

The policy mirrors similar policies of surrounding towns, most notably Acton, and was initiated to help the Town recoup expenses that we incur maintaining town playing fields and the surrounding grounds.

### **STEELE FARM ADVISORY COMMITTEE**

Whether you stop in and recreate, or just drive by and enjoy the view, Steele Farm is enjoyed by all. The care and maintenance of Steele Farm is shared by many. The Department of Public Works (DPW) continues to do a superior job with its regular mowing and upkeep. They also cleared a lot of vegetation encroaching on the hay fields and other overgrown areas.

Last Spring, a group of Acton Boxborough Regional High School seniors doing Community Service worked with Bruce Hager and Ed Whitcomb to clear brush, along the east stone wall by the hayfield.

In the fall, a group of eighth graders doing Community Service worked with Bruce and Ed to clear around the Christmas trees and remove loose rocks in the pasture area.



Donnie Morse once again hayed the fields while the Steele Farm Committee and the Friends of Steele Farm maintained the Christmas trees. The Conservation Restriction and Historic Preservation Restriction have been approved by the Selectmen, and we are awaiting approval by the state authorities.

***Boxborough Eighth Grade Students –  
Community Service at Steele Farm***

### **AGRICULTURAL COMMISSION**

The mission of the Boxborough Agricultural Commission is to represent, enhance, and sustain agriculture, farming, and related activities in town. The Commission presented the Right to Farm bylaw at the Annual Town Meeting and was successful in its passage. We are currently working on signage for the entrances of the Town. We also continued to oversee activities at the Flerra Meadow Community Garden through its very successful 2012 season. We worked with outside groups such as the Minuteman Advisory Group on Interlocal Coordination (MAGIC) with the goal of planning programs to increase the economic viability of farming and to protect sustainable “food sheds” within the MAGIC sub region. We have joined the Massachusetts Farm Bureau Federation. The Commission held monthly meetings during 2012.

### **BOXBOROUGH ENERGY COMMITTEE**

The Boxborough Energy Committee is comprised of seven members and a Board of Selectmen representative that meet the first Wednesday of each month at the Town Hall from 7-8:30 at night. The committee currently has six members and is looking for a seventh member. Any residents who are interested in volunteering for the committee should contact Francie Nolde.

During the calendar year 2012 the committee worked on several projects. The first half of the year was devoted to evaluating ways to improve recycling in town. This resulted in an evaluation of the Pay as You Throw (PAYT) program. The Committee was assisted by Carolyn Dann, a Department of Environment Protection (DEP) employee who attended meetings through a grant. The Committee determined the Town should first reduce the number of truck hauls of recycling material through the installation of a compactor at the transfer station for the recyclables.

The Committee presented a warrant article at the May 2012 Town Meeting and received money to rent a compactor. The warrant article also received permission to set aside money for future use to hire an engineering firm to design a reconfiguration of the Transfer Station if a second recycling compactor is needed or if traffic flow congestion is problem. The compactor was installed in September and has been saving the Town money by reducing the number of recycle dumpster halls by a ratio of 4:1. Carolyn Dann also assisted the Department of Public Works in applying for and receiving a \$7,500 grant to purchase a compactor.

The Committee also purchased five recycling bins to collect bottles and cans at the recreation playing fields. The money for these bins came from a NEGEF grant.

The Committee has worked with Littleton Electric to obtain and chart electric data use from the municipal buildings. This data will be evaluated to monitor electrical use trends and determine what buildings would benefit from energy efficient upgrades.

### SARGENT MEMORIAL LIBRARY

The Sargent Memorial Library continues to be a vibrant community center for residents of all ages in Boxborough. During 2012, 91,263 people visited the library. We had enthusiastic crowds attend many of the library programs. Some of the year's highlights included Ted Zalewski's performance as Teddy Roosevelt: Mind, Body and Spirit; author and certified financial planner, Dee Lee; Celebrating Ireland in Story & Song with Mary King, Phil Edmonds, and Hughie Purcell; Ellen Allard's Gluten Free Cooking demonstration; Janet Parnes as Dolley Madison: War of 1812; the ABRHS Madrigal Singers delighted all with their annual holiday music concert; Wingmasters Owl program; Captain Jack's Pirate Adventures activated storytellers; musician/storytellers Tom Seiling, Davis Bates & Roger Tincknell; and magicians Alex the Jester and Bonaparte were just a sampling of the variety of programs held in 2012. *Tacky the Penguin's* author, Helen Lester, visited the library with several classes of Blanchard students. Terry Golson, author of *Tillie Lays an Egg*, visited with her hen, Tillie and Ira Rottenberg, author of *Gwendolyn the Graceful Pig*, visited with Gwendolyn and her ballet performance.

The weekly story time and craft sessions, Monday afternoon movies, student and adult book groups, getting ready for kindergarten socials, and early release day movies are just a few of the regularly scheduled programs. The library bursts with activity during school vacations and the summer reading program.

Circulation of library materials has increased each year since the new library opened with 167,359 items circulated in 2012. This number includes a growing number of eBooks and downloadable audio books and videos now available through the C/W MARS network.



*Wingmasters-Owl Program at the Sargent Memorial Library 2012*

The library meeting room is regularly used by community groups with 451 reservations this year. Our rotating art exhibit adds to the value of this wonderful space. The following groups all held meetings at the library in 2012: The Board of Selectmen, Boxborough Leadership Forum, Blanchard and A-B Community Forums, Boxborough Garden Club, Friends of the Library, Boxborough Conservation Commission, Public Celebrations Committee, Boxborough Well Being Committee, Boxborough Emergency Reserve Corps, Boxborough Conservation Trust, Stow Road Redevelopment Committee, Boxborough SpEd Parents group, Blanchard Destination Imagination, A-B Parent Involvement Program Game Nights, Boxborough Girl Scouts, Boxborough Boy Scouts, Boxborough Teen and Community Police Forums, Boxborough Senior Tax Assistance, Friends of the Council of Aging Boomers and Medicare, Boxborough SHINE, Seniors Health Insurance Assistance, Boxborough Seniors' Summer Brown Bag Lunches, Boxborough Family Network, Acton and Boxborough Sports Groups, Acton-Boxborough United Way, Acton-Boxborough Cultural Council, Boxborough Democratic and Republican Town Committees, First Connections Parenting Seminars, MA Municipal Groups, MA Library Groups, and the Committee for Restorative Justice sponsored by the Boxborough Police Department.

The Garabedian trail is being used by Blanchard students and town residents. It allows all Boxborough residents safe access while walking to the library. It also makes Blanchard School visits possible. We've seen a significant increase in class visits to the library to work on school projects. The extended day classes also visit the library for programs and early release day movies.

Donations from the Sargent Memorial Library Foundation funded enhancements to the entire library collection and the purchase and renewal of electronic databases for library patrons. The library now subscribes to online versions of USA Business Directory, Morningstar Investment Research, AtoZ World Travel and State Guides, Consumer Reports, Mango Languages, and our most recent addition, a job searching tool called Career Cruising. All can be accessed remotely and from the library. We also subscribe to the genealogy database Ancestry which can be accessed from the library. The Foundation also makes donations to the Overdrive eBook collection. Boxborough is fortunate to have an active Friends of the Library group who work tirelessly to support the library. The Friends group holds two successful book sales each year. Their efforts fund most programs, activities, and museum passes. 1,240 museum passes were borrowed by library patrons in 2012. A complete list of the 25 museums is available on the library website [www.boxlib.org](http://www.boxlib.org). Several local businesses continue to donate to the Friends of the Library to support the funding of library programs and museum passes.

A full list of these businesses is on display at the library.



The hard work and dedication of all library staff members are responsible for the successful year the library experienced in 2012. We wished our colleague, Joanne Parker, good luck in her retirement after 14 years of employment at the library.

Library volunteers, including several in the Senior Tax Work Off program, and Acton and Boxborough students, fulfilling their school community service requirements, worked over 1,592 hours at the library in 2012. We are extremely grateful to these hard-working volunteers for their dedication to Boxborough's library.

This report confirms that the library is not just a place to borrow books; it is a state-of-the-art facility with capable and experienced staff and a Board of Library Trustees that provides enrichment to the cultural, educational and leisure lives of all Boxborough residents.

Respectfully submitted,  
Maureen Strapko, Library Director

### **BLANCHARD MEMORIAL SCHOOL**

The 2012-13 school year continues with the interim administrative model of Dr. Curtis Bates, Superintendent/Curriculum Director/Principal; Dr. Karen Tower, Assistant Principal; Ms. Clare Jeannotte, Business Manager; Ms. Carol Fredette, Special Education Consulting Director; Ms. Liza Huber, Special Education Consulting Director; and Ms. Robin Smirlock, Special Education Team Chairperson.

The Blanchard Memorial School eagerly welcomed the following new staff members for the 2012-13 school year: Ms. Carol Fredette, Special Education Consulting Director; Ms. Elizabeth Alberts, Behavior Specialist; Ms. Lynne Tremblay, Special Education Teacher; Ms. Marcia Cohen, Special Education Teacher; Ms. Tracey Joyce, Grade Five Teacher; Mr. Daniel O'Connor, Physical Education Teacher; Ms. Michelle Donahue, General Education Paraprofessional; Mr. Evan Fernandes, IT Support Technician; Ms. Jennifer Gulliver, Extended Day K-2 Head Teacher; Ms. Wendy Missouri, Speech and Language Pathologist; Ms. Jamie Lavin, Kindergarten Paraprofessional; Ms. Tara Livolsi, Special Education Paraprofessional; Ms. Jennifer Patterson, Special Education Paraprofessional; Ms. Suzanne Pieri, Physical Therapist; Ms. Cynthia Siegel, Special Education Paraprofessional; and Ms. Melissa Vroom, Special Education Paraprofessional.

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 2011-12 school year ended with an enrollment of 477 students. On October 1, 2012, we recorded an enrollment of 438 students. In the fall, the school hosted open houses for both the primary and intermediate grade levels.

Blanchard Memorial School continues to offer a full-day kindergarten option for parents/guardians. However, due to declining enrollment, Blanchard Memorial School had to eliminate one section of kindergarten and only offered two sections of kindergarten as school began in September 2012. Boxborough Parents/Guardians of kindergarten-age children 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, the tuition of \$3,500 for full-day kindergarten, which was approved by the School Committee in January, 2008, is placed in a revolving account to support the Blanchard Memorial School's general budget. On October 1, 2012, the kindergarten enrollment for the 2011-2012 school year was 43 students. Thirty-five students were enrolled in the full-day kindergarten program and eight students enrolled in the half-day program.

The Blanchard Memorial School's Kindergarten philosophy 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.

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.

One hundred and three students attend Extended Day in 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; field trips to a movie theater and Ecotarium. The program also offers activities in Wicked Cool Science, bowling, yoga, basketball, tennis and paint, clay and more.

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 65 students involved in our chorus and vocal ensemble programs and 113 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. Once again, we are proud to announce the Blanchard Advanced Band earned a gold medal at the Massachusetts Instrumental and Choral Conductors Association (MICCA) Concert Festival on March 31, 2012. The Blanchard Advanced Band earned perfect scores in most categories of evaluation. One of the judges commented, "*They play at a level that would do a 7<sup>th</sup> or 8<sup>th</sup> grade band proud.*" As a result, the Advanced Band was invited to perform as part of the MICCA "*Stars at Symphony*" Concert at Mechanics Hall in Worcester on April 22, 2012. In March, the chorus participated in the Pan Choral Concert in Acton.

Blanchard School continues to support active participation in the Destination Imagination (DI) program. Five teams from Blanchard participated in the Destination Imagination Regional Tournament on March 17 in Ayer where teams demonstrated their time management, critical thinking, and problem solving skills to present a solution to a challenge. Two teams (a second grade team and a third grade team) from Blanchard placed 3<sup>rd</sup> at the Regional Tournament. One fifth grade team placed 1<sup>st</sup> at the Regional Tournament and also placed 1<sup>st</sup> at the State DI Tournament at Worcester Polytechnic Institute and traveled to the DI Global Finals at the University of Tennessee in Knoxville, Tennessee where they showcased their challenge solution and placed 12<sup>th</sup> out of 60 teams from 45 States, 7 Canadian Provinces and 13 countries, such as China, Korea, England, Turkey and Poland. Over 15,000 people annually attend Global Finals to celebrate creativity and have fun. We also would like to acknowledge the Acton-Boxborough Regional High School DI team who won 1<sup>st</sup> place in the Secondary Level at the Global Finals.

To assist in building a positive school culture, Blanchard hosts a Community Meeting once a month where all staff and students begin a Friday morning together sharing interests and talents.

Leah Russell is the chairperson for the Boxborough Special Education Parent Advisory Council (SEPAC). The Special Education Parent Advisory Council is a state-mandated group comprised of parents/guardians or any interested parties who 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. The Blanchard SEPAC works in collaboration with the Acton-Boxborough Regional School District SEPAC.

Blanchard School continues its recycle program with a new vendor, KLT Industries. The entire school participates in this project-based learning experience. Ms. Kerin Crockett, Fifth Grade Teacher, coordinates the

recycling effort by enlisting the fifth grade students' help. During 2012, the school earned \$97.96 for the recycled paper from its former vendor Abitibi Consolidated Recycling. 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. Susan Duncan and Catherine Rudolph 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. Molly Wong serves as President. This group organizes a variety of fundraisers which support programs for students at Blanchard. It also awards approximately \$10,000 in teacher grants for specific activities and enrichment programs.

The job-sharing (unionization) subcommittee continued their study about the viability of sharing administrative jobs with the Harvard Public School District. However, in the spring of 2012, after analyzing their respective findings, both unionization subcommittees found the unionization proposal would not be beneficial for their respective school districts.

After the Acton and Boxborough Spring Town Meetings, the voters in each town directed the Regionalization Study Committee to work towards developing a new regional agreement for a newly formed Pre-K through 12 regional school district. The Regional School Committee asked that the Regional Study Committee's membership be increased to include a Selectman, a member of the Finance Committee and a member-at-large from each town. Also, the Superintendent of Schools from Acton Public School District and Acton-Boxborough Regional School District and the Superintendent of Boxborough Public School District were asked to participate as nonvoting members. The members from Acton were Peter Ashton, Xuan Kong, Adria Cohen, Pam Harting-Barrat, Bob Evans, and Steve Mills. The members from Boxborough were Mac Reid, Jim Ham, Mary Brolin, Vincent Amoroso, Kristin Hillberg and Curt Bates. The committee has worked diligently to evaluate the viability of regionalization Pre-K-12 to provide residents in both communities with enough information to determine if they wish to move forward with regionalization at a Special Town Meeting in the spring of 2013.

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 2012 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/Principal

## **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, program fees, and applies for all available state and federal grants. State and federal grants for this current school year totaled \$203,850, an increase of \$ 4,149 from the \$ 199,703 received in 2010-2011.

Recurring state and federal grants received in 2011-2012 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; and fund technology and writing workshops, along with DIBELS training, and Math Concepts training.

- **Race to the Top program** - This was the second of three years of funding under this program, which is providing funds to support the implementation of statewide evaluation frameworks.
- **Education Jobs program** – This was the second of two years of funding under this federal program, which helped to retain paraprofessional positions.
- **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 six special education paraprofessionals.
- **Special Education Early Childhood Grant** - used to provide high quality programs for preschool and kindergarten students, to support transitions from Early Intervention to preschool and kindergarten, and partially fund a preschool paraprofessional.
- **Title I** - used to provide support services toward achieving the standards of the curriculum frameworks, and partially fund a Math Specialist.

Grants received for the first time in 2011-2012 included:

- **Special Education Program Improvement Grant** – used to provide professional development for paraprofessionals in the Six Traits writing model being utilized with students.

Special Education Circuit Breaker funds from the commonwealth are subject to current state budget pressures. In 2011-2012, the school received \$93,994, reflecting a reimbursement rate of 68.71%, compared to \$105,248 or 44% in 2010-2011. In addition, increased out of district costs compared to the prior year made the district eligible to file for and receive an extraordinary relief payment of \$13,140.

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 technology and science purchases. This year, the grant was used principally to assist with projectors and SMART Boards for the classrooms.

The Blanchard Memorial School has also received funding through the School Choice program for fiscal 2012 in the amount of \$192,735, consistent with the \$192,845 in fiscal 2011. 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. The Early Childhood 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 skills required to become information literate in the 21st century. The school library program follows a comprehensive scope and sequence that is scaffolded from Kindergarten to Grade 6. The goal is to assist all students in becoming active and creative locators, evaluators, and users of information to solve problems, think critically, and satisfy their own curiosity through research and reading experiences. Another important outcome is to develop the habit and enjoyment of reading quality literature 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, gain exposure to a variety of literature, and participate in lessons that integrate English Language Arts, Social Studies, and Science learning standards while incorporating information literacy and technology skills. The goals of these lessons are to provide engagement with project-based learning, promote ethical behavior, and support the acquisition of skills including "higher order thinking."

The librarian also works collaboratively with classroom teachers to plan and co-teach lessons that integrate technology and she works with small groups to assist with implementation of MTSS. To enrich our students' education, Mrs. Long coordinates various schoolwide events such as author visits, annual reading incentive programs, and celebrating Read-Across-America with a week-long Community Read-Aloud. Mrs. Long works collaboratively with the Sargent Memorial Library to communicate curricular needs and to promote the summer reading program; each year she publishes and distributes updated summer reading lists.

The library is a well-equipped resource center with over 13,000 books and periodicals and an online subscription to *The World Book Encyclopedia*. The librarian works to maintain a collection that is curriculum-relevant, enhances classroom thematic units, and appeals to student interests. She also recruits and manages a group of over twenty volunteers whose efforts and dedication help to maintain the library. Our school is grateful to the school committee, the school administration, the PTF, and the Boxborough community for their continued support 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 Systems**

(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 schools and districts accountable, on a yearly basis, for the progress they have made toward the objective of the *No Child Left Behind* Law that requires all students to 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.

Below, are samples of the overall Blanchard Memorial MCAS scores for 2012. It is important to note that parents/guardians and teachers are provided much more detail about grade level and individual student scores, in a variety of skill and content topics and subtopics:

- 88% of our Grade 3 students scored in the *Above Proficient/Proficient* ranges for Reading, while 0% was in the *Warning* range. The state-wide scores were 61% and 9%.
- 90% of our Grade 3 students scored in the *Advanced/Proficient* range for Math, while 0% was in the *Warning* range. The state-wide scores were 61% and 14%.
- 74% of our Grade 4 students scored in the *Advanced/Proficient* range for English Language Arts, while 3% were in the *Warning* range. The state-wide scores were 57% and 14%.
- 74% of our Grade 4 students scored in the *Advanced/Proficient* range for Math, while 0% was in the *Warning* range. The state-wide scores were 51% and 12%.
- 84% of our Grade 5 students scored in the *Advanced/Proficient* range for English Language Arts, while 5% were in the *Warning* range. The state-wide scores were 61% and 11%.
- 89% of our Grade 5 students scored in the *Advanced/Proficient* range for Math, while 4% were in the *Warning* range. The state-wide scores were 57% and 17%.
- 78% 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 52% and 14%.
- 86% of our Grade 6 students scored in the *Advanced/Proficient* range for English Language Arts, while 4% were in the *Warning* range. The state-wide scores were 66% and 11%.
- 75% 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 60% 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 group 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 grade 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 2012 District Summary for Student Growth Percentiles is:**

Grade Four English Language Arts	Median SGP	60.0%
Grade Four Mathematics	Median SGP	70.0%
Grade Five English Language Arts	Median SGP	53.0%
Grade Five Mathematics	Median SGP	58.0%
Grade Six English Language Arts	Median SGP	55.0%
Grade Six Mathematics	Median SGP	36.0%

“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 results and the Student Growth Percentiles and Accountability Data are seen as ways of assessing 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 Common Core State Standards 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.

### **Accountability Data**

**Accountability and Assistance Levels:** All Massachusetts schools and districts with sufficient data are classified into one of five accountability and assistance levels (1-5), with the highest performing in Level 1 and lowest performing in Level 5. In general, a district is classified into the level of its lowest performing school, unless the district was independently classified into Level 4 or 5 as a result of action by the Board of Elementary and Secondary Education.

**School Percentiles:** A school percentile between 1 and 99 is reported for schools with at least four years of data. This number is an indication of the school's overall performance relative to other schools that serve the same or similar grades.

**Progress and Performance Index (PPI):** The PPI combines information about narrowing proficiency gaps, growth, and graduation and dropout rates over multiple years into a single number. All districts, schools, and student subgroups receive an annual PPI based on improvement over a two-year period and cumulative PPI between 0 and 100 based on four years of data. For a group to be considered to be making progress toward narrowing proficiency gaps, its cumulative PPI must be 75 or higher.

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

(Submitted by Molly Wong, 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 2011-2012 school year generated over \$34,290 and included: the spring PTF Cinco de Mayo Auction, Fall Wrapping Paper sale, Boxtops for Education, and family donations. Family donations for 2011-2012 were \$3,400.

The Blanchard PTF funded a variety of Arts and Science enrichment programs totaling \$9,720 in expenditures. The enrichment programs funded included science, art, music, technology, the school library and the Destination Imagination Program. Specifically, the Arts enrichment events included: Potato Hill Poetry with Poet in Residence, a literacy and arts program called Picturing Writing: Fostering Literacy through Art –provided through The Center for the Advancement of Art Based Literacy at the University of New Hampshire and a rousing all-school performance from the South American band, Manguito. Their performance coincided with the giant travelling map of South America that visited the school. Science Enrichment activities included: Ellen Goethel's Live Tide Pools, Mr. Money fossils program, Discovery Museum Hands-on Program on Bubbles, the Kindergarten vegetable garden, Nutty Nutrients program, Green Machine, Museum on Science Motion: Forces and Work, Creature Teacher, Museum of Science Cryogenics: Heat and Temperature, traveling Planetarium, all school Brain-Pop subscription, additional science books for the library and more.

In addition, the PTF contributes financial support to the PTF Grants Program. The PTF Grants Program, established in 2000, awards grants in response to worthy written proposals submitted by members of the 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 2011-2012 school year, the PTF Grants Program awarded grants totaling \$10,989. Among the grants awarded were: 30 licenses for Fast Fluency FASTT Math, new library seating, new SMART Board, Sound System for the Music Room, 1 new Apple iPad, 5 new document projection cameras a Writing & Literacy Enhancement Program for Third Grade and a Literacy Program with an Artist in Residence for Kindergarten.

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. 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 2011-2012, the PTF awarded two \$1,000 scholarships.

Approximately monthly, the PTF published an electronic newsletter, *The Blanchard Bits*, which serves as its main instrument of communication between school and home. The 2011-2012 school year constituted its seventeenth year of publication. The Blanchard Bits 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. 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 to the Facebook group.

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 Susan Duncan, and Cathy Rudolph, 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 Field Day 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 it 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 2012-2013 school year, the majority of Blanchard Memorial faculty and support staff are participating in a three-credit graduate level course, *Developing and Sustaining Professional Learning Communities to Improve Student Learning*. Collaborative inquiry exercised through the structure of Professional Learning Communities is a process by which groups construct their understanding of student learning problems and embrace and test out solutions together through rigorous use of data and reflective dialogue. The course is designed to provide a comprehensive vision of how to maximize student learning by capitalizing on creating a "professional community...an effective collective enterprise...in which shared purpose, collaborative activity, and collective response operate to boost academic performance."

While the ultimate goal of the course is participants' use of the professional learning community structure and philosophy to improve student achievement, participants will examine the major themes of data generation, collection and interpretation; S.M.A.R.T. goal action planning; and the assessment and analysis of authentic student work. The course highlights both the educator and the child as learners, the importance of standards-based instruction and assessment in a Common Core environment, and the role of the new Massachusetts Educator Evaluation system in professional work. Drawing on teachers' insights and knowledge base, the course will provide a range of assessment practices, as well as opportunities for participants to engage in hands-on development and refinement of their skills.

### **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 2011-2012 School Council Members were:

Dr. Curtis A. Bates	Superintendent/Curriculum Director/Principal
Mr. John Fallon	Community Representative
Ms. Patty Harrison	Faculty Representative/Co-Secretary
Ms. Maribeth Higgins	Faculty Representative/Co-Secretary
Ms. Susan Kenyon	Parent Representative
Ms. Kirsten Kerin	Parent Representative
Ms. Shelley Lawson	Parent Representative
Ms. Tracey Sierra	Parent Representative
Ms. Erin White	Faculty Representative

The 2011-2012 School Council recommended seven goals in the area of Learning Environment for the 2012-2013 school year. These goals are the result of needs perceived within the staff and administration and from the School Council itself.

- To evaluate the common assessments that inform instruction and interventions;
- To continue to develop and implement appropriate instructional materials for intervention, evaluate materials to accommodate students' needs, and facilitate a common approach to RtI instruction across the grades from one grade to another;
- To implement a common approach to writing instruction;
- To research and identify educational technology standards that can provide guidelines for a technology curriculum map;
- To support teachers in advancing toward technology proficiency goals;
- To recognize and encourage the implementation of current technologies that support 21<sup>st</sup> century teaching and learning; and
- To promote appropriate digital citizenship

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

### **Special Education**

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

The Boxborough Public School's Special Education Department is under the interim direction of Ms. Liza Huber, Director of Pupil Services for the Acton Public and Acton-Boxborough Regional School Districts; Consulting Special Education Director, Ms. Carol Fredette, retired Special Education Director from the Chelmsford Public

Schools and Ms. Robin Smirlock, Special Education Team Chairperson. The program provides for the needs of students with disabilities from ages three through sixth grade. In 2012, approximately 20% of Boxborough's students were eligible for special education services. Of these students with identified special needs, approximately 87% 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 the library.

Blanchard's professional special education staff includes 12 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.

The Early Childhood Preschool Program provides for a morning session and an afternoon session to address and support the ongoing needs of regular and special education students within an inclusive environment. The 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.

Both speech and language pathologists and occupational therapists at Blanchard have integrated eight-week, intensive, pre-referral intervention programs for kindergarten 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.

Blanchard Memorial School hosts two CASE (Concord Area Special Education) Collaborative classes. The CASE Collaborative consists of 14 local communities who join together to serve students with low-incidence disabilities. The classes serve students in grades one through 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.

### **Technology**

(Prepared by Peggy Harvey, Instructional Technology Specialist; Matt Frost, Information Systems Coordinator; and Evan Fernandes, IT Technician)

Technology plays an important role in helping shape the education of all Blanchard Memorial School students. The school technology department has continued with goals of standardizing our computer images, maintaining

our new Windows Deployment System, and leveraging features available in our domain environment which were not possible previously. Evan Fernandes was hired to fill the part-time position of IT Technician at the beginning of the school year. His day-to-day support of technical equipment and resolution of staff technology issues allows Blanchard technology staff to better focus on managing technology systems and projects, including improving technology access for students, school staff, and town employees, and providing support for teachers seeking to integrate educational technologies.

Assisted by funding from the PTF, the technology department initiated a plan to provide iPad tablets to students and staff. Ten iPads have been designated for student use to be shared on a mobile cart. An additional twenty iPads have been allocated to teachers and support staff who completed applications demonstrating commitment to serve as technology leaders for the iPad initiative.

In order to provide better security and updated features, the technology department completed an upgrade of the First Class email system. Feature enhancements include HTML support and full-featured applications for iPads, iPhones, Android, and Blackberry devices.

The Boxborough Public School District website was further updated and redesigned based on community input. The new website features streamlined, drop-down menus, and updated color scheme, and non-fixed width for improved display in all browsers. In addition, the technology department continues to provide links to relevant resources for families and recommended educational websites.

The Technology Curriculum Committee, which was formed last year and includes community and school representatives, continues to meet three times per year to explore and identify appropriate technology curriculum goals.

Other major projects managed during the school year include:

- Upgraded student computers in 4<sup>th</sup> and 6<sup>th</sup> grade classrooms.
- Upgraded laptops for 5<sup>th</sup> and 6<sup>th</sup> grade teachers.
- Installed projectors in three classrooms, achieving the goal of equipping all grade-level classrooms with ceiling-mounted equipment.
- Installed SMART Boards in two classrooms. All but one grade-level classroom now have interactive whiteboards.
- Implemented a “bring your own device” policy for grade 5 and 6 students, which allows families to grant permission for students to bring Internet-enabled devices to school for educational use.
- Expanded wireless Internet access to the gymnasium to provide access for school and community events, and full coverage throughout the school.

Support and training on effective use of interactive whiteboards, iPads, and other instructional technologies is provided on a regular basis by Peggy Harvey, in the forms of teacher workshops, one-to-one tutoring, and classroom co-teaching.

Recognizing the evolution of Internet-based educational technologies and the merits of Web 2.0 resources, Blanchard Memorial School continues to subscribe to numerous websites that support student learning. Students have access to IXL, Raz-Kids, Read Live, and other subscription-based educational websites which provide math and reading enrichment. Blanchard also has educational accounts with Glogster and VoiceThread to support 21<sup>st</sup> century presentations and project-based learning. Teachers and students access school subscriptions to World Book Online, BrainPop, and Discovery Education for online research and access to multimedia resources. All instructional technologies, including blogs and many free educational websites, are accessible via links on the school website. The school goal of providing tiered instruction is supported by all of these online educational resources, and through the use of assessment and skill-building tools, including DIBELS, G-Made, and Fastt Math.

Despite the challenges of rapidly evolving technologies, ever-increasing demands for improved access to computers and new devices, and budget constraints, the Boxborough Public School District is successfully supporting student learning in the 21<sup>st</sup> century. Together with the generous support by the PTF, the Blanchard Memorial School technology department is committed to providing the equipment, training, and resources necessary for our students to develop 21<sup>st</sup> century skills.

### Blanchard Memorial School Staff – 2012-2013

Name	Position	Appt.	Educational Background
Alberts, Elizabeth	Behavior Specialist	08/12	Assumption College, B.A., M.Ed
Barnett, Eileen	Art	09/99	Southern Conn. State College, B.S.
Baron, Sandra	Reading Support	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	2/08	Washington University, M. S. Calvin College, B.S.
Cohen, Marcia	Special Education Teacher	2/12	Lesley College, M.Ed. State University of NY, B.S.
Crockett, Kerin	Grade 5	9/04	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	9/03	Seattle University, M.A. Boston University, B.S.
Flaherty, Karen	Reading Support	09/98	University of Lowell, B.A.
Flannery, Jeanette	Grade 1	07/10	Fitchburg State College, B.S. Lasell Junior College, A.S.
Frost, Matt	IT Systems Coordinator	07/10	UMASS Lowell, B.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.
Grady, Lauren	Grade 2	09/00	University of Massachusetts, B.A Lesley College, M.Ed.
Guilmette, Robert	Physical Education	09/99	Bridgewater State College, B.S.
Gulliver, Jennifer	Ext. Day K-2 Teacher	08/12	Boston University, B.S.
Harvey, Peggy	Instructional Technology Specialist	10/11	Lesley University, M.Ed. Boston College, B.A.
Higgins, Maribeth	Extended Day Director	09/08	Salem State College, B.S.
Hogan, Mary	Kindergarten	09/94	California State College, B.A.
Hulbert, Faith	Grade 3	11/85	St. Michael's College, B.A.
Ingham, Marga	Special Ed Teacher	09/00	Providence College, B.A.
Jeannotte, Clare	Business Manager	07/10	Bentley College, B.S.A.
Joyce, Tracey	Grade 5	08/12	UMASS Lowell, M.Ed. UMASS Amherst, B.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.

McLean, Deb	Early Childhood Program	09/04	Wheelock College, M.A. Salve Regina College, B.A.
McMaster, Susan	Math Support	09/01	Lesley College, M.Ed. UMASS Amherst, B.A.
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.
Missouri, Wendy	Speech/Language Pathologist	08/12	MGH Institute of Health Professions, M.S., Speech Language Pathology Harvard University, M.Ed. Yale University, 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.
O'Connor, Dan	Physical Education	08/12	Endicott College, M.Ed. Becker College, B.B.A.
Owen, Sheila	Grade 4	09/03	Lesley University, M.Ed. Framingham State, B.A.
Phillips, Lisa	Speech/Language Pathologist	09/07	Northeastern University, M.S. Assumption College, B.A.
Pieri, Suzanne	Physical Therapist	08/12	Hahnemann University, M.S. University of Pennsylvania, B.A.
Plunkett, Cynthia	Grade 2	09/83	Framingham State College, B.S.
Sands, Jessica	Grade 5	09/06	Lesley University, M.Ed. Stonehill College, B.A.
Smirlock, Robin	Special Education Teacher & Team Chair	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 3	09/01	University of Lowell, M.S. Framingham State College, B.A.
Tremblay, Lynne	Special Education Teacher	08/12	Bridgewater State College, M.Ed. Boston College, B.A.
Twomey, Lannon	Speech/Language Pathologist	09/07	MGH Institute of Health Professions M.S. Providence College, B.A.
Tower, Dr. Karen	Assistant Principal	08/11	Boston University, Ed.D. Harvard University, M.Ed. Tufts University, B.A and M.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.
Whyte, Erin	Grade 4	09/00	Lasell College, B.A.
Yauckoes, Leslie	English Language Learner	09/08	UMASS Lowell, M.Ed. UMASS Lowell, B.A.

## ACTON-BOXBOROUGH REGIONAL SCHOOLS

### Education Report September 2011 – August 2012

The 2011-2012 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 continuous improvement and in supporting all learners, we are proud of our accomplishments over the past year.

#### Enrollment

The junior high school enrollment for October 1 increased by six students, from 967 to 973, with eleven school choice students. Sixteen were special education students attending out-of-district schools.

The high school enrollment decreased from 2,034 to 1,995, a difference of 39 students. There were 23 school choice students at the high school – a decrease of 14 students from the previous year. Of the total number enrolled, forty were special education students attending out-of-district schools.

#### Personnel

Staffing changes for the 2011-12 school year were affected by the June 2011 retirement of four Acton-Boxborough Regional teachers. Leaves of absence for three ABRSD teachers were granted, and nine AB resignations were received. The 13.4 ABRSD full-time-equivalent new teachers who were hired filled these vacancies and additional openings. At the regional schools, we were able to reallocate resources to add a half-time Reading Specialist/half-time Special Educator to R.J. Grey and a School Psychologist at ABRHS to increase direct service to students.

#### Curriculum and instruction

“It’s Still All About Instruction: How Do We Know Students Are Learning?” was the theme that pervaded all of our work in the 2011-2012 school year, beginning with the Leadership Institute held during the summer of 2011 and continuing throughout the year in schools and departments. The Leadership Institute continued the work begun last year (to articulate learning goals in all disciplines) and started the process of identifying assessment tools to gauge student academic growth. The Long-Range Strategic Plan mission and value statements support this work.

#### Mission

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

#### Values

As a community, we value:

- An environment that promotes social development and emotional and physical well-being for the entire school community.
- An excellent academic program that prepares all students to achieve their individual potential.
- Diverse extracurricular opportunities accessible to all students that provide for student growth.
- A community that welcomes and respects the differences among us.
- Literacy, communication, and technology skills for life-long learning.
- Educational policy and resource decisions informed by research and evidence.

Learning goals and criteria for grades 7-12 were established and beginning common assessments were identified through department meetings and early release/late start days. Implementation, feedback, and revisions will continue next year throughout both districts. Academic goals can be found on the district curriculum website: <http://ab.mec.edu/curriculum/objectives.shtml>

The School Committee generously supported funding at the region for replacement texts or additional primary and secondary sources.

### **Collaborative Learning**

Strengthening and expanding the knowledge base and capacity for professional collaborative learning teams was another focus for the 2011-2012 school year. Building on last year's Teacher-to-Teacher Initiative (which provided all educators the opportunity to conduct a peer observation guided by a protocol from the National School of Reform Faculty), we invited two consultants from National School Reform Faculty to conduct protocol training. Protocols, structured ways (procedures and criteria) to work and communicate, and promote adult growth are directly linked to student learning. They promote meaningful and efficient communication, problem solving and learning. Protocols give time for active listening and reflection so that all voices in the group are heard and honored. In the fall of 2011, thirty-two educators and administrators attended a five-day training seminar that resulted in their becoming "certified" to conduct training within their own districts. By the end of this five-day seminar, participating teachers, principals and school leaders left with the understanding and confidence to use protocols and professional readings for engaging staff in reflective conversations about student work, equity and democracy, and teaching practices. Subsequently, protocols have been utilized during faculty and staff meetings, leadership meetings, and department, team and grade level meetings. Summer 2013 training seminars will be held led by our own certified practitioners.

### **Professional Learning Program**

During the 2011-2012 school year, we also reviewed, assessed, and revised our Professional Learning Program. In the summer of 2011, a two-day Professional Learning Summit was held to:

- Analyze the results of the 2010-2011 staff professional learning survey that identified the factors influencing participation, motivation for participation, and preferences for professional learning opportunities.
- Identify the district's professional learning values and mission statement.
- Identify categories for professional learning opportunities.
- Propose new structures for the Professional Learning Program.

This work was based on the most current research in adult learning and professional development. Dr. Barry Fishman, Associate Professor of Learning Technologies at the University of Michigan School of Education, and a national expert and researcher on teacher learning and the use of technology to support teacher learning, collaborated with us by sharing his knowledge and research and challenging us to think more broadly and deeply about the quality and type of program we wished to offer in the districts.

Throughout the 2011-2012 school year, the original participants of the summit met to articulate the professional learning structures that support the traits of high-performing schools, to work with the Teacher Evaluation Task Force for consistency with these new initiatives, and to implement the following pilot professional learning structures:

- RJ Grey Lesson Study in mathematics
- ABRHS Seminar Groups
- Districtwide Smart Board Workgroups
- Districtwide Google Workgroups

Additionally, the work of five subcommittees continued throughout the spring:

- Mentoring – Restructured Orientation Day, explored ideas to support new teachers at the building level throughout the year, and developed a second year of the mentoring program (which incorporated the use of protocols).
- In-service/Graduate Credit Options – Created proposal forms for new categories in the Professional Learning Program: Guided Workshops, Research Practice Seminars, and Graduate Courses.

- In-house Graduate Level Courses – Staff received instruction about creating graduate courses. As a result, nine new graduate courses were created, to be approved by area universities and offered on our campus in 2012-2013.
- Documentation – Created new R&D proposal form. FAQs pertaining to R&Ds, PDPs and Course Reimbursement were created and posted on the Professional Learning site.
- Digital Platform – With promised upgrades to be made by *SmartEDU*, the committee decided to continue with this platform.

In May/June of 2012, the revisions were shared with all faculty and staff through faculty and/or department meetings.

### **Educator Evaluation Task Force**

Building on last year’s work with Kim Marshall, an Educator Evaluation Task Force composed of educators and administrators worked to understand the MA Department of Elementary and Secondary Education’s requirements and to begin to share this information with all faculty and staff. The following five subcommittees were created to refine the pilot so that it can be implemented in the 2012-2013 school year: Reflection and Goal Setting, Classroom Educator Rubrics, Caseload Educator Rubrics, Timeline and Platform, and Contract Language.

### **School-Business Partnership**

The following is 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 workplace and career paths for their fields.
- Senior Internship – Fifty 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. There were 23 new sites or sponsors.
- New Websites – Two new websites were created: Career Exploration and Senior Internship. Each will provide information on job shadowing, career speakers, résumé and other job search documents, and senior internship for students, businesses, and the community.

We continue to expand our School-Business Partnership Programs. Please visit our websites at <http://ab.mec.edu/abrhs> (listed under Student Resources) for more information.

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

R. J. Grey (RJG) began the 2011-2012 school year with 955 students: 467 in the seventh grade and 488 in the eighth based on October 1 data. This was an increase of two students from the enrollment of October 1, 2010. 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 Parents’ Night. The survey results were overwhelmingly positive: students felt comfortable and supported, and 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 2011-2012 school year, seventh and eighth grade students were distributed among four “full” teams at each grade level. Each full seventh-grade team had approximately 112 students supported by five core academic teachers (English, Social Studies, Math, Science, and Spanish and/or French). In addition, grade seven also had a half team, with 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 118 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 Computer Literacy; 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 2012, 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.

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, “Guys and Dolls,” 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), a weekend day ski trip to Waterville Valley, a 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. A new feature in the 2011-12 school year was “Pizza with the Principal.” R. J. Grey teachers nominated students who demonstrated responsible citizenship throughout the year. These students were treated to a pizza lunch with Principal Hardimon.

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 hundreds of 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. Additionally, the students from 8 Green spent a day in the fall volunteering their time to clean up recreational areas in Acton and Boxborough.

Our continued commitment to the partnership between school and home, daily emails, monthly articles and “drop in hours,” and 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 Parent, Teacher, Student, Organization (P.T.S.O.) 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 21, 2012 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 850 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. On a schoolwide level, R. J. Grey implemented a bullying prevention curriculum, *Second Step*, for all 7<sup>th</sup> and 8<sup>th</sup> grade students. The program paired teachers with groups of students to teach mini-lessons on bullying, empathy, communication, and other related items.

At the end of the 2011-2012 school year, three veteran staff members, Lisa Beddoe, Geraldine Atkins, and Elaine Livermore, 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.

A change in leadership also occurred at the end of June 2012: Principal Craig Hardimon departed R. J. Grey to pursue a high school principal position in another district. A comprehensive search process was conducted for a new principal, resulting in Assistant Principal Andrew Shen taking on the role of Principal in July 2012.

### **Acton-Boxborough Regional High School (ABRHS)**

**Post Secondary Education:** The ABRHS Class of 2012 was comprised of 459 students; of these, 92% enrolled at four-year schools, while 3% continued their education at two-year colleges, prep and technical schools.

**Standardized Test Results:** Average SAT scores for the 2012 senior class again exceeded those of state and national populations. An increase from 93% to 95% of seniors took the SATs, well above the state average of 89%. Our average combined score for the SAT was 1912, up 37 points from last year’s seniors and 414 points higher than the average combined Massachusetts score of 1498.

**National Merit Scholarship Competition:** Twenty-five members of the Class of 2012 achieved semi-finalist recognition; sixty others received letters of commendation.

**National Honor Society:** One hundred seven members of the Class of 2013 were inducted into the NHS in April 2012.

**National Latin Exam:** National Latin Exam results: 43 Gold (Summa cum laude); seven Silver (Maxima cum laude); seven Bronze (Magna cum laude); four cum laude; two perfect scores (one in Latin II and one in Latin III).

**Academic Decathlon Team:** During the 2011-2012 season, the team of nine regulars and eleven alternates won the Massachusetts State Championship for the 20<sup>th</sup> time in the past 21 years. A total of 45 Massachusetts high schools competed. In addition, the team placed 9<sup>th</sup> overall in the country at the USAD National Championship.

**Mathematics Team and Competitive Activities:** In the 2011-2012 season, the AB math team finished second 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 2012 and placed second among large schools in Massachusetts. They then competed in the New England Association of Mathematics Leagues Competition in May 2012 and placed third among large schools in New England.

In addition to the team competition, twelve students were finalists in the Massachusetts Mathematics Olympiad exam – Xiaoyu He, Nihal Gowravaram, Alan Chiao, Martin Ma, David Fink, Sinan Zhang, Sam Yuan, Shinya Hirata, Larry Chen, Tom Larkin, Roy Li and Chirantan Neogy. In the National AMC, fifteen students placed in the top 10% nationwide, and four of these – Xiaoyu He, Alan Chiao, David Fink and 8th grader Niket Gowravaran – advanced to the 3<sup>rd</sup> level of this competition: the USAMO (United States of America Mathematics Olympiad).

**Speech and Debate:** The team, composed of over fifty students from grades 9-12, competed in twelve regional tournaments and one national tournament hosted by Harvard University. Students participated in a variety of events: Public Forum and Lincoln-Douglas Debate; Student Congress; Play, Prose and Poetry Reading; Dramatic and Humorous Interpretation; Impromptu and Extemporaneous Speaking. Competing in the Massachusetts Forensics League and the Massachusetts Catholic Forensics League, the team was matched against schools across the state and consistently placed in the medal rounds. The team's top competitors also competed at Harvard University's Speech and Debate Invitational, the National Forensics League National Qualifying Tournament, and the Catholic Forensics League National Tournament. Last year, five of our students were chosen to represent our state at nationals.

**Athletics:** During the 2011-12 school year, participation in athletics remained consistent, with over 1,800 students in grades 7-12 taking part. League Championships were won by boys' cross-country, girls' cross-country, field hockey, boys' basketball, girls' ice hockey, boys' indoor track, boys' lacrosse, softball, girls' tennis, boys' tennis, girls' girls' spring track, and boys' spring track.

In the fall season, field hockey was a North Divisional finalist. In the winter, boys' indoor track won the Division 1 State Championship, and the boys' 4 x 800 relay team won the All State Championship; the boys also captured the 4 x 400 relay Division 1 State Championship. James Sullivan was crowned 1 mile State Champion, and Maya Jarostchuk captured the 300-meter State Championship. The girls' gymnastics team was also awarded the MIAA Sportsmanship Award. In the spring, girls' tennis won the Division 1 State Championship; boys' track won the state's MSTCA Division 1 Championship; the boys' 4x400 relay team, Abacherli, Usoff, Doelp and Summers won a state championship; Maya Jarostchuk won her second individual track championship in the 400 meter; and the softball team was a Division 1 North finalist.

Individual accomplishments: Peter Trombly was recognized as Academic All-American in lacrosse, Kyle Soroka and Tyler McKelvie were awarded All-American honors in lacrosse, and Kevin LaFrancis scored the 1,000<sup>th</sup> point of his basketball career. AB athletes were further recognized with 17 All Scholastic honors.

**Proscenium Circus:** This student drama group at the high school functions as a teaching and working theater. In addition to offering outstanding professional instruction in technical theater, acting, movement, scenic design, scenic painting, voice, directing, dance, costume design, hair and makeup, stage management, set construction, lighting and sound, "PC" produced 22 outstanding award-winning shows throughout the year. The productions for the 2011-2012 year included the fall play, "Robin Hood," the musical, "Pippin," and the spring play, "Romeo and Juliet." The Massachusetts Educational Theater Guild Competition entry, "Fuenteovejuna," was a State Finalist. David Nicholson, AB sophomore, was awarded the Massachusetts Spotlight Award from North Shore Music Theater for his performance in "Pippin." David competed in New York City with sixty other students from across the country for the National Theater Award. Rounding out the year were the competitive class plays and the two-night Festival of 10 Minute Plays.

Ten AB Playwrights participated in the Boston College "Playwright's Forum," in which professional actors and directors read or produced their plays at a professional theater in Boston.

**Peer Leadership Program:** Peer Leadership had another very successful year. Peer leaders facilitated alcohol/drug awareness programs in Acton's elementary schools. They also assisted in a smoking cessation program, accompanied middle school students to Project Wellness, and continued to work toward expanding peer leadership into Blanchard Elementary School in Boxborough. The student board is experienced and confident, and Peer Leadership has a strong cohort of students who actively support substance-free living.

**The School Newspaper:** *The Spectrum*, published five times during the school year, includes articles and photography of interest to the ABRHS community. Its staff of approximately forty students complete all tasks involved in producing the paper, including writing, editing, photography, layout, and copy editing. *The Spectrum* is almost entirely financially self-supporting through advertising and contributions from the PTSO.

**Student Council:** This primary student government group consists 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 publishes 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 consideration 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. Poems submitted for the competition often are published in the magazine, and art generated by the Foundation's Broadside Project appears in the mid-year issue. Students also conduct fundraising to supplement the budget allotted by the school.

**Idiosyncrasy:** The high school topical magazine, *Idiosyncrasy*, began years ago when a group of enthusiastic students approached then 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.

**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 Michael Altieri, Avishee Gupta, Emily Hedison, Michael Kilpatrick, Matt Kokkinos, Nikhil Manocha and Alan Samanta.

**Career Exploration Activities:** Beginning in November, approximately 115 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 Speaker events during the year, career speakers talked to groups of students interested in their fields of work; over 165 students attended each of the three events. Fifty 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, speakers who visited classrooms, and a website listing employment opportunities.

**Senior Community Service Day:** On April 27, the Class of 2012 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 eighteenth 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 – during the school year, during the summer, or both. The school held its twelfth Community Service Awards Night on January 16, 2012. At this ceremony 699 students received recognition for their volunteer efforts.

**Energy and Resource Conservation:** ABRHS has created the highly successful "Power Down Project" over the last two years, with students, faculty and staff all contributing to energy conservation. As a result, electricity consumption has decreased a remarkable 15%. In addition, a new student initiative in the cafeteria now captures food scraps for composting and captures 100% of recyclables, cutting solid waste dramatically. As a result of these successes, the planting of a new rain garden and other green initiatives, ABRHS received the international Green Flag award in May 2012, as well as national and state awards.

**Pupil Services:** The Special Education Department at Acton-Boxborough consists of special educators, speech/language specialists, occupational therapists, and physical therapists – a cohesive group of talented and dedicated staff. Educational and therapeutic disciplines communicate regularly to provide highly effective services to our students. Each department has developed long-range goals that provide direction for the departments and are complementary to the Superintendent's Long Range Strategic Plan. Individual departments are highly organized, providing a continuum of services across schools.

In reaching for the stars, special educators, specialists, and clinicians want our students to maximally develop literacy and communication skills for life-long learning and to increase the use of assistive technology for eligible students as one of many tools that are necessary to succeed educationally and within our society today. Additionally, school-based committees have been established to address the transitional needs of our special education students, adhering to new regulatory requirements for post-secondary planning. Administrators and staff develop both short and long term goals to ensure a continuum of programs across all schools.

At the secondary level, working with adolescents requires the gathering of information pertaining to potential problems, referring students and their families to appropriate agencies when a need is determined, attending meetings and conferences for students to assist with problems that include, but are not limited to, attendance, stress management, and mental health issues. Moreover, effective communication and a strong sense of connectedness between and among law enforcement, school officials, and the community are critical components of our commitment to a safe school environment. Our school resource officers provide professional networking and liaison support between the school district and law enforcement, work closely with building principals, and develop personal relationships with students and faculty to ensure a visible presence within all schools. In addition to instructional programming, our school resource officers provide the district with crisis intervention, consultation and legal law enforcement support, as well as an immediate response for custody issues, drug and substance abuse offenses, teen dating issues, thefts, and graffiti.

Parent outreach and communication within Pupil Services continues to be paramount, ensuring that open dialogue between parents/guardians and the school is accomplished. The SpEd PAC is an integral part of the Pupil Services organization, offering parents/guardians resources and family support. Specifically, the PAC has worked to provide practical information regarding special education regulations, home activities, summer camp ideas, and transitional guidance. Additionally, the PAC completed its 2011 Parents Survey; the Pupil Services Department accepted this report as one of many paths of hearing input from parents.

Parents indicated increased satisfaction with bullying prevention and intervention strategies implemented by the district; the satisfaction gap between parents of students on the Autism Spectrum versus parents of students with Specific Learning Disabilities narrowed by more than half. Parents continued to express strong positive opinions about the IEP process and communication with the district. In response, Pupil Services will continue with safety and wellness initiatives and will continue to review the bullying requirements with administrators and faculty so that prompt and efficient action can take place wherever bullying is present. It goes without saying that our schools want to create an environment in which all students feel safe – at school, at lunch, in the halls and during recess. Reviewing the data of incidents – especially in unstructured situations, continuing to increase supervision where needed and emphasizing to our students that a core curriculum involves the acceptance of differences and mutual respect will be done through discussion, training, and charting of data to ensure compliance.

An analysis by primary disability showed that parents of children with Specific Learning Disabilities were very satisfied with special education services and programs, whereas parents of children on the Autism Spectrum were concerned with their children's access to experiences with typical peers. In response, during the summer 2012, Pupil Services partnered with Community Education to pilot a social skills program for students with intensive social skills goals in their IEP, with a Special Educator on site to oversee the program and a Special Education Assistant to support each group of students. A pilot program provided students with special needs a summer opportunity with typical peers with normalized classes, such as "iMovie," "Robot," "Cooking," "Animation," and "Game Design." We will continue our efforts in being open with our discussions, seeking advice, and offering honest opinions of our approaches to solving problems.

The Essential Health Grant (ESHS), in its fifth year of funding, continued to provide leadership and resources for the Health and Nursing Department. The district hopes to be eligible for renewal. In keeping with the staff training mandates of the Life-Threatening Allergy Policy and Procedures, the nursing department, in collaboration with the educational technology department and the broader vision of Pupil Services, produced an online learning module with quiz. The online availability for training purposes eliminated the challenges of training a large number of staff in multiple locations, with varied schedules, absences, possible inconsistencies of content delivery among live trainers, etc. A key feature of the program is that designated administrators can access the results of the quiz for the purposes of tracking compliance with the training and further targeting training needs.

Emergency preparedness has always been an important consideration for our schools. To that end, the nursing department also performed annual CPR and Automated External Defibrillator (AED) drills for currently certified staff, taught two CPR/AED classes, procured yearly physician reviews of AED protocols, and procured necessary equipment to maintain the AEDs in each of the seven schools.

In order to comply with Massachusetts Law 105 CMR 201.000, enacted in June 2011, the school nurses, in conjunction with the Director of Pupil Services, school counseling, school committee members, and the high school athletic director, developed a Head Injury Management Policy and Head Injury Management Protocols. The Policy, approved by school committee in February 2012, addresses standardized procedures for medical and academic management and return to extracurricular activities for all students.

Pupil Services has traditionally held professional development opportunities through lectures, discussions, and slide presentations. Although these are credible ways of having face-to-face opportunities to discuss issues and reflect on newly acquired information, it falls short when calculating the time needed, the scheduling hurdles, and the individual participant's time on each topic and slide to acquire this set of new skills. During the 2011-2012 school year, staff brainstormed better ways of acquiring a new skill set while at the same time meeting the ever-

changing requirements of mandated training from the Department of Elementary and Secondary Education (DESE). In order to reduce scheduling conflicts and free up more time for faculty and staff, e-learning for selected Civil Rights modules were piloted for professional development. These modules covered basic skills rather than complex skills in which discussion and brainstorming are needed through face-to-face interactions. Every staff member had the opportunity to electronically thumb through the training, review the training and slides, and offer feedback, from the ease of the site to the quality of the training. The Pupil Services leadership team looks forward to offering staff flexibility, mastery, and a platform for acquiring new information differently.

In closing, the goals of Pupil Services continue to place the highest value on creating an environment that is not only safe but also nurturing for every student to learn, achieve, and succeed.

### **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, and the Quincy Christmas Parade (where they took 1<sup>st</sup> place overall). The ABRHS Band travelled to Washington, D.C., where they marched in the 100<sup>th</sup> Anniversary Cherry Blossom Festival Parade. They had an opportunity to visit our nation's great monuments and memorials and also performed at the Jefferson Memorial. 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 an outstanding talent show, traditionally known as "Cabaret." Nineteen of our student musicians from band, chorus and orchestra were selected to perform at the MMEA Eastern District Festival held in January; ten of them 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 eighth 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 RJG musical, "Guys and Dolls," had a terrific run of performances with a huge cast of approximately eighty students involved. Twenty-one 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 of the schools 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, ABRSD students (29 high school and 3 junior high) received a total of 33 state-level awards. These awards included: nine Gold Key Awards, ten Silver Key Awards, and fourteen 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 K-12 Visual Arts Director serves on the Massachusetts Scholastics Advisory Board.

Each of the two ABRHS juniors who applied to Art All-State at the Worcester Art Museum was selected for the program. These AB juniors were among 145 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. Selection is based upon digital images of student work, a written application, and an interview with a team of art educators. The K-12 Visual Arts Director serves on the Art All-State Steering Committee.

Senior students in the ABRHS Portfolio class prepared and exhibited their artwork in a show entitled "Elections," which was held at the Acton Memorial Library in April. AB Portfolio class students participated in a fourth year of an interdisciplinary unit of study between the English and Visual Arts departments. Collaboration included multi-grade 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 Thomas Lux's work. One student's artwork was chosen for the broadside design, which was printed in a limited edition.

The work of Acton-Boxborough Photography students was included in a photography show at the State Transportation Building in Boston, sponsored by the Massachusetts Education Association. High school students had the opportunity to participate in Photo Club and in Art Club, each of which met after school one afternoon a week throughout the year.

One high school art teacher and students in his Animation classes collaborated with two elementary art teachers to create short animations featuring the clay sculptures and wire sculptures created by elementary students.

During March, Acton-Boxborough student artwork was exhibited in the annual Youth Art Month Show at the Worcester Art Museum. 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.

The artwork of junior and senior high students was in the exhibit, "People," at the Sargent Memorial Library, Boxborough, which ran from April through June. Also, an exhibit of representative student artwork from each school was on display at the Acton Senior Center during the month of May. An opening reception was held for students, parents and teachers.

Visual Arts staff participated in the fourth year of a curriculum review. They collaborated to develop 7-12 student learning goals and continued to review and revise units of study and to develop assessment rubrics. To learn a new protocol for looking at and talking about art to share with art staff, the Visual Arts director attended a three-day session on "Visual Thinking Strategies" at the New Orleans Museum of Art during July.

Art teachers and art students have been involved in "green" projects at ABRHS. A student in Digital Imagery designed signs that are used in the cafeteria to indicate the various waste disposal methods. Students in Drawing and Painting designed "Power Down" switch plate frames that are in use with light switches in all classrooms throughout the school. Students applied recently learned concepts of color theory to these switch plate frame designs to call attention to the green initiative – to remind students and teachers to turn off the lights when rooms are not in use.

Art teachers applied for and received R&D grants to develop and refine units of study and assessment documents in the Visual Arts Curriculum. Funded by an R&D grant, the two RJG art teachers collaborated with RJG music and drama teachers to plan an "Arts Happening" that will take place at RJG in May. The RJG art teachers are also piloting student use of iPads for research and creating artwork in Art I and Art II classes.

### **Technology**

The Department of Educational Technology (EDTech) combines infrastructure, data management, and desktop support services with on-site technology integration and instruction to meet the needs of all members of our learning community. Understanding that learning powered by technology can help transform education, the department looks to ensure seamless integration of technology into the curriculum while enabling all students with the 21<sup>st</sup> Century skills needed to compete in our global society.

Under the direction of the Superintendent, the district approved a five-year "Long Range Strategic Plan" that includes a goal to create a teaching and learning environment in which all students use information, technology, and communication tools in sophisticated ways to enhance learning.

One of the department's main strategies to support this goal included developing a plan that would allow each student access to technology when educationally appropriate. As a result, the department created a new online eco-system for students and all staff members at the Acton-Boxborough Regional High School. Branded as "ABschools" and powered by Google Apps for Education, this system will, over time, prove to be an important

step toward developing a 21<sup>st</sup>-Century approach to teaching and learning. The suite of online tools provides the students and staff with methods of communicating information more easily (Gmail & Calendar), collaborating on group projects more often (Google Docs), and creating or publishing authentic work (Sites) seamlessly. Results from the end-of-year student survey demonstrated the students' overall use of the new system, with 71% of seniors expressing frequent use of "email" and "docs" as part of their required class work, for extra-curricular activities, and/or for personal use. Along with the survey, students expressed positive reviews of ABSchools through various outlets, most notably in the school's newspaper, *The Spectrum*. Overall, it is expected that use will continue to grow at the high school and plans to expand access of ABSchools to our junior high students are underway. Recognizing an increased demand for hardware as a result of implementing ABSchools, the department purchased through the appropriated budget ninety netbook devices (\$42,000) for high school students as a cost-effective gateway device to the Internet, ABSchools, and other cloud-based services. A similar purchase of thirty netbook devices (\$14,000) was also made for the students at the junior high.

Other hardware purchases included in the FY 2012 appropriated budget for the high school included thirty iMac desktops (\$31,752) to replace ten-year-old e-Macs in the visual arts graphics lab and ten SmartBoards (\$20,000) for classrooms. At RJ Grey, appropriated budget resources were used to replace an aging lab with thirty Windows computers (\$23,913).

The 2011-2012 school year saw an increased awareness by the department that all successful technology initiatives must rely on providing effective professional learning opportunities for teachers and staff members. To meet this need, the department filled an existing vacancy with a full-time instructional technology teacher. Revitalizing the department's efforts for preparing our teachers with increased technology skills, the instructional technology team increased before- and after-school workshops, provided graduate level technology courses, and facilitated hybrid-online courses for adults. Classes were held at least twice a month at each school location and included sessions in creating interactive classroom lessons for the SmartBoards, understanding mobile learning, and introducing Google Apps into the classroom. As a result, teachers who attended these trainings felt better prepared and more confident in using technology as an instructional tool to better meet the needs of all of their students.

Along with providing more face-to-face learning with staff, the EDTech instructional technology team completed a brand new website designed to be the "source for all of your technology needs." The site (<http://edtechab.abschools.org>) not only includes easy access to the district's technology standards and benchmarks, but also includes sample lessons designed to meet these standards. There is also a section on cool tech tips to try in the classroom, accessing assistive technology tools, and complete access to our FAQs and "How-Do-I's". As a way to increase communication to all of the stakeholders within the schools, the instructional technology team also created a Twitter account and Facebook page. These accounts are used to distribute information about the department, educational policy and trends, and more. Please take a moment to follow the group the next time you are on Twitter!

Looking to consistently provide updated technology to staff and students, the department reviewed and updated the technology standards to meet district, business, and classroom requirements. As the proliferation of cloud-based Internet services continued to grow in 2011-2012, the department approved the use of more cost-effective devices to be added to the network. With the introduction of tablets, such as iPads and netbooks, the department was able to increase access to technology for our students, teachers, and administration without significantly impacting the budget. As technology continues to evolve and prices continue to fall, more research and development will be done on behalf of the operations team to incorporate into our infrastructure effective hardware that will positively impact our teaching and learning community.

In 2011-2012, operational technology purchases were made in order to maintain and/or enhance computer and network services to our teaching and learning community. The department upgraded the network's firewall device to a Unified Threat Management system. The new system was able to replace seven aging individual pieces of equipment to reduce the department's overhead by 50% and lower the yearly support and maintenance costs of each service. The UTM (SonicWall NSA E5500) provides support for up to four ISP connections, which can

enable the district to meet the demand for increased bandwidth as more devices continue to access our network and routinely use cloud-based services.

### **Summer School**

The Acton-Boxborough Regional School District Summer School had another successful year in 2012. With our enrollment of 534 students, 96% were Acton & Boxborough residents. Four percent of our students came from seven other districts. Several Math, Science, and Physical Education courses reached capacity early in the summer, allowing us to add additional sections of Math and Science and, therefore, forcing us to turn away fewer students than in 2011 not currently enrolled in the Acton-Boxborough Regional School District.

Summer School course changes included the addition of a Literature course and the addition of a new Advanced Biology Course. The low enrollment in the elementary school program forced us to close it. As a result, we plan to roll out a new elementary program for summer 2013. Changes will include: a longer elementary school day; specials like PE, Art, Science and Technology; and an increase in staffing to do more to meet the needs of each student.

The number of student scholarships stayed the same as in 2011. Increased need for financial services directly from the program came as a result of other community outreach/campership programs not having the resources to meet the increased community needs.

Tuition receipts continue to allow us to function as a self-sustaining educational program. We continue to serve Boxborough, Acton, and several outlying communities with first-rate, summertime, grades 1-12 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 20,000 area homes. More than 10,000 students enroll in classes annually.

**Summer Day Program:** Located at the Administration Building, this program offers weeklong sessions to an average of ninety children per week in grades K-6. The program has been expanded to include a half-day option for children entering Kindergarten. 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 childcare programs that include a variety of field trips and enrichment activities. Community Ed. has been adding one-day programs on other “No School” days (e.g., Columbus Day, Election Day, Martin Luther King Day) to assist parents needing childcare.

**Youth Basketball League:** From December to March almost 900 boys and girls in grades 3-12 participate in weekly practices and league play. The league is staffed by more than 150 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 more than 300 students each year. To address the needs of busy teens, offerings have been expanded to Sunday sessions and weeklong sessions during school vacations.

**Pool & Field House Programs:** Located at ABRHS, the Pool & Field House Program provides the public with opportunities to use the high school pool and field house 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. Community Ed. is continuing to offer options for teens by staffing additional (and popular!) weeknight Open Gym hours at the high school Field House.

**Fitness Center:** Community Ed. oversees public drop-in times at the Fitness Center, located at the Acton-Boxborough Regional High School. New in 2012 was the move to an all-volunteer team of supervisors and expanded hours of operation to include some vacations and holiday weekends.

**Scheduling Use of School Fields:** Little League, Softball, 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 seven 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 districts 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**

In a department where much occurred this past year, we are most proud that Acton-Boxborough Regional High School was recognized for significant success in energy conservation and waste reduction by being the 4<sup>th</sup> school in the United States to be awarded the international Green Flag. The Green Flag is a framework adopted in more than fifty countries with a focus on promoting sustainability in K-12 schools and is hosted in the U.S. by the National Wildlife Federation. We also were honored by the National Energy Education Development Project (NEED) with their National Rookie of the Year award for the ABRHS Power Down Project. NEED is a highly regarded national nonprofit focused on developing and supporting energy education curriculum. Additionally, the Massachusetts Executive Office of Energy and Environmental Affairs recognized the Power Down Project by granting the Secretary's Award for Excellence in Energy and Environmental Education. Everyone involved was very proud to be recognized, but we are most gratified by the significant cost savings and reduction in environmental impact that resulted. In ABRSD and APS combined, we have achieved a reduction in energy consumption from our benchmark year of 2009 of twenty-four percent and an approximately forty percent reduction in waste being sent to landfills. From the perspective of the taxpayer, these reductions represent an annual savings of over \$400,000.

As a Facilities Department, we were very much involved in the planning and implementation of the landscape-changing Lower Fields Project. This project created a first-class recreational asset for the school community in direct support of the Long Range Strategic Plan, as well as a much-needed outlet for the Boxborough and Acton communities at large. We thank the voters for supporting the project at Town Meeting, and we are happy to report that AB student athletes were able to begin practices on the new Lower Fields in August. Financial projections presented throughout the process for the Fields' external rental revenue are right on target.

We look forward to supporting the school district this coming year. To keep up with current projects and information, we can be followed on [twitter@abfacilities](https://twitter.com/abfacilities). Please feel free to contact the Facilities Department at anytime with 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 makes a habit of constant self-reflection and, as resources allow, of renewal.

Our students, teachers, and administrators continue to perform at high levels – academically, athletically, artistically, personally, and professionally – and so the Acton-Boxborough Regional School District maintains a reputation that attracts people to the communities and to our schools. It is our intention to continue to provide the

best possible education to the communities and to seek continued financial and moral support for this very important endeavor.

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

Stephen E. Mills  
Superintendent of Schools

## MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

### About Minuteman

Minuteman is a four-year public high school in Lexington, Massachusetts founded in the Career and Technical Education tradition. Minuteman serves the member towns of: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston and teaches more than 700 diverse young men and women from local communities across eastern Massachusetts. Minuteman is a REVOLUTION IN LEARNING, preparing every student for success in college, industry and life.

### Boxborough Enrollment

As of October 1, 2012, five (5) high school students were enrolled at Minuteman, providing a full time equivalent (FTE) of five (5) residents of Boxborough.

While attending Minuteman, these students receive a number of benefits:

- **Experience the Modern American High School.** Minuteman offers a distinctly modern learning experience where students venture beyond a traditional high school curriculum to explore their interests and discover their passions, whether that's biotechnology, robotics, environmental technology, or something else entirely from among our twenty majors.
- **Believe in Yourself.** Students graduate from Minuteman with an enduring self-confidence that they can achieve anything they set out to do, no matter how high the hurdle, how long the road, how loud the skeptics.
- **Prepare for College and Life.** Minuteman equips students with the academic foundation and study skills to succeed in college *and* the industry certifications and acumen to succeed in business, affording students a unique flexibility upon graduation to pursue their dreams.
- **Learn from Experts.** Minuteman's teachers are demonstrated experts in their respective fields, injecting a depth of knowledge and experience into their classes that is rarely found in public or private schools.
- **Be More Than Just Another Student.** There is no such thing as "just another student" at Minuteman – instead, teachers and staff personally invest themselves in truly knowing each student and working closely with them to realize their full, individual potential.
- **Make a Fresh Start.** From their very first day of school, Minuteman students are given the opportunity to make a fresh start among new friends and new teachers who will see them as they are and not as who they once were.

### Acton-Boxborough and Minuteman Half-Day Program

Minuteman offers a unique program allowing juniors and seniors, who have passed the MCAS, to enroll on a half day-every day basis in a career major. This allows a student to graduate from Acton-Boxborough *and* receive a competency certificate from Minuteman. Currently, no Boxborough students participate.

Minuteman offers technical training programs to adults who are looking for rewarding jobs in high demand careers. Adults may apply to the Minuteman Technical Institute programs to hone skills in a technical area, retrain for new employment, or learn new technical skills for the first time.

### 2012 Boxborough Graduates and Awards

Ryan Delaney, Marketing  
Alexander Hofer, Engineering Technology

Taddeus Doiron, Metal Fabrication  
Brianna Lowe, Early Education & Child Care  
Brendan Faulkner, Drafting

### Skills USA

Student	Program Category	State Results	National Results
Annie Vighh	Programming & Web	Gold Medalist	Eighth Place

### Class of 2012 Graduate Achievement Highlights

- 66% went on to college or advanced technical training, 27% started a career and 3% entered the military.
- 100% of dental graduates passed the National Dental Board examination.
- 100% of Early Education and Care Infant/Toddler and Preschool graduates achieved Teacher Certification.
- 100% of Cosmetology graduates passed the State Board examinations.
- 100% of Health Occupation graduates achieved college acceptance or career placement.
- 100% of Environmental Technology graduates were certified in OSHA's 40-Hour HAZWOPER training, and confined-space entry training.
- 62% passed either the Massachusetts Grade II Municipal Wastewater Treatment Plant Operator License exam, or the Massachusetts Drinking-Water Treatment Plant Grade 1 Operator License Exam.
- Valedictorian James Cardillo, an electrical wiring graduate from Peabody, is attending Florida Atlantic University in Boca Raton Fl. Salutatorian Daniel Dangora, a robotics graduate from Medford, is attending UMass, Lowell to pursue electrical engineering.

### Capital Projects

- Massachusetts School Building Authority (MSBA) Update: Minuteman moves forward in the "pipeline" of the MSBA Vocational School Repair and Renew program announced by the State Treasurer's office in 2010. On December 3, 2012 Minuteman was approved by MSBA to hire SKANSKA as the Owner's Project Manager (OPM) for the Feasibility Study. The OPM and School Building Committee will work together to review various models of enrollment as stated in the Request for Service for the OPM. In January of 2013 a link to the School Building Project will keep all towns informed of our progress.

### Curriculum and Instruction

- Since 2008, all 9th grade students are required to have English and math every day, rather than a "week-on-week-off" schedule, thus providing more consistent and concentrated instruction as well as project-based learning. Minuteman is rated a Level 1 school by the Department of Elementary and Secondary Education (DESE). The first-time pass rates on MCAS remain high across all disciplines including a 100% passing rate in English Language Arts in 2012.
- As part of our Revolution in Learning, we want all Minuteman students to fully explore their interests and discover their passion. Minuteman offers more than twenty different majors categorized into three clusters: bioscience/engineering, human & commercial services, and trades & transportation. The educational program planning process has identified potential new programs that offer students increased choices in career majors, including criminal justice/biosecurity, animal science, entertainment engineering, advanced computer manufacturing, and medical equipment repair.
- Each student graduates with the OSHA 10 Safety Certification. In addition, during the Career and Technical Education (CTE) week, juniors and seniors participate in an entrepreneur class. Prior to commencement, seniors are required to produce a comprehensive business plan related to their career major.

### Professional Development

- Minuteman teachers continue to control much of the context for their professional development. Teachers pursue academic and CTE goals that emphasize formative assessment practices and common summative

assessments. Teachers meet to review student work and adjust the curriculum and instruction as needed. Teacher-to-teacher peer observations are conducted at least twice per year according to protocols derived from the National School Reform Faculty model. More and more, executive function strategies and techniques are being adopted toward the development of a specific Minuteman approach to: note-taking, unit organization, and study skills. Academic, career, and technical curriculum integration results in lessons and student work that feature the application of academic skills in the CTE context and vice versa. That integration lends itself to students' developing and practicing 21<sup>st</sup>-century skills (speaking, listening, collaborating, researching, and presenting). The integration of technology to enhance student learning is an ongoing commitment. Finally, this year professional development has also been focused on the new DESE model teacher evaluation system, which requires the development of individual and team goals following the SMART model (Specific and Strategic; Measurable; Action-oriented; Rigorous, Realistic, and Results oriented; and Timed).

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

- An executive function initiative was launched in 2010. Led by our reading specialist, we have expanded our efforts to include study skills, pre-reading strategies, and unit re-organization to help students with resources to develop habits and techniques to enhance their planning and organization skills.
- Minuteman continues to support a full-time reading specialist. In addition to working with students on their own caseloads, he consults with academic and CTE teachers toward the development and application of a school-wide reading program.
- The Special Education Department continuously develops individualized programs and provides services so that all our students succeed. We focus on teaching students about the nature of their disabilities and their Individualized Education Program. The Special Education Department successfully implemented the Student Learning Center (SLC). The SLC allows students to understand their disabilities, develop skills and techniques to minimize their impact, and promote independence and personal responsibility. The SLC supports the transition to college. The SLC also supports the transition to college by following a model of service delivery that is popular among most colleges and universities in the United States.
- The Music and Art Department continues to grow. Most recently, two students were accepted to the Massachusetts Music Educator's Association Northeast District Chorus; one of these students also received an All State Chorus recommendation. The Visual Arts Department offers eight different elective courses, including traditional studio courses and digital photography, to over 200 students. Student work has been displayed in various communities including Lexington, Carlisle, Arlington and Watertown. Recent graduates have been accepted at MassArt, Savannah College of Art and Design, Lesley University, New Hampshire Institute of Art, and the Art Institute of Boston. The program continues to grow as student interest and enthusiasm is high.
- Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshman) throughout the school year. Over the past 12 years the number of participants has doubled in many of the sports offered. The Athletic Department is also looking to expand to include a track team. Students are offered more than 20 clubs and activities. Success of the athletic teams has been outstanding within the past few years as students are winning awards and competitions. Minuteman has been participating in the Vocational and Massachusetts Interscholastic Athletic Association (MIAA) State tournaments. This past fall season cross country runners qualified for the Vocational tournament, the golf team competed in the individual Vocational tournament, the girls soccer team qualified and competed in the Vocational tournament (losing in the Quarterfinals) and also competed in the MIAA State tournament, and the Minuteman football team competed and was runner-up in the Vocational Superbowl.
- The Minuteman Parent Association (MPA) meets monthly and supports all aspects of the Minuteman community. In addition, the Grant-a-Wish program supports numerous initiatives and incentives for student achievement.



**TOWN OF BOXBOROUGH**  
**SPECIAL/ANNUAL TOWN MEETING**  
**WARRANT AND PROCEEDINGS**  
**MAY 14, 15 & 17, 2012**

**SPECIAL TOWN MEETING**

1. **AMEND FY 2012 OPERATING BUDGET - PASSED**
2. **LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER – PASSED**

---

**ANNUAL TOWN MEETING**

1. **CHOOSE TOWN OFFICERS**
2. **HEAR AND RECEIVE REPORTS - PASSED**
3. **SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS - PASSED**
4. **PERSONNEL ADMINISTRATION PLAN CHANGES - PASSED**
5. **FUND MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE COLLECTIVE BARGAINING AGREEMENT – PASSED OVER**
6. **FUND BOXBOROUGH PROFESSIONAL FIREFIGHTERS ASSOCIATION, LOCAL 4601 COLLECTIVE BARGAINING AGREEMENT – PASSED OVER**
7. **FUND MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH COLLECTIVE BARGAINING AGREEMENT – PASSED OVER**
8. **TOWN OPERATING BUDGET – PASSED AS AMENDED**
9. **SENSE OF THE MEETING – BOXBOROUGH SCHOOL DISTRICT/BLANCHARD ELEMENTARY SCHOOL ADMINISTRATIVE STRUCTURE - K - 12 REGIONALIZATION WITH ACTON, UNION WITH HARVARD, NEITHER <sup>AA</sup> - PASSED**
10. **ACTON BOXBOROUGH REGIONAL SCHOOLS LOWER FIELDS - PASSED**
11. **TRANSFER TO STABILIZATION FUND - PASSED**
12. **TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND - PASSED**
13. **CAPITAL EQUIPMENT ACQUISITION – HAGER WELL AND BLANCHARD MEMORIAL SCHOOL EMERGENCY GENERATORS - PASSED**
14. **CAPITAL EQUIPMENT ACQUISITION – DPW GENERATOR - PASSED**
15. **CAPITAL EQUIPMENT ACQUISITION – DPW FIELD MOWER - PASSED**
16. **RECONFIGURATION OF TRANSFER STATION – FEASIBILITY STUDY - PASSED**
17. **CAPITAL IMPROVEMENTS – TOWN HALL – EXTERIOR PAINTING - PASSED**
18. **TOWN HALL – ADDITIONAL PART-TIME STAFF - PASSED OVER**
19. **CAPITAL EQUIPMENT – REFURBISH/REBUILD POLICE CRUISER - PASSED**

20. CAPITAL EQUIPMENT ACQUISITION – POLICE COMMAND VEHICLE – PASSED OVER
21. CAPITAL IMPROVEMENT – INSTALLATION OF CENTRAL AIR CONDITIONING AT FIRE STATION - PASSED
22. CAPITAL EQUIPMENT ACQUISITION - EMERGENCY RESPONSE COMMAND VEHICLE - FIRE DEPARTMENT - FAILED
23. CAPITAL IMPROVEMENT – REPLACE PORTION OF BLANCHARD MEMORIAL SCHOOL ROOF - PASSED
24. CAPITAL IMPROVEMENTS - REPAIR AND REPLACE BLANCHARD MEMORIAL SCHOOL’S EXTERIOR MORTAR AND MASONRY - PASSED
25. CAPITAL IMPROVEMENTS - CARPET REPLACEMENT AT BLANCHARD MEMORIAL SCHOOL - PASSED
26. CAPITAL IMPROVEMENTS - REPLACE CURRENT GYM & LIBRARY LIGHTING AT BLANCHARD MEMORIAL SCHOOL - PASSED
27. CAPITAL IMPROVEMENTS - PERIMETER SAFETY FENCING AT BLANCHARD MEMORIAL SCHOOL - PASSED
28. CAPITAL ACQUISITION – TWO-WAY RADIOS AND ASSOCIATED EQUIPMENT FOR BLANCHARD MEMORIAL SCHOOL - PASSED
29. BILL OF A PRIOR FISCAL YEAR - PASSED
30. CAPITAL IMPROVEMENTS – SARGENT MEMORIAL LIBRARY - PAINTING - PASSED
31. PLANNING BOARD – TOWN BUILD-OUT ANALYSIS - PASSED
32. CONSERVATION TRUST FUND - PASSED
33. RIGHT TO FARM BYLAW – PASSED AS AMENDED
34. ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) TABLE OF USES BUSINESS/INDUSTRIAL USES AND SECTION 6006 PARKING SCHEDULE - PASSED
35. ACQUISITION OF SIDEWALK EASEMENT - PASSED
36. REVOLVING FUND – FIELD PERMITTING FEES - PASSED
37. SENSE OF THE MEETING – RESOLUTION TO SUPPORT PASSAGE OF A CONSTITUTIONAL AMENDMENT PROVIDING THAT CORPORATIONS ARE NOT ENTITLED TO THE SAME RIGHTS AS NATURAL PERSONS<sup>ΔΔ##</sup> - SUBMITTED BY VINCENT AMOROSO - PASSED
38. TOWN VOTING – BALLOT – MONDAY TOWN HALL FOLLOWING TOWN MEETING FOLLOWING WEEK<sup>##</sup> - SUBMITTED BY PHILIP KICELEMOS – PASSED OVER
39. CLOSE OUT OLD ARTICLES<sup>\*\*</sup> - PASSED
40. ROAD ACCEPTANCE – HUGHES LANE<sup>\*\*</sup> - PASSED
41. PERSONAL REAL ESTATE EXEMPTIONS<sup>\*\*</sup> - PASSED
42. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM<sup>\*\*</sup> - PASSED
43. GIS ASSESSOR MAPS REVOLVING FUND<sup>\*\*</sup> - PASSED
44. REVOLVING FUNDS<sup>\*\*</sup> - PASSED

**LEGEND**

- ΔΔ** SENSE OF THE MEETING
- ##** SUBMITTED BY PETITION
- \*\*** CONSENT AGENDA

John Fallon opened the Annual Town Meeting at 7:05 p.m. There were 297 registered voters in attendance. He recognized Alan Rohwer as having designed the cover art for the 2011 Town Report and made some public announcements. The Blanchard School Chorus led the meeting in singing the Star Spangled Banner and in the Pledge of Allegiance. Mr. Fallon recognized various local and regional officials in attendance. He described how the meeting would be run.

Raid Suleiman, Chair, Board of Selectmen, moved that any adjourned sessions of Annual Town Meeting be held on Tuesday, May 15th; Thursday, May 17th; Wednesday, May 23rd and Thursday, May 24<sup>th</sup>, and further, that no debate begin on any new article after 10:30 p.m. The motion carried by majority vote.

Mr. Suleiman 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 carried by majority vote.

Mr. Raad moved to postpone consideration of Articles 5, 6 and 7 until Thursday, May 17. Jeanne Kangas wanted the mover to explain the reason for the postponement. Mr. Raad said that the contracts had not been finalized. The motion carried unanimously.

Mr. Suleiman moved to postpone consideration of Articles 9 and 10 until Tuesday, May 15, as the first and second orders of business, respectively, at the adjourned session of the Annual Town Meeting. The motion carried by majority vote.

**Mr. Suleiman moved to adjourn the Annual Town Meeting until the conclusion of the Special Town Meeting. The motion passed unanimously.**

## **BOXBOROUGH SPECIAL TOWN MEETING**

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 14, 2012 at 7:00 p.m. to act on Articles 1 and 2 of this Special Town Meeting Warrant.

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

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 27, 2012.

### **Board of Selectmen**

Raid M. Suleiman, Chairman

Christine L. Robinson, Clerk

Leslie R. Fox

Rebecca R. Neville

Francis J. Powers

## **ARTICLE 1        AMEND FY 2012 OPERATING BUDGET**

(Majority vote required)

Karim Raad, Chair, Finance Committee, moved to transfer from Free Cash the sum of Thirteen Thousand Eight Hundred and Eighty-Seven (\$13,887) to defray the necessary expenses of the Minuteman Regional Vocational Technical School District (the "District") for the District's 2012 fiscal year, bringing the total appropriation from the Town for the District's 2012 fiscal year to \$381,793.

### **Summary**

This article requests additional funds for fiscal year 2012 (July 1, 2011 through June 30, 2012) for the Minuteman Regional Vocational Technical School District Assessment pursuant to an Amended Budget voted by the Minuteman School Committee on March 13, 2012. The Amended Budget was required due to unforeseen, emergency renovations to the Trades Hall section of the school building and water service improvements required to address code issues.

### **The Finance Committee recommends unanimously (9-0).**

This article requests additional funds for fiscal year 2012 (July 1, 2011 through June 30, 2012) for the Minuteman Regional Vocational Technical School District Assessment pursuant to an Amended Budget which was voted by the Minuteman School Committee. The Amended Budget was required due to unforeseen, emergency renovations to the Trades Hall section of the school building and water service improvements required to address code issues.

Cheryl Mahoney, the Boxborough representative to the Minuteman Regional School Committee, said that the Minuteman Regional School Committee recommends. Ms. Mahoney asked permission for Mr. Poole, Principal of Minuteman High School to speak to the article.

The Minuteman High School facility is forty years old. Until recently, no major infrastructure projects had been undertaken. In 2010, the school completed a significant upgrade by replacing major energy system components through an ESCO project.

On June 27th, 2011, the Town of Lexington issued a violation of building and safety codes, closing the vocational educational area commonly known as the "Trades Hall". This area was slated to be renovated as part of the proposed MSBA building project and many of the issues cited in the order were to have been addressed as part of this project.

The Administration immediately brought in an architectural firm to address the issues, held expedited meetings with town officials, prepared a scope of work and selected a contractor to complete the necessary repairs. With the assistance of Minuteman staff, the school was able to comply with the order and the educational area was ready to open for the first day of school.

In December, the Town of Lexington issued another order which required the replacement of several significant components of the school's water system. Again the Administration immediately sought to address the situation, as it too affected the ability to occupy the school.

While addressing the code violations, the Administration sought to identify alternative funding sources for the necessary repairs. An emergency repair/renovation project request was denied by MSBA because the school already had a proposed building project "in process." The Administration also sought funding within the current FY 12 budget by deferring other maintenance projects. However, a significant deficit still remains.

These unforeseen repairs to the facility's infrastructure were necessary to allow the continued occupancy and operation of the Minuteman School facility. These repairs were fiscally significant. State law requires that all expenses occurring during a fiscal year must be paid from that fiscal year's budget. Pursuant to 603 C.M.R. 41.05

(5), each Member Town within a Regional School District is required to vote on the proposed amended assessment at town meeting to appropriate sufficient additional funds to meet the amended assessment.

**Action on Article 1, STM, May 14, 2012: Motion carried unanimously.**

Mr. Fallon recused himself from presiding over Article 2 because of his affiliation with the Friends of the Council on Aging and appointed Jim Gorman, Hill Road, as temporary Moderator. Mr. Gorman asked for a motion under Article 2.

## **ARTICLE 2 LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER**

(Majority vote required)

Frank Powers, member of the Board of Selectmen, moved to authorize the Board of Selectmen to enter into an agreement with the United Church of Christ, Congregational, Boxborough, MA, for a term of two years, commencing July 1, 2012, for the lease of the Fellowship Hall, to be used as a community center, and further that the Town transfers from Free Cash the sum of Ten Thousand Eight Hundred Dollars (\$10,800) for the purpose of funding the first year of the lease for the period July 1, 2012 through June 30, 2013.

### **The Board of Selectmen recommends (4-1).**

Almost one year ago, representatives of the Boxborough Church approached the town with an offer to use what has been referred to as Fellowship Hall to support town activities, with an emphasis on senior programs. After agreeing the details, a lease was signed for 10 months with the funding for this period of time provided by the Friends of the COA. That lease included an option for two additional years at a cost of \$1,400 per month, funded by the town. Under the terms of the lease, the town has exclusive use of the Fellowship Hall space from 8:30 AM to 4:00 PM, Monday through Friday. Fellowship Hall space includes the upper level of the facility along with a lockable storage space on the lower level, an outdoor area and parking spaces.

The plan was to open the facility for town use and determine the level of that use, especially for but not limited to senior activities. It is important to understand that this facility is open to town groups and is not restricted to seniors. With that in mind, the newly-named Boxborough Community Center was opened in October last year with a grand opening ceremony on 7 November. From the October opening date, a brief high level summary of activities conducted at the community center until 22 March 2012 is as follows:

- Number of events: 141
- Total number of visits to center: 1,691 (counting all visits by all people)
- Unduplicated number of visits to center: 247 (counting only different individuals participating)

Specific details on activities and attendance are available for anyone interested. The use of the community center has been very significant and has far exceeded the expectations of the COA.

With that in mind, the town has negotiated with the Boxborough Church to exercise the current lease option and extend the lease for 2 additional years. Representatives from the church were very cooperative and revisited the original estimate of \$1,400 per month. After careful analysis, the lease cost was recalculated at \$900 per month for FY 13 and \$945 per month for FY 14 and is based on the following:

- A share of the gas and electric utility costs (the town is the primary user of the facility)
- A small share of the maintenance and repair costs for the facility, and

- A small share of capital improvement costs, most of which were incurred in order to enable town use of the facility by handicapped individuals (in particular the handicapped access ramp and stairway and replacement of two toilets along with several smaller items).

The majority of the Board of Selectmen believes that leasing this facility for another 2 years at this quite reasonable price is a worthwhile undertaking as this facility provides our seniors (and also potentially other groups) with a dedicated place to support a wide variety of activities. We view this facility as an interim measure while the town evaluates longer term options for a community center.

In addition to a possible extension of the current lease, the BOS investigated other options for accommodating senior activities. In particular, the Boxborough Library was considered. However, the very limited time available for senior activities combined with other constraints (undesirable flooring for exercise activities and no ability to serve hot food) made this a very undesirable option compared with the current community center.

**The Finance Committee recommends unanimously (8-0).** Joe Niro made the recommendation. The FinCom recommends this article as it provides a location to be used by the citizens of Boxborough.

This will be a two-year lease at \$900 per month for FY2013 and \$945 for FY2014. One hundred forty-one events have been held in FY2012 up to this writing. The library does not have a kitchen and scheduling time is limited. The expectation is that FY2014 funding will be in the CoA budget.

Mr. Powers made a brief presentation in favor of the motion. He provided some usage data and other background. He outlined other facilities that were looked at as an alternative to the rental of Fellowship Hall, such as the library meeting room and the Town Hall Grange room, and described the reasons they were not satisfactory. He urged support of the motion.

Loretta Crowley, 700 Mass Ave, supported the motion and asked about the hours of operation. Could the room be used in an emergency outside the hours specified in the lease? Mr. Powers is hoping to extend the hours when finalizing the upcoming lease pending agreement with the church.

Deborah Gray said the Church could make the hall available in an emergency.

Sheila Lloyd, Old Orchard Lane, member of COA, spoke in favor of the motion. She said that many volunteers stepped forward to make last year very successful, donating time and goods. Could do many things that they had not been able to do.

Astrid Perko, Old Orchard Lane, Friends of COA, spoke in favor of the motion and how nice it was to have a home. She had been storing stuff in her garage. She is especially pleased with the kitchen facilities and no longer has to carry casseroles from her home to wherever the event is.

Karyn Kealty, Waite Rd., spoke against the motion and reminded the town how long she has worked on behalf of seniors. She wanted to make sure there was a need. Need another survey. The 2005 survey indicated no need for a senior center. She said there are fewer people participating in classes and a lot of non-residents participating. Can only have one activity at a time. Doesn't feel that the ramp is handicapped friendly at Fellowship Hall. No activities in summer.

Barbara Tornstrom, Hill Rd. moved here because of community feeling. Likes the idea of a community center and the opportunity to interact with younger residents.

Anne Becklean, Stow Rd., Friends of COA, said that Friends provide lunches and activities. Challenge to keep food hot or cold when doing the luncheons in Grange. The kitchen in Fellowship Hall is very useful.

Channing Wagg, Hill Rd., supports funding center but feels that if a survey is to be done should try to reach everyone, not just seniors.

Barbara Morse, Old Harvard Rd., supports motion. Would like the hours extended beyond 8:30-5:00 p.m. so more people could benefit.

Lorraine Carvalho, Mass Ave, Friends of COA, found that having a center was helpful in overcoming isolation. Provided a place to go and interact with fellow residents.

Carol Driscoll, Stow Rd., urged everyone to support the article. She has personally taken advantage of activities and enjoys getting coffee in the morning and chatting. Enjoys her Spanish class.

Mary Nadwairski, Stonehedge Place, moved the question. The motion to vote now passed by a two-thirds majority, as declared by the moderator.

**Action on Article 2, STM, May 14, 2012: Motion carried by majority vote.**

**Mr. Suleiman moved to dissolve the Special Town Meeting. The motion carried unanimously.**

## **BOXBOROUGH ANNUAL TOWN MEETING**

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 14, 2012 at 7:00 p.m. to act on Articles 2 through 44 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Monday the 21st day of May, 2012 at 7:00 a.m. for the Election of Town Officers pursuant to Article 1. The polls will be open continuously until 8:00 p.m. when they shall be closed.

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

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 27, 2012.

### **Board of Selectmen**

Raid M. Suleiman, Chairman

Christine L. Robinson, Clerk

Leslie R. Fox

Rebecca R. Neville

Francis J. Powers

## CONSENT AGENDA

In an effort to streamline Town Meeting and therefore make it more inviting to voters, the Board of Selectmen has decided to continue the use of the Consent Agenda. This agenda speeds the passage of articles which the Selectmen feel, in consultation with Town Counsel, the Moderator and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate. The selectmen have voted unanimously (5 – 0) to recommend all those articles on the Consent Agenda (#39 through #44, inclusive). The articles to be taken up on the Consent Agenda are indicated by a double asterisk (\*\*).

### THE CONSENT AGENDA WILL BE TAKEN UP AFTER CONSIDERATION OF ARTICLE 38.

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

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

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

Additionally, it is intended that the sense of the meeting motion related to the Boxborough School District/Blanchard Elementary School administrative structure (Article #9) will be discussed at the beginning of the second night of Town Meeting.

---

### ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

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

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

**One Board of Health** member for a three-year term

**Two Library Trustees**, each for a three-year term

**One Planning Board** member for a three-year term

**One School Committee (Local and of the Region)** member for a three-year term

**One School Committee (Local)** member for a three-year term

**One Tax Collector** for a three-year term

**ACTION ON ARTICLE 1, May 21, 2012:** 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: John Fallon, Virginia Richardson, Katelyn Saaristo and Sue Reuther; Constables: David Birt and Richard W. Golden; Clerk: Elizabeth A. Markiewicz; Tellers: Barbara Wheeler, Ellen Landry, Jini Vockel, Lisa St. Amand, Maura Murphy, Cheryl Levine, Sue Reuther, Janet Glidden, Anne Canfield, Jackie Cumming, Nancy Faulkner and Joan Rudenko. The counters were Charlene Golden and Barry Harsip. Elizabeth Markiewicz opened the polls at 7:00 a.m. and closed the polls at 8:00 p.m. Out of 3,400 registered voters, there were 684 ballots cast, including 21 absentees. The count was completed at 9:00 p.m. The results of the election are as follows:

**MODERATOR, One Year**

John G. Fallon	576
Blanks	108

**TAX COLLECTOR, Three years  
Vote for One**

Mary P. Shemowat	478
Amy J. Burke	202
Blanks	4

**SELECTMAN, Three Years  
Vote for Two**

Vincent M. Amoroso	491
Robert T. Stemple	476
Blanks	401

**SCHOOL COMMITTEE, Three Years  
Local  
Vote for One**

Mary F. Brolin	539
Blanks	145

**SCHOOL COMMITTEE, Three Years  
Local and Regional  
Vote for One**

Brigid O. Bieber	546
Blanks	138

**PLANNING BOARD, Three Years  
Vote for One**

Owen J. Neville	573
Blanks	111

**LIBRARY TRUSTEES, Three Years  
Vote for not more than TWO**

Mary F. Brolin	511
Jennifer T. Campbell	507
Philip Kicelemos	100
Blanks	250

**BOARD OF HEALTH, Three Years  
Vote for One**

Franklin D. Roth	554
Blanks	130

**ARTICLE 2 HEAR AND RECEIVE REPORTS**

(Majority vote required)

Mr. Suleiman moved to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2011 Annual Town Report.

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

**The Finance Committee recommends unanimously (9-0).**

**Action on Article 2, ATM, May 14, 2012: Motion carried unanimously.**

**ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**

(Majority vote required)

Mr. Suleiman moved to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2012 as printed in the Annual Town Meeting warrant under Article 3.

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$60,365.98/year
Town Clerk	\$40,747.04/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

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

This article establishes the salaries for Boxborough’s elected officials.

**The Finance Committee recommends unanimously (9-0).**

This includes an increase to Tax Collector of \$891 and Town Clerk of \$603. All other salaries remain unchanged from previous years.

**Action on Article 3, ATM, May 14, 2012: Motion carried by majority vote.**

**ARTICLE 4 PERSONNEL ADMINISTRATION PLAN CHANGES**

(Majority vote required)

Rebecca Neville, member of the Board of Selectmen, moved to amend Classification of Positions (Schedule A) and Compensation of Positions (Schedule B) as printed in the Annual Town Meeting warrant under Article 4.

**Summary**

Schedules A and B have been revised to include the positions of IT Support Technician (at Grade 30) and Information Systems Coordinator (at Grade 60). These positions are shared with the Blanchard Memorial School. The latter shared position has been in place since 2008. The addition to the Town’s Schedules is a housekeeping item, and has been included to promote greater transparency. The IT Support Technician is new, and will provide an additional 16-hours per week IT support to the Town and Blanchard Memorial School. The funding for these positions is split between use of cable funding on the Town side and through the school budget, the latter of which is appropriated through Article 8.

## **Schedule B**

FY 2013 is a transition year, as the Personnel Board works to develop a newly considered Schedule B in FY 2014 with ranges to be provided to employees based upon merit. For FY 2013, the Personnel Board and Board of Selectmen have recommended revisions to Schedule B as follows:

Steps A through G remain at the same level as in the current year, i.e. FY 2012. Consistent with the Personnel Bylaw, existing employees achieving an overall performance rating of “meets requirements” move up one step, which reflects an increase of 3.5% over the previous year. (New employees hired after January 1 would not move to the next step until the following July 1, assuming an overall performance rating of “meets requirements”).

Those salaried and hourly employees on Step G in FY 2012, who achieve an overall performance rating of “meets requirements” will move to Step G+ in FY 2013. Compensation for Step G+ reflects a 1.5% increase over FY 2012.

With the exception of the positions noted by highlighted text, compensation for positions on the Per Diem and Intermittent Schedule reflects a 1% increase over FY 2012. The following positions in FY 13 reflect NO change over FY 2012: Registrar Chairperson, Clerk of Elections, Election Worker and Registrar Member; Fence Viewer and Field Driver; Director of Summer Playground, Director of Gymnastics, Director of Winter Programs, Lead Counselor, Counselor, Counselor-in-Training; Intern (Town Hall), Library Page and Junior Library Page.

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

Putting the IT positions on Schedule A creates more transparency than we currently have. The positions are not funded out of the operational budget but on the municipal side the funding comes from cable funding. We are pleased that the Personnel Board is going to take a year to develop a new schedule B. The summary details the changes to be made this year.

### **The Finance Committee recommends unanimously (9-0).**

The steps remain the same except for step G Plus where an employee then has a 1.5% COLA increase.

The Consumer Price Index for the year ending November 30, 2011 was 3.4%. With that in mind, the proposal put forth by the Personnel Board and voted by the BoS is reasonable.

Steps A through G remain unchanged from FY2012. Any employee who achieves an overall performance rating of “meet requirements” moves up one step which reflects an increase of 3.5% over the previous year.

Those salaried and hourly employees on Step G in FY2012 who achieve an overall performance rating of “meets requirements” will receive a salary increase 1.5% over FY2012.

**The Personnel Board recommends unanimously (4-0).** Anne Canfield spoke in favor of the motion on behalf of the Personnel Board. The Board is in favor of merit-based pay.

**Action on Article 4, ATM, May 14, 2012: The motion passed by majority vote.**

**REGULAR FULL-TIME SCHEDULE**

**Exempt Employees**

Accountant  
Assessor  
Inspector of Buildings/ Code Administration Officer  
Planner  
Treasurer

**Information Systems Coordinator**

**Non-Exempt Employees**

Secretary  
Department Assistant  
DPW Foreman  
DPW Worker  
DPW Semi-skilled Worker  
Building & Grounds Maintenance Worker

**REGULAR REDUCED HOURS  
SCHEDULE**

COA Coordinator  
Youth Services Librarian  
Technical Services Librarian  
Sr. Library Assistant  
Library Assistant  
DPW Worker  
Inspector of Buildings/ Code Administration Officer

**REGULAR PART-TIME SCHEDULE**

Secretary  
Department Assistant  
Youth Services Librarian  
Technical Services Librarian  
Sr. Library Assistant  
Library Assistant  
Transfer Station Operator I  
Conservation Agent  
Van Dispatcher

**IT Support Technician**

**PER DIEM SCHEDULE**

Fire Lieutenant/EMT  
Call Firefighter/EMT  
Call Firefighter  
Special Police Officer  
Dispatcher

**INTERMITTENT SCHEDULE**

Cemetery Superintendent  
Cemetery Laborer  
Registrar Chairperson  
Clerk of Elections  
Election Worker  
Registrar Member  
Veterans' Agent  
Call Fire Chief  
Deputy Fire Chief  
Fire Captain  
Fire Lieutenant  
Call Firefighter/EMT  
Fire Department Chaplain  
Call Building Inspector  
Special Police Officer  
Lock-up Attendant  
Dispatcher  
Seasonal Maintenance Worker  
Snow Plower  
Seasonal Conservation Worker  
Assistant Building Inspector  
Wiring Inspector  
Plumbing and Gas Inspector  
Dog Officer  
Assistant Dog Officer  
Animal Control Officer  
Animal Inspector  
Fence Viewer  
Field Driver  
Director of Summer Playground  
Director of Gymnastics  
Director of Winter Programs  
Lead Counselor  
Counselor  
Counselor-in-Training  
Intern (Town Hall)  
Library Page  
Junior Library Page  
Van Driver

*The following information is not part of Schedule A and is placed here for informational purposes only. These positions are elected, or pay is set by bargaining unit or personal contract.*

**DEPARTMENT HEADS**

*DPW Director*

*Fire Chief*

*Library Director*

*Police Chief*

*Town Administrator*

**UNION EMPLOYEES**

*Police Sergeant*

*Police Officer (StepA1/A1)*

*Firefighter/EMT*

*Dispatch Supervisor*

*Dispatcher*

**ELECTED POSITIONS**

*Selectman*

*Board of Health Member*

*Planning Board Member*

*Library Trustee*

*Moderator*

*Constable*

*Tax Collector*

*Town Clerk*

**FY 2013 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>G Plus</u></b>
<b><u>Salaried (Exempt) Employees</u></b>								
<b>Grade 60</b>	<b>55,639.39</b>	<b>57,586.76</b>	<b>59,602.30</b>	<b>61,688.38</b>	<b>63,847.47</b>	<b>66,082.14</b>	<b>68,395.01</b>	<b>69,420.94</b>
<b>Information Systems Coordinator</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>48,382.03</b>	<b>50,075.40</b>	<b>51,828.04</b>	<b>53,642.02</b>	<b>55,519.49</b>	<b>57,462.67</b>	<b>59,473.87</b>	<b>60,365.98</b>
<b>Grade 40</b>	<b>43,195.91</b>	<b>44,707.77</b>	<b>46,272.54</b>	<b>47,892.08</b>	<b>49,568.30</b>	<b>51,303.19</b>	<b>53,098.81</b>	<b>53,895.29</b>
<b>Grade 30</b>	<b>38,571.25</b>	<b>39,921.25</b>	<b>41,318.49</b>	<b>42,764.64</b>	<b>44,261.40</b>	<b>45,810.55</b>	<b>47,413.92</b>	<b>48,125.13</b>
<b>Grade 20</b>	<b>34,435.21</b>	<b>35,640.45</b>	<b>36,887.86</b>	<b>38,178.94</b>	<b>39,515.20</b>	<b>40,898.23</b>	<b>42,329.67</b>	<b>42,964.61</b>
<b>Grade 10</b>	<b>31,310.69</b>	<b>32,406.56</b>	<b>33,540.79</b>	<b>34,714.72</b>	<b>35,929.73</b>	<b>37,187.27</b>	<b>38,488.83</b>	<b>39,066.16</b>
<b><u>Hourly (Non-Exempt) Employees</u></b>								
<b>Grade 60</b>	<b>\$26.74</b>	<b>\$27.68</b>	<b>\$28.65</b>	<b>\$29.65</b>	<b>\$30.69</b>	<b>\$31.76</b>	<b>\$32.88</b>	<b>\$ 33.37</b>
<b>Grade 50</b>	<b>\$23.27</b>	<b>\$24.08</b>	<b>\$24.93</b>	<b>\$25.80</b>	<b>\$26.70</b>	<b>\$27.64</b>	<b>\$28.61</b>	<b>\$ 29.03</b>
<b>Council on Aging Coordinator</b>								
<b>DPW Foreman</b>								
<b>Grade 40</b>	<b>\$20.77</b>	<b>\$21.49</b>	<b>\$22.24</b>	<b>\$23.02</b>	<b>\$23.83</b>	<b>\$24.66</b>	<b>\$25.53</b>	<b>\$ 25.91</b>
<b>Youth Services Librarian</b>								
<b>Conservation Agent</b>								
<b>Grade 30</b>	<b>\$18.54</b>	<b>\$19.19</b>	<b>\$19.86</b>	<b>\$20.56</b>	<b>\$21.28</b>	<b>\$22.02</b>	<b>\$22.79</b>	<b>\$ 23.14</b>
<b>DPW Worker</b>								
<b>Department Assistant</b>								
<b>IT Support Technician</b>								
<b>Technical Services Librarian</b>								
<b>Grade 20</b>	<b>\$16.55</b>	<b>\$17.13</b>	<b>\$17.73</b>	<b>\$18.35</b>	<b>\$19.00</b>	<b>\$19.66</b>	<b>\$20.35</b>	<b>\$ 20.65</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>\$15.06</b>	<b>\$15.59</b>	<b>\$16.13</b>	<b>\$16.70</b>	<b>\$17.28</b>	<b>\$17.89</b>	<b>\$18.51</b>	<b>\$ 18.79</b>
<b>Library Assistant</b>								
<b>Secretary</b>								
<b>Van Dispatcher</b>								

**Per Diem Schedule (No Steps)**

Fire Lieutenant/EMT	17.95
Call Fighter/EMT	16.30
Call Firefighter	16.30
Special Police Officer	16.30
Dispatcher	16.30

**Intermittent Schedule (No Steps)**

Cemetery Superintendent	8,561.10	annually
Cemetery Laborer	10.74	
Registrar Chairperson	900.34	annually
Clerk of Elections	11.43	
Election Worker	10.17	
Registrar Member	270.12	annually
Veterans' Agent	15.16	
Call Fire Chief	42.06	
Deputy Fire Chief	19.72	
Fire Captain	18.83	
Fire Lieutenant	17.96	
Call Firefighter/EMT	16.30	
Fire Department Chaplain	16.30	
Call Building Inspector	42.06	
Special Police Officer	16.30	
Lock-up Attendant	14.59	
Dispatcher	16.30	
Seasonal Maintenance Worker	13.30	
Snow Plower	21.08	
Seasonal Conservation Worker	12.46	
Assistant Building Inspector	25.93	
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	10,790.45	annually
Assistant Dog Officer	10.56	4 hour call min
Animal Control Officer	2,628.45	annually
Animal Inspector	968.37	annually
Fence Viewer	40.00	annually
Field Driver	45.00	annually
Director of Summer Playground	18.79	
Director of Gymnastics	18.10	
Director of Winter Programs	18.10	

**Intermittent Schedule (No Steps) (continued)**

Lead Counselor	12.50	
Counselor	9.25	
Counselor-in-Training	min wage	[currently \$8.00]
Intern (Town Hall)	min wage	[currently \$8.00]
Library Page	min wage +.50, i.e. 8.50	
Junior Library Page	min wage	[currently \$8.00]
Van Driver	12.99	

**NOTE**

\*Fee maximum is 1% of FY12 levy (or \$168,749.31)

*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 2012</b>	<b>FY 2013</b>
DPW Director	Contract expires 6/30/14	77,273.08	78,045.81
Fire Chief	Contract expires 6/30/14	88,000.00	88,880.00
Library Director	Contract expires 12/31/11	72,172.00	72,893.72
Police Chief	Contract expires 6/30/14	95,950.00	100,950.00
Town Administrator	Contract expires 6/30/13	91,000.00	95,095.00

**Union Employees**

Police Sergeant (Steps 1-3)	TBD
Police Officer (Steps A1/A2-F)	TBD
Fire Lieutenant (Step A)	TBD
Firefighter/EMT (Steps A-F)	TBD
Dispatch Supervisor (Steps A-F)	TBD
Dispatcher (Steps A-F)	TBD

**Elected Positions**

	<b>FY 2012</b>	<b>FY2013</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, G+)	59,473.87	60,365.98
Town Clerk (Grade 50, G+)	40,144.86	40,747.04

**ARTICLE 5      FUND MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE  
COLLECTIVE BARGAINING AGREEMENT**

(Majority vote required)

Mr. Raad moved to pass over Articles 5, 6 and 7. The motion to pass over passed by majority vote.

**The Board of Selectmen recommends (4-0-1).**

This article is required to fund the first year of the Collective Bargaining Agreement contract negotiated by the Board of Selectmen with the Police Union. In accordance with Town Meeting practice, the second and third years of the contract will be funded through the operating budget.

**The Finance Committee defers until ATM or until the contract is approved.**

The purpose of this article is to obtain taxpayer approval to fund cost items contained in the collective bargaining agreement between the Town and the Police Patrol Officers Union (Massachusetts Coalition of Police, Local 200) under the provisions of Massachusetts General Law, Chapter 150E, Section 7. The current contract expires on June 30, 2012. When a tentative agreement is reached with the union, the Town will bring a funding request for the financial elements of the agreement to the first available Town Meeting for approval. If the funding is approved, the Town is obligated to fund the remaining years of the contract. If the funding request is rejected by Town Meeting, the parties must return to the bargaining table for further negotiations. At the time of the printing of the warrant, the Town had not yet reached an agreement with the union.

**ARTICLE 6      FUND BOXBOROUGH PROFESSIONAL FIREFIGHTERS ASSOCIATION, LOCAL  
4601 COLLECTIVE BARGAINING AGREEMENT**

(Majority vote required)

Mr. Raad moved to pass over Articles 5, 6 and 7. The motion to pass over passed by majority vote.

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

This article is required to fund the first year of the Collective Bargaining Agreement contract negotiated by the Board of Selectmen with the Firefighters Union. In accordance with Town Meeting practice, the second and third years of the contract will be funded through the operating budget.

**The Finance Committee defers until ATM or until the contract is approved.**

The purpose of this article is to obtain taxpayer approval to fund cost items contained in the collective bargaining agreement between the Town and the Firefighters Union (Boxborough Professional Firefighters Union) under the provisions of Massachusetts General Law, Chapter 150E, Section 7. The current contract expires on June 30, 2012. When a tentative agreement is reached with the union, the Town will bring a funding request for the financial elements of the agreement to the first available Town Meeting for approval. If the funding is approved, the Town is obligated to fund the remaining years of the contract. If the funding request is rejected by Town Meeting, the parties must return to the bargaining table for further negotiations. At the time of the printing of the warrant, the Town had not yet reached an agreement with the union.

**ARTICLE 7      FUND MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH  
COLLECTIVE BARGAINING AGREEMENT**

(Majority vote required)

Mr. Raad moved to pass over Articles 5, 6 and 7. The motion to pass over passed by majority vote.

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

This article is required to fund the first year of the Collective Bargaining Agreement contract negotiated by the Board of Selectmen with the Dispatch Union. In accordance with Town Meeting practice, the second and third years of the contract will be funded through the operating budget.

**The Finance Committee defers until ATM or until the contract is approved.**

The purpose of this article is to obtain taxpayer approval to fund cost items contained in the collective bargaining agreement between the Town and the Dispatchers Union (Massachusetts Coalition of Police, Local 200A, Dispatch) under the provisions of Massachusetts General Law, Chapter 150E, Section 7. The current contract expires on June 30, 2012. When a tentative agreement is reached with the union, the Town will bring a funding request for the financial elements of the agreement to the first available Town Meeting for approval. If the funding is approved, the Town is obligated to fund the remaining years of the contract. If the funding request is rejected by Town Meeting, the parties must return to the bargaining table for further negotiations. At the time of the printing of the warrant, the Town had not yet reached an agreement with the union.

**ARTICLE 8 TOWN OPERATING BUDGET**

(Majority vote required)

Mr. Raad moved that the Town raise and appropriate the sum of

**\$19,678,445**

for the operations and expenses of the Town during the fiscal year beginning July 1, 2012, 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 8 of the Annual Town Meeting warrant, under the heading FY2013 Budget.

**The Finance Committee recommends unanimously (9-0).**

Mr. Raad gave the Finance Committee presentation outlining the process and data that the FinCom used to come up with their budget recommendation.

**The BoS recommends the following amendments to the operating budget being proposed by the Finance Committee under Article 8:**

The Board of Selectmen will move to recommend (4-0-1) that \$25,756 be restored to the Police Department (Dept. 210) salary line. The FinCom reduced the submitted budget by this amount, which includes the elimination of the third sergeant position and all community policing initiatives that Chief Ryder has recommended. The Board will also recommend the reduction of the Police Department expense line by \$34,500. The Board of Selectmen placed an article on the warrant, #20, to fund the Police Chief's new command vehicle, but the FinCom voted to keep the funding in the operating budget.

The Board of Selectmen will move to recommend (5-0) that \$4,890 be added to the Fire Department (Dept. 220) salary line and \$4,550 be added to the Fire Department expense line. Chief White added a line item to his budget, "Per Diem Coverage," to enable him to better track this salary item. This line item will be used to provide coverage for full-time firefighters to attend training; the Chief has budgeted 300 hours at a rate of \$16.30 an hour. This line item not only allows better tracking of expenses, but it also provides transparency. To achieve his goal of improved customer service, the Fire Chief is seeking to improve the professionalism of the department and would like to provide our per diem firefighters (who earn \$16.30 an hour) with a uniform allowance. Currently there is no uniform requirement and if the per diem firefighters want a uniform they must purchase it on their own. The Chief would like to require a uniform to improve both the professionalism and morale of our per diem firefighters.

The Board of Selectmen will move to recommend (5-0) that \$1,212 be restored to the Dispatch Department (Dept. 221) expense line. The FinCom reduced the Dispatch budget without communicating to the Chief those

reductions that they thought were necessary. Chief Ryder believes that the full budget he presented is required to maintain the public safety of the Town and the BoS supports his request.

The Board of Selectmen voted unanimously (5-0) to support an amendment by the Board of Health to restore \$7,000 to the Mental Health Services Department (Dept. 523) expense line.

The Board of Selectmen voted unanimously (5-0) to recommend an increase to the Public Celebration (Dept.692) expense line in the amount of \$300 for the purpose of providing buses to transport RJ Grey and Blanchard School band members from the Blanchard School to the Memorial Day parade starting location. The request for funding was not timely to be included when the budget was prepared.

<u>ACCOUNT NAME</u>		<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY13 VS</u>	<u>FY13 VS</u>
					<u>FY12</u>	<u>FY12</u>
114	Total Salaries - Moderator	\$ -	\$ -	\$ -	\$ -	0.00%
114	Total Other - Moderator	\$ 44	\$ 50	\$ 50	\$ -	0.00%
114	Total Moderator Expenses	\$ 44	\$ 50	\$ 50	\$ -	0.00%
119	Total Salaries - Town Constable	\$ -	\$ -	\$ -	\$ -	0.00%
119	Total Other - Town Constable	\$ 88	\$ 175	\$ 175	\$ -	0.00%
119	Total Constable Expenses	\$ 88	\$ 175	\$ 175	\$ -	0.00%
122	Total Salaries - Selectman	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
122	Total Other - Selectman	\$ 1,896	\$ 2,671	\$ 2,018	\$ (653)	-24.45%
122	Total Selectman Expenses	\$ 3,896	\$ 4,671	\$ 4,018	\$ (653)	-13.98%
123	Total Salaries - Town Administrator	\$ 90,022	\$ 91,000	\$ 95,095	\$ 4,095	4.50%
123	Total Other - Town Administrator	\$ 2,525	\$ 2,550	\$ 2,775	\$ 225	8.82%
123	Total Expenses - Town Administrator	\$ 92,547	\$ 93,550	\$ 97,870	\$ 4,320	4.62%
131	Total Salaries - Finance Committee	\$ -	\$ -	\$ -	\$ -	0.00%
131	Total Other - Finance Committee	\$ 253	\$ 450	\$ 450	\$ -	0.00%
131	Total Expenses - Finance Committee	\$ 253	\$ 450	\$ 450	\$ -	0.00%
135	Total Salaries - Accountant	\$ 67,719	\$ 68,396	\$ 69,421	\$ 1,025	1.50%
135	Total Other - Accountant	\$ 24,936	\$ 25,736	\$ 25,666	\$ (70)	-0.27%
135	Total Expenses - Accountant	\$ 92,655	\$ 94,132	\$ 95,087	\$ 955	1.01%
141	Total Salaries - Assessor	\$ 34,200	\$ 34,200	\$ 39,700	\$ 5,500	16.08%
141	Total Other Expenses-Assessor	\$ 13,025	\$ 9,600	\$ 9,008	\$ (592)	-6.17%
141	Total Expenses - Assessor	\$ 47,225	\$ 43,800	\$ 48,708	\$ 4,908	11.21%
145	Total Salaries - Treasurer	\$ 68,718	\$ 69,396	\$ 70,421	\$ 1,025	1.48%
145	Total Other - Treasurer	\$ 13,003	\$ 12,560	\$ 12,480	\$ (80)	-0.64%
145	Total Expenses - Treasurer	\$ 81,721	\$ 81,956	\$ 82,901	\$ 945	1.15%
146	Total Salaries - Tax Collector	\$ 59,886	\$ 60,475	\$ 61,366	\$ 891	1.47%
146	Total Other - Tax Collector	\$ 15,877	\$ 16,761	\$ 16,761	\$ -	0.00%
146	Total Expenses - Tax Collector	\$ 75,763	\$ 77,236	\$ 78,127	\$ 891	1.15%
151	Total Salaries - Legal	\$ -	\$ -	\$ -	\$ -	0.00%
151	Total Other - Legal	\$ 37,459	\$ 64,000	\$ 64,000	\$ -	0.00%
151	Total Expenses - Legal	\$ 37,459	\$ 64,000	\$ 64,000	\$ -	0.00%

123 Total Salaries - Town Administrator: Increased per salary survey

141 Total Salaries - Assessor: Increased due to additional workload and hours

<u>ACCOUNT NAME</u>		<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY13 VS</u>	<u>FY13 VS</u>
					<u>FY12</u>	<u>FY12</u>
152	Total Salaries - Personnel Board	\$ -	\$ -	\$ -	\$ -	0.00%
152	Total Other - Personnel Board	\$ 200	\$ 260	\$ 260	\$ -	0.00%
152	Total Expenses - Personnel Board	\$ 200	\$ 260	\$ 260	\$ -	0.00%
161	Total Salaries - Town Clerk	\$ 39,404	\$ 41,145	\$ 41,748	\$ 603	1.47%
161	Total Other - Town Clerk	\$ 2,000	\$ 2,250	\$ 2,283	\$ 33	1.47%
161	Total Expenses - Town Clerk	\$ 41,404	\$ 43,395	\$ 44,031	\$ 636	1.47%
162	Total Salaries - Elect & Regist	\$ 3,631	\$ 3,461	\$ 5,251	\$ 1,790	51.72%
162	Total Other - Elect & Regist	\$ 5,203	\$ 5,735	\$ 6,320	\$ 585	10.20%
162	Total Expenses - Elect & Regist	\$ 8,834	\$ 9,196	\$ 11,571	\$ 2,375	25.83%
171	Total Salaries - Conservation Commr	\$ -	\$ -	\$ -	\$ -	0.00%
171	Total Other - Conservation Comm	\$ 2,150	\$ 2,150	\$ 2,150	\$ -	0.00%
171	Total Expenses - Conservation Com	\$ 2,150	\$ 2,150	\$ 2,150	\$ -	0.00%
175	Total Salaries - Planning Board	\$ 68,263	\$ 68,941	\$ 69,966	\$ 1,025	1.49%
175	Total Other - Planning Board	\$ 4,851	\$ 4,672	\$ 4,497	\$ (175)	-3.75%
175	Total Expenses - Planning Board	\$ 73,114	\$ 73,613	\$ 74,463	\$ 850	1.15%
176	Total Salaries - Zoning Board	\$ -	\$ -	\$ -	\$ -	0.00%
176	Total Other - Zoning Board	\$ 302	\$ 335	\$ 335	\$ -	0.00%
176	Total Expenses - Zoning Board	\$ 302	\$ 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	\$ 163,649	\$ 180,873	\$ 176,816	\$ (4,057)	-2.24%
192	Total Other - Town Hall	\$ 54,636	\$ 59,348	\$ 57,756	\$ (1,592)	-2.68%
192	Total Expenses - Town Hall	\$ 218,285	\$ 240,221	\$ 234,572	\$ (5,649)	-2.35%
199	Total Salaries - Energy Committee	\$ -	\$ -	\$ -	\$ -	0.00%
199	Total Other - Energy Committee	\$ -	\$ 200	\$ 200	\$ -	0.00%
199	Total Expenses - Energy Committee	\$ -	\$ 200	\$ 200	\$ -	0.00%
	Total Salaries - Town Government	\$ 597,492	\$ 619,887	\$ 631,784	\$ 11,897	1.92%
	Total Other - Town Government	\$ 178,448	\$ 209,703	\$ 207,384	\$ (2,319)	-1.11%
	Total Expenses - Town Government	\$ 775,940	\$ 829,590	\$ 839,168	\$ 9,578	1.15%

162 Elect and Registrars: Increased due to additional election

<u>ACCOUNT NAME</u>		<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY13 VS</u>	<u>FY13 VS</u>
					<u>FY12</u>	<u>FY12</u>
210	Total Salaries - Police	\$ 911,824	\$ 913,792	\$ 931,429	\$ 17,637	1.93%
210	Total Other - Police	\$ 135,925	\$ 136,340	\$ 137,706	\$ 1,366	1.00%
210	Total Expenses - Police	\$ 1,047,749	\$ 1,050,132	\$ 1,069,135	\$ 19,003	1.81%
220	Total Salaries - Fire	\$ 747,668	\$ 712,641	\$ 716,199	\$ 3,558	0.50%
220	Total Other - Fire	\$ 83,263	\$ 96,550	\$ 102,650	\$ 6,100	6.32%
220	Total Expenses - Fire	\$ 830,931	\$ 809,191	\$ 818,849	\$ 9,658	1.19%
221	Total Salaries - Dispatch	\$ 226,253	\$ 226,978	\$ 233,898	\$ 6,920	3.05%
221	Total Other - Dispatch	\$ 26,821	\$ 34,287	\$ 34,135	\$ (152)	-0.44%
221	Total Expenses - Dispatch	\$ 253,074	\$ 261,265	\$ 268,033	\$ 6,768	2.59%
241	Total Salaries - Building Insp	\$ 2,196	\$ -	\$ 40,500	\$ 40,500	0.00%
241	Total Other - Building Insp	\$ 35,261	\$ 41,923	\$ 2,689	\$ (39,234)	-93.59%
241	Total Expenses - Building Insp	\$ 37,457	\$ 41,923	\$ 43,189	\$ 1,266	3.02%
292	Total Salaries - Dog Officer	\$ 10,578	\$ 10,684	\$ 10,791	\$ 107	1.00%
292	Total Other - Dog Officer	\$ 1,404	\$ 1,625	\$ 1,625	\$ -	0.00%
292	Total Expenses - Dog Officer	\$ 11,982	\$ 12,309	\$ 12,416	\$ 107	0.87%
299	Total Salaries - Field Driver	\$ 45	\$ 45	\$ 45	\$ -	0.00%
299	Total Other - Field Driver	\$ 53	\$ 10	\$ 50	\$ 40	400.00%
299	Total Expenses - Field Driver	\$ 98	\$ 55	\$ 95	\$ 40	72.73%
	Total Salaries - Protection	\$ 1,898,564	\$ 1,864,140	\$ 1,932,862	\$ 68,722	3.69%
	Total Other - Protection	\$ 282,727	\$ 310,735	\$ 278,855	\$ (31,880)	-10.26%
	Total Expenses - Protection	\$ 2,181,291	\$ 2,174,875	\$ 2,211,717	\$ 36,842	1.69%

210 Total Salaries - Police: The Board of Selectman will propose an amendment during ATM to restore \$25,756 to the police salary line.

210 Total Other - Police: The Board of Selectman will propose an amendment during ATM to reduce the police expense line by \$34,500.

220 Total Salaries - Fire: The Board of Selectman will propose an amendment during ATM to restore \$4,890 to the fire salary line

220 Total Other - Fire: The Board of Selectman will propose an amendment during ATM to restore \$4,550 to the fire expense line

221 Total Other - Dispatch: The Board of Selectman will propose an amendment during ATM to restore \$1212 to the dispatch expense line

241 Building Inspector: Moved from a consultant to a salaried position

	<u>ACCOUNT NAME</u>	<u>FY2011</u> <u>ACTUAL</u>	<u>FY2012</u> <u>BUDGET</u>	<u>FY2013</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY13 VS</u> <u>FY12</u>	<u>% Change</u> <u>FY13 VS</u> <u>FY12</u>
300	Total Salaries - Blanchard School	\$ 4,058,344	\$ 4,237,917	\$ 4,341,858	\$ 103,941	2.45%
300	Total Other - Blanchard School	\$ 1,302,246	\$ 1,305,497	\$ 1,490,893	\$ 185,396	14.20%
300	Total Expenses - Blanchard School	\$ 5,360,590	\$ 5,543,414	\$ 5,832,751	\$ 289,337	5.22%
310	Total Salaries - Minuteman Vocatior	\$ -	\$ -	\$ -	\$ -	0.00%
310	Total Other - Minuteman Vocational I	\$ 344,924	\$ 367,906	\$ 227,929	\$ (139,977)	-38.05%
310	Total Expenses - Minuteman Vocatic	\$ 344,924	\$ 367,906	\$ 227,929	\$ (139,977)	-38.05%
320	Total Salaries - ABRS Assessment	\$ -	\$ -	\$ -	\$ -	0.00%
320	Total Other - ABRS Assessment	\$ 5,864,382	\$ 5,890,838	\$ 5,630,208	\$ (260,630)	-4.42%
320	Total Expenses - ABRS Assessmer	\$ 5,864,382	\$ 5,890,838	\$ 5,630,208	\$ (260,630)	-4.42%
	Total Salaries - Education	\$ 4,058,344	\$ 4,237,917	\$ 4,341,858	\$ 103,941	2.45%
	Total Other - Education	\$ 7,511,552	\$ 7,564,241	\$ 7,349,030	\$ (215,211)	-2.85%
	Total Expenses - Education	\$ 11,569,896	\$ 11,802,158	\$ 11,690,888	\$ (111,270)	-0.94%

300 Total Other - Blanchard: Due to SPED tuition increase

<u>ACCOUNT NAME</u>		<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY13 VS</u>	<u>FY13 VS</u>
					<u>FY12</u>	<u>FY12</u>
422	Total Salaries - Public Works	\$ 432,898	\$ 463,071	\$ 479,505	\$ 16,434	3.55%
422	Total Other - Public Works	\$ 229,914	\$ 227,490	\$ 226,640	\$ (850)	-0.37%
422	Total Expenses - Public Works	\$ 662,812	\$ 690,561	\$ 706,145	\$ 15,584	2.26%
423	Total Salaries - Snow & Ice	\$ 43,321	\$ 53,853	\$ 50,347	\$ (3,506)	-6.51%
423	Total Other - Snow & Ice	\$ 90,267	\$ 107,033	\$ 110,539	\$ 3,506	3.28%
423	Total Expenses - Snow & Ice	\$ 133,588	\$ 160,886	\$ 160,886	\$ -	0.00%
424	Total Salaries - Street Lighting	\$ -	\$ -	\$ -	\$ -	0.00%
424	Total Other - Street Lighting	\$ 2,773	\$ 3,000	\$ 3,000	\$ -	0.00%
424	Total Expenses - Street Lighting	\$ 2,773	\$ 3,000	\$ 3,000	\$ -	0.00%
425	Total Salaries - Hager Well Mainten	\$ -	\$ -	\$ -	\$ -	0.00%
425	Total Other - Hager Well Maintenanc	\$ 13,990	\$ 20,000	\$ 26,400	\$ 6,400	32.00%
425	Total Expenses - Hager Well Mainte	\$ 13,990	\$ 20,000	\$ 26,400	\$ 6,400	32.00%
429	Total Salaries - Fuel	\$ -	\$ -	\$ -	\$ -	0.00%
429	Total Other - Fuel	\$ 80,513	\$ 80,500	\$ 98,375	\$ 17,875	22.20%
429	Total Expenses - Fuel	\$ 80,513	\$ 80,500	\$ 98,375	\$ 17,875	22.20%
431	Total Salaries - Hazardous Waste C	\$ -	\$ -	\$ -	\$ -	0.00%
431	Total Other - Hazardous Waste Coll	\$ 4,850	\$ -	\$ 5,000	\$ 5,000	0.00%
431	Total Expenses - Hazardous Waste	\$ 4,850	\$ -	\$ 5,000	\$ 5,000	0.00%
491	Total Salaries - Cemetery	\$ 8,392	\$ 8,477	\$ 8,562	\$ 85	1.00%
491	Total Other - Cemetery	\$ 959	\$ 1,000	\$ 1,000	\$ -	0.00%
491	Total Expenses - Cemetery	\$ 9,351	\$ 9,477	\$ 9,562	\$ 85	0.90%
	Total Salaries - Public Works & Faci	\$ 484,611	\$ 525,401	\$ 538,414	\$ 13,013	2.48%
	Total Other - Public Works & Facilitie	\$ 423,266	\$ 439,023	\$ 470,954	\$ 31,931	7.27%
	Total Expenses - Public Works - Fac	\$ 907,877	\$ 964,424	\$ 1,009,368	\$ 44,944	4.66%

425 Total Other - Hager Well Maintenance: Previously available funds in article have now been depleted  
429 Total Other - Fuel: Adjusted to reflect increased fuel costs.

	<u>ACCOUNT NAME</u>	<u>FY2011</u> <u>ACTUAL</u>	<u>FY2012</u> <u>BUDGET</u>	<u>FY2013</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY13 VS</u> <u>FY12</u>	<u>% Change</u> <u>FY13 VS</u> <u>FY12</u>
510	Total Salaries - Landfill Monitoring	\$ -	\$ -	\$ -	\$ -	0.00%
510	Total Other - Landfill Monitoring	\$ -	\$ 6,000	\$ 6,000	\$ -	0.00%
510	Total Expenses - Landfill Monitoring	\$ -	\$ 6,000	\$ 6,000	\$ -	0.00%
511	Total Salaries - Board of Health	\$ 500	\$ 501	\$ 501	\$ -	0.00%
511	Total Other - Board of Health	\$ 16,900	\$ 16,990	\$ 16,990	\$ -	0.00%
511	Total Expenses - Board of Health	\$ 17,400	\$ 17,491	\$ 17,491	\$ -	0.00%
519	Total Salaries - Environmental Services	\$ -	\$ -	\$ -	\$ -	0.00%
519	Total Other - Environmental Services	\$ 9,345	\$ 9,345	\$ 10,492	\$ 1,147	12.27%
519	Total Expenses - Environmental Services	\$ 9,345	\$ 9,345	\$ 10,492	\$ 1,147	12.27%
522	Total Salaries - Nursing Services	\$ -	\$ -	\$ -	\$ -	0.00%
522	Total Other - Nursing Services	\$ 2,395	\$ 2,395	\$ 4,696	\$ 2,301	96.08%
522	Total Expenses - Nursing Services	\$ 2,395	\$ 2,395	\$ 4,696	\$ 2,301	96.08%
523	Total Salaries - Mental Health Services	\$ -	\$ -	\$ -	\$ -	0.00%
523	Total Other - Mental Health Services	\$ 7,000	\$ 7,000	\$ -	\$ (7,000)	-100.00%
523	Total Expenses - Mental Health Services	\$ 7,000	\$ 7,000	\$ -	\$ (7,000)	-100.00%
541	Total Salaries - Council on Aging	\$ 39,836	\$ 41,652	\$ 43,119	\$ 1,467	3.52%
541	Total Other - Council on Aging	\$ 3,050	\$ 3,050	\$ 3,050	\$ -	0.00%
541	Total Expenses - Council on Aging	\$ 42,886	\$ 44,702	\$ 46,169	\$ 1,467	3.28%
543	Total Salaries - Veterans	\$ 669	\$ 190	\$ 670	\$ 480	252.63%
543	Total Other - Veterans	\$ 250	\$ 250	\$ 355	\$ 105	42.00%
543	Total Expenses - Veterans	\$ 919	\$ 440	\$ 1,025	\$ 585	132.95%
599	Total Salaries - Inspect of Animals	\$ 949	\$ 959	\$ 969	\$ 10	1.04%
599	Total Other - Inspect of Animals	\$ -	\$ -	\$ 100	\$ 100	0.00%
599	Total Expenses - Inspect of Animals	\$ 949	\$ 959	\$ 1,069	\$ 110	11.47%
600	Total Salaries - Animal Control Officer	\$ 2,577	\$ 2,603	\$ 2,629	\$ 26	1.00%
600	Total Other - Animal Control Officer	\$ 503	\$ 330	\$ 400	\$ 70	21.21%
600	Total Expenses - Animal Control Officer	\$ 3,080	\$ 2,933	\$ 3,029	\$ 96	3.27%
	Total Salaries - Health Services	\$ 44,531	\$ 45,905	\$ 47,888	\$ 1,983	4.32%
	Total Other - Health Services	\$ 39,443	\$ 45,360	\$ 42,083	\$ (3,277)	-7.22%
	Total Expenses - Health Services	\$ 83,974	\$ 91,265	\$ 89,971	\$ (1,294)	-1.42%

519 Total Other - Environmental Services: Reflects increased assessment

522 Total Other - Nursing Services: Reflects increased assessment

523 Total Other - Mental Health Services: Reflects recommendation of FinCom to not fund (decrease of \$7000. Board of Health (BoH) will propose an amendment during ATM to restore \$7,000 to the line item. The Board of Selectman supports the proposed amendment.

<u>ACCOUNT NAME</u>		<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY13 VS</u>	<u>FY13 VS</u>
					<u>FY12</u>	<u>FY12</u>
610	Total Salaries - Library	\$ 189,303	\$ 197,442	\$ 200,391	\$ 2,949	1.49%
610	Total Other - Library	\$ 113,768	\$ 111,597	\$ 115,764	\$ 4,167	3.73%
610	Total Expenses - Library	\$ 303,071	\$ 309,039	\$ 316,155	\$ 7,116	2.30%
630	Total Salaries - Recreation Comm	\$ 24,049	\$ 25,954	\$ 25,954	\$ -	0.00%
630	Total Other - Recreation Comm	\$ 7,533	\$ 9,600	\$ 9,600	\$ -	0.00%
630	Total Expenses - Recreation Comm	\$ 31,582	\$ 35,554	\$ 35,554	\$ -	0.00%
691	Total Salaries - Historical Comm	\$ -	\$ -	\$ -	\$ -	0.00%
691	Total Other - Historical Comm	\$ 4,012	\$ 3,164	\$ 3,169	\$ 5	0.16%
691	Total Expenses - Historical Comm	\$ 4,012	\$ 3,164	\$ 3,169	\$ 5	0.16%
692	Total Salaries - Public Celebration	\$ -	\$ -	\$ -	\$ -	0.00%
692	Total Other - Public Celebration	\$ 652	\$ 665	\$ 665	\$ -	0.00%
692	Total Expenses - Public Celebration	\$ 652	\$ 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	\$ 942	\$ 1,500	\$ 1,500	\$ -	0.00%
699	Total Expenses - A/B Cultural Council	\$ 942	\$ 1,500	\$ 1,500	\$ -	0.00%
	Total Salaries - Culture & Recreation	\$ 213,352	\$ 223,396	\$ 226,345	\$ 2,949	1.32%
	Total Other - Culture & Recreation	\$ 127,407	\$ 127,026	\$ 131,198	\$ 4,172	3.28%
	Total Expenses - Culture & Recreation	\$ 340,759	\$ 350,422	\$ 357,543	\$ 7,121	2.03%

	<u>ACCOUNT NAME</u>	<u>FY2011</u> <u>ACTUAL</u>	<u>FY2012</u> <u>BUDGET</u>	<u>FY2013</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY13 VS</u> <u>FY12</u>	<u>% Change</u> <u>FY13 VS</u> <u>FY12</u>
710	Total Salaries - Maturing Debt Princi	\$ -	\$ -	\$ -	\$ -	0.00%
710	Total Other - Maturing Debt Principal	\$ 835,000	\$ 827,500	\$ 750,000	\$ (77,500)	-9.37%
710	Total Expenses - Maturing Debt Prin	\$ 835,000	\$ 827,500	\$ 750,000	\$ (77,500)	-9.37%
751	Total Salaries - Maturing Debt Intere	\$ -	\$ -	\$ -	\$ -	0.00%
751	Total Other - Maturing Debt Interest	\$ 551,207	\$ 529,873	\$ 483,453	\$ (46,420)	-8.76%
751	Total Expenses - Maturing Debt Intei	\$ 551,207	\$ 529,873	\$ 483,453	\$ (46,420)	-8.76%
	Total Salaries - Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Other - Debt Service	\$ 1,386,207	\$ 1,357,373	\$ 1,233,453	\$ (123,920)	-9.13%
	Total Expenses - Debt Service	\$ 1,386,207	\$ 1,357,373	\$ 1,233,453	\$ (123,920)	-9.13%
830	Total Salaries - County Ret. Assessm	\$ -	\$ -	\$ -	\$ -	0.00%
830	Total Other - County Ret Assessmer	\$ 488,729	\$ 475,394	\$ 504,212	\$ 28,818	6.06%
830	Total Expenses - County Ret Asses	\$ 488,729	\$ 475,394	\$ 504,212	\$ 28,818	6.06%
912	Total Salaries - Other Benefit Insur	\$ -	\$ -	\$ -	\$ -	0.00%
912	Total Other - Other Benefit Insurance	\$ 73,838	\$ 67,865	\$ 66,685	\$ (1,180)	-1.74%
912	Total Expenses - Other Benefit Insur	\$ 73,838	\$ 67,865	\$ 66,685	\$ (1,180)	-1.74%
915	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
915	Total Other - Employee Benefits	\$ 1,301,524	\$ 1,485,739	\$ 1,404,740	\$ (80,999)	-5.45%
915	Total Expenses - Employee Benefits	\$ 1,301,524	\$ 1,485,739	\$ 1,404,740	\$ (80,999)	-5.45%
945	Total Salaries -Liability Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
945	Total Other - Liability Insurance	\$ 74,756	\$ 85,732	\$ 85,700	\$ (32)	-0.04%
945	Total Expenses - Liability Insurance	\$ 74,756	\$ 85,732	\$ 85,700	\$ (32)	-0.04%
	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Other- Employee Benefits	\$ 1,938,847	\$ 2,114,730	\$ 2,061,337	\$ (53,393)	-2.52%
	Total Expenses- Employee Benefits	\$ 1,938,847	\$ 2,114,730	\$ 2,061,337	\$ (53,393)	-2.52%
132	Reserve Fund - Original Budget	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
132	Reserve Fund - Transferred Out	\$ -	\$ -	\$ -	\$ -	0.00%
132	Reserve Fund - Net Balance	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%

915 Total Other - Employee Benefits: Decreased to reflect changes in health insurance plan design.

<u>ACCOUNT NAME</u>	<u>FY2011 ACTUAL</u>	<u>FY2012 BUDGET</u>	<u>FY2013 BUDGET</u>	<u>\$ Change FY13 VS FY12</u>	<u>% Change FY13 VS FY12</u>
<b>SALARIES</b>					
Town Government	\$ 597,492	\$ 619,887	\$ 631,784	\$ 11,897	1.92%
Protection	\$ 1,898,564	\$ 1,864,140	\$ 1,932,862	\$ 68,722	3.69%
Public Works & Facilities	\$ 484,611	\$ 525,401	\$ 538,414	\$ 13,013	2.48%
Health Services	\$ 44,531	\$ 45,905	\$ 47,888	\$ 1,983	4.32%
Cultural & Recreation	\$ 213,352	\$ 223,396	\$ 226,345	\$ 2,949	1.32%
Total Town	<u>\$ 3,238,550</u>	<u>\$ 3,278,729</u>	<u>\$ 3,377,293</u>	<u>\$ 98,564</u>	<u>3.01%</u>
Education	\$ 4,058,344	\$ 4,237,917	\$ 4,341,858	\$ 103,941	2.45%
Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Fund	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL SALARIES	<u>\$ 7,296,894</u>	<u>\$ 7,516,646</u>	<u>\$ 7,719,151</u>	<u>\$ 202,505</u>	<u>2.69%</u>
<b>OTHER EXPENSES</b>					
Town Government	\$ 178,448	\$ 209,703	\$ 207,384	\$ (2,319)	-1.11%
Protection	\$ 282,727	\$ 310,735	\$ 278,855	\$ (31,880)	-10.26%
Public Works & Facilities	\$ 423,266	\$ 439,023	\$ 470,954	\$ 31,931	7.27%
Health Services	\$ 39,443	\$ 45,360	\$ 42,083	\$ (3,277)	-7.22%
Cultural & Recreation	\$ 127,407	\$ 127,026	\$ 131,198	\$ 4,172	3.28%
Total Town	<u>\$ 1,051,291</u>	<u>\$ 1,131,847</u>	<u>\$ 1,130,474</u>	<u>\$ (1,373)</u>	<u>-0.12%</u>
Education	\$ 7,511,552	\$ 7,564,241	\$ 7,349,030	\$ (215,211)	-2.85%
Employee Benefits	\$ 1,938,847	\$ 2,114,730	\$ 2,061,337	\$ (53,393)	-2.52%
Debt Service	\$ 1,386,207	\$ 1,357,373	\$ 1,233,453	\$ (123,920)	-9.13%
Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
TOTAL OTHER EXPENSES	<u>\$ 11,887,897</u>	<u>\$ 12,353,191</u>	<u>\$ 11,959,294</u>	<u>\$ (393,897)</u>	<u>-3.19%</u>
<b>TOTAL EXPENSES</b>					
Town Government	\$ 775,940	\$ 829,590	\$ 839,168	\$ 9,578	1.15%
Protection	\$ 2,181,291	\$ 2,174,875	\$ 2,211,717	\$ 36,842	1.69%
Public Works & Facilities	\$ 907,877	\$ 964,424	\$ 1,009,368	\$ 44,944	4.66%
Health Services	\$ 83,974	\$ 91,265	\$ 89,971	\$ (1,294)	-1.42%
Cultural & Recreation	\$ 340,759	\$ 350,422	\$ 357,543	\$ 7,121	2.03%
Total Town	<u>\$ 4,289,841</u>	<u>\$ 4,410,576</u>	<u>\$ 4,507,767</u>	<u>\$ 97,191</u>	<u>2.20%</u>
Education	\$ 11,569,896	\$ 11,802,158	\$ 11,690,888	\$ (111,270)	-0.94%
Employee Benefits	\$ 1,938,847	\$ 2,114,730	\$ 2,061,337	\$ (53,393)	-2.52%
Debt Service	\$ 1,386,207	\$ 1,357,373	\$ 1,233,453	\$ (123,920)	-9.13%
Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
TOTAL EXPENSES	<u>\$ 19,184,791</u>	<u>\$ 19,869,837</u>	<u>\$ 19,678,445</u>	<u>\$ (191,392)</u>	<u>-0.96%</u>
Budget Prior to Reserve Fund Calculations	<u>\$ 19,184,791</u>	<u>\$ 19,684,837</u>	<u>\$ 19,493,445</u>	<u>\$ (191,392)</u>	<u>-0.97%</u>

**Blanchard Memorial School  
FY 2013 Budget Account Summary**

<u>Code</u>	<u>Description</u>	<u>FY2010 ACTUAL</u>	<u>FY2011 ACTUAL</u>	<u>FY2012 VOTED</u>	<u>FY2013 PROPOSED</u>	<u>FY13 v.FY12 \$ Change</u>	<u>% Change</u>
1100	School Committee	\$ 14,306	\$ 4,898	\$ 7,588	\$ 7,588	\$ -	0.00%
1200	Superintendent Office	184,553	214,826	219,019	219,269	\$ 250	0.11%
1400	Business Office	114,139	111,365	113,726	113,851	\$ 125	0.11%
2100	Special Ed Office	130,521	122,728	126,244	60,225	\$ (66,019)	-52.29%
2200	Principal Office	149,772	52,125	52,112	144,670	\$ 92,558	177.61%
2250	Building Technology	125,598	109,135	36,798	49,435	\$ 12,637	34.34%
2300	Teaching	3,672,281	3,527,387	3,647,223	3,761,705	\$ 114,482	3.14%
2350	Prof. Development	81,303	42,191	83,550	81,440	\$ (2,110)	-2.53%
2400	Textbooks	8,316	761	-	4,500	\$ 4,500	
2451	Instructional Tech.	44,160	32,592	111,387	136,489	25,102	22.54%
2500	Library & Media	61,187	66,539	70,778	72,957	2,179	3.08%
2700	Guidance/Psych	101,426	108,369	112,878	115,693	2,815	2.49%
3200	Health Services	53,921	54,376	58,210	57,545	(665)	-1.14%
3300	Transportation	310,154	393,899	422,300	348,329	(73,971)	-17.52%
3400	Food Services	58,849	38,138	38,230	38,791	561	1.47%
4130	Utilities	135,673	161,572	179,938	179,938	-	0.00%
4220	Maintenance	240,711	236,454	233,069	236,648	3,579	1.54%
4400	Technology Admin	53,800	19,805	20,266	15,452	(4,814)	-23.75%
5100	Retirement	-	58,455	105,394	86,039	(19,355)	-18.36%
6300	Civic Activities	5,410	5,156	5,714	5,872	158	2.77%
7000	Capital Exp.	41,940	48,948	31,240	19,643	(11,597)	-37.12%
9000	Tuition to other distric	564,873	502,814	472,482	642,030	169,548	35.88%
	<b>TOTALS</b>	<b>\$ 6,152,893</b>	<b>\$ 5,912,534</b>	<b>\$ 6,148,146</b>	<b>\$ 6,398,109</b>	<b>\$ 249,963</b>	<b>4.07%</b>
<b>Less Funding sources:</b>							
	School Choice	225,000	187,488	130,000	175,000	45,000	34.62%
	Circuit Breaker	202,255	87,252	96,415	88,921	(7,494)	-7.77%
	Grants	229,049	158,375	178,317	116,437	(61,880)	-34.70%
	Fee Programs	163,000	118,829	135,000	185,000	50,000	37.04%
	<b>Totals</b>	<b>\$ 819,304</b>	<b>\$ 551,944</b>	<b>\$ 539,732</b>	<b>\$ 565,358</b>	<b>\$ 25,626</b>	<b>4.75%</b>
	<b>Town Appropriation</b>	<b>\$ 5,333,589</b>	<b>\$ 5,360,590</b>	<b>\$ 5,608,414</b>	<b>\$ 5,832,751</b>	<b>\$ 224,337</b>	<b>4.00%</b>

Mr. Fallon took the following line items out of order:

**Dept. 192, Town Hall (Raid Suleiman, Board of Selectman Chair)**

Mr. Suleiman moved that the Town increase Department 192, Total Salaries – Town Hall by Three Thousand Nine Hundred Eighty-Nine Dollars (\$3,989), and to meet this appropriation, that an additional amount of Three Thousand Nine Hundred Eighty-Nine Dollars (\$3,989) be raised by taxation. This would increase the current Town Clerk support person from 15 hours to 19 hours to provide support to the Town Clerk, Tax Collector and Treasurer, to provide back-up and continuity of operations.

Mr. Raad said that the FinCom recommends unanimously.

**The motion to amend Department 192, Total Salaries—Town Hall passed by majority vote.**

**Dept. 210, Police (Frank Powers, Board of Selectman)**

Mr. Powers moved that the Town increase Department 210, Total Salaries – Police by Six Thousand Three Hundred Sixty-Five Dollars (\$6,365), and to meet this appropriation, that an additional amount of Six Thousand Three Hundred Sixty-Five Dollars (\$6,365) be raised by taxation. Mr. Powers said that this deals with the salary for a third sergeant. The number represents the difference in salary between patrol officer and sergeant. It was felt that having a sergeant for each shift was important for leadership and smooth operation of the department. Chief Ryder made a presentation on the rationale for the promotion, which had already been made on a provisional basis. He said that Boxborough was short on supervisory positions relative to the past and to surrounding communities. He described the command structure of the force.

Mr. Ham said the Finance Committee vote was split—no recommendation.

Jeanne Kangas, Hill Rd., said that she considers herself a strong friend of the police department and of the FinCom. She urged everyone to be cautious about approving increases in spending and recommended voting against the article.

Channing Wagg, Hill Rd., said he agreed with Jeanne about the need to control spending. He wanted to hear the opinions of the FinCom since it was split.

Mr. Raad said it was not that easy to answer the question—some thought we didn't need three sergeants; others thought the chief should be able to make those decisions. Mr. Ham said that there was a lot of discussion and making decisions about which budget requests to support. Mr. Hesler said that the FinCom started with zero increases in the budget and that new initiatives should be offset with cuts in other areas.

Jeannette Millard, Russet Lane, asked about staffing. Chief Ryder said there were 3 sergeants, 7 officers and a chief. She felt that having three sergeants seemed top-heavy.

Gary Kushner, Flagg Hill Rd., reminded people that FinCom meetings are open to public. He wondered at making a promotion mid-year before coming to Town Meeting, but supported the chief and his rationale.

Eric Molander, Burroughs Rd., asked what the increase meant and how much benefits would increase. Mr. Powers said that benefits would not be affected.

Vince Amoroso, Liberty Square Rd., asked about what happens if we don't vote for this. How will coverage be managed? The chief said that he runs the department as he sees fit. The reason to do the promotion to sergeant midyear was based on need. Without a third sergeant more shifts would lack supervision.

Mr. Suleiman asked about the effects on the overtime budget and how long is the average service of officers. The chief said that overtime is budgeted using an average of junior and senior officers' pay. Some have 20 years, some have less than 5. The majority of officers are "senior". Raid likes the idea of being able to offer

opportunities for promotion within the force. But he feels senior officers don't need supervision. The chief said that the supervisor has certain tasks that must be performed—firearms, gatekeeper to lock-up, etc., not just watching over junior officers.

David Marshall, Liberty Square Rd., said the union is going to negotiate the best salary possible – but it's probably going to be 2% while the Police Chief is getting 5%. He thinks that's a problem. Supervision is nice but is anything really lost by not having a third sergeant. The chief said there are some duties that can only be performed by a supervisor.

Simon Bunyard, Hill Rd, said there's a command and control issue. In an emergency, questions of who's in charge can lead to problems. The chief said that in instances with two junior officers responding to an emergency, decisions need to be made. Having a supervisor makes the chain of command clear.

Owen Neville, Middle Rd. suggested the chief describe the shifts. The chief described the three shifts.

Becky Neville, Middle Rd., reminded people that we are close to Rte. 495, there's a lot going on and having another supervisor makes a lot of sense.

Jim Gorman, Hill Rd., asked if the chief could maintain the third sergeant even without the salary increase. He asked if the chief felt strongly enough to keep it without the money. The chief said he would not want to go against the wishes of town meeting but would get rid of the third sergeant as a last resort. Jim said he was in favor of the motion.

Brian Morrison, Hill Rd. spoke in favor of the motion. He thought the community police aspect was very important and that that was a big part of a sergeant's job. Based on his work experience, he was in favor of supervision of off-hours shifts.

Mr. Niro, Hager Ln, said he fears the known rather than the unknown. Do we really have a need for a third sergeant knowing that it will cost the town resources?

Dave Follett, Cobleigh Rd., asked if sergeant is both a patrolman and supervisor. How is their time split. The chief said they are supervisors all the time. Very difficult to say, but he said that 60-70% is supervisory. Losing the third sergeant would make the remaining sergeants have to function even more in a supervisor-only mode.

Mark White, Sara's Way, said that while it's time to tow the line on the budget, what are we going to tow the line on? Mark supports the chief and how he wants to do the job and structure his department. He thinks the police department has come a long way over the years and urges a positive vote on the motion.

Sue Reuther, Reed Farm Rd., moved the question. The motion to vote now carried by two-thirds, as declared by the moderator.

**Motion to increase Department 210, Total Salaries – Police by Six Thousand Three Hundred Sixty-Five Dollars (\$6,365) carried by majority vote. Yes: 119 No: 79**

Mr. Powers moved that the Town increase Department 210, Total Salaries – Police by Nineteen Thousand Three Hundred Seventy-One Dollars (\$19,371), and to meet this appropriation, that an additional amount of Nineteen Thousand Three Hundred Seventy-One Dollars (\$19,371) be raised by taxation. Mr. Powers said that without the authorization means that there will be an additional 53 one-officer shifts. If only the outreach program is cut (\$13,647), it would result in 33 additional one-officer shifts and no officer presence at community events. Chief Ryder defended the increase by speaking of the value of the community policing program, including support for C4RJ and domestic violence initiatives.

Mr. Ham made the FinCom recommendation against the motion.

Joanne Davis, Stow Rd, spoke in favor of the motion and appreciates the community outreach program and the efforts that our officers make in checking on her well-being.

Channing Wagg, Hill Rd., spoke in favor of the motion.

Jeanne Kangas, Hill Rd., reminded voters that money for this will come from the taxpayers and that they should be careful before voting in favor of this motion. She spoke of all those on fixed incomes and the impact that spending increases have on their taxes. She was against the motion.

Jim Gorman, Hill Rd., asked the chief if this passes how many one-officer shifts: 52 one-man shifts with the funding. Without it the one-man shifts would go up to 105 shifts. He asked if reserve fund transfers could cover emergency needs for overtime.

Bruce Sabot, Joseph Rd., moved the question. The motion to vote now carried by two-thirds majority, as declared by the moderator.

**The motion to increase Department 210, Total Salaries—Police by Nineteen Thousand Three Hundred Seventy-One Dollars (\$19,371) failed by majority vote. Yes: 76 No: 102**

Mr. Powers moved that the Town decrease Department 210, Total Other – Police by Thirty-Four Thousand Five Hundred Dollars (\$34,500), and to meet this appropriation, that an amount of Thirty-Four Thousand Five Hundred Dollars (\$34,500) be deducted from the amount to be raised by taxation. Mr. Powers said that the money will be taken from the operating budget and moved to a warrant article (Article 20).

Mr. Niro said that the Finance Committee does not recommend—the police vehicle has always been purchased within the police budget and make it difficult to compare budgets from year to year.

Mr. Neville, Middle Rd. agreed with the FinCom and felt it should stay in the operating budget. He felt it was the more honest way to do it.

Ms. Kangas spoke in support of the FinCom and opposes the motion.

Mr. Follett asked why fire is treated differently from police. Mr. Ham said that the police department gets a vehicle every year, which makes it an annual budget item. Fire vehicles are not purchased every year.

Walter Van Roggen, Patch Hill Rd., asked what happens if the amendment is defeated? Mr. Powers said he would make a motion to increase line 210 by an amount that would cover a command vehicle rather than a fleet vehicle.

Loretta Crowley wanted to know what a command vehicle is? Mr. Fallon said that was not in the 4 corners. Mr. Niro said that warrant articles to follow deal with her question.

**The motion to decrease Department 210, Total Other—Police by Thirty-Four Thousand Five Hundred Dollars (\$34,500) failed by majority vote.**

Mr. Powers moved to increase Department 210, Total Other – Police by \$5,213 to cover the costs of a command vehicle rather than just a cruiser, which is in the budget.

Kathleen Vorce, Liberty Square Rd., asked for a point of order. She felt discussion on the cruiser was inappropriate at this point and should be addressed in Article 20. Mr. Neville also argued this point. Mr. Fallon allowed the motion to proceed. Chief Ryder described the differences between a command vehicle and a cruiser and why the command vehicle was preferred.

Mr. Niro said that the FinCom was opposed to the motion. Former police chiefs have always had cruisers. Fleet already has 3 SUV's and they see no need for more.

Mr. Raad spoke against the motion. He thinks highly of the chief but feels that we do not need the added expense.

Mr. White, Sara's Way, was confused about what he's voting on. He does not like how this was handled procedurally.

Michael Fetterman asked why the chief wants a fourth SUV. The chief said that the fleet has 2 command vehicles. The third SUV is being traded in due to maintenance costs and replaced, but does not have all the equipment of a command vehicle.

**The motion to increase Department 210, Total Other – Police by \$5,213 failed by majority vote.**

**Dept. 220, Fire (Rebecca Neville, Board of Selectman)**

Ms. Neville moved that the Town increase Department 220, Total Salaries – Fire by Four Thousand Eight Hundred Ninety Dollars (\$4,890), and to meet this appropriation, that an additional amount of Four Thousand Eight Hundred Ninety Dollars (\$4,890) be raised by taxation. Ms. Neville said that on October 1 Randy White was promoted to Chief. He was charged with controlling his budget to cover per diem trainings.

The Finance Committee does not recommend. The FinCom felt that formerly training was covered in the budget. Ms. Kangas urged support of the FinCom recommendation against the motion.

Ms. Neville asked that Randy White explain the reasons for wanting the increase. Chief White said he is a strong proponent of training. The money would allow him to send firefighters for training during the daytime.

Mr. Fallon called for a hand count of the vote.

**The motion to increase Department 220, Total Salaries – Fire by Four Thousand Eight Hundred Ninety Dollars (\$4,890) failed by majority vote. Yes: 64 No: 85**

Ms. Neville moved that the Town increase Department 220, Total Other – Fire by Four Thousand Five Hundred Fifty Dollars (\$4,550), and to meet this appropriation, that an amount of Four Thousand Five Hundred Fifty Dollars (\$4,550) be raised by taxation. Ms. Neville said the money is for a uniform allowance for per diems. Right now they borrow uniforms or have to buy them on their own or they just come in whatever they want. The chief feels that appropriate attire improves morale and makes firefighters more identifiable in the community.

Mr. Subramanyam said that the Finance Committee opposes the motion.

Jeanne Kangas spoke against the motion. She didn't care what the firefighters wear.

**The motion to increase Department 220, Total Other – Fire by Four Thousand Five Hundred Fifty Dollars (\$4,550) failed by majority vote.**

**Dept. 221, Dispatch (Frank Powers, Board of Selectman)**

Mr. Powers moved that the Town increase Department 221, Total Other – Dispatch by One Thousand Two Hundred Twelve Dollars (\$1,212), and to meet this appropriation, that an additional amount of One Thousand Two Hundred Twelve Dollars (\$1,212) be raised by taxation. Mr. Powers said the supervisors' cell phone would not be available. They are on call 24/7 and should have a cell phone. Also the landline connectivity between the Hager property and the Swanson Road cell tower would be disrupted.

Mr. Ham outlined the reasons that the FinCom was against the motion and feel the phone budget was adequately funded.

Mr. Fetterman, Burroughs Rd., said it costs a certain amount for phones and why don't the FinCom and BOS agree on this item. Chief Ryder explained the difference between landlines and the cell phone in question. Mr. Fetterman asked if there could be reconciliation between the FinCom and the BOS on this before the vote. Mr. Fallon said no.

Mr. Van Roggen found the lack of communication worrisome but felt it wasn't that much money so he was in favor of the motion.

Ms. Crowley spoke in favor of the motion and felt that communication should not be compromised for safety and in emergency situations.

Mr. Neville said that the FinCom and the Chief have been talking about different budgets. He moved to table Article 8 and moved to adjourn the meeting until 7pm tomorrow night.

Ms. Neville raised a point-of-order: would this (Article 8) be taken up after Articles 9 and 10.

The moderator said no. There was some discussion that this would require voting to reconsider the vote on taking up Articles 9 & 10 first thing on Tuesday.

Mr. Neville moved to table Article 8.

**The motion to table Article 8 carried by two-thirds majority vote as declared by the moderator.**

Mr. Neville moved to reconsider taking up Article 9 and 10 first on Tuesday night. Mr. Fox said that we have advertised in media that the first order of Tuesday is Article 9 and 10. Ms. Reuther said many people were planning to come early for articles 9 and 10. Ms. Neyland spoke against the motion. John Andrews also spoke against. Ms. Kangas said that it's the people here now who are the ones that count and supports the motion to reconsider taking up 9 and 10 first. Amy Burke said that we shouldn't have second-guessed town meeting by advertising ahead of time. She was in favor of the motion.

Ms. Bieber said that a lot of people worked hard on getting people to town meeting. Part of that was letting people know when to expect articles to come up. It would be bad faith to change the order now.

Nancy Brown, Depot Rd., asked if we reconsider Article 8, do we start at the beginning or finish with the amendments.

Mr. Fallon said that the amendments would not come up again unless they were reconsidered.

Mr. Fetterman moved to vote now on reconsideration. The motion to vote now carried by two-thirds, as declared by the moderator.

**The motion to reconsider taking up Article 9 and 10 first on Tuesday night was defeated by majority vote.**

**At 11:05 p.m., Mr. Neville moved to adjourn Annual Town Meeting until 7 p.m. tomorrow (May 15) night. The motion carried by majority vote.**

**May 15, 2012, Mr. Fallon called the meeting to order at 7:05 p.m.** There were 245 registered voters in attendance. He made some announcements and explained how the meeting would proceed.

**ARTICLE 9        SENSE OF THE MEETING – BOXBOROUGH SCHOOL DISTRICT/BLANCHARD  
ELEMENTARY SCHOOL ADMINISTRATIVE STRUCTURE - K - 12  
REGIONALIZATION WITH ACTON, UNION WITH HARVARD, NEITHER <sup>AA</sup>**

(Majority vote required; non-binding)

Mary Brolin, Boxborough School Committee, moved to adopt the following non-binding sense of the meeting resolution:

It is the sense of the town meeting that:

The Acton-Boxborough Regional School Committee direct the Regional School District Study Committee to draft a regional agreement between Acton and Boxborough that would include grades pre-kindergarten through 12 for approval at a future town meeting.

Ms. Brolin made the School Committee recommendation. She talked of the declining enrollment at Blanchard while the state continues to make demands that necessitate extensive reporting and new programming. The School Committee would like Town Meeting to authorize the current study committee to explore regionalization in more detail and to develop a new regional agreement that could be voted on by the two towns. Mac Reid, a member of the study committee, gave a report on the findings of the committee. One of the major questions was about the identity of Blanchard. He said the committee felt that Acton’s five elementary schools each had its own identity. He said other concerns were long bus rides, class size, educational impacts.

He said that full regionalization would lead to enhanced professional development, enhanced offerings for SpEd, increased flexibility and shared curriculum. Structure would be simplified—three school committees go to one. Duplication of reporting, some staffing would be saved. Full regionalization would also lead to cost effective service delivery, more transparent financial reporting and streamlined operations. He said their would be cost savings of 2 FTE’s for a cost savings of \$150K/year. Governance issues will be addressed, along with concerns about Budget vs Assessment, school choice, makeup of the school committee and voting. Asking for a Sense of the Meeting Motion because the committee doesn’t want to continue if town not behind the idea. Full regionalization will be looked at vs status quo. The estimate is that their will be a financial benefit \$650-700K due to cost savings and increased regional transportation reimbursement. The sense of the meeting has already passed in Acton. If passed tonight the committee would jump into developing a new regional agreement in a thoughtful inclusive process. They will also continue to refine the financial projections

**Jim Ham said the Finance Committee recommends unanimously (9-0) moving forward with regionalization and unanimously does not support job sharing (9-0).**

Regionalization provides Boxborough with financial benefits that job sharing does not. Early estimates of saving will include reductions in administrative and transportation costs. Additional savings can be expected once the actual agreement is worked out.

**The School Committee supports the motion.**

**AB regional unanimously recommends proceeding with full regionalization.**

**Becky Neville presented both the majority and minority report of the Board of Selectmen. The majority does not recommend (3-2).** Does not find the analysis compelling. Does not want 2/3 of the town’s budget to be an assessment.

Becky Neville, Middle Rd., biggest concern is the budgeting process and that 2/3 of the town’s budget could be an assessment. The Acton Leadership Group (ALG) is very powerful in the budgeting process in Acton and has a major impact on the Region’s final budget. She is also concerned about weighted voting and Boxborough not having enough of a vote.

Mr. Sabot spoke in favor of regionalization. He was on a committee years ago that looked at full regionalization and was against it. The current system cannot stay the same. All that is asked tonight is to let the committee go forward and do more work on this. He felt full regionalization would lessen the impact of ALG on the school budget. He urged town meeting to vote to let the committee continue.

Trina Toups, Flagg Hill Rd., asked about the integrated pre-school. Wants to keep it in Boxborough. Mary said that the SC would decide but can't see why not. Why couldn't staffing levels go back to how they were before the growth spurt? She feels her child with special needs was better served here in Boxborough than when he got to the region.

Amy Burke, Sargent Rd., thanked the study committee for their hard work. Amy expressed how much she appreciates Blanchard. She talked about how the budget is not sustainable. 8M for 480 kids vs 5.8M for the Boxborough kids at the region.

Andrew Gruskay, Daniel's Way, asked to hear from someone from Acton. Mr. Fallon asked him for a specific question.

Vince Amoroso, Liberty Square Rd., supports the motion. He wants the committee to get more information so that the town can make a better decision. He thinks it short-sighted to cut them off now based on visceral reactions.

Charlene Golden, Hill Rd., said that when they first moved in they went to the town clerk's house to register to vote and regionalization was being talked about then. In 1951 Acton started looking for a partner. In 1955 Boxborough joined Acton in a region from 7-12. She has some concerns: we have a special school in Blanchard. She doesn't feel that Acton people feel the same way. No one likes the staggered buses or the half-day Thursdays. Custodian union, no music program, other staff unions. In 1977, 30% of the budget went to Blanchard, 30% went to region. If the real problem is the superintendent we should look at other solutions.

Matt Kosakowski, Hill Rd., is in favor. Do the Blanchard teachers have a different contract? Yes. Will they have to change? Yes! What's student/teacher ratio - would that change? Mary said that there would be no dramatic change. \$530K savings comes from transportation; the rest is staffing.

Jim Gorman asked whether Boxborough would get more say in a new regional agreement. Has there ever been a situation where the small community has veto power. Mr. Giorgio said that voting rights is one-person one vote. 6 Acton and 3 Boxborough members. Acton counts for 2 and Boxborough 1. There are other options. Could have 10, 8 Acton, 2 Boxborough. Could have all at-large candidates. Lastly could have appointed members where one-person one vote doesn't apply. Has to be proportionate to your population unless all candidates are district wide. Can set up 2 candidates must be from Boxborough. Chapter 71, Section 14(e). He said he's never seen an agreement with a veto. A majority from each town must approve for a preliminary budget, so not really a veto power but close. Could also get special legislation to get a more favorable weighting. Jim Gorman questioned the savings. Boxborough would only get 20% of the total savings. He also questioned the savings on overhead.

Sue Reuther, Reed Farm Rd., moved the question. The motion to vote now passed by two-thirds majority as declared by the moderator. The moderator asked for a standing count.

**Action on Article 9, ATM, May 15, 2012: Motion carried by majority vote. Yes: 189 No: 45**

## **ARTICLE 10      ACTON BOXBOROUGH REGIONAL SCHOOLS LOWER FIELDS**

(Two-thirds vote)

Brigid Bieber, member Boxborough School Committee, moved to approve the \$1.5 Million borrowing authorized by the Acton-Boxborough Regional School District, for the purpose of paying costs of construction of outdoor recreational and athletic facilities at the Regional School District property, and for the payment of all other costs incidental and related thereto, said amount to be expended at the direction of the Regional School District School Committee.

### **Summary**

The Acton-Boxborough Regional School District has voted to approve the borrowing of \$1.5 Million toward the costs of construction of outdoor recreational and athletic facilities at the Regional School District's property known as the Lower Fields. Under Section 10 of the Acton-Boxborough Regional School District Agreement, a 2/3rds vote of the Town is required to approve this borrowing.

The total project cost is anticipated to be \$3 Million. This will be funded from a combination of private and public sources, minimizing the School District's commitment. These sources include and shall not exceed: 1) a \$1Million contribution from Acton-Boxborough Youth Soccer (ABYS) which is being financed by a private loan taken out by ABYS; 2) \$225,000 in cash, contributed by the members of the Friends of the Lower Fields (FOLF), including ABYS, A-B Pop Warner and Cheering, Acton-Boxborough Youth Lacrosse, and Acton-Boxborough Girls Youth Lacrosse; 3) \$275,000 in FY12 operating funds from the ABRSD budget; and 4) \$1.5 Million in proceeds from a bond to be issued by the ABRSD.

Approximately a year ago, a private entity of Acton and Boxborough citizens came forward and formed a group known as the Friends of Lower Fields (FOLF). Throughout a number of meetings with Dr. Stephen Mills and the Central Office staff of ABRSD, we pursued a creative public-private partnership to build out the property currently known as the Lower Fields. Due to poor drainage, the current natural grass fields are frequently unavailable for use during the school year. This proposal would improve and enhance the site for a dramatic increase in field time for the students and the community. As noted above, the financing of this project is a cooperative initiative involving commitments from both the private group, FOLF, and ABRSD.

Currently we anticipate the highest exposure for the ABRSD to be \$150,000 annually during the early years of debt service where payments are high and revenues may not have been maximized. Acton-Boxborough Community Education has committed to contribute \$25,000 annually toward that expense moving forward. It is anticipated that an additional \$25,000 in revenues from concessions and advertising at the complex will also be available to offset the annual bond payment. After the private entities' bank loan is paid off and youth groups have been paid back for their initial down payments, it is anticipated that field rentals will cover the remainder of the bond amount. In aggregate, the project is expected to generate revenues that exceed expenses including the repayment of debt. (Five-year leases have already been signed by MPS and NE Premiership for field time.) Becomes cash flow positive after year 6.

The resulting site improvements from this project will include, but not be limited to, safe playable fully handicap accessible turf fields, lighting, parking and restrooms. Usage will increase 965 hrs—5530 hours. Grass fields get muddy, 40% of events had to be cancelled/rescheduled. Available play time will increase both from turf/drainage and from adding lighting. JV and freshman teams will have more opportunities for practice. They expect to rent the fields to club, youth and adult leagues.

Acton approved in April. Must have Boxborough's approval to move forward. Two banks are bidding on the opportunity to make the loan.

**The Finance Committee recommends unanimously (9-0).**

Amy Burke presented the recommendation. There is a need to improve the fields due to poor drainage for use by the school during normal hours. The project includes not only replacement turf, but lights and restroom facilities. Additionally, the region will obtain a revenue source from the various recreation groups that will extend well beyond the 15-year timeline of the bond.

Boxborough's share to be added to the tax rate is approximately \$.0226 per \$1,000 or \$11.52 for a median priced house based on a first years assessment of \$21,495 and will decrease over the 15 year life of the loan as long as the current regional agreement stays in place. This is determined by the bond rating (projected at 2.75%) and the revenues to offset the yearly payment. This is based on the current year 19.33% share minus 5% decrease for construction.

**The Boxborough School Committee recommends unanimously.**

Buzz Tremblay, Chair of the RecCom, urged support for the article as in the best interests of the kids of Boxborough.

Michael Toups, Flagg Hill Rd., questioned the financing. The \$1M loan will be paid back by FOLF being able to rent out the space and collecting the revenue. He questioned this. How are the costs of maintaining the fields, etc., apportioned? J.D. Head was recognized as head of maintenance at AB. He said part of the revenue stream would offset the maintenance costs. Does the town have any liability for the FOLF loan? Dave Wilson, FOLF, said that the town would not have any liability, but the field could be rolled up. Already have enough rental income to cover loan payment.

Jeanne Kangas, Hill Rd., was in support of the motion. Appreciates the public/private partnership. She felt it was an opportunity for the two communities and for the student-athletes at no cost to the town.

A resident of Hill Rd. asked if the astroturf was environmentally sound. Dave Wilson said the turf has no toxins. Is there any environmental cost/risk. J.D.Head said that the material is fully permitted, made of recycled materials, allows for ground-water recharge vs current compacted dirt surface.

A resident of Liberty Square Rd. asked how long does the surface last. 20 years.

Dave Follett, Cobleigh Rd., asked if depreciation was included. Yes. What is our bond rate vs. FOLF? Why should we divert the income stream when we can borrow for a lower rate than they can? Didn't want to ask the town to vote for \$3M and recognize that it's FOLF who are the ones who manage the leases and manage the scheduling.

A Fifer's Lane resident asked if there would be a first aid station. Not sure.

Bob Zurek, Morse Ln., spoke in favor of the motion. Are surveillance cameras going to be installed? Yes there will be cameras with signage. Is there an emergency call box? Yes.

Mark White moved the question. The motion to vote now passed by two-thirds majority, as declared by the moderator.

**Action on Article 10, ATM, May 15, 2012: The motion carried by two-thirds vote as declared by the moderator.**

**Mr. Suleiman moved to take Article 8 off the table. Motion carried unanimously.**

**Department 221—Dispatch**

Mr. Powers said that the FinCom, Fire Chief and Police Chief met and he believed some of the issues have been resolved. Consolidated savings by the BITCom did not apply to the Dispatch budget for communications. Lease land lines, walkie-talkie and the cell phone are the only items in the communications budget. Chief Ryder went through the components of the budget and explained the discrepancy. Mr. Ham said that the Finance Committee supported the budget amendment unanimously.

**The motion to increase Department 221—Dispatch by One Thousand Two Hundred Twelve Dollars (\$1,212) carried unanimously.**

Dept. 300, Blanchard School

Mr. Sabot moved that the Town decrease Department 300, Total Expenses—Blanchard School by \$30,000 and to meet this appropriation, that an amount of \$30,000 be deducted from the amount to be raised by taxation. The savings resulted from the reduction of a section of kindergarten. The Finance Committee recommended in favor of the amendment.

**The motion to decrease Department 300 – Blanchard School by Thirty Thousand Dollars (\$30,000) carried by majority vote.**

**Dept. 523, Mental Health Services (Marie Cannon, Board of Health Chair)**

Marie Cannon, Board of Health, moved that the Town increase Department 523, Total Other – Mental Health Services to Seven Thousand Dollars (\$7,000), and to meet this appropriation, that an additional amount of Seven Thousand Dollars (\$7,000) be raised by taxation. Marie said that the \$7,000 is a restoration of the Board of Health budget that was cut by the Finance Committee. She explained that the money was for Eliot Community Health Services to fund Boxborough residents using mental health services at Eliot Clinic, such as crisis intervention, clinical services, counseling, etc. Boxborough belongs to the Nashoba Board of Health, which provides some health services such as water quality, food safety, nursing services, but not mental health.

Susan Bak presented the FinCom recommendation. The FinCom recommends against the amendment. Tax money should not be used for mental health or any other services. With health insurance required in Massachusetts, mental health services are covered by insurance. Boxborough should not be paying for copays and parking fees. That's what the ABUW is for.

Frank Powers said that the Board of Selectmen supports the amendment unanimously. He said that over the past year during meetings of the Well Being Committee it has come up that stress levels have been rising dramatically, particularly among children and youth. More families are in crisis and in need of mental health services. He fears that a cut would impact the ability of Eliot to provide the necessary services.

Brigid Bieber asked that Curt Bates, Boxborough School Superintendent, be recognized. He read letter from Gail Walsh, School Psychologist, in defense of funding Eliot. She indicated that a number of families are receiving support and counseling from Eliot.

Lorraine Carvalho, Mass Ave, felt there was so much stress in the current economic climate, we need a safety net for people in need.

A resident of Emanuel Drive said there are other organizations that provide services to those in need that do not receive town funding. She is on Minuteman ARC board of Directors. They do fund-raising and receive insurance payments and grants. She supports the Eliot mission. She urged people to give through the United Way.

Dave Follett voted against this last year. Talked to a physician and the reality is that there is a severe restriction on money allocated for mental health. MassHealth allowed 3 days for hospitalization for a suicide attempt regardless of mental state. Ongoing services required for patient and families.

Kristin Hilberg, Hill Rd., asked if Nashoba Board of Health a non-profit? It is a public non-profit. What's the impact of \$7,000 on the average household: \$3.75. She said we should take care of each other.

Mary Brolin, Guggins Ln., served on Social Services Committee, people who have mental health issues are over-represented in the un- or under-insured. She considers it a small sum of money to protect the vulnerable. Karim Raad, Houghton Ln., said the question is not teen suicide or need, just that tax dollars should not be spent as a charitable donations.

Marie Cannon said that the \$7,000 is not a charitable donation. Eliot has an agreement with the town and we are provided data on all the services rendered. We compensate Eliot for serving our residents.

Channing Wagg, Hill Rd., spoke in favor of the amendment and sees it as a well-being issue and an issue of public health.

Betty MacKenzie, Avebury Circle, expressed her appreciation for the efforts of all the committees in town. She said that paying Eliot saves money in the end and helps build community.

Jeanne Kangas, Hill Rd., said that this is not an issue of do we care about the mentally ill. She said paying for the services through our property taxes is wrong. Donate to the United Way.

Sue Reuther Reed Farm Rd moved the question. That motion carried by two-thirds.

**The motion to increase Department 523 – Mental Health Services to Seven Thousand Dollars (\$7,000) failed. Yes: 69 No: 93**

**Dept. 692, Public Celebration (Frank Powers, Board of Selectmen)**

Mr. Powers moved that the Town increase Department 692, Total Other – Public Celebration by Three Hundred Dollars (\$300), and to meet this appropriation, that an additional amount of Three Hundred Dollars (\$300) be raised by taxation. Prior to the Memorial Day parade, parents drop many kids off with a lot of traffic. To reduce traffic in the staging area, Public Celebrations is proposing to have a bus take the kids to the staging area. Chief Ryder said he may be able to reduce the police detail assigned. Jim Gorman approves. He finds Hill Rd. to be utter chaos prior to the parade. Jason moved the question. That motion carried.

**The motion to increase Department 692 – Public Celebrations by Three Hundred Dollars (\$300) carried by majority vote.**

Mr. Fallon went through the rest of the budget section by section. There were no further amendments.

Mr. Raad moved that the Town raise and appropriate the sum of:

**\$19,660,311**

for the operations and expenses of the Town during the fiscal year beginning July 1, 2012, 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 8 of the Annual Town Meeting warrant, under the heading FY2013 Budget except for:

Department 192, Total Salaries – Town Hall, \$176,816 is increased to \$180,805,

Department 210, Total Salaries – Police, \$931,429 is increased to \$937,794,

Department 221, Total Other – Dispatch, \$34,135 is increased to \$35,347,

Department 300, Total Expenses--Blanchard School, \$5,832,751 is decreased to \$5,802,751,

and that

Department 692, Total Other – Public Celebrations, \$665 is increased to \$965.

**Action on Article 8, ATM, May 15, 2012: The motion carried unanimously.**

## **ARTICLE 11      TRANSFER TO STABILIZATION FUND**

(Two-thirds vote required)

Mr. Raad moved to transfer the sum of One Hundred Ninety-Seven Thousand Dollars (\$197,000) from Free Cash to the Stabilization Fund.

**The Finance Committee recommends unanimously (9-0).**

The town has a comprehensive Capital Plan that allows a predictable estimate of future capital requirements across all areas of the Town and School. Capital needs can be paid for by one or more of the following - free cash on hand, stabilization fund, or borrowing. The current balance of the stabilization fund is \$773,685.

Capital funding requirements for next year are currently projected to exceed one million dollars. The Finance Committee believes it is prudent to continue to reserve funds to support these upcoming capital requirements. A healthy stabilization fund protects the Town and is a strong factor in the Town's bond rating. Expenditures from the stabilization fund require a higher level of scrutiny (2/3 vote of ATM) to utilize these funds, which is appropriate for large expenditures.

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

**Action on Article 11, ATM, May 15, 2012: The motion carried unanimously.**

## **ARTICLE 12      TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND**

(Majority vote required)

Mr. Suleiman moved to transfer the sum of Seventy-Five Thousand Dollars (\$75,000) from Free Cash to the OPEB Trust Fund.

### **Summary**

On May 11, 2010, Town Meeting authorized the establishment of an OPEB Trust Fund to provide a mechanism for housing the monies to fund the actuarial liability for retiree benefits. This transfer would enable the town to start funding that liability.

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

As explained in the summary, the amount proposed in this article will make a start to fund our liabilities for retirees' healthcare benefits. Our unfunded liability, as reported in the 2009 study, amounted to \$9,700,000 and the proposed amount is a small percentage of our total obligations. Not funding this obligation might, in the future, affect our AAA credit rating.

**The Finance Committee recommends unanimously (9-0).**

The Town established an OPEB (“Other Post-employment Benefits”) Trust Fund in 2010. In addition to pension benefits, the Town provides retired employees with health care and life insurance benefits; costs are accounted for on a pay-as-you-go basis. While the accounting standards under GASB 45 do not require pre-funding of these liabilities, the Finance Committee believes that it is prudent to start setting aside reserves to begin addressing the issue. Bonding authorities also look favorably upon putting aside funds to fund the OPEB liability. Our last actuarial study was completed in fiscal 2009 and provided the Town with a detailed analysis of the unfunded liability for other post-employment benefits for active and retired employees, which totaled \$9,700,000. The amount we propose to set aside is slightly under 1% of that amount, or \$75,000.

**Action on Article 12, ATM, May 15, 2012: Motion carried unanimously.**

**ARTICLE 13 CAPITAL EQUIPMENT ACQUISITION – HAGER WELL AND BLANCHARD MEMORIAL SCHOOL EMERGENCY GENERATORS**

(Majority vote required)

Ms. Neville moved to transfer from Free Cash the sum of Seventy Thousand Dollars (\$70,000) for the purpose of acquiring and installing emergency generators at the Blanchard Memorial School and the Hager Well House; further that no funds may be expended under this vote until the Town has been allotted a grant in the amount of at least One Hundred Seventy-Seven Thousand dollars (\$177,000) from the Federal Emergency Management Agency under the Hazard Mitigation Grant Program (HMGP).

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

After the ice storm of 2008 and the Halloween storm of 2011, the Town was not prepared to shelter our residents during the prolonged power outages. Both times we worked with the Holiday Inn and neighboring communities to assist residents in finding appropriate shelter, but we did not have a place to offer. In 2007, generators for the school and the well were on the warrant, but the articles were defeated because no grant funding had been sought. This year a grant writing team worked together to submit a grant to FEMA. We have been notified that the grant has received a positive recommendation from MEMA and will hopefully be funded by FEMA. The warrant article is for \$70,000 because FEMA did not allocate the full funding amount to the State under the Hazard Mitigation Grant Program 5% Initiative. For this reason, the State is not able to fund the full 75% federal/state share under the Grant Program. The total cost of the project is \$352,177. Littleton Electric has committed \$100,000 to the project. Boxborough staff time at a cost of \$5,727 is being applied as an in-kind match. This left a grant request of 70% or \$246,450. The FEMA funds allocated under the grant program were only \$177,000, leaving a shortfall in funding of approximately \$70,000.

**The Finance Committee recommends unanimously (8-0)**

Mr. Ham said that item is in the Capital Plan for \$399,000, but the Town has applied for and expects to receive grant funding and other contributions totaling approximately \$283,000. Funding for the emergency generators was presented to Town Meeting in 2007, but was not approved. Since that time the town has endured three major weather events including the ice storm of December 2009, Hurricane Irene, and the October 2011 snowstorm. Since the earlier town meeting, we have learned that the Holiday Inn does not have sufficient generator capability as we thought. This leaves our townspeople at risk when there is a major power outage. The previous events have identified that the Town needs not only a generator at the school, but also one at the well to provide water. We have also identified needs for generators at the DPW as seen later in the warrant. This item will add \$2,100 to the operating budget in future years for maintenance plus additional diesel usage to test the generator on a weekly basis.

This item will add \$.0737 per \$1,000 or \$37.52 for a median priced house if not funded from free cash.

Mr. Sabot said the Boxborough School Committee recommended unanimously.

Mr. Fetterman asked what kind of generator. The Town Planner said they had to be stand-alone diesel operated. Someone questioned that. He said LPG safer. The Town Planner said that funding is through FEMA and must meet FEMA regulations. If LPG is permitted it will be explored.

**Action on Article 13, ATM, May 15, 2012: Motion carried unanimously.**

#### **ARTICLE 14 CAPITAL EQUIPMENT ACQUISITION – DPW GENERATOR**

(Two-thirds vote required if borrowing)

Les Fox, member, Board of Selectmen, moved to appropriate the sum of Fifty Thousand Dollars (\$50,000) for the purpose of acquiring and installing an emergency generator at the Department of Public Works facility to support the fuel tanks, operation of the liquid magnesium system, external yard lighting, and to supply emergency power to the building, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow Fifty Thousand Dollars (\$50,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

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

Mr. Fox said the ice storm of December 2008 and the October 2011 snow storm demonstrated the value of emergency generator power during extended power utility outages. Fire, Police and Dispatch were able to conduct minimum operations using the old shared Fire Station generator that was barely adequate. A new larger generator has since been installed behind the Police station that is capable of supporting Police, Fire and Dispatch operations with cut-over circuits installed between the Fire and Police stations. However, our DPW operations continue to be vulnerable with no emergency power. Without emergency generator power at the DPW, we are unable to pump fuel from our storage tanks to refill public safety and highway equipment during extended utility outages. We would also be unable to operate the liquid magnesium chloride system for ongoing road salting, nor able to provide lighting in the DPW yard or barn to run power tools and ensure a safe work environment. We got by in 2008 and 2011 with a borrowed generator that was jury-rigged to provide emergency power for the fuel pump only. This is not a sustainable solution due to safety issues and lack of power from a small generator to energize all necessary circuits. With the addition of the DPW generator we will be able to continue essential operations during prolonged utility outages. This generator is on the Town Capital Plan. The amount requested is based on estimates provided by the Town Wiring Inspector, and input from the Littleton Electric Light Department.

#### **The Finance Committee recommends unanimously (8-0)**

In addition to having this generator in the Capital Plan, during the October 2011 snowstorm, the DPW lost power, which affected the ability to use the DPW building, as well as the fuel pumps needed to supply the DPW vehicles and those of the Police and Fire Departments. Having its own generator will allow the DPW to run more efficiently in case of lost power in the future.

This item will add .0526 per \$1,000 or \$26.80 for a median priced house if not funded from free cash or borrowed. Can be borrowed at 1.6%.

**Action on Article 14, ATM, May 15, 2012: The motion carried unanimously.**

#### **ARTICLE 15 CAPITAL EQUIPMENT ACQUISITION – DPW FIELD MOWER**

(Two-thirds vote required if borrowing)

Mr. Fox moved to appropriate the sum of Fifty Thousand Dollars (\$50,000) for the purpose of acquiring a field mower for the Department of Public Works, that to meet this appropriation the Treasurer, with the approval of the

Board of Selectmen, is hereby authorized to borrow Fifty Thousand Dollars (\$50,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

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

Mr. Fox said that it is time to replace the DPW Hustler Range-wing field mower. It is at the end of useful service life, and replacement parts are becoming unavailable. After evaluating models from several vendors, the DPW Director has selected a new Jacobs field mower model on the state bid list that will be much more capable than the old mower. It has hydraulic all-wheel drive enabling operation on steep slopes such as Fifer's Field at Cisco. This will permit mowing to go faster, freeing up more personnel time to devote to other tasks that need more attention than has been available. For example the DPW would like to accommodate the increased demands for brush clearing and trail maintenance work. This mower is on the Town Capital Plan, and the amount requested is based on state purchase contract pricing.

**The Finance Committee recommends unanimously (8-0)**

The current field mower (Range Wing Lawnmower #17) was purchased in 2004 and it is becoming very difficult to find replacement parts to keep it running, particularly its engine. The DPW Director has proposed to replace it with a new Jacobs field mower model that has a lot more capabilities than the older one and is also on the State Bid list. The mower is currently on the Town's Capital Plan for 2012. This item will add .0526 per \$1,000 or \$26.80 for a median priced house if not funded from free cash or borrowed.

Dave Follett asked about the payment method. The moderator noted that the motion was different from the wording in the warrant and specified borrowing.

**Action on Article 15, ATM, May 15, 2012: The motion carried unanimously.**

**ARTICLE 16 RECONFIGURATION OF TRANSFER STATION – FEASIBILITY STUDY**

(Majority vote required)

Mr. Fox moved to transfer from Free Cash the sum of Eighteen Thousand Dollars (\$18,000) for the purpose of conducting a feasibility study and developing preliminary engineering plans and a construction cost estimate for a reconfiguration of the Town's Transfer Station.

**Summary**

Mr. Fox said the town pays to haul loads of both household trash and recyclables. Trash is compacted but recyclables are not. If we compacted recyclables to reduce the number of loads, our hauling costs would be lower. Based on the experience of other towns and available data on compaction ratios, the annual potential savings in hauling costs for recyclables is estimated to be at least \$15,000 – 20,000, and more at high compaction ratios. The savings or cost avoidance would be even greater in future should town residents using the transfer station increase their levels of recycling.

Based on input from Waste Management (our current hauler), we believe the prudent first step would be to conduct a low-cost pilot study to actually measure true compaction levels we can achieve, as this determines the magnitude of possible savings. This evaluation can be done with modest temporary provisions for electrical connections for a recyclable compactor, and a wooden platform to facilitate user access to the compactor. We would keep the existing two trash compactors and lease a self-contained compactor for recyclables for the purposes of the pilot evaluation. We estimate that the lease costs would be offset by savings in haulage during this period, and can be covered within the existing DPW budget. The costs for electrical fit-up and platform construction are estimated to be well under \$5,000 and would be funded from the first phase of this article. We expect to be able to gather sufficient data on compaction for a go/no-go decision after a few months of pilot operations. Should the pilot tests indicate that an acceptable investment payback or ROI cannot be achieved the study will be terminated without further spending on design plans.

If we can achieve satisfactory compaction ratios during the pilot, the study will proceed in a second phase to analyze alternative layout configurations and probable construction costs to refine the estimate of savings and return on the investment (ROI) required for reconfiguration to make a permanent switch to compacted recyclables. During this phase we will address a number of factors, including:

- Safe and efficient traffic flow, that ensures convenience and ease of access for users
- Safety of operations with multiple compactors, without increase in personnel
- Provisioning of permanent electrical service for new compactors
- Adequate access of the haul service trucks
- Staying within the constraints dictated by the capped landfill and bordering wetlands

If the second phase of the Feasibility Study does indicate acceptable ROI can be achieved, an article will be brought to the 2013 Town Meeting for approval to fund the Implementation Phase to develop fully engineered design plans and carry out construction. Actual construction would occur in 2013-14 at the earliest.

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

This proposed Feasibility Study grew out of discussions and analysis over the past year by the Energy Committee and its consultants, working with the DPW Director. As a result of this effort, the Selectmen have concluded that the potential for operational savings from compacting recyclables could be substantial, warranting the proposed pilot evaluation and design feasibility study. We will have to spend money (invest) in order to save money on DPW transfer station operations and costs of recyclable hauling, so we need to carry out due diligence to see if an acceptable ROI can be achieved. This work will proceed in two parts – a pilot trial to gather data, to be followed by design planning and analysis. Intermediate results of the design study will be subject to an ROI review by the Board of Selectmen in consultation with the Finance Committee. Upon favorable review, the Selectmen will authorize funding to proceed to complete the full feasibility study. The intent is to proceed gradually to get good data and staged go/no-go guidance on the likelihood of success as soon as possible, and thus avoid additional engineering study costs if the projected return on investment appears unfavorable. The amount requested in this article is based on quotes from two professional engineers, and is enough to conduct the pilot evaluation and complete the full study to develop construction and implementation cost estimates. Pending a favorable outcome of the Feasibility Study, the Selectmen will bring an article to the 2013 Town Meeting for Implementation Phase funding and construction.

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

It is not necessary to do a study to add a compactor in the current configuration of the Transfer Station. If it is possible to achieve 80% to 90% compaction with the use of one compactor, then the DPW should install such a compactor and test out the effort. If funding is needed (~\$5,000) to extend electrical outlets to the compactor, a DPW one-time budget adjustment can be approved to accommodate for the expenses. This item is not in the Capital Plan. This item will add .0190 per \$1,000 or \$9.65 for a median priced house if not funded from free cash.

**The Energy Committee recommends unanimously (7-0).**

Larry Grossman made a presentation on behalf of the Energy Committee. He said that the Energy Committee is tasked with finding ways to lower the Town's energy usage and costs. In the last year, we received a grant for an expert consultant to assist our research of the Town's waste processing system. We discovered that by compacting our recycling wastes, as we do our solid wastes, the Town could lower costs significantly. Compacting Boxborough's recyclables means fewer truck hauling trips resulting in:

1. Cost savings by lowering transportation costs
2. Less energy usage
3. Reduced air pollution (truck exhaust)

Recycling and reusing our resources is an effective way to lower our energy usage and diminish stress on the Earth's environment. By making the recycling process at the Transfer Station more efficient and accessible to residents, recycling will be easier, more people will recycle, and the Town will increase savings with reduced disposal costs.

Mr. Fox said the Energy Committee has been working with DEP that has a lot of data on compaction. When we talked to Waste Management it seems that we already compact our trash somewhat so the compaction advantage may not be as great as in other communities. This is why they want to test it and if it looks promising.

Nancy Howe, Liberty Square Rd., is in favor of doing the first phase. She thinks the second part is just common sense and doesn't need a study to rearrange the transfer station.

**Ms. Howe moved to transfer from free cash the sum of \$3,000 for the purpose of conducting a feasibility study at the town's transfer station.**

Francie Nolde made the Energy Committee recommendation.

Finance Committee recommends the amended motion.

Les Fox did not support the amendment because it doesn't allow the town to go forward if the results are promising.

David Rocheleau, Depot Rd., asked what recyclables we're talking about. Larry said that we would stay with the single stream, so everything would be mixed together.

Simon Bunyard, Hill Rd, opposed the amendment. If we're limited to only the "science experiment" we will be limited to finding the compaction ratio but won't be able to act on it. The transfer station layout will have to be reconfigured and it is not a simple undertaking. The existing layout will not work. He feels that there's a lot of engineering involved, which is why \$18,000 was requested. It would be a shame to lose a year of savings. If it's not economical the money won't be spent.

Jim Gorman, Hill Rd., asked if there was reimbursement for recyclables and would that change if the volume went down. Tom Garmon, DPW, said that we don't get any reimbursement for recyclables—doesn't pay for itself. How complicated is reconfiguring the transfer station? Mr. Garmon said that a temporary compactor could be installed without a problem. Want to see how it works and how the flow works. Don't want traffic backing onto Codman Hill Rd. Not easy to see how a second compactor could be fit into the current setup.

Dave Follett asked who writes the checks. The BOS said that they will be the signing authority on expenditures with a signoff from the FinCom. David said we should defeat the amendment because of the safeguards.

Trina Toups asked why we have to have a test? Why can't we use info from other towns? Les said that DEP data from other towns showed high compaction rates. Our hauler said that we already put more weight in each load than was found in other communities so the risk is that our compaction rate and the savings would not be that high.

Raid Suleiman, Russet Ln., wanted to highlight that placing a compactor is not as simple as it sounds and it gets more complex with multiple compactors. Many communities are already doing this.

Gary Kushner wants to remind everyone that we will be having a STM to ratify union contracts so no need to vote the entire \$18,000.

Michael Fetterman, Burroughs Rd., wanted clarification on compaction rates.

Karim Raad said the study is to determine how to reconfigure the station, which could be \$145K. He sees no need for the test.

Maria Neyland moved the question. The motion carried by two-thirds majority as declared by the moderator.

**The motion to amend Article 16 failed.**

Kathie Becker, Burroughs Rd., said that space is a problem at the Transfer Station already. The project could help with enhancing the transfer station traffic flow.

Michael Toups asked what order of magnitude the cost of the reconfiguration. Mr. Grossman said a number of options will be identified with a range of costs.

Nancy Brown, Depot Rd., said that years ago people had to compact their own recyclables before bringing them to the transfer station.

Maria Neyland moved the question. The motion carried by two-thirds as declared by the moderator.

**Action on Article 16, ATM, May 15, 2012: The motion carried by majority vote.**

**Mr. Suleiman moved to adjourn to 7 p.m. on Thursday. The motion carried unanimously.**

**May 17, 2012, Mr. Fallon called the meeting to order at 7:05 p.m.** There were 90 registered voters in attendance. Mr. Suleiman thanked Selectmen Christine Robinson and Becky Neville and others for their service to the town.

Mr. Raad Moved to pass over Articles 5, 6 & 7. The motion carried unanimously.

#### **ARTICLE 17 CAPITAL IMPROVEMENTS – TOWN HALL – EXTERIOR PAINTING**

(Two-thirds vote required)

Mr. Suleiman moved to transfer from the Stabilization Fund the sum of Seventy-Five Thousand Dollars (\$75,000) to scrape and paint the exterior of the older, west section of the town hall.

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

The exterior of Town Hall has not been painted since 2005 and the paintwork is in poor condition. This item has been on the Capital Plan for the last several years. DPW personnel will paint the newer, eastern portion of Town Hall; however, the older, west section of the Town Hall contains lead paint and the scraping and painting must be completed by licensed, certified professionals.

**The Finance Committee recommends unanimously (8-0)**

Mr. Raad said the paint on the old section of Town Hall is peeling and in need of restoration. Unfortunately, there is lead in the current paint, which increases the cost. This item is in the Capital Plan. This item will add .0790 per \$1,000 or \$40.20 for a median priced house if not funded from free cash.

**Action on Article 17, ATM, May 17, 2012: The motion carried unanimously.**

#### **ARTICLE 18 TOWN HALL – ADDITIONAL PART-TIME STAFF**

(Majority vote required)

**Mr. Suleiman moved to pass over Article 18. The motion carried unanimously.**

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

This additional staffing will provide critical backup for the positions of the Treasurer and the Tax Collector in order to ensure continuity of operations and redundancy in town services. Being less than twenty hours per week, the position is not benefited; however, adding the additional hours to the current part time staff would trigger benefits. Additionally, the 10 hour position will provide more hours to suit taxpayers' needs.

**The Finance Committee does not recommend (6-3).**

From an administrative standpoint, the Town Hall is currently staffed with 2 full time and 4 part-time employees. An additional 10 hours is being requested to help address work load issues.

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, as well as extremely tight budgets where different departments have cut as much as possible from their operating budget to make ends meet.

This item will add .0110 per \$1,000 or \$5.57 for a median priced house if not funded from free cash.

**ARTICLE 19 CAPITAL EQUIPMENT – REFURBISH/REBUILD POLICE CRUISER**

(Majority vote required)

Mr. Powers moved to transfer from Free Cash the sum of Thirteen Thousand Five Hundred Dollars (\$13,500) for the purpose of refurbishing and rebuilding a 2006 marked police cruiser.

**The Board of Selectmen recommends (4-0-1).**

Refurbishing a police cruiser is a new concept and is being proposed on a trial basis to see if it is a worthwhile mechanism to reduce the cost of maintaining our fleet of police cruisers. A new cruiser costs on the order of \$35 K and lasts typically 5 or 6 years. Not considering maintenance costs, this equates to somewhere between \$5,800 and \$7,000 per year. Refurbishing a cruiser is projected to cost up to \$13,500 and we anticipate the vehicle will last a minimum of 2 and hopefully 3 years. This equates to somewhere between \$4,500 and \$6,750 per year.

The refurbishment alternative provides a rebuilt engine and transmission (at a quoted cost of \$7,500) and includes several estimates (@ \$1,500 each) for repair/replacement of worn or damaged external engine parts, bodywork, interior components and emergency equipment. The total amount being requested includes funding for all likely refurbishment actions.

Police vehicle refurbishing has been done in several other towns (Gardner and Rutland, MA) but there has not been sufficient time to determine whether the refurbishment has been a successful venture or not. The Board of Selectmen believes this approach to keeping our police cruisers in good running order at a reasonable cost is worth trying. Chief Ryder favors replacing a vehicle with a new one rather than a refurbished one but is cooperating with the Selectmen in evaluating this approach. One thing we need to pay close attention to is the maintenance cost per year for each vehicle. A new vehicle has a better warranty than a refurbished one and therefore may have lower maintenance costs. If the maintenance cost for refurbished vehicles increases significantly relative to those for newer vehicles, then the potential advantage of refurbishment will be decreased or even possibly eliminated. We plan to evaluate the experience with one vehicle and determine whether to establish this as a regular course of action.

**Finance Committee recommends unanimously (9-0).**

Mr. Niro said that for FY13, the police department recommends the refurbishment of Car 18, a 2006 Crown Victoria, which is a marked patrol vehicle with slightly over 100,000 miles, at a cost of \$13,500. Essentially this is an experiment to see if refurbishing a patrol car can extend its useful life and thus lower the overall cost of the police fleet in the future. This item is in the Capital Plan. This item will add .0142 per \$1,000 or \$7.24 for a median priced house if not funded from free cash.

Ms. Howe, Liberty Square Rd., said there are a lot of “seat-miles” on those vehicles. She’s in favor of replacing with a new vehicle while Crown Victorias are still available.

Mr. Neville, Middle Rd., refurbishment is almost 40% of the cost of a new vehicle with uncertain results. Believes getting a new vehicle would be more cost-effective.

Mr. Niro, Hager Ln., said that this is only one of many vehicles and worth testing the refurbishment concept. Nancy Fillmore, Burroughs Rd., is there a warrantee on new vehicles. Yes, 5-year 75,000 mile warranty. Refurbished car has 3 yr./36k warranty on powertrain only. She asked about trade-in value for police vehicles. Due to wear-and-tear trade-in is \$500. Town can auction them trade them in. She was against the motion.

Maria Neyland asked about the quote for refurbishment for the 6-year-old vehicle. Her concern is the frame integrity after 6 New England winters. Chief Ryder shares that concern. She recommends waiting for the results from Gardner and Rutland before going forward.

Mr. Kushner, Flagg Hill Rd., understands the wear-and-tear argument but feels if it works it would mean a lot of savings on police cruisers in the future.  
Ms. Kangas, Hill Rd., agreed that it’s worth trying.

Mr. Raad, Houghton Ln., said that refurbishment estimate does include some body work.

Mr. Van Roggen, Patch Hill Rd., asked the chief if he supported the article and he said he did, considering that getting a second vehicle is not an option.

Julie Carroll, Mass Ave., asked how many vehicles have been replaced in the last three years? Two. Not sure if refurbishment makes sense with a safety vehicle.

Mr. Suleiman, Russet Ln., reminded the meeting that a new vehicle is purchased every year. The refurbishment is in addition to the cruiser in the budget. Need to save money.

Ms. Bieber, Emanuel Dr., moved the question. The motion to vote now carried by two-thirds as declared by the moderator.

**Action on Article 19, ATM, May 17, 2012: The motion on Article 19 carried by majority vote.**

## **ARTICLE 20 CAPITAL EQUIPMENT ACQUISITION – POLICE COMMAND VEHICLE**

(Majority vote required)

**Mr. Powers moved to pass over Article 20.**

Mr. Neville urged defeat of the motion.

**Action on Article 20, ATM, May 17, 2012: The motion to pass over carried by majority vote.**

**The Board of Selectmen recommends (4-0-1).**

Last year a request for replacement of the Chief’s vehicle was passed over and deferred to this year. The current vehicle used by the Chief is a 2007 Ford Five Hundred civilian passenger vehicle with over 110,000 miles on it. It is inadequate for the demands of a working Police Chief, emergency responder, scene commander and control Chief for the Central Massachusetts Law Enforcement Council Special Response Team. The requested expenditure is for a 4X4 vehicle that would provide sufficient storage, access and delivery of emergency personnel and equipment regardless of weather conditions. Based on the requirement to support numerous

activities as a mobile command post, a conventional police cruiser is unsuitable for this purpose and, as a result, a larger SUV vehicle was selected for this application. During serious incidents, the Chief's vehicle is the point of command and coordination during operations.

The Command vehicle will be designed as a response unit to support Police operations as needed. It will be equipped with radio communications for police and fire, computer technology, maps, emergency plans, adverse weather and other tactical and field operations equipment. It will be used in a variety of situations including, but not limited to, community events, regional tactical and other critical incidents, and crime scenes that require lengthy processing, special operations and equipment.

The current Ford Five Hundred administrative vehicle will remain in the fleet for use by the Detectives (and other non-patrol use) and will replace a 2005 Ford Expedition with 105,000 miles that will be traded in on the purchase of the new Chief's vehicle.

The frequency of extreme weather events has demonstrated the need for a vehicle that can safely and effectively transport the Chief to emergency scenes and enable him to establish a command post on location. The current passenger vehicle is unsuitable for the unsafe road conditions created by the past heavy snow storms, ice storms and hurricanes. The proposed vehicle will satisfy the Chief's needs for a multi-purpose command vehicle.

**The Finance Committee does not recommend (8-0).**

The FY13 Budget includes \$34,500 for the purchase of a new police cruiser. The FinCom supports the purchase of this cruiser, and that this cruiser be the only vehicle purchased for FY13. Because the police department traditionally purchases a new vehicle every year, the annual police cruiser purchase has ALWAYS been included in the operating budget of the department. The FinCom believes that for continuity and accurate comparative purposes (to the FY12 Budget), the cruiser purchase should be funded through the operating budget and NOT as a Warrant Article, which is usually reserved for items of a one-time nature.

The Chief is also requesting that this new vehicle purchase be an SUV or a command vehicle. Currently and in the past, the Police Chief's vehicle has always been a cruiser, not a more expensive SUV (which is 15% more expensive than a cruiser). It should be noted that the police department currently has two SUV's in its fleet; these are new low-mileage vehicles that have been purchased over the last two years. The FinCom believes that two SUV's are adequate for the police department, and allow the department to provide complete patrol coverage in case of adverse winter weather. If the Chief wants an SUV as his vehicle, the Chief should use one of the existing low mileage SUV's. This item will add .0418 per \$1,000 or \$21.28 for a median priced house if not funded from free cash.

**ARTICLE 21 CAPITAL IMPROVEMENT – INSTALLATION OF CENTRAL AIR CONDITIONING AT FIRE STATION**

(Majority vote required)

Ms. Neville moved to transfer from Free Cash the sum of Twenty Thousand Dollars (\$20,000) for the purpose of installing air conditioning in the living quarters and office areas of the fire station.

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

The AC system currently in use consists of a sole, inefficient window mounted air conditioner, with supplemental floor fans to circulate the air flow. The new purposed system would be energy efficient and would provide a more cost effective approach to cooling the office area and living quarters of the fire station.

**The Finance Committee recommends unanimously (8-0).**

The current air conditioning for the building consists of one older window unit, which is utilized to cool multiple rooms and is grossly inadequate for the task. New air conditioning equipment will improve working conditions to

an acceptable standard. This item is in the Capital Plan. This item will add .0211 per \$1,000 or \$10.72 for a median priced house if not funded from free cash.

Ms. Fillmore wanted to ask Chief White if he'd looked into a wall unit with the compressor outside. The Chief said that this was the type of system they were looking at. She questioned the estimate based on her experience with her house air-conditioning.

Mark White, Sara's Way, also questioned the estimate.

Ms. Carroll, Mass. Ave., said that she had air-conditioning put in her home and in her business and the business was twice as much due to permitting, etc.

Jim Faulkner, Littlefield Rd., was not satisfied with the information provided.

**Mr. Neville, Middle Rd., moved to table the article while Chief White went to the Fire Station to check on the system specifications. The motion to table passed by 2/3 majority as declared by the moderator.**

## **ARTICLE 22 CAPITAL EQUIPMENT ACQUISITION - EMERGENCY RESPONSE COMMAND VEHICLE - FIRE DEPARTMENT**

(Majority vote required)

Ms. Neville moved to transfer from Free Cash the sum of Fifty Thousand Dollars (\$50,000) for the purpose of acquiring an emergency response command vehicle for the Fire Department.

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

At last year's Town Meeting, a request for replacement of the Fire Chief's vehicle was passed over and deferred to this year because the leadership of the department was in transition. Chief White has requested a new emergency Response Command Vehicle. The current vehicle has 110,000 miles and is eight years old. The command vehicle being requested is an SUV-type vehicle and it will be equipped with incident command supplies to facilitate command operations at the scene of an emergency, including multi-band radios, ICS vests, a medical kit, gas meter, and a defibrillator. The current command vehicle would be reassigned to Fire Prevention for conducting general inspections and related department business. Currently these activities are performed using the department's utility brush truck averaging approximately 300 miles a month. By reassigning the command vehicle to fire prevention it will help extend the life of the department's utility brush truck that is scheduled for replacement in the FY 2015 Capital Plan.

### **The Finance Committee does not recommend (7-2).**

The current SUV was purchased in 2004 and has 111,000 miles of service. The Fire Department currently has a fleet of 8 trucks in addition to the Chief's SUV. The 300 miles per month that the brush truck logs in fire prevention activities is a very modest level of additional mileage. This proposal will add another vehicle to the fleet and will require additional ancillary equipment, maintenance costs, and eventually replacement. The current Command Vehicle is still functionally adequate for the task through at least the upcoming year. This item is in the Capital Plan. This item will add .0526 per \$1,000 or \$26.80 for a median priced house if not funded from free cash.

Mr. Van Roggen, Patch Hill Rd., wanted to know how much detail the FinCom gets when reviewing these proposals. Mr. Raad explained.

Ms. Kangas, Hill Rd., urged the town to make do for another year and recommended against the article.

Mr. Kushner, Flagg Hill Rd, said that the SUV was still in good enough shape.

Maria Neyland moved the question.

**Action on Article 22, ATM, May 17, 2012: The motion on Article 21 failed.**

**ARTICLE 23 CAPITAL IMPROVEMENT – REPLACE PORTION OF BLANCHARD MEMORIAL SCHOOL ROOF**

(Two-thirds vote required)

Bruce Sabot moved to appropriate the sum of One Hundred Eighty Thousand Dollars (\$180,000) for the purpose of replacing a portion of the roof at the Blanchard Memorial School, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow One Hundred Eighty Thousand Dollars (\$180,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

**The Boxborough School Committee recommends (4-0).**

The BSC supports replacing the roof over the original gymnasium and music rooms. The roof was installed in 1988 and is now 24 years old and out of warranty. The roof has deteriorating flashings and seams. We have experienced leaks, and have had areas of this roof repaired in 2009 and 2010. Given the age of the roof, it does not make financial sense to continue to repair leaks in this section of the roof. The roof needs to be replaced to maintain the integrity of the building.

This warrant article will fund replacing the old roof with a durable single-ply roof system, including insulation, flashings and new roof drains and a 20-year full-system warranty. The School Committee recommends that the roof be replaced to maintain the integrity of the building structure.

**The Finance Committee recommends unanimously (8-0).**

This item is in the Capital Plan for FY2017; however the roof over the original gym and music room wing of the school (installed 24 years ago in 1988) is now failing. This funding will replace 11,635 SF of the roof with a durable single-ply roof system, including insulation, flashing and new roof drains with a 20-year full system warranty. Will add .1895 per \$1,000 or \$96.47 for a median priced house if not funded from free cash or borrowed.

**Action on Article 23, ATM, May 17, 2012: The motion carried unanimously.**

**ARTICLE 24 CAPITAL IMPROVEMENTS – REPAIR AND REPLACE BLANCHARD MEMORIAL SCHOOL’S EXTERIOR MORTAR AND MASONRY**

(Majority vote required)

Bruce Sabot moved to transfer from Free Cash the sum of Thirty Thousand Dollars (\$30,000) for the purpose of repairing and replacing exterior mortar and masonry of the Blanchard Memorial School.

**The Boxborough School Committee recommends (4-0).**

This warrant article will fund repairs to cracks in the mortar and masonry in the exterior walls of Blanchard Memorial School. Furthermore, due to bee infestation, certain weep holes around windows have been sealed and this has caused water to collect in the window walls causing water infiltration. The School Committee recommends the repair of the mortar and masonry in order to maintain the integrity of the building.

**The Finance Committee recommends unanimously (8-0).**

This was not in the Capital Plan; however, FinCom recommends funding to replace windows from 1975 (approximately 810 SF) and reseal the rear hallway and two-story window wall, which is presently leaking and

causing damage to the building. This item will add .0316 per \$1,000 or \$16.08 for a median priced house if not funded from free cash.

**Action on Article 24, ATM, May 17, 2012: The motion carried unanimously.**

**ARTICLE 25 CAPITAL IMPROVEMENTS - CARPET REPLACEMENT AT BLANCHARD MEMORIAL SCHOOL**

(Majority vote required)

Bruce Sabot moved to transfer from Free Cash the sum of Fifteen Thousand Dollars (\$15,000) for the purpose of removing and replacing classroom carpeting at the Blanchard Memorial School.

**The Boxborough School Committee recommends (4-0).**

This is part of the annual replacement for worn carpets in the classrooms. The amount requested increased this year due to rising rates and also to be prepared for any unforeseen conditions that may occur in the removal of carpet.

**The Finance Committee recommends unanimously (8-0).**

The item is in the Capital Plan. The Finance Committee supports Blanchard's plan to incrementally replace worn out carpeting due to wear and tear over the next several years. This item will add .0158 per \$1,000 or \$8.04 for a median priced house if not funded from free cash.

Becky Neville asked if this was an annual expense why isn't it in the operational budget? The moderator said the question was out of order.

Cheryl Mahoney, Liberty Square Rd., asked why it wasn't in the operational budget? The FinCom took it out.

Ms. Carroll asked whether it could be pushed off till next year. Bruce said that the goal is to maintain the integrity of the building.

Carol Driscoll asked why we have carpeting in schools? Bruce said that the classrooms have a combo of tile and carpet.

Dennis Reip moved the question. The motion to vote now carried by two-thirds as declared by the moderator.

**Action on Article 25, ATM, May 17, 2012: The motion carried by majority vote.**

**ARTICLE 26 CAPITAL IMPROVEMENTS - REPLACE CURRENT GYM & LIBRARY LIGHTING AT BLANCHARD MEMORIAL SCHOOL**

(Majority vote required)

Bruce Sabot moved to transfer from Free Cash the sum of Ten Thousand Three Hundred Dollars (\$10,300) for the purpose of replacing the lighting in the Blanchard Memorial School Gym and Library.

**The Boxborough School Committee recommends (4 – 0).**

The gym and library lighting were listed in the 2008 Energy Audit report as ineffective, inefficient and outdated. This warrant article will cover removing and replacing this lighting with new, energy efficient lighting, designed

specifically for the uses of each space and installing occupancy sensors. The proposed amount is net of a promised cost share of 50% from LELD. The payback for this project is estimated at 3 years.

**The Finance Committee recommends unanimously (8-0).**

Littleton Electric will pay half of the full cost. This item is in the Capital Plan. The energy audit conducted in 2008 recommended removing and replacing lighting and installing occupancy sensors due to ineffective, inefficient and outdated lighting in the library and gym. The proposed amount is net of the 50% contribution from Littleton Electric. This item will add .0108 per \$1,000 or \$5.52 for a median priced house if not funded from free cash.

**Action on Article 26, ATM, May 17, 2012: The motion carried unanimously.**

**ARTICLE 27 CAPITAL IMPROVEMENTS - PERIMETER SAFETY FENCING AT BLANCHARD MEMORIAL SCHOOL**

(Majority vote required)

Bruce Sabot moved to transfer from Free Cash the sum of Seventeen Thousand Dollars (\$17,000) for the purpose of installing perimeter safety fencing at the Blanchard Memorial School.

**The Boxborough School Committee recommends (4 – 0).**

This warrant article will fund the installation of approximately 1,000 feet of four foot high mini-mesh safety fencing around the perimeter of the Blanchard Memorial School adjacent to the ball field and playground, separating these areas from the water hazards behind and adjacent to the school property. This is a safety issue and was raised during a recent insurance inspection of the building. Installation of this safety fencing will provide a safer play area for the students during the school day and for members who utilize the space during non-school hours. The proposed fencing is consistent with the current “ASTM Fencing Standards for Public, Commercial, and Multi-Family Residential Use Outdoor Play Areas.”

**The Finance Committee recommends unanimously (8-0).**

This item is in the Capital Plan. FinCom recommends the purchase and installation of a four foot high, mini-mesh, chain link fence to provide a safe play area for students and the public. The area is surrounded by water. The fencing will follow the *ASTM Fencing Standards for Public, Commercial and Multi-Family Residential Use Outdoor Play Areas*. This initiative is pending the final approval of the Conservation Commission. This item will add .0179 per \$1,000 or \$9.11 for a median priced house if not funded from free cash.

Mr. Van Roggen, Patch Hill Rd., asked how adding fencing makes the playground safer. We are in violation of safety codes and must make the improvements.

Rita Grossman, Depot Rd., said the number of balls and debris in the pond is incredible. She asked about animals. Can they get around the fence? Yes

**Action on Article 27, ATM, May 17, 2012: The motion carried by majority vote.**

**ARTICLE 28 CAPITAL ACQUISITION – TWO -WAY RADIOS AND ASSOCIATED EQUIPMENT FOR BLANCHARD MEMORIAL SCHOOL**

(Majority vote required)

Bruce Sabot moved to transfer from Free Cash the sum of Six Thousand Three Hundred Dollars (\$6,300) for the purpose of acquiring two-way radios and the equipment necessary for the installation and operation thereof for the Blanchard Memorial School.

**The Boxborough School Committee recommends (4 – 0).**

The school needs to replace its current supply of Motorola two way radios, as they are not reliable, often transmit only static, and are not holding charges. These also allow the police and fire department to monitor transmissions. The two-way radios are the only means of direct communication for the administration, faculty and staff of the school and allow for immediate communication during morning and afternoon bus loading and unloading as well as during the school day in the event of emergencies. The radios ensure that staff monitoring the playground can reach the office in case of injury or insect stings among other things. They also allow for the staff to communicate in case of need for custodial assistance. This article will fund approximately 24 two-way radio units (more or less), as well as the base unit and miscellaneous batteries, clips etc. necessary for the installation and operation of the units.

**The Finance Committee recommends unanimously (8-0).**

This item is in the Capital Plan but would probably be better handled in Blanchard's operating budget. That being said, FinCom supports the replacement of 24 two-way radios to ensure the safe communication between teachers and staff including administration and custodial personnel. The radios are used when students are outdoors, for emergencies and de-escalation and during dismissal for buses. This item will add .0066 per \$1,000 or \$3.38 for a median priced house if not funded from free cash.

**Action on Article 28, ATM, May 17, 2012: The motion carried by majority vote.**

**ARTICLE 29 BILL OF A PRIOR FISCAL YEAR**

(Four-fifths vote required)

Bruce Sabot moved to transfer from Free Cash the sum of Five Thousand Two Hundred Sixteen Dollars (\$5,216) for the purpose of paying Massachusetts Teachers' Retirement System (MTRS) for outstanding amounts owed relating to a prior year for an employee of the Blanchard Memorial School.

**The Boxborough School Committee recommends (4 – 0).**

When federal grant funds are used to fund salary costs for enrolled members of the Massachusetts Teachers Retirement System, 9% of salary paid by the grant must be sent to MTRS, per statute. The first 80% of this total is automatically sent by the granting agency. The final calculation and payment is made when the final report is filed by the School. MTRS recently audited many districts and determined that Boxborough did not pay the final payment for grants received from 2005-2009. The records indicate that the amounts are due; grant revenue received was closed to "free cash" after remaining open for several years. The Statute requires prior year bills be funded by vote at Town Meeting.

**The Finance Committee recommends (8-0).**

This is not a capital item. A recent audit by the Massachusetts Teachers Retirement System found a discrepancy in the final payment for grants received from 2005-2009. The grant revenue received was closed to free cash after remaining open for several years. The statute requires that the payment of bills from prior years be voted at Town Meeting.

Marlene Stemple asked why it was not paid. Oversight

**Action on Article 29, ATM, May 17, 2012: The motion passed unanimously.**

**Ms. Neville moved to take Article 21 off the table. That motion carried.**

Chief White, having gone over to the Fire House to get the requested specifications for the air conditioning, provided those details.

Ms. Howe, Liberty Square Rd., asked about the process of voting for the requested amount and how the bids are awarded.

Mr. Reip moved the question. The motion to vote now carried by two-thirds majority, as declared by the moderator.

**Action on Article 21, ATM, May 17, 2012: The motion on Article 21 carried by majority vote.**

**ARTICLE 30 CAPITAL IMPROVEMENTS – SARGENT MEMORIAL LIBRARY - PAINTING**

(Majority vote required)

Jennifer Campbell, Library Board of Trustees, moved to transfer from Free Cash the sum of Twenty Thousand Dollars (\$20,000) for the purpose of power washing and painting the exterior of the Sargent Memorial Library.

**The Library Board of Trustees recommends unanimously.**

The Library Trustees unanimously recommend this expenditure. The building was last painted in the Fall of 2004. The paint has peeled in many areas; it has mildew and is need of new caulk in joints. By power washing and painting the exterior of the Library we will maintain our investment in this important resource in our community.

**The Finance Committee recommends unanimously (8-0).**

When the library was built using wood siding rather than brick, we knew that we would be required to paint the building every 5 to 7 years. The building has not been painted since it was built in 2004 and the Finance Committee believes that the Town should paint the building in FY2013 rather than wait another year. This expenditure is in the Capital Plan. This item will add .0211 per \$1,000 or \$10.72 for a median priced house if not funded from free cash.

Mr. Kushner, Flagg Hill Rd., said we are locked into painting the building as there are no other options.

**Action on Article 30, ATM, May 17, 2012: The motion carried unanimously.**

**ARTICLE 31 PLANNING BOARD – TOWN BUILD-OUT ANALYSIS**

(Majority vote required)

Owen Neville moved to transfer from Free Cash the sum of Ten Thousand Dollars (\$10,000) for the purpose of conducting a town-wide build-out analysis to estimate potential future housing units and commercial development under current zoning and alternative futures to model the different amount, location, and type of development that might result from changes to that zoning.

**Explanation**

A build-out analysis provides critical information for town officials to plan for the provision of efficient community services to meet future demands and needs. It is also useful for town residents in determining what kind of community they want for the future. Additionally, a build-out analysis is required to update the Town's Master Plan, Open Space & Recreation Plan, and Housing Production Plan. All three of these plans are required by the State and are currently expired. This status makes the Town ineligible for many State grants.

In 2000, a build-out analysis was done as part of the Master Plan process. Based on that build-out analysis the population was projected to be 6,285 in 2010 and 7,397 in 2020 with another 700 households added over the next 20 years. This projected build-out never happened. According to the 2000 Census, the Town's population was 4,868 with 1,900 households. The 2010 Census has the Town's population at 4,996 with 2,073 households. There are likely many factors that contributed to this discrepancy, but it is believed the biggest issue was the level of mapping for potentially developable property and the inability to factor out environmental constraints.

The tools used today to conduct a build-out analysis are substantially different from the previous build-out studies in two ways: first, it considers the potential for reuse or infill development on previously developed sites (which was not included in the circa 2000 build-out studies); and second, it allows for the rapid creation of multiple "alternative futures" for the town that might result from changes to zoning bylaws or other regulations. Additionally, with more accurate GIS mapping and aerial photography property, physical constraints can be analyzed more accurately and provide for a higher level of potential build-out accuracy.

The build-out will estimate potential future housing units and commercial development under current zoning. Potential housing units will be characterized by type and affordability, where possible.

**The Planning Board recommends unanimously.**

**The Finance Committee recommends (5-3).**

**Pro** – A build-out analysis provides critical information for town officials to plan for the provision of efficient community services to meet future demands and needs. It is also useful for town residents in determining what kind of community they want for the future. Additionally, a build-out analysis is required to update the Town's Master Plan, Open Space & Recreation Plan, and Housing Production Plan. All three of these plans are required by the State and are currently expired. This status makes the Town ineligible for many State grants. The last build-out analysis was done in 2000.

**Con** - The Town did a build-out analysis a number of years ago. As long as Boxborough is not in compliance with 40B there is no reason to conduct a build out analysis. We believe that spending these funds is not in the best interest of the town.

This item will add .0105 per \$1,000 or \$5.36 for a median priced house if not funded from free cash.

Mr. Van Roggen asked what state grants are we not eligible for? MAGIC grants, conservation and housing grants.

Francie Nolde asked about 40B compliance. Mr. Fox, ex-officio Housing Board member, said that the town doesn't have 10% certified affordable units and we're vulnerable to 40B, so that if there's a build-out plan it could be wildly off. Mr. Fox said that this study is about sound planning, beyond the impact of 40B, and will be the foundation for developing a master plan.

John Markiewicz, Patch Hill Rd., said it also would provide input into regionalization issues.

Tina Stevens, Meadow Ln., questioned the eligibility requirements of grants being tied to master plans.

Dave Follett said we're paying \$10,000 because of bureaucratic rules that tie grants to having certain studies done.

Mr. Niro moved the question. The motion to vote now carried by two-thirds majority, as declared by the moderator.

**Action on Article 31, ATM, May 17, 2012: The motion carried by majority vote.**

## **ARTICLE 32      CONSERVATION TRUST FUND**

(Majority vote required)

Dennis Reip moved to transfer from Free Cash the sum of Five Thousand Dollars (\$5,000), said sum to be transferred to the Town's Conservation Trust Fund.

### **Summary**

The appropriation is intended to fund anticipated capital needs related to conservation of land in Boxborough.

### **Justification and Need**

1. The Conservation Trust Fund was established under the Conservation Commission Act in 1957 and is intended to provide funds for the following purposes:
  - Purchase of land
  - Capital Improvement of land
  - Expenses related to land purchase such as appraisals, title searches etc.
  - Improvement of conservation land.
  - Monitoring of Conservation restrictions.
  - Cost of preparing open space plans and maps.
2. The Conservation Trust Fund currently has an unencumbered funds balance of approximately \$26,000. An estimated working balance of \$30,000 is proposed in order to adequately meet the anticipated expenses.
3. The Conservation Trust Fund has incurred the following expenses/encumbrances in 2011:
  - \$4,060 for a botanical inventory survey at Rolling Meadows.
  - \$860 for property boundary survey at Flerra Meadows.
4. The Conservation Trust Fund has the following upcoming anticipated expenses:
  - Review of Land Acquisition Opportunities - There are a number of parcels (both in and out of Chapter) that may be offered to the Town. Typical due diligence for review of acquisition opportunities (before bringing a potential acquisition to Town Meeting) incurs costs on the order of \$10,000 for appraisals, title searches, and engineering and/or environmental review.
  - Control of Invasive Plants on Conservation Land - Implementation of invasive control plans will involve the cost of contracted labor and equipment that is beyond routine operations and maintenance.
  - Improve the Monitoring of Conservation Restrictions - Preparation and recording of baseline documentation will involve the cost of contracted consultant services.

### **Background Information**

1. From 1990 to 1999 Town Meeting appropriated an average of \$5,000/year to the Conservation Trust Fund.
2. There was one appropriation of \$15,000 to "replenish" the fund in 2000.
3. Last year's (2011) ATM approved an appropriation of \$5,000.
4. Routine operations and maintenance are funded separately at approximately \$1,000 per year.

5. Other sources of funds available to the Conservation Commission such as state and town filing fees are limited to covering expenses associated with reviewing and protecting wetland resource areas and land with wetlands interests. The Conservation Trust Fund may be directed toward broader range Conservation land interests independent of wetland resource protection.

**Arguments in Favor of a \$5,000 appropriation to the Conservation Trust Fund**

1. Providing this appropriation to the Conservation Trust Fund is consistent with the Town's current Capital Planning efforts and objectives.
2. The Conservation Trust Fund provides an immediate and dedicated source of money to pay for anticipated needs, and avoids the need for ad hoc funding out the town's annual operating budget.

**Arguments Against a \$5,000 appropriation to the Conservation Trust Fund**

1. The anticipated expenses are uncertain, and should be considered and paid as the needs arise.

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

The Board of Selectmen supports the Conservation Commission in its request to increase this fund by \$5,000 to a level of approximately \$35,000. The Conservation Trust Fund enables the Conservation Commission to carry out a variety of prudent activities including land value assessment, engineering and other services in support of potential land acquisition that might otherwise not happen due to the time constraints of the opportunity.

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

The majority of FinCom does not approve this article and feels that adding \$5K every year to the Conservation Trust Fund does not really address the Conservation Commission's goals for using such funds. There are enough monies in the Special Funds and Trust Fund accounts over which the Commission has control to fund any studies that the Commission wants to conduct. This item was in the FY2013 Boxborough Capital Plan. If approved, this article will be paid out of free cash. This item will add .0053 per \$1,000 or \$2.68 for a median priced house if not funded from free cash.

**The Conservation Commission recommends (6 – 0).**

Frank Powers said that the Board of Selectmen recommends unanimously because of the quick response to opportunities.

Simon Bunyard, Hill Rd., spoke in favor of the motion. He said it was an important tool in helping to preserve open space.

Dilip Subramanyam, Tamarack Ln., said that if we need the money to respond to an opportunity can always go to the general fund.

Rita Grossman, Depot Rd., supports the article. While not a large amount of money, it helps the town to respond to opportunities in a timely fashion. It also funds stewardship activities.

Cheryl Mahoney, Liberty Square Rd., has some concerns. Why can the Conservation Commission fund a study through the trust fund rather than having to come to town meeting like the Planning Board. Dennis said because conservation stewardship is completely under their purview.

Becky Neville moved the question. The motion to vote now carried by two-thirds majority, as declared by the moderator.

**Action on Article 32, ATM, May 17, 2012: The motion passed by majority vote.**

## **ARTICLE 33      RIGHT TO FARM BYLAW**

(Majority vote required)

John Neyland, Chair, Agricultural Committee, moved to adopt a general bylaw, *Right to Farm Bylaw*, as printed in the Annual Town Meeting warrant under Article 33.

### **Right to Farm Bylaw**

#### **Section 1      Legislative Purpose and Intent**

The purpose and intent of this Bylaw is to state with emphasis the Right to Farm accorded to all citizens of the Commonwealth under Article 97, of the Constitution, and all state statutes and regulations thereunder including but not limited to Massachusetts General Laws Chapter 40A, Section 3, Paragraph 1; Chapter 90, Section 9, Chapter 111, Section 125A and Chapter 128 Section 1A. We the citizens of Boxborough restate and republish these rights pursuant to the Town's authority conferred by Article 89 of the Articles of Amendment of the Massachusetts Constitution ("Home Rule Amendment").

This General Bylaw encourages the pursuit of agriculture, promotes agriculture-based economic opportunities, and protects farmlands within the Town of Boxborough by allowing agricultural uses and related activities to function with minimal conflict with abutters and Town agencies. This Bylaw shall apply to all jurisdictional areas within the Town.

#### **Section 2      Definitions**

The word "farm" shall include any parcel or contiguous parcels of land, or water bodies used for the primary purpose of commercial agriculture, or accessory thereto.

The words "farming" or "agriculture" or their derivatives shall include, but not be limited to the following:

- farming in all its branches and the cultivation and tillage of the soil;
- dairying;
- production, cultivation, growing, and harvesting of any agricultural, aquacultural, floricultural, viticultural, or horticultural commodities;
- growing and harvesting of forest products upon forest land, and any other forestry or lumbering operations;
- raising of livestock including horses;
- keeping of horses as a commercial enterprise; and
- keeping and raising of poultry, swine, cattle, ratites (such as emus, ostriches and rheas) and camelids (such as llamas and camels), and other domesticated animals for food and other agricultural purposes, including bees and fur-bearing animals.

"Farming" shall encompass activities including, but not limited to, the following:

- operation and transportation of slow-moving farm equipment over roads within the Town;
- control of pests, including, but not limited to, insects, weeds, predators and disease organism of plants and animals;
- application of manure, fertilizers and pesticides;
- conducting agriculture-related educational and farm-based recreational activities, including agri-tourism, provided that the activities are related to marketing the agricultural output or services of the farm;
- processing and packaging of the agricultural output of the farm and the operation of a farmer's market or farm stand including signage thereto;
- maintenance, repair, or storage of seasonal equipment, or apparatus owned or leased by the farm owner or manager used expressly for the purpose of propagation, processing, management, or sale of the agricultural products; and

- on-farm relocation of earth and the clearing of ground for farming operations.

### **Section 3 Right To Farm Declaration**

The Right to Farm is hereby recognized to exist within the Town of Boxborough. The above-described agricultural activities may occur on holidays, weekdays, and weekends by night or day and shall include the attendant incidental noise, odors, dust, and fumes associated with normally accepted agricultural practices. It is hereby determined that whatever impact may be caused to others through the normal practice of agriculture is more than offset by the benefits of farming to the neighborhood, community, and society in general. The benefits and protections of this Bylaw are intended to apply exclusively to those commercial agricultural and farming operations and activities conducted in accordance with generally accepted agricultural practices. Moreover, nothing in this Bylaw shall be deemed as acquiring any interest in land, or as imposing any land use regulation, which is properly the subject of state statute, regulation, or local zoning law.

### **Section 4 Disclosure Notification**

Not later than 21 days after the purchase and sale contract is entered into, or prior to the sale or exchange of real property if no purchase and sale agreement exists, for the purchase or exchange of real property, or prior to the acquisition of a leasehold interest or other possessory interest in real property, located in the Town of Boxborough, the landowner shall present the buyer or occupant with a disclosure notification which states the following:

“It is the policy of this community to conserve, protect and encourage the maintenance and improvement of agricultural land for the production of food, and other agricultural products, and also for its natural and ecological value. This disclosure notification is to inform buyers or occupants that the property they are about to acquire or occupy lies within a town where farming activities occur. Such farming activities may include, but are not limited to, activities that cause noise, dust and odors. Buyers or occupants are also informed that the location of property within the Town may be impacted by commercial agricultural operations including the ability to access water services for such property under certain circumstances.”

A copy of the disclosure notification shall be given on a form prepared by the Town and shall be signed by the landowner prior to the sale, purchase, exchange or occupancy of such real property. A copy of the disclosure notification must be filed with the Board of Selectmen or its designee prior to the sale, purchase, exchange or occupancy of such real property. In addition to the above, a copy of this disclosure notification shall be provided by the Town to landowners each fiscal year by mail in the Town census and in one or more of the following forms: annual report, official Town website, transfer station, or library.

A violation of Section 4 shall be subject to a fine of \$300 and shall be enforced by the Board of Selectmen or its designee. The Town is authorized to enforce Section 4 under the non-criminal disposition provision of G.L. c. 40, § 21D.

There shall be maintained on roadways at town borders signage stating that Boxborough is a Right to Farm community.

### **Section 5 Resolution of Disputes**

Any person who seeks to complain about the operation of a farm may, notwithstanding pursuing any other available remedy, file a grievance with the Board of Selectmen, the Code Administration Officer, or the Board of Health, depending upon the nature of the grievance. The filing of the grievance does not suspend the time within which to pursue any other available remedies that the aggrieved may have. The Code Administration Officer or Board of Selectmen may forward a copy of the grievance to the Agricultural Commission or its agent, which shall review and facilitate the resolution of the grievance, and report its recommendations to the referring Town authority within an agreed upon time frame.

The Board of Health, except in cases of imminent danger or public health risk, may forward a copy of the grievance to the Agricultural Commission or its agent, which shall review and facilitate the resolution of the grievance, and report its recommendations to the Board of Health within an agreed upon time frame.

### **Section 6 Severability Clause**

The provisions of this bylaw are hereby declared to be severable. If any provision, paragraph, sentence, or clause, of this bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw.

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

The public hearing for the Right to Farm Bylaw was held on March 12, 2012. At the hearing, the Agricultural Commission explained the benefits of the bylaw. There was no one in opposition at the hearing. The bylaw encourages the Town to embrace its agricultural heritage. Citizens currently have all the rights in the bylaw by state statute.

### **The Finance Committee recommends unanimously (8-0).**

### **The Agricultural Commission recommends (4-0).**

While not providing any new rights to farm, the Bylaw highlights the existing rights under the Massachusetts Constitution and General laws. This Bylaw will demonstrate our continuing support of our Agricultural heritage.

Joan Meyer, Russet Ln., said the notification provision puts the burden on a buyer or a seller after a purchase has been signed and sale opens a can of worms and will hurt residents when they sell their homes. Against that part of the bylaw.

Mr. Follett asked how it relates to 61A the tax benefit to farmers. John Neyland said it would have no impact. How does it relate to Conservation laws. John didn't know. John Giorgio, Town Counsel, saw no conflict with Wetlands Protection Act or Wetlands Bylaw. He believed that there were exemptions within the wetlands protection act for agriculture.

Mr. Van Roggen asked about the disclosure provision. John said it was to avoid conflict down the road.

**Mr. Van Roggen moved to amend the general bylaw, Right to Farm Bylaw, proposed in the Annual Town Meeting warrant under Article 33 by striking Section 4 Disclosure Notification and inserting a new section 4 entitled "Signage" which shall read "There shall be maintained on roadways at town borders signage stating that Boxborough is a Right to Farm community".**

Vince Amoroso spoke in favor of the amendment.

Ms. Bieber said the amendment went too far and would like to see notification on the website retained.

Simon Bunyard asked what the BOS thought about the amendment. Mr. Fox said that other towns have variations on this bylaw with and without penalties. He asked Town Counsel if the town could still state it was a "Right to Farm" community --- yes, nothing in the amendment would preclude that.

Mr. Raad, Houghton Ln., asked if any of the language that we're about to strike is in state law. John Neyland said no, it was part of a state "model bylaw".

Ms. Kangas, Hill Rd., supports the amendment because she says the disclosure puts a huge burden on the town in terms of keeping track of disclosures and it burdens the landowner.

Joan Meyer, said that it's a model not a mandate. We can change it.

Ms. Bieber moved the question. The motion to vote now carried by two-thirds majority as declared by the moderator.

**Action on the motion to amend Article 33: The motion carried by majority vote.**

Anne Canfield, Stow Rd., asked about the wetlands bylaw. Mr. Giorgio said they do not overlap and there is no conflict. What about well water protection? John Neyland said farmers have the right to apply fertilizers/pesticides without the bylaw. She asked about keeping and raising poultry. She asked if someone wanted to put a pig farm in could they? John Giorgio reminded town meeting that this is a very general bylaw. There are a myriad of other regulations that govern pig farms, protect wells, ground water, etc. The bylaw would not prohibit the enforcement of other bylaws and state statutes.

Mr. Toups, Pine Hill Rd., does not see the point of the bylaw.

Norm Hanover, Boxmill Rd., feels bylaw implies that pig farms would be encouraged. Questions why we would need this bylaw.

Mr. Niro moved the question. The motion to vote now carried by two-thirds majority as declared by the moderator.

**Action on Article 33, ATM, May 17, 2012: The motion, as amended, passed by majority vote.**

**ARTICLE 34 ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) TABLE OF USES BUSINESS/INDUSTRIAL USES AND SECTION 6006 PARKING SCHEDULE**

(Two-thirds vote required)

Jim Faulkner, Planning Board, moved to amend the Boxborough Zoning Bylaw Section 2100 Definitions, by adding the definition of “Landscaping Services” and “Landscaping Contractors” as printed in the Annual Town Meeting warrant under Article 34, and to renumber the remaining definitions accordingly throughout the Zoning Bylaw; to amend Section 4003(4) Table of Uses Business/Industrial Uses as printed in the Annual Town Meeting warrant under Article 34, and to amend Section 6006 Parking Schedule as printed in the Annual Town Meeting warrant under Article 34.

**Landscaping Services:** A business for the purpose of landscaping, snow removal and yard maintenance, such as grass cutting, leaf removal, and the care of planting beds, as well as the installation of plants, planting beds, at-grade walks and small landscape features. The business utilizes lawn mowers, snow blowers and other light equipment. There may be small displays of materials for review by customers, but there is no storage or distribution of bulk material at the site.

**Landscaping Contractors:** A business for the purpose of large scale site grading and clearing as well as all other Landscaping Service uses. The business utilizes heavy equipment and may store and/or distribute bulk materials at the site.

*4003(4)* **BUSINESS/INDUSTRIAL**

USES (Continued)	DISTRICTS						
	AR	R1	B	B1	OP	TC	IC
Landscaping Services	Y <sup>19</sup>	N	Y	Y	SP	Y <sup>19</sup>	Y
Landscaping Contractors	N	N	SP	SP	SP	N	Y

**FOOTNOTES**

<sup>19</sup> Allowed only as a Home Occupation pursuant to Section 4102 and Section 4103.

6006 **Parking Schedule**

The following parking ratios shall apply to uses or to types of uses similar to those listed below. In every case, these shall be the minimum requirements:

***OFF-STREET PARKING REQUIREMENTS***

<b>Use</b>	<b>Minimum Off-Street Parking Ratios</b>
Landscaping Services, Landscaping Contractors	One space per each vehicle or trailer used in the operation and one space per three employees

**The Planning Board recommends.**

This bylaw would clearly spell out the differences between “Mom and Pop” operations from the large scale contractors.

**The Finance Committee recommends (7-1).**

Mr. Follett, Cobleigh Rd., didn’t feel there was a clear distinction between the two types of lawn care businesses. Elizabeth Hughes, Town Planner, explained the distinction.

There are already some Landscape Contractors in place and would they be non-conforming. Ms. Hughes said they would be considered legal non-conforming properties. Would the businesses be allowed to expand? Ms. Hughes said the expansion would have to conform.

**Action on Article 34, ATM, May 17, 2012: The motion carried unanimously.**

**ARTICLE 35 ACQUISITION OF SIDEWALK EASEMENT**

(Two-thirds vote required)

Nancy Fillmore moved to authorize the Board of Selectmen to acquire by eminent domain an easement for sidewalk purposes as shown on a plan entitled “Plan of Land in Boxborough, Mass. Owned by: Karen, Barbara & Joseph Werner at 709 Mass Ave. – Boxborough,” dated Jan. 30, 2012 and prepared by Goldsmith, Prest & Ringwall, Inc.

**Summary**

There has been a significant increase in pedestrian traffic along Massachusetts Avenue (Route 111) with the development of the 48 residential units in Boxborough Meadows and the sidewalk between Stow Road and the Blanchard Elementary School. Now that the trail between the School and the Library is complete, it is highly likely that there will be even more pedestrian traffic. Additionally, a significant number of children cross Massachusetts Avenue in two locations: at Middle Road, in order to get to Flerra Field, and at Loring Avenue to reach the shopping plaza.

The Town received a permit extension from MassDoT for the installation of crosswalks in both of these locations. As part of the Planning Board’s effort for safe pedestrian walkways along Massachusetts Avenue, the Board will be working with the Selectmen and the Department of Public Works on the installation of the two crosswalks and a new sidewalk along Middle Road to the Town Hall.

To accommodate the sidewalk at the northeast corner of Massachusetts Avenue and Middle Road, the property owners had offered to gift the easement to the Town and Town Meeting authorized the acquisition of this easement in 2011. However, once Town Counsel reviewed the title report for the property, they advised that the easement be acquired by eminent domain (with the landowners’ permission), rather than by deed, so that the Town could more easily clear the title. The owners support the use of eminent domain for this purpose. The

Planning Board is supportive of this warrant article and thankful that the property owners have offered the easement.

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

**The Finance Committee recommends unanimously (8-0).**

**Action on Article 35, ATM, May 17, 2012: The motion carried unanimously.**

**ARTICLE 36      REVOLVING FUND – FIELD PERMITTING FEES**

(Majority vote required)

Christine Robinson, member, Board of Selectmen, moved to authorize a revolving fund pursuant to the provisions of MGL c. 44, § 531/2 for purposes of receiving fees from the permitting of town fields and paying expenses directly attributable to the management and care of those fields and the administration of the permitting up to Twenty Thousand Dollars (\$20,000), 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 fiscal year 2013 be carried over into fiscal year 2014 to pay for expenses not yet completed.

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

In January 2012, the Board of Selectmen established a field use permit policy and fee schedule for the use of Boxborough’s playing fields by organizations and individuals who would like exclusive use of the town’s playing fields. The revolving fund will provide a mechanism for collecting these fees, which can then be used to help offset the expenses of maintaining the fields.

Please note that Boxborough residents, businesses and organizations may continue to enjoy the non-exclusive use of the town’s recreation fields free of charge, and without a permit, during posted hours unless a permit has been issued pursuant to the *Boxborough Field Use Permit Policy*. A copy of the policy is available on the Town’s website or from Town Hall.

**The Finance Committee recommends unanimously (8-0).**

**Action on Article 36, ATM, May 17, 2012: The motion carried unanimously.**

**ARTICLE 37      RESOLUTION TO SUPPORT PASSAGE OF A CONSTITUTIONAL AMENDMENT  
PROVIDING THAT CORPORATIONS ARE NOT ENTITLED TO THE SAME  
RIGHTS AS NATURAL PERSONS - SUBMITTED BY VINCENT AMOROSO**

Vincent Amoroso moved to adopt a non-binding sense of the meeting resolution, as printed in the Annual Town Meeting warrant under Article 37, which was submitted by petition, to direct the Board of Selectmen to send a letter to our Congressional Delegation in Washington supporting passage of a Constitutional Amendment to be returned to the states for ratification.

## **Resolution to Support Passage of a Constitutional Amendment Providing that Corporations are not Entitled to the Same Rights as Natural Persons**

Resolution opposing the United State Supreme Court's interpretation of the Constitution in *Citizens United* regarding the constitutional rights of corporations, supporting an amendment to the Constitution to provide that corporations are not entitled to the entirety of protections or "rights" of natural persons, specifically so that the expenditure of corporate money to influence the electoral process is no longer a form of constitutionally protected speech, and calling on Congress to begin the process of amending the Constitution.

Whereas, In 2010 the United States Supreme Court issued its decision in *Citizens United v. Federal Election Commission*, holding that independent spending on elections by corporations and other groups could not be limited by government regulations; and

Whereas, This decision rolled back the legal restrictions on corporate spending in the electoral process, allowing for unlimited corporate spending to influence elections, candidate selection, and policy decisions; and

Whereas, In reaching its decision, a majority of the Supreme Court, relying on prior decisions, interpreted the First Amendment of the Constitution to afford corporations the same free speech protections as natural persons; and

Whereas, In his eloquent dissent, Justice John Paul Stevens rightly recognized that "corporations have no consciences, no beliefs, no feelings, no thoughts, no desires. Corporations help structure and facilitate the activities of human beings, to be sure, and their 'personhood' often serves as a useful legal fiction. But they are not themselves members of 'We the People' by whom and for whom our Constitution was established". Justice Stevens further recognized that "In the context of election to public office, the distinction between corporate and human speakers is significant. Although they make enormous contributions to our society, corporations are not actually members of it. They cannot vote or run for office. Because they may be managed and controlled by nonresidents, their interests may conflict in fundamental respects with the interests of eligible voters. The financial resources, legal structure, and instrumental orientation of corporations raise legitimate concerns about their role in the electoral process. Our lawmakers have a compelling constitutional basis, if not also a democratic duty, to take measures designed to guard against the potentially deleterious effects of corporate spending in local and national races"; and

Whereas, The Court's decision in *Citizens United* severely hampers the ability of federal, state and local governments to enact reasonable campaign finance reforms and regulations regarding corporate political activity; and

Whereas, Corporations should not be afforded the entirety of protections or "rights" of natural persons, such that the expenditure of corporate money to influence the electoral process is a form of constitutionally protected speech; and

Whereas, several proposed amendments to the Constitution have been introduced in Congress that would allow governments to regulate the raising and spending of money by corporations to influence elections; now, therefore, be it

**Resolved**, That the Town of Boxborough opposes the Supreme Court's interpretation of the Constitution in *Citizens United* regarding the constitutional rights of corporations, and supports amending the Constitution to provide that corporations are not entitled to the entirety of protections or "rights" of natural persons, specifically so that the expenditure of corporate money to influence the electoral process is no longer a form of constitutionally protected speech, and calls on Congress to begin the process of amending the Constitution.

**Summary**

This resolution would direct the Board of Selectmen to send a letter to our Congressional Delegation in Washington opposing the United State Supreme Court's interpretation of the Constitution in Citizens United regarding the constitutional rights of corporations, supporting an amendment to the Constitution to provide that corporations are not entitled to the entirety of protections or "rights" of natural persons, specifically so that the expenditure of corporate money to influence the electoral process is no longer a form of constitutionally protected speech, and calling on Congress to begin the process of amending the Constitution.

**The Board of Selectmen supports Town Meeting’s action on the proposed sense of the meeting resolution (4-0-1).**

This sense of the meeting motion asks the Boxborough Board of Selectmen to request that our United States Senators and Representative in Congress support a constitutional amendment to overturn *Citizens United v. Federal Election Commission*.

The U.S. Supreme Court’s ruling in the above matter held that the First Amendment prohibited the government from restricting political expenditures by corporations and unions. The proposed constitutional amendment would abolish corporate personhood and restrict corporations and corporate interest groups from excessive influence in elections and lawmaking. Similar resolutions have been passed across the country. This article is patterned after the resolution that was passed by New York City Council.

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

It’s not relevant to the fiscal operation of the town.

Maria Neyland moved the question. The motion to vote now carried by two-thirds majority as declared by the moderator.

**Action on Article 37, ATM, May 17, 2012: The motion carried by majority vote.**

Mr. Suleiman moved to extend past 10:30pm. The motion to extend passed by majority vote.

**ARTICLE 38 TOWN VOTING – BALLOT – MONDAY TOWN HALL FOLLOWING TOWN MEETING FOLLOWING WEEK - SUBMITTED BY PHILIP KICELEMOS**

Mr. Fallon announced that the petitioner requested that the article 38 be passed over.

**Ms. Neville moved to pass over Article 38. Motion carried unanimously.**

This article provides all town registered voters the opportunity to vote on each warrant article requiring funds from the following sources, free cash, the general fund or funds voted on any article voted at the town meeting prior to this voting date regardless of the amount. Voting can only be done on that Monday during times indicated and properly posted. All votes will be counted and vote count made public after the voting date. These votes taken that date supercede votes taken at previous town meeting.

**The Board of Selectmen unanimously does NOT recommend (5-0).**

As the article is written in the warrant Town Counsel has advised us that it is not legal.

**The Finance Committee does not recommend (8-0).**

Town Meeting is the legislative body.

Mr. Fallon went through the Consent Agenda to see if any should be held. There was a request to hold Article 40.

**Mr. Suleiman moved that Articles 39, 41, 42, 43, 44, be approved as part of the Consent Agenda. The motion passed unanimously.**

**ARTICLE 39 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 Seven Hundred Twenty-One Dollars and Eighty-Nine Cents (\$2,721.89), more or less, as voted by Town Meeting on May 9, 2011, or take any other action relative thereto.

The article to be closed is indicated below:

<b>Article #</b>	<b>Description</b>	<b>Amount</b>
Article 17	May 2011 (ATM) Fire Station Roof and Insulation	\$2,721.89

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

**The Finance Committee recommends unanimously (8-0).**

**Action on Article 39, ATM, May 17, 2012: The motion carried unanimously as part of the Consent Agenda.**

**ARTICLE 40 ROAD ACCEPTANCE – HUGHES LANE  
(MAJORITY VOTE REQUIRED)**

Ms. Robinson moved that the Town vote to accept as a public way Hughes Lane as it has been laid out by the Board of Selectmen as shown on the plan entitled: “Plan of Land in Boxborough, Massachusetts”, Prepared for: Landwest Development, LLC, Date: January 4, 2007, Revised January 16, 2012 and prepared by Rose Land Survey, which plan has been filed with the Town Clerk, and to authorize the Board of Selectmen to acquire, by purchase, eminent domain, gift, or otherwise, such interests in land within the layout as are necessary to use Hughes Way for all purposes for which public ways are used in the Town of Boxborough, as well as interests in land as printed in the warrant:

- a) perpetual easements in those areas shown on the plan entitled “Fair Oaks Park, Definitive Subdivision of Land in Boxborough, Massachusetts”, Prepared for: Landwest Development, LLC, Date: September, 2002, Revised March, 2003, May 28, 2003 and July 29, 2003, recorded on March 8, 2004 as Plan No. 218 of 2004, as drainage, utility, sidewalk, slope, access, or construction easements, for roadway, sidewalk, drainage, utility and access purposes;
- b) a perpetual easement in that certain strip of land on Lot 5A being shown as “Drainage and Public Access Easement” on a plan entitled: “Plan of Land, Hughes Lane, Boxborough, Massachusetts” Prepared for: Landwest Development, LLC, 148 Park Street, No. Reading, MA 01864, dated February 1, 2005, and recorded with the Middlesex South District Registry of Deeds as Plan No. 401 of 2005, for drainage and access purposes; and
- c) a perpetual easement in that certain strip of land on Lot 5A being shown as “Access Easement” on a plan entitled: “Easement Plan, Lots 5A & 6A, Hughes Lane, Boxborough, Massachusetts, Prepared for: Landwest Development, LLC, 148 Park Street., No. Reading, MA 01864, Scale: 1 inch = 60 feet,

- b) a perpetual easement in that certain strip of land on Lot 5A being shown as “Drainage and Public Access Easement” on a plan entitled: “Plan of Land, Hughes Lane, Boxborough, Massachusetts” Prepared for: Landwest Development, LLC, 148 Park Street, No. Reading, MA 01864, dated February 1, 2005, and recorded with the Middlesex South District Registry of Deeds as Plan No. 401 of 2005, for drainage and access purposes; and
- c) a perpetual easement in that certain strip of land on Lot 5A being shown as “Access Easement” on a plan entitled: “Easement Plan, Lots 5A & 6A, Hughes Lane, Boxborough, Massachusetts, Prepared for: Landwest Development, LLC, 148 Park Street., No. Reading, MA 01864, Scale: 1 inch = 60 feet, Date: July 7, 2005, and recorded with the Middlesex South District Registry of Deeds as Plan No. 1057 of 2005, for drainage and access purposes.

**The Planning Board recommends.**

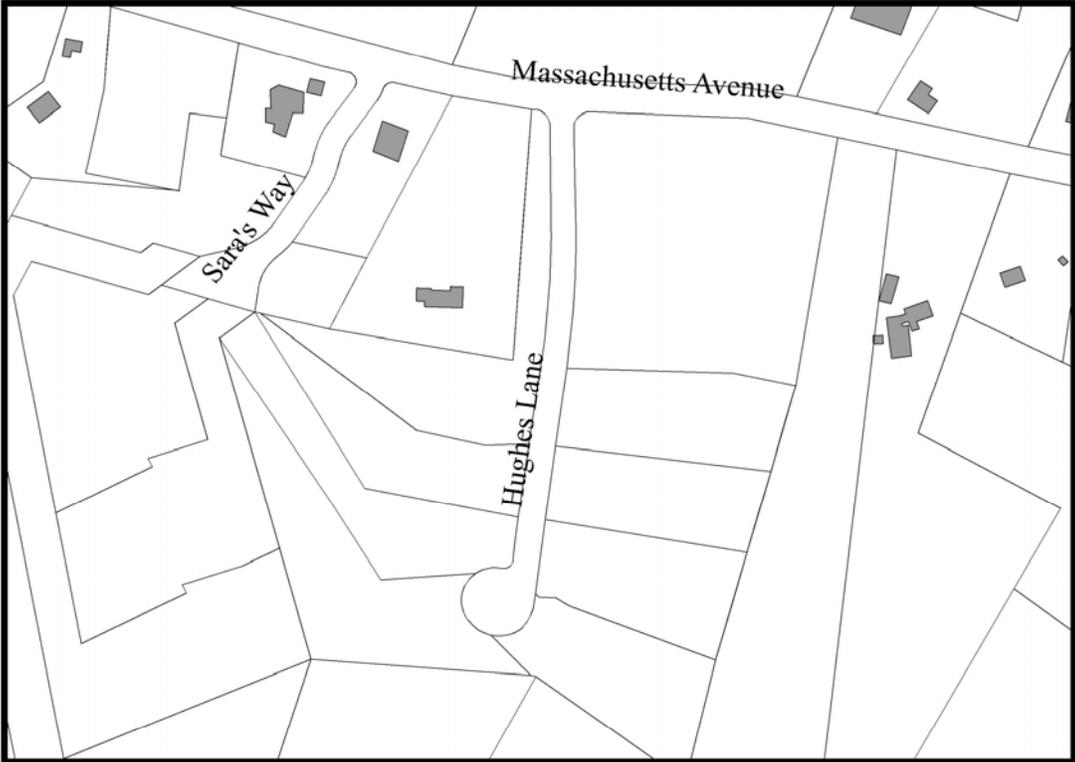
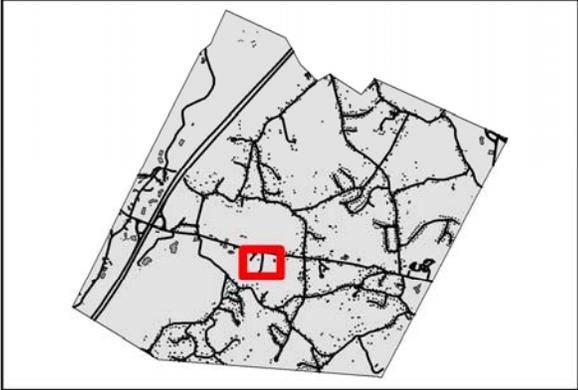
**The Board of Selectmen recommends unanimously (5-0).**

**The Finance Committee recommends unanimously (8-0).**

Peter Rudenko, Stow Rd., asked why we do these things so long after the road is built. The Town Planner said that the subdivision bylaw and Planning Board rules and regulations govern the process.

**Action on Article 40, May 17, 2012. The motion carried by majority vote.**

HUGHES LANE



**ARTICLE 41                    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](mailto:duane.adams@town.boxborough.ma.us).

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

This simply is a housekeeping article; each year we must reconsider and accept this article in order to allow senior citizens, disabled veterans and others who qualify to take advantage of property tax relief opportunities.

**The Finance Committee recommends unanimously (8-0).**

**Action on Article 41, ATM, May 17, 2012: The motion carried unanimously as part of the Consent Agenda.**

**ARTICLE 42                    CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\***

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the general laws, and any other applicable laws; or take any other action relative thereto.

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

**The Finance Committee recommends unanimously (8-0).**

**Action on Article 42, ATM, May 17, 2012: The motion carried unanimously as part of the Consent Agenda.**

**ARTICLE 43 GIS ASSESSOR MAPS REVOLVING FUND\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E and 1/2 to authorize 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 copying fees charged to applicant, 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 and related expenses, to be under the direction of the Town Administrator, who shall approve all such expenditure; and further to provide that in the event that the revolving fund is reauthorized for FY 2014, the monies remaining in the fund at the end of the fiscal year 2013 may be carried over into fiscal year 2014 to pay for expenses not yet completed; or take any other action relative thereto.

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

**The Finance Committee recommends unanimously (8-0).**

**Action on Article 43, ATM, May 17, 2012: The motion carried unanimously as part of the Consent Agenda.**

**ARTICLE 44 DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION\*\***

(Majority vote required)

To see if the Town will vote to reauthorize revolving accounts previously established by vote of the Town under Massachusetts General Laws, Chapter 44, Section 53E ½, for the following purposes: electrical inspection fees; plumbing/gas inspection fees; firearms permits fees; library fees, fines and penalties, dog licensing fees and penalties; sale of trees and other wood, farm products & leasing and rental fees; integrated preschool tuition; fees associated with the regulation of the local Wetland Bylaw; fares and reimbursement from Montachusett Regional Transit Authority (MART); annual fire alarm service fees; and rental of Community Gardens' plots; said fees of the revolving accounts to be expended by the authorized entity without further appropriation; or take any other action relative thereto.

<b>Revolving Fund</b>	<b>Authority to Spend Funds</b>	<b>Revenue Source</b>	<b>Use of Funds</b>	<b>FY 13 Spending Limit</b>	<b>Disposition for FY 13 Fund Balance</b>
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	\$50,000	Carryover to FY 2014 to pay for inspections for permits not yet completed
Plumbing & Gas Inspection	Building Inspector	Plumbing/gas inspection fees	To pay the Plumbing/Gas Inspector for inspections conducted by him	\$15,000	Carryover to FY 2014 to pay for inspections for permits not yet completed
Firearms Permits	Police Chief	Firearms Permits fees	To defray expenses for cost of administering firearms licensing program	\$2,000	Carryover to FY 2014 to pay for expenses not yet completed
Library Fines	Library Director	Library fees, fines & penalties	To defray costs of library material acquisitions/ services	\$7,500	Carryover to FY 2014 to pay for expenses not yet completed
Dog License Fees	Town Clerk	Dog licensing fees & penalties	To defray expenses related to licensing, damage to livestock and fowl, and penalties paid to Dog Officer	\$4,000	Carryover to FY 2014 to pay for expenses not yet completed
Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees	To defray related expenses of the Steele Farm	\$10,000	Carryover to FY 2014 to pay for expenses not yet completed
Integrated Preschool Program	Blanchard Memorial School Business Manager under direction of Boxborough School Committee & Blanchard Memorial School	Tuition	To defray Program expenses	\$44,000	Carryover to FY 2014

<b>Revolving Fund</b>	<b>Authority to Spend Funds</b>	<b>Revenue Source</b>	<b>Use of Funds</b>	<b>FY 13 Spending Limit</b>	<b>Disposition for FY 13 Fund Balance</b>
	Superintendent				
Conservation Commission	Conservation Commission within the administrative procedures established by the Board of Selectmen, and by majority vote of the Commission	Fees associated with the regulation of the local Wetland Bylaw	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	\$20,000	Carryover to FY 2014 to pay for expenses not yet completed
Senior Van	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)	To defray expenses associated with the operations of the senior van	\$4,000	Carryover to FY 2014 to pay for expenses not yet completed
Fire Alarm System Maintenance	Fire Chief	Annual fire alarm service fees	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	\$4,100	Carryover to FY 2014 to pay for expenses not yet completed
<b>COMMUNITY GARDENS</b>	Agricultural Commission, by majority vote	Rental of plots	Management & care of Community Gardens	\$2,000	Carryover to FY 2014 to pay for expenses not yet completed

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

**The Finance Committee recommends unanimously (8-0).**

**Action on Article 44, ATM, May 17, 2012: The motion carried unanimously as part of the Consent Agenda.**

**Jeanne Kangas, Hill Rd., moved that this annual town meeting be dissolved. Motion carried unanimously.**

**STATE PRIMARY ELECTION WARRANT and PROCEEDINGS**

**SEPTEMBER 06, 2012**

**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 Primaries to vote at **BOXBOROUGH TOWN HALL**

on **THURSDAY, THE SIXTH OF SEPTEMBER, 2012**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primary for the candidates of political parties for the following offices:

- SENATOR IN CONGRESS. . . . . FOR THE COMMONWEALTH
- REPRESENTATIVE IN CONGRESS. . . . . 3rd CONGRESSIONAL DISTRICT
- COUNCILLOR. . . . . 3rd COUNCILLOR DISTRICT
- SENATOR IN GENERAL COURT. . . . . MIDDLESEX & WORCESTER DISTRICT
- REPRESENTATIVE IN GENERAL COURT. . . . . 37th MIDDLESEX DISTRICT
- REGISTER OF DEEDS. . . . . MIDDLESEX COUNTY
- CLERK OF COURTS . . . . . MIDDLESEX COUNTY
- SHERIFF (TO FILL VACANCY). . . . . MIDDLESEX COUNTY

Pursuant to the Selectmen’s warrant of July 30, 2012, the state primary election was held at Boxborough Town Hall and called to order at 7:00 a.m. The state primary 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 delivered to the Constable because no police officer was assigned. The Town Clerk declared the polls to be open. The election officials, all duly sworn in before beginning their duties, were Constables, David Birt and John Fallon; Wardens, Sue Reuther, Mary Nadwairski and Virginia B. Richardson; Clerk, Elizabeth Markiewicz; Tellers, Ellen Landry, Barbara Wheeler, Jacqueline Cumming, Joan Rudenko, Janet Glidden, Cheryl Levine, Nancy Faulkner, Lisa St. Amand, Jacqui Crimins, Kathie Schwarting, Jini Vockel, Roger Allen and Kristin Hilberg. The counters were Christine Doucette and Barry Harsip.

In the absence of the Moderator, the Town Clerk opened the polls at 7:00 a.m. and closed the polls at 8:00 p.m. The checklists showed that 344 people had voted and 344 ballots were removed from the ballot box. There were 192 Democratic ballots cast, 151 Republican ballots cast and 1 Green Rainbow ballot cast. There were 37 Absentee ballots cast. There were 3,479 registered voters: 814 Democrats, 474 Republicans, 4 Green Rainbow and 2,173 Unenrolled. The count was completed at 9:00 p.m.

The results are as follows:

**Democratic Ballot**

<b>Office</b>	<b>Candidate</b>	<b>Total Votes</b>
Senator in Congress	Elizabeth Warren	179
Representative in Congress	Nicola Tsongas	178
Councillor	Marilyn Devaney	85
	Harry Margolis	27
	Charles Shapiro	50
State Senator	James Eldridge	177
State Representative	Jennifer Benson	174
Clerk of Courts	Michael Sullivan	154
Register of Deeds	Robert Antonelli	48
	Frank Ciano	17
	Thomas Concannon	27
	Maria Curtatone	31
	Tiziano Doto	3
	MaryAnn Heuston	25
Sheriff	Peter Koutoujian	157

**Republican Ballot**

<b>Office</b>	<b>Candidate</b>	<b>Total Votes</b>
Senator in Congress	Scott Brown	151
Representative in Congress	Jonathan Golnik	108
	Thomas Weaver	35
Councillor		
State Senator	Dean Cavaretta	129
State Representative		
Clerk of Courts		
Register of Deeds		
Sheriff		

There were no ballots cast for the Green-Rainbow Party.

**COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN**

**SECRETARY OF THE COMMONWEALTH**

**WARRANT FOR NOVEMBER 6, 2012, STATE ELECTION**

**SS.**

To the Constables of the City/Town of **BOXBOROUGH**

**GREETING:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in the State Election to vote at

**WARD 0/ PRECINCT 1**

**BOXBOROUGH TOWN HALL, 29 MIDDLE ROAD, BOXBOROUGH, MA**

on **TUESDAY, THE SIXTH DAY OF NOVEMBER, 2012**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Election for the candidates for the following offices and questions:

ELECTORS OF PRESIDENT AND VICE PRESIDENT..... FOR THIS COMMONWEALTH  
SENATOR IN CONGRESS ..... FOR THIS COMMONWEALTH  
REPRESENTATIVE IN CONGRESS .....THIRD DISTRICT  
COUNCILLOR ..... THIRD DISTRICT  
SENATOR IN GENERAL COURT .....MIDDLESEX & WORCESTER DISTRICT  
REPRESENTATIVE IN GENERAL COURT ..... 37<sup>TH</sup> MIDDLESEX DISTRICT  
CLERK OF COURTS ..... MIDDLESEX COUNTY  
REGISTER OF DEEDS ..... MIDDLESEX SOUTHERN DISTRICT  
SHERIFF (MIDDLESEX COUNTY ONLY) ..... MIDDLESEX COUNTY

**QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 1, 2012?

## **SUMMARY**

This proposed law would prohibit any motor vehicle manufacturer, starting with model year 2015, from selling or leasing, either directly or through a dealer, a new motor vehicle without allowing the owner to have access to the same diagnostic and repair information made available to the manufacturer's dealers and in-state authorized repair facilities.

The manufacturer would have to allow the owner, or the owner's designated in-state independent repair facility (one not affiliated with a manufacturer or its authorized dealers), to obtain diagnostic and repair information electronically, on an hourly, daily, monthly, or yearly subscription basis, for no more than fair market value and on terms that do not unfairly favor dealers and authorized repair facilities.

The manufacturer would have to provide access to the information through a non-proprietary vehicle interface, using a standard applied in federal emissions-control regulations. Such information would have to include the same content, and be in the same form and accessible in the same manner, as is provided to the manufacturer's dealers and authorized repair facilities.

For vehicles manufactured from 2002 through model year 2014, the proposed law would require a manufacturer of motor vehicles sold in Massachusetts to make available for purchase, by vehicle owners and in-state independent repair facilities, the same diagnostic and repair information that the manufacturer makes available through an electronic system to its dealers and in-state authorized repair facilities. Manufacturers would have to make such information available in the same form and manner, and to the same extent, as they do for dealers and authorized repair facilities. The information would be available for purchase on an hourly, daily, monthly, or yearly subscription basis, for no more than fair market value and on terms that do not unfairly favor dealers and authorized repair facilities.

For vehicles manufactured from 2002 through model year 2014, the proposed law would also require manufacturers to make available for purchase, by vehicle owners and in-state independent repair facilities, all diagnostic repair tools, incorporating the same diagnostic, repair and wireless capabilities as those available to dealers and authorized repair facilities. Such tools would have to be made available for no more than fair market value and on terms that do not unfairly favor dealers and authorized repair facilities.

For all years covered by the proposed law, the required diagnostic and repair information would not include the information necessary to reset a vehicle immobilizer, an anti-theft device that prevents a vehicle from being started unless the correct key code is present. Such information would have to be made available to dealers, repair facilities, and owners through a separate, secure data release system.

The proposed law would not require a manufacturer to reveal a trade secret and would not interfere with any agreement made by a manufacturer, dealer, or authorized repair facility that is in force on the effective date of the proposed law. Starting January 1, 2013, the proposed law would prohibit any agreement that waives or limits a manufacturer's compliance with the proposed law.

Any violation of the proposed law would be treated as a violation of existing state consumer protection and unfair trade-practices laws.

**A YES VOTE** would enact the proposed law requiring motor vehicle manufacturers to allow vehicle owners and independent repair facilities in Massachusetts to have access to the same vehicle diagnostic and repair information made available to the manufacturers' Massachusetts dealers and authorized repair facilities.

**A NO VOTE** would make no change in existing laws.

## QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 1, 2012?

### SUMMARY

This proposed law would allow a physician licensed in Massachusetts to prescribe medication, at a terminally ill patient's request, to end that patient's life. To qualify, a patient would have to be an adult resident who (1) is medically determined to be mentally capable of making and communicating health care decisions; (2) has been diagnosed by attending and consulting physicians as having an incurable, irreversible disease that will, within reasonable medical judgment, cause death within six months; and (3) voluntarily expresses a wish to die and has made an informed decision. The proposed law states that the patient would ingest the medicine in order to cause death in a humane and dignified manner.

The proposed law would require the patient, directly or through a person familiar with the patient's manner of communicating, to orally communicate to a physician on two occasions, 15 days apart, the patient's request for the medication. At the time of the second request, the physician would have to offer the patient an opportunity to rescind the request. The patient would also have to sign a standard form, in the presence of two witnesses, one of whom is not a relative, a beneficiary of the patient's estate, or an owner, operator, or employee of a health care facility where the patient receives treatment or lives.

The proposed law would require the attending physician to: (1) determine if the patient is qualified; (2) inform the patient of his or her medical diagnosis and prognosis, the potential risks and probable result of ingesting the medication, and the feasible alternatives, including comfort care, hospice care and pain control; (3) refer the patient to a consulting physician for a diagnosis and prognosis regarding the patient's disease, and confirmation in writing that the patient is capable, acting voluntarily, and making an informed decision; (4) refer the patient for psychiatric or psychological consultation if the physician believes the patient may have a disorder causing impaired judgment; (5) recommend that the patient notify next of kin of the patient's intention; (6) recommend that the patient have another person present when the patient ingests the medicine and to not take it in a public place; (7) inform the patient that he or she may rescind the request at any time; (8) write the prescription when the requirements of the law are met, including verifying that the patient is making an informed decision; and (9) arrange for the medicine to be dispensed directly to the patient, or the patient's agent, but not by mail or courier.

The proposed law would make it punishable by imprisonment and/or fines, for anyone to (1) coerce a patient to request medication, (2) forge a request, or (3) conceal a rescission of a request. The proposed law would not authorize ending a patient's life by lethal injection, active euthanasia, or mercy killing. The death certificate would list the underlying terminal disease as the cause of death.

Participation under the proposed law would be voluntary. An unwilling health care provider could prohibit or sanction another health care provider for participating while on the premises of, or while acting as an employee of or contractor for, the unwilling provider.

The proposed law states that no person would be civilly or criminally liable or subject to professional discipline for actions that comply with the law, including actions taken in good faith that substantially comply. It also states that it should not be interpreted to lower the applicable standard of care for any health care provider.

A person's decision to make or rescind a request could not be restricted by will or contract made on or after January 1, 2013, and could not be considered in issuing, or setting the rates for, insurance policies or annuities. Also, the proposed law would require the attending physician to report each case in which life-ending medication is dispensed to the state Department of Public Health. The Department would provide public access to statistical data compiled from the reports.

The proposed law states that if any of its parts was held invalid, the other parts would stay in effect.

A **YES VOTE** would enact the proposed law allowing a physician licensed in Massachusetts to prescribe medication, at the request of a terminally-ill patient meeting certain conditions, to end that person's life.

A **NO VOTE** would make no change in existing laws.

### **QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 1, 2012?

#### **SUMMARY**

This proposed law would eliminate state criminal and civil penalties for the medical use of marijuana by qualifying patients. To qualify, a patient must have been diagnosed with a debilitating medical condition, such as cancer, glaucoma, HIV-positive status or AIDS, hepatitis C, Crohn's disease, Parkinson's disease, ALS, or multiple sclerosis. The patient would also have to obtain a written certification, from a physician with whom the patient has a bona fide physician-patient relationship, that the patient has a specific debilitating medical condition and would likely obtain a net benefit from medical use of marijuana.

The proposed law would allow patients to possess up to a 60-day supply of marijuana for their personal medical use. The state Department of Public Health (DPH) would decide what amount would be a 60-day supply. A patient could designate a personal caregiver, at least 21 years old, who could assist with the patient's medical use of marijuana but would be prohibited from consuming that marijuana. Patients and caregivers would have to register with DPH by submitting the physician's certification.

The proposed law would allow for non-profit medical marijuana treatment centers to grow, process and provide marijuana to patients or their caregivers. A treatment center would have to apply for a DPH registration by (1) paying a fee to offset DPH's administrative costs; (2) identifying its location and one additional location, if any, where marijuana would be grown; and (3) submitting operating procedures, consistent with rules to be issued by DPH, including cultivation and storage of marijuana only in enclosed, locked facilities.

A treatment center's personnel would have to register with DPH before working or volunteering at the center, be at least 21 years old, and have no felony drug convictions. In 2013, there could be no more than 35 treatment centers, with at least one but not more than five centers in each county. In later years, DPH could modify the number of centers.

The proposed law would require DPH to issue a cultivation registration to a qualifying patient whose access to a treatment center is limited by financial hardship, physical inability to access reasonable transportation, or distance. This would allow the patient or caregiver to grow only enough plants, in a closed, locked facility, for a 60-day supply of marijuana for the patient's own use.

DPH could revoke any registration for a willful violation of the proposed law. Fraudulent use of a DPH registration could be punished by up to six months in a house of correction or a fine of up to \$500, and fraudulent use of a registration for the sale, distribution, or trafficking of marijuana for non-medical use for profit could be punished by up to five years in state prison or by two and one-half years in a house of correction.

The proposed law would (1) not give immunity under federal law or obstruct federal enforcement of federal law; (2) not supersede Massachusetts laws prohibiting possession, cultivation, or sale of marijuana for nonmedical purposes; (3) not allow the operation of a motor vehicle, boat, or aircraft while under the influence of marijuana;

(4) not require any health insurer or government entity to reimburse for the costs of the medical use of marijuana; (5) not require any health care professional to authorize the medical use of marijuana; (6) not require any accommodation of the medical use of marijuana in any workplace, school bus or grounds, youth center, or correctional facility; and (7) not require any accommodation of smoking marijuana in any public place.

The proposed law would take effect January 1, 2013, and states that if any of its part were declared invalid, the other parts would stay in effect.

A **YES VOTE** would enact the proposed law eliminating state criminal and civil penalties related to the medical use of marijuana, allowing patients meeting certain conditions to obtain marijuana produced and distributed by new state-regulated centers or, in specific hardship cases, to grow marijuana for their own use.

A **NO VOTE** would make no change in existing laws.

**Question 4: THIS QUESTION IS NOT BINDING**

Shall the state senator from this district be instructed to vote in favor of a resolution calling upon Congress to propose an amendment to the U.S. constitution affirming that (1) corporations are not entitled to the constitutional rights of human beings, and (2) both Congress and the states may place limits on political contributions and political spending?

Pursuant to the Selectmen’s warrant of October 15, 2012, the presidential election was held at Boxborough Town Hall and called to order at 7:00am. The 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 delivered to the Constable. The Town Clerk declared the polls to be open. The election officials, all duly sworn before beginning their duties, were Constables, David Birt and John Fallon; Wardens, Lisa St. Amand, Mary Nadwairski, Sue Reuther and Virginia Richardson; Clerk, Elizabeth Markiewicz; Tellers, Barbara Wheeler, Ellen Landry, Cheryl Levine, Janet Glidden, Jacqui Crimins, Charlotte Priest, Karen Pervier, Susan Williams, Kristin Hilberg, Christine Doucette, Kathie Schwarting, Anne Canfield, Jackie Cumming, Sue Reuther, Roger Allen, Brigid Bieber, Abby Reip, Cheryl Levine, Nancy Faulkner and Joan Rodenko. The counters were Charlene Golden, Barbara Birt, Jini Vockel, Karen Guzzardi and Barry Harsip. The Town Clerk opened the polls at 7am and closed the polls at 8 pm. The checklist showed that 2,959 people had voted. There were 396 absentee ballots cast, including 16 Specially Qualified voters. The total number of registered voters was 3587, making the turnout 83%. The count was completed at 10pm.

The results of the State Election are as follows:

<b>President/VP</b>	<b>Votes</b>	<b>Questions</b>	<b>Votes</b>
Johnson/Gray	33	<b>Question 1</b>	
Obama/Biden	1,753	Yes	2,297
Romney/Ryan	1,140	No	371
Stein/Honkala	25	Blanks	297
Blanks	14		
<b>Senator in Congress</b>		<b>Question 2</b>	
Scott Brown	1,525	Yes	1,672
Elizabeth Warren	1,423	No	1,198
Blanks	17	Blanks	95

**Rep in Congress**

Nicola Tsongas	1,868
Jonathan Golnik	1,019
Blanks	78

**Question 3**

Yes	1,812
No	1,043
Blanks	110

**Councillor**

Marilyn Devaney	1,680
Thomas Sheff	718
Blanks	567

**Question 4**

Yes	1,978
No	527
Blanks	460

**State Senator**

James Eldridge	1,915
Dean Cavaretta	888
Blanks	162

**State Rep**

Jennifer Benson	2,174
Write-ins: Kurt Hayes	6
Blanks	785

**Clerk of Courts**

Michael Sullivan	2,045
Blanks	920

**Register of Deeds**

Maria Curtatone	2,029
Blanks	936

**Sheriff**

Peter Koutoujian	1,632
Ernesto Petrone	678
Blanks	655

*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: \_\_\_\_\_

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\*
- Boxborough Emergency Reserve Corps (BERC)
- Board of Registrars
- Board of Selectmen\*
- Boxborough Housing Board
- Cemetery Commission
- Conservation Commission
- Council on Aging
- Design Review Board
- Energy Committee
- Finance Committee
- Historical Commission
- Library Board of Trustees\*
- Permanent Building Committee
- Personnel Board
- Planning Board\*
- Public Celebrations and Ceremonies Committee
- Recreation Commission
- School Committee\*
- Steele Farm Advisory Committee
- Water Resources Committee
- Zoning Board of Appeals

The filling out of this form does not assure 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**

**This page has been left intentionally blank.**

## Emergency Numbers

### **POLICE**

911 (Emergencies Only)

For routine business  
978-263-2628

### **FIRE**

911 (Emergencies Only)

For routine business  
978-263-8299

### **AMBULANCE**

911 (Emergencies Only)

**Be sure to give your name and address as well as the nature of your emergency. Do not hang up until you are sure your message has been understood.**

### **MEETINGS**

	<i><b>DAY &amp; TIME</b></i>	<i><b>LOCATION</b></i>
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
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 & Ceremonies Comm.	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, please call ahead for to request an 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)

### ***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)

### ***Town Clerk***

Mon. 10:00 a.m. - 2:00 p.m. & 7:00 p.m. 9:00 p.m.  
Tues., Wed., Thurs. 9:00 a.m. – 2:00 p.m.

### ***Building Department***

Mon. – Thurs 7:30 a.m. – 4:00 p.m.  
Monday evenings 4:00 p.m. – 7:00 p.m.

### ***Assessor***

Monday 8:00 a.m. - 7:00 p.m.

### ***Nashoba Board of Health Agent***

Tues. 1:30 p.m. -3:30 p.m.

**NOTE:** Town Hall is closed to the public on Fridays

**NO SCHOOL ANNOUNCEMENTS:** Air on WCVB-TV CH5; WBZ-TV CH 4; & WRKO-TV CH7

**This page has been left intentionally blank.**

## 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	Maureen Adema
Conservation Commission Support	111	Mary Nadwairski
Council on Aging	106	Laura Arsenault
Inspectional Services Support (Building, Electrical & Plumbing)	115	Maureen Adema
Inspector of Buildings	114	David Lindberg
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	Karen Guzzardi
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 Assessor's email address is:

**duane.adams@town.boxborough.ma.us**

Town website: **www.town.boxborough.ma.us**

### **ADDITIONAL TOWN DEPARTMENT BUSINESS PHONE NUMBERS**

Fire	978-263-7546	Randolph White, Fire Chief
Police	978-263-2628	Warren B. Ryder, Police Chief
Department of 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**

***Please note: A new phone system will be installed in the late spring of 2013. Extensions will be changing.***

**This page has been left intentionally blank.**