

# TOWN OF BOXBOROUGH 2008 ANNUAL TOWN REPORT



**TOWN OF BOXBOROUGH  
ANNUAL REPORT**

**for the Year Ending December 31, 2008**

**Annual Town Meeting  
Monday, May 11, 2009  
Blanchard Memorial School  
7:00 p.m.**

**Town Election  
Monday, May 18, 2009  
Town Hall  
7:00 a.m. – 8:00 p.m.**



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

*Cover photograph courtesy of*  
***John Mottern/Middlesex Savings Bank***



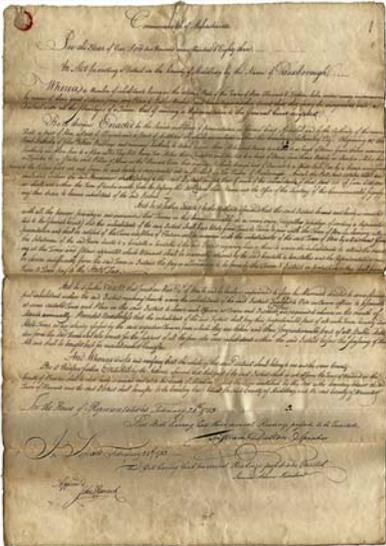
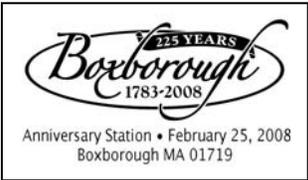
***IN MEMORIAM***

***Susan S. Elenbaas***  
***1947 – 2008***

***Finance Committee, Personnel Board,  
Recreation Committee and Board of Selectmen***



# BOXBOROUGH CELEBRATES ITS QUASQUIBICENTENNIAL



## **BOXBOROUGH'S QUASQUIBICENTENNIAL YEAR**

In 1783, Samuel Adams was President of the Massachusetts Senate and John Hancock was Governor of Massachusetts. On February 25, they affixed their signatures to "An Act for Erecting a District in the County of Middlesex by the name of Boxborough" and our town was born. This happy event was a culmination of an almost 10 year long struggle by "the inhabitants of the extreme parts of the Towns of Stow, Harvard and Littleton" to have a convenient church of their own and to control their political destiny locally.

The first major step in this journey took place on January 31, 1775 when a group of citizens joined together as a "Sartain Society" and pledged funds to bid for the old Harvard Meeting House for use as a Church and Town Hall. The group won the bid and moved the old Harvard Meeting House to a parcel of land at what is now the corner of Middle and Hill Roads where the Boxborough Herb Garden is located. [Unfortunately, this building burned down on January 9, 1953 while it was being used as the Town Library.] A series of petitions to the State Legislature followed which finally bore fruit in February 1783.

In February 2007, the Board of Selectmen established a Boxborough Quasiquibicentennial Committee to celebrate the Town's 225<sup>th</sup> birthday in 2008. The goal was a six month celebration starting in January and ending with Fifers Day that would be consistent with the "Boxborough way of doing things" that drew on the talents, special skills and interest of various Town and civic organizations and would require no appropriation from Town Meeting. The key would be that each organization would choose for itself the best way that it could "give the Town a birthday party or birthday present."

I am pleased to report that this goal was accomplished thanks to the time, effort, and energy of many town volunteers, boards, organizations and employees who are too numerous to mention. I would however, like to especially thank the members of the 225<sup>th</sup> Committee for their ideas and hard work, Town Administrator Selina Shaw and Department Assistant Cheryl Mahoney of Town Hall for their constant support, and the Boxborough Police and Fire Departments and Middlesex Savings Bank and Littleton Electric Light Department for the great fireworks.

John G. Fallon, Chair  
Quasiquibicentennial Committee

## BOXBOROUGH 225<sup>TH</sup> CALENDAR OF EVENTS: 2008

- January 19: Boxborough Family Network Birthday Story Time with Senator Pam Resor and Representative Jamie Eldridge
- February 8: 225<sup>th</sup> Speaker at Blanchard School 4<sup>th</sup> grade
- February 20: Friends of the Council on Aging 225<sup>th</sup> Party for seniors
- Week of February 19 – 22: Sargent Memorial Library - 225<sup>th</sup> Children's activities
- February 21: Sargent Memorial Library: Birthday party for Boxborough, with magician Ed Popielarczyk
- February 24: Special "1783" Church Service at Boxborough UCC Church
- February 24: Boxborough Historical Society 225<sup>th</sup> Potluck Supper and 225<sup>th</sup> speaker
- **MONDAY FEBRUARY 25: BOXBOROUGH'S 225<sup>th</sup> BIRTHDAY**
- February 25: 225<sup>th</sup> Commemorative Postal Cancellation at Town Hall (continued through May)
- February 25: 225<sup>th</sup> Civic Celebration - Board of Selectmen Meeting
- February 26: *Abigail Adams: Birth of a Nation: 1760-1783*, Sargent Memorial Library (ABCC)\*
- February 28: 225<sup>th</sup> Speaker at Blanchard School Community Meeting
- February 29: Blanchard School 225<sup>th</sup> Birthday Cake
- March 1: Founders' Day Dinner Dance, Holiday Inn sponsored by the Boxborough District Company of Minutemen, Boxborough Public Celebrations Committee and Blanchard School PTF
- March 2: Boxborough Family Network - 225<sup>th</sup> Children's Birthday Party with music by Mr. Vic
- March 14: Boxborough Grange #131 122<sup>nd</sup> Anniversary Night and 225<sup>th</sup> Celebration
- April 12: Friends of the Council on Aging Indian Hill Big Band concert at Blanchard School (ABCC)\*
- April 16: 225<sup>th</sup> Story Teller at Blanchard School: Leeny Del Seamonds
- May 4: Boxborough Historical Society - History Day
- May through September: Boxborough Journey through Time challenge sponsored by Blanchard Teachers
- June 6: Boxborough Garden Club Dedication of 225<sup>th</sup> Garden at Blanchard School
- June 21: Boxborough Fifers Day sponsored by the Boxborough District Company of Minutemen, and the Boxborough Public Celebrations Committee
- June 21: 225<sup>th</sup> Fireworks conducted by Boxborough town departments and sponsored by the Middlesex Savings Bank and the Littleton Electric Light Department

\*ABCC: supported by a grant from the Acton Boxborough Cultural Council



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## BOXBOROUGH FACTS AND FIGURES

|                                 |                                                                                                                                                                                                                                                                                   |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| INCORPORATED:                   | February 25, 1783                                                                                                                                                                                                                                                                 |
| POPULATION:                     | 5,424                                                                                                                                                                                                                                                                             |
| AREA:                           | 10.39 Square Miles                                                                                                                                                                                                                                                                |
| FORM OF GOVERNMENT:             | Open Town Meeting – Board of Selectmen                                                                                                                                                                                                                                            |
| VOTERS:                         | 3,448                                                                                                                                                                                                                                                                             |
| CENSUS TRACT:                   | 3,881                                                                                                                                                                                                                                                                             |
| TAX RATE:                       | \$14.84 (FY09)<br>\$14.14 (FY08)<br>\$13.87 (FY07)                                                                                                                                                                                                                                |
| SCHOOLS:                        | Blanchard Memorial School (K – 6)<br>Acton-Boxborough Regional Junior and Senior High Schools<br>Minuteman Regional High School, Lexington                                                                                                                                        |
| HOSPITALS:                      | Emerson Hospital, Concord<br>Nashoba Community Hospital, Ayer<br>UMass Memorial – Marlborough Hospital, Marlborough                                                                                                                                                               |
| POST OFFICE: (Contract Station) | 1233 Massachusetts Avenue (within Boxborough Liquors and Convenience Store)                                                                                                                                                                                                       |
| UTILITIES:                      | Cable Service – Comcast and Verizon<br>Electric Service – Littleton Light Department and Hudson Light and Power Department, the latter serving a portion of southeastern area of Boxborough<br>Natural Gas Service – National Grid<br>The town does not provide water or sewerage |
| TRANSPORTATION:                 | Commuter rail service is available in South Acton and Littleton<br>MART van available through Council on Aging for seniors age 60 and older, or any resident with disabilities                                                                                                    |
| PUBLIC SAFETY:                  | Police Department<br>Fire Department<br>Ambulance<br>Emergency Medical Technicians<br>Public Safety Dispatch Center                                                                                                                                                               |

## FEDERAL OFFICIALS

### President of the United States

#### Barack H. Obama

The White House  
1600 Pennsylvania Avenue, N.W.  
Washington, D.C. 20500

Tel: 202-456-1414  
Fax: 202-456-2461  
president@whitehouse.gov

### United States Senators

#### Edward M. Kennedy

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

#### John F. Kerry

kerry.senate.gov/v3/contact/email.html  
One Bowdoin Square, 10<sup>th</sup> Floor  
Boston, MA 02114  
Tel: 617-565-8519  
Fax: 617-248-3870, or  
218 Russell Senate Office Building, 2<sup>nd</sup> Floor  
Washington, D.C. 20510  
Tel: 202-224-2742  
Fax: 202-224-8525

### Representative in Congress

#### Niki Tsongas (Washington)

U.S. House of Representatives  
1607 Longworth House Office Building  
Washington, D.C. 20515  
Tel: 202-225-3411  
Fax: 202-226-0771

#### Niki Tsongas (Local)

niki@mail.house.gov  
Lowell District Office  
11 Kearney Square, Lowell, MA 01852  
Tel: 978-459-0101  
Fax: 978-459-1907

## OFFICIALS OF THE COMMONWEALTH

#### Governor

#### Lt. Governor

#### Secretary

#### Treasurer

#### Auditor

#### Attorney General

#### Senator, Middlesex & Worcester District

#### Deval Patrick

#### Tim Murray

#### William Francis Galvin

#### Timothy P. Cahill

#### A. Joseph DeNucci

#### Martha Coakley

#### James B. Eldridge

State House Room 213-A  
Boston, MA 02133  
Tel: 617-722-1120  
Fax: 617-722-1089  
James.Eldridge@state.ma.us

#### Representative in General Court, 37<sup>th</sup> Middlesex District

#### Jennifer Benson

State House, Room 130  
Boston, MA 02133  
Tel: 617-722-2130  
Fax: 617-626-0882  
Rep.JenniferBenson@hou.state.ma.us

## ELECTED TOWN OFFICIALS

### **Moderator**

John Fallon (2009)

### **Town Clerk**

Elizabeth Markiewicz (2009)

### **Board of Selectmen**

James J. Gorman, Chair (2009)  
Rebecca R. Neville, Clerk (2009)  
Leslie R. Fox (2011)  
Kristin Hilberg (2008)  
Francis J. Powers (2010)  
Raid Suleiman (2011)

### **Board of Health**

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

Marie C. Cannon, Chair (2011)  
Bryan Lynch (2010)  
Michael P. Willis, Jr. (2009)

### **Collector of Taxes**

Mary P. Shemowat (2009)

### **Commissioner of Trust Funds**

The Selectmen

### **Constables**

David L. Birt (2010)  
Richard Golden (2010)

### **Library Board of Trustees**

Janet Glidden, Chair (2011)

### **Library Board of Trustees, cont.**

Sandra Haber, Vice Chair (2010)  
Janet Tyndall, Secretary (2011)  
Robert McNeece, Treasurer (2010)  
Mary Brolin (2009)  
Elaine Garabedian (2009)

### **Planning Board**

Karen Metheny, Chair (2011)  
Cliff Stockley, Clerk (2010)  
Nancy Fillmore (2011)  
John Markiewicz (2010)  
Owen Neville (2009)  
Jennie L. Rawski (2008)  
*Appointed by Board of Selectmen and  
Planning Board*  
David Kembel, Associate (2009)

### **Boxborough School Committee**

Brigid Bieber, Chair (2009)  
Mary Brolin (2009)  
Scott Lukas (2010)  
Rebecca Neville (2008)  
Maria Neyland (2011)  
Bruce Sabot (2010)

### **AB Regional School Committee**

**(Boxborough Members)**  
Brigid O. Bieber (2009)  
Maria Neyland (2011)  
Bruce Sabot (2010)

## APPOINTMENTS MADE BY SELECTMEN

### **Town Administrator**

Selina S. Shaw (2009)

### **Accountant**

Michael Guzzo (2009)

### **Assessor**

Will Naser (2009)

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

John Field (2009)

### **Chief Procurement Officer**

Selina S. Shaw (2009)

### **Town Planner**

Elizabeth Hughes (2009)

### **Treasurer**

Margaret Dennehy (2009)

\* Resigned

\*\* Appointed to fill vacancy

**A/B Cultural Council**

Avril Allard (2009)\*  
Pat Myers (2009)  
Mitzi Weil (2011)  
Pascale White (2010)

**Agricultural Commission**

Kathie Becker (2011)  
Bryon Clemence (2011)  
Owen Neville (2010)  
John Neyland (2010)  
Niki Veley (2009)

**Airport Study Committee**

Anne Canfield, Chair (2009)  
Matt Kosakowski (2010)  
William Litant (2011)  
Michael O'Leary (2011)

**Animal Control Officer**

Donald C. Morse (2009)

**Board of Appeals**

Christian Habersaat, Chair (2009)  
Tom Gorman, Clerk (2010)  
Kristin Hilberg (2011)\*\*  
Karim Raad (2011)\*  
Michael Toups (2011)  
Lonnie Weil (2010)  
Clifford Stockley, Alternate (2008)  
Karen Warner, Alternate (2009)

**Board of Registrars**

Elizabeth Markiewicz, Chair (2009)  
Nancy Brown (2011)  
Virginia Richardson (2010)  
Sara Wagg (2009)

**Boxborough Information Technology Committee**

Jay Bhatia, Chair (2010)  
Guillermo Chang (2009)  
Tim Lundy (2011)  
Amado Montenegro (2009)\*  
Jamie Rogers (2011)  
Christopher Russo (2010)  
Derek Wylie (2010)

**Boxborough Affordable Housing Trust**

Les Fox (2009)  
Jeff Glidden (2009)  
Dan Masering (2010)\*  
R. Allen Murphy (2010)  
Channing Wagg (2009)

**Boxborough Housing Board**

R. Allen (Al) Murphy, Chair (2011)  
Diane Friedman (2010)  
Jeff Handler (2010)  
Joan Meyer (2009)  
Ron Vogel (2010)  
Channing Wagg (2009)  
Dave Koonce, ex-officio  
Les Fox, ex-officio

**Cemetery Superintendent**

Donald C. Morse (2009)

**Conservation Commission**

Dennis Reip, Chair (2009)  
Rick Williamson, Vice-Chair (2009)  
Charlene Golden (2011)  
David Follet (2011)  
David Koonce (2011)  
Raid Suleiman (2010)\*  
Diane Torres (2010)\*\*  
Arden Veley (2010)\*

**Appointed by ConsComm**

Norm Hanover, Associate Member  
Liz Markiewicz, Associate Member

**Council on Aging**

Karen Smolin, Chair (2010)  
Peter Alling (2011)  
David Birt (2010)  
Mary Ellen Chaney (2009)  
Betsey Krusen (2009)  
Frank Sibley (2009)  
Jini Vockel (2010)\*

**Design Review Board**

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

**Dog Officer**

Phyllis Tower (2009)

\* Resigned

\*\* Appointed to fill vacancy

**Election Warden**

Dave Birt (2009)  
Richard Golden (2009)

**Field Driver**

George C. Krusen II (2008)  
Phyllis Tower (2009)

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

Geoffrey B. Neagle (2009)

**Fire Department Roster (2009)***Appointed by Fire Chief***Fire Department Officers (Full-time)**

Scott C. Coleman, Lieutenant\*  
Shawn Gray, Lieutenant\*\*  
Randolph T. White, Lieutenant

**Fire Department Officers, Per-diem**

Michael Kidd, Deputy Chief  
Kenneth March, Captain  
James DeVogel, Lieutenant

**Firefighter/EMT, Full-time**

Benn Carpenter  
Jonathon Williams

**Firefighter/EMT Per-Diem**

Matthew Allen  
Eoin Bohnert  
Richard Bottner  
Erik Byam  
Mathew Callahan  
Robert R. DaCosta  
Edmond Daigneault  
Andrew Dufresne  
Justin Geneau  
Brendan Hurley  
Scott Krug  
Christopher MacMillan  
Jason Malinowski  
Patrick McLaughlin  
Adam A. Nichols  
William Noke  
Thomas E. Sherr  
Robert Sokolowski

\* Resigned

\*\* Appointed to fill vacancy

**Firefighter/EMT Per-Diem, cont.**

Robert Stemple  
Kristian Sullivan

**Call Firefighter**

Nicholas Costanzo  
George M. Robinson  
Lawrence Roche

**Historical Commission**

Alan Rohwer, Chair (2009)  
Astrid (Chalupa) Perko (2010)  
Mary Larson (2010)  
Scott Robinson (2010)  
Shirley Warren (2009)

**Inspector of Animals**

*Nominated by BoH, appointed by Commonwealth of Massachusetts*  
Donald C. Morse (2009)

**Inspector of Gas & Plumbing**

Gary Corey (2009)  
Norman Card, Jr., Assistant (2009)

**Inspector of Wires**

Thomas A. Argento, Jr. (2009)  
Charles Weeks, Assistant (2009)

**Personnel Board**

Richard Golden, Chair (2010)  
Anne Canfield (2009)  
Mary Cobleigh, Empl. Member (2008)  
Pat Flanagan (2009)

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

Richard G. Vance, Jr. (2009)

**Police Officers (2009)**

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

**Police Department, Dept. Assistant**

Andrea Veros

**Special Police Officers (2009)**

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

**Lock-Up Attendants (2009)**

Amy (Cunningham) Waxman  
Phyllis Tower  
Richard Tower  
Gary Whitaker

**Public Safety Dispatch Officers (2009)**

*Appointed by Fire Chief*

Richard B. Bottner  
David Byler  
Elaine M. Delorme  
Patrick E. Mortimer  
Brenda Santucci  
Michelle Turner

**Public Celebration**

Frances Anderton, Chair (2009)  
Kim Bowers (2009)  
Sharon Garde (2010)  
Owen Neville (2011)  
Laura Rakauskas (2009)

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

Kenneth March (2008)\*  
Tom Garmon, Acting (2009)

**Steele Farm Advisory Committee**

Bruce Hager, Chair (2010)  
Arden Veley, Secretary (2009)  
David Birt (2008) \*  
Mike Matchett (2008)  
Judi Resnick (2011)  
John Schoenfeld (2009)  
Eric Tornstrom (2011)  
Edward Whitcomb (2009)

**Town Counsel**

Kopelman & Paige (2009)

**Veterans' Agent**

Donald C. Morse (2009)  
Michael Guzzo, Assistant (2009)

**APPOINTMENTS MADE BY MODERATOR**

**Finance Committee**

Keshava Srivastava, Chair (2010)  
Tracey Driscoll, Secretary (2009)  
Dan Breuer (2008)  
William F. Burke (2009)  
William J. Burke, Jr. (2011)\*\*  
Jim Ham (2009)  
Thomas Hanlon (2009)\*  
Susan Hardie (2010)  
Gary Kushner, Vice-chair (2008)  
Kasia Lundy (2010)  
Dan Maserang (2011)\*  
Karim Raad (2011)

**Recreation Commission**

Susan Reuther, Secretary (2009)  
Victor Tremblay, Treasurer (2011)  
Kevin Lehner (2010)  
Lisa McElroy (2010)\*  
Christopher Noble (2009)  
Matthew Rosner (2008)  
Robert Zurek (2011)

**Minuteman Regional School**

Donna M. Corey (2009)

**APPOINTMENTS MADE BY  
LIBRARY BOARD OF TRUSTEES**

Maureen Strapko, Director

\* Resigned

\*\* Appointed to fill vacancy

**APPOINTMENTS MADE BY  
BOARD OF HEALTH**

**Medical Reserve Corps**

Brad Hardie, Chair (2009)  
Loretta Crowley, Secretary (2009)  
Mary Cobleigh (2009)  
Barbara Kemp (2009)  
Melissa Northrup (2009)  
Laura Russell (2009)

**Water Resources Committee**

Michael Willis, Jr., Chair (2009)\*  
Marie Cannon (2011)  
Bryon Clemence (2009)  
Anne Gardulski (2009)  
Kristin Hilberg (2009)\*\*  
Bryan Lynch (2010)

**TOWN OF BOXBOROUGH EMPLOYEES  
NOT OTHERWISE MENTIONED**

**Public Works Department Employees**

Juan Barrios  
Jeffery L. Brown  
Edmond Daigneault, part time  
Scott Doughty  
Vicki Franz, Dept. Assistant, part-time  
Lawrence Roche  
Robert Sokolowski  
Gillis Soucy

**Library Staff**

Ruth Hamilton, Sr. Library Assistant  
Claudia Murphy, Library Assistant  
Joanne Parker, Technical Services Librarian  
Marion Powers, Sr. Library Assistant\*  
Judy Reiter, Technical Services Librarian

**Library Staff, continued**

Ramika Shah, Sr. Library Assistant  
Kathleen Taffel, Sr. Library Assistant\*\*  
Heather Wilkinson, Children's Librarian

**Town Hall Employees**

Laura Arsenault, COA Coordinator\*\*  
Marilyn Barstow, Secretary, part time  
Mary Cobleigh, Dept. Assistant  
Claire Kuipers, Secretary, part time  
Cheryl Mahoney, Dept. Assistant  
Marcia McNeil, COA Van Dispatcher  
Mary Nadwairski, Dept. Assistant, part time  
Kathie Schwarting, COA Coordinator\*  
Debbie Walsh, Secretary, part time  
Colleen Whitcomb, Dept. Assistant, part time

\* Resigned

\*\* Appointed to fill vacancy

## BOARD OF SELECTMEN

This past year has been both busy and exciting at Town Hall, with several important news items, some significant changes and improvements in department operations, creation of new committees and important evolutions in old ones, and some forcefully articulated citizens concerns, leading in two cases to Town Meeting actions. A long-serving selectman did not choose to run again, and was replaced by a new member with strong School Committee experience. Financially, the Town fared reasonably well in comparison with others in Eastern Massachusetts, passing a budget that maintained essential services without a Proposition 2 ½ operating override. We managed to substantially improve our vehicle fleet as well, without excessive impact on the tax rate. The following sections outline newsworthy developments in approximate chronological order, the new shape of department operations, interesting evolutions in town boards and committees, and citizens concerns. We close with a brief discussion of the future outlook, identifying some seemingly powerful trends and possible directions.

### News of the Year

The first major news event of 2008 was the Boxborough Quasquibicentennial, celebrated throughout the year with various activities, but with a specific birthday party on February 25, 2008 at the Board of Selectmen's meeting. At this town birthday celebration, the new town flag was unveiled for the first time in public, proclamations from the state Legislature were read by our elected representatives, and birthday cake was had by all.

A good part of the year was occupied by discussions concerning land acquisition, by the Town directly and indirectly through the offices of the Boxborough Conservation Trust (BCT). The Lyons property off Stow Road near Town Center was offered to the Town, and Selectmen considered many potential uses for the property, ranging from senior/community center, Town Hall expansion or relocation, affordable housing, and public water supply. Of course one problem was how to pay a fair price for the parcel in an era of very tight budgeting. One idea floated was to sell or swap a few lots on the Flagg Hill municipal property to partially defray the cost of purchasing the Stow Road parcel. This suggestion led to considerable citizen concern, and Town Meeting action described below. In the end, while the Boxborough Housing Board (BHB) retains some potential interest in the Stow Road property for affordable housing, the BoS reluctantly concluded that the speculative nature of potential uses and the continuing tight financial situation makes it impossible to justify a warrant article for this property.

Another potential land acquisition discussed at length in 2008 was the Mitchell/Kularski property adjacent to Liberty Square Road. The idea here was that BCT would organize the purchase of the parcel, arrange a partial sell-off and development to help defray the purchase price, and transfer a large conservation parcel to the Town. A great deal of energy was spent by BCT and town officials on this proposal, and a self-help grant obtained from the state to assist in the purchase. Unfortunately, the depressed real estate market and the complexity of the simultaneous multi-closing transaction made it impossible to conclude the deal in 2008.

Among several warrant articles at the May 2008 Annual Town Meeting were the replacement of vehicles for both the DPW and Fire Department. The Town Meeting voted to purchase a new bucket truck and large dump truck for the DPW, replacing vehicles over 20 years old and past the point of cost-effective repair. A new first line pumper truck, tanker, and refurbished hose wagon were also approved by ATM. These vehicles are essential to the effective operation of the Fire Department in Boxborough, without the luxury of town water and widespread hydrants. They will serve the department for an effective lifetime in excess of 20 years.

In other news for the sports-minded resident, the BoS granted a Live Entertainment License to the Boxborough Holiday Inn, which among other things brings Mixed Martial Arts Fight Cards to Boxborough. To ensure fairness and public safety, the BoS first adopted a policy and process for issuing such live entertainment licenses. Geographically adjacent to the Holiday Inn, across Rt. 111, the Gutierrez Corporation applied for and was granted a 40B Comprehensive Permit by the Zoning Board of Appeals, which will result in the addition of more than 200 rental units, including 25% affordable. Due to the counting rule for rental properties, this project will satisfy Boxborough's affordable housing requirements for the near future, deflecting comprehensive permit applications.

The Board of Selectmen saw changes at the Annual Town Election, with Kristin Hilberg choosing not to run, and being replaced by Raid Suleiman. Kristin's long term experience on the Finance Committee and Board of Selectmen will be missed, but she will still be serving the Town on the Zoning Board of Appeals. Raid brings both the reasoned approach of a scientist and years of experience on the School Committee to the responsibilities of the Selectmen.

The finale of 2008 was a terrific ice storm on December 11 and 12, which caused massive and widespread tree damage on private property and public ways, along with power outages from two to four days around Town. We fared better than some towns to the North and West, and were able to exercise our emergency management plans in an environment that, while certainly discomfoting and inconvenient, was fortuitously not greatly dangerous to citizens. The Town spent great efforts in overtime labor by the DPW, Fire and Police Departments, and learned important lessons about our emergency procedures. Our emergency power system for the Police and Fire Stations proved inadequate for the loads required, prompting the Selectmen to propose Town Meeting action to upgrade this capability in 2009. Improved means of communicating with residents during a loss of telephone service are also being explored as a result of the ice storm experience. With the promise of some federal assistance to cover the Town's overtime costs, we may consider the ice storm a difficult but important learning experience.

### **Department Operations**

Several improvements to department operations were implemented in 2008. These included the appointment of a new DPW director with additional responsibilities, instituting Fire Lieutenant positions, and hiring a shared Information Technology (IT) Director for the Town and Blanchard School. On December 22, Tom Garmon, a long-time foreman at the Highway Department and acting Director, was appointed by the BoS as full-time DPW Director effective January 1. Tom brings extensive experience to the position as well as excellent working relationships with both the crew and other town department heads.

At the Fire Department, Town Meeting approved the creation of two lieutenant positions to ensure a clear chain of command at incidents where the Chief is not available. Adding these positions also provides a career path for our long term firefighters, improving morale and fostering professionalism.

In a significant departure from past practices, and in order to achieve greater efficiency in the use of taxpayer's money, the Town Hall and Blanchard School jointly hired an IT director. This decision was enabled by Town Meeting vote in May 2008, which authorized the consolidation of administrative functions. The shared IT Director is an excellent example of our continuing search for effective ways of delivering town services.

### **Boards and Committees**

One of the actions of the Annual Town Meeting was to create an agricultural commission whose purpose is to foster the preservation of both the agricultural community values embodied in Boxborough's history and the practices of agriculture and animal husbandry. The Board of Selectmen was pleased to appoint five members to the Agricultural Commission to pursue the work outlined in its charter. Another new

town committee taking shape in 2008 was the Energy Committee, which sought to evolve from an ad hoc advisory group to a committee appointed by the Selectmen and aimed at fostering energy efficiency, recycling and the economies associated with such practice. The charter of the Energy Committee was formulated in 2008, with BoS action to approve the charter completed in 2009. Four members were appointed and additional members are sought.

The Water Resources Committee completed important work in 2008, with the publication by Camp, Dresser and McKee, Inc. of a Municipal Water System Study Report outlining Boxborough's present and future water needs and the shape of a municipal water system that might address these needs. The results from previous year's exploratory well testing were summarized, indicating the excellent possibilities for obtaining useful quantities of water from the Harvard Sportsmen's Club site as well as lesser but still interesting quantities from the Picnic Trust site. The municipal system sections of the study focussed on the western portion of the Town and included options for connecting with Littleton Water, as well as preliminary system characteristics and construction costs. The Water Resources Committee reorganized during 2008 and is evaluating how to proceed in protecting Boxborough's options for future water needs.

The Steele Farm Advisory Group and Historical Commission started a process in 2008 aimed at creating a Conservation and Historical Preservation Restriction for the property, to be authorized by Town Meeting and aimed at preserving the essential character of the property in perpetuity. The outline of this Restriction was started in 2008, with further details to be developed in 2009.

### **Citizens' Concerns**

Several citizens' concerns were debated by the BoS and other town agencies in 2008, leading to two Town Meeting actions in 2008 and one to be resolved in 2009. A group of residents presented a Special Town Meeting (STM) Article within the May ATM aimed at requiring Town Meeting approval for certain 40B Comprehensive permit projects. This article failed at the STM. Another citizen petition article was more successful, in that it garnered a positive vote at the same STM to convert the entire Flagg Hill property to conservation uses from the split of municipal and conservation uses originally agreed at the purchase of the property. The purpose of this article was to prevent the potential swapping or sell-off of Flagg Hill lots in order to defray the cost of other land acquisitions by the Town. This purpose was achieved at the cost of substantially reducing the Town's financial leverage for future acquisition of both municipal and conservation land.

The final major citizen concern debated in 2008 was related to the most effective means of enforcing a prudent level of traffic speed control on town streets. This debate extended over several BoS meetings and included evaluation of radar speed data collected by the Police Department at several sites in town. The principal issue was whether semi-fixed traffic-calming devices or more portable speed sign and radar enforcement measures should be used to control traffic on streets where some degree of excessive speeding has been noted. This debate resulted in dueling warrant articles to be presented at the 2009 Annual Town Meeting.

### **Future Outlook**

As this report is being written, several national and local trends that will certainly affect Boxborough's future may be identified. The ongoing financial crisis at federal and state levels sends a mixed message about future town revenues. The stagnation of state revenues suggests that state aid to cities and towns will be flat or declining for several years, putting severe pressure on Boxborough's budget. Due to the hard work of the Finance Committee, School Committee, and Board of Selectmen, we have been able to maintain essential services without Proposition 2 ½ operating overrides for the past few years, a happier situation than exists in many surrounding communities. Additional funds flowing from the American Recovery and Reinvestment Act (ARRA or "Stimulus Funding") may help the Town fund certain infrastructure needs. While there are considerable uncertainties in how such funding will be disbursed,

the details of application and evaluation should become clear in 2009. It is abundantly clear that town boards and commissions, as well as voters, will be required to carefully evaluate what town services are essential, which are important but perhaps non-essential, and also those which may be deemed luxuries, in order to balance future budgets with responsibility and prudence.

A continuing issue, which is becoming acute, is the dearth of volunteers stepping forward for elected and appointed offices. This trend has led to a number of board and commission seats being vacant for several years in a row, as well as the ubiquity of unopposed races in municipal elections. One of the preeminent virtues of small town government is that it rests principally in the hands of residents, a tradition that ensures responsiveness to citizen needs. If the same dwindling cadre of citizens plays musical chairs with town offices, we will be forced to slowly professionalize the Town government in the sense of handing more responsibilities to paid employees, who will not necessarily live in town. This issue has been vexing the Board of Selectmen for some time and we welcome any potential solutions to the problem that residents may recommend.

### **PERSONNEL BOARD**

The Personnel Board serves the town in an advisory role by assisting the Board of Selectmen and the Town Administrator. The board is currently editing the Personnel Plan to make it conform to the present administrative structure and have begun to update The Employee's Handbook.

Mary Cobleigh is no longer on the Board and we thank her for excellent service.

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

Respectfully submitted  
Richard Golden, Chair

### **TOWN COUNSEL**

During 2008, Town Counsel provided significant legal services to the Town, including the rendering of numerous legal opinions, approving contracts as to form, attending Town Meetings, and meeting with the Board of Selectmen and various other town boards. There is currently one active litigation case involving the Town. During 2008, three cases were closed.

The most significant legal service provided to the Town in 2008 continues to be advising the Board of Selectmen and the Conservation Commission regarding pending wetland matters. Several issues have arisen regarding the applicability of the Town's Wetlands Bylaw to activity at the Minuteman Air Field.

Town Counsel continues to assist the Boxborough Housing Board on several affordable housing initiatives.

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

We extend our appreciation to the Board of Selectmen for its confidence in retaining this firm. We also appreciate the assistance and cooperation we have received on all matters from the Board of Selectmen,

Town Meeting, the Town Administrator, the department heads, and the boards and committees with whom we have worked. We look forward to working with the members of the Town government in the future.

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

**Litigation Status Report**  
**Matters Pending With Town Counsel**

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

This is an action seeking judicial review of the Conservation Commission's order of conditions under the local wetlands bylaw on the plaintiff's vegetation management plan, and also for breach of contract relating to a prior settlement agreement between the Town and plaintiff regarding the vegetation management plan. The Town's liability insurer has assumed the Town's defense and has appointed Town Counsel to represent the Commission in this matter. The Court held a hearing on the parties' cross-motions for judgment on the pleadings on August 26, 2008, on the claim seeking judicial review and reversal of the Commission's decision. The Court denied the plaintiff's motion and affirmed the validity of the Commission's decision. The plaintiff then sought separate and final judgment in order to appeal the decision to the Appeals Court. The Court denied the plaintiff's motion for separate and final judgment. A pre-trial conference on the breach of contract claim is scheduled for February 26, 2009.

**Closed Matters**

*Matchett, et al. v. Town of Boxborough Zoning Board of Appeals, et al.*  
Land Court Misc. No. 381437-KCL

This was an appeal from the Zoning Board of Appeals' decision granting a comprehensive permit to New Blue Hills Saugus Realty Trust, pursuant to G.L. c.40B, §§20-23, for a 244 unit rental housing development known as The Residences at Beaver Brook. The plaintiffs voluntarily dismissed their appeal on October 28, 2008.

*Town of Boxborough v. Tranchina*  
Middlesex Superior Court C.A.

This action alleged misrepresentation and breach of contract, arising out of the defendant's failure to adhere to the requirements to qualify as a purchaser of an affordable unit located at 112 Summer Road. The Court endorsed an agreement for judgment on June 6, 2008, pursuant to which Mr. Tranchina agreed to sell the unit to the Town, or the Town's designee, at the affordable price. Mr. Tranchina delivered a deed for the property to the Town on June 9, 2008.

*In the Matter of Navin Patel and Codman Hill Road, LLC*  
DEP File No. 113-479

This was an appeal by an abutter to the decision of the Department of Environmental Protection affirming an order of conditions issued by the Boxborough Conservation Commission approving a project at 55

Codman Hill Road. After the parties worked out a settlement, the DEP dismissed the appeal on December 24, 2008.

## 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 and 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). These determinations are made with the assistance of assessment values, but are decisions made outside of the scope of the Assessing Department.

### Fiscal Year 2009 – Triennial Certification (Town Revaluation) & Tax Rate Summary

Fiscal year 2009 was a revaluation year for the town of Boxborough. This town value certification procedure occurs every three years for each municipality in the Commonwealth of Massachusetts. In essence, the state sets forth guidelines and reviews the Assessing Office for:

- compliance with valuation methodology (mass appraisal system, appraisal methods)
- level of value assessments (fair and equitable)
- review of overall guidelines used in the day-to-day business and operation in the Assessing department.

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 2009 was \$15,418,592. Listed below is the percentage of the tax levy by property classification:

| CLASSIFICATION              | VALUATION            | TAX DOLLARS         | LEVY PERCENT   |
|-----------------------------|----------------------|---------------------|----------------|
| CLASS 1 - Residential       | 784,289,120          | \$11,638,850        | 75.48%         |
| CLASS 2 – Open Space        | 0                    | 0                   | 0.00%          |
| CLASS 3 – Commercial        | 90,390,037           | \$1,341,388         | 8.70%          |
| CLASS 4 – Industrial        | 145,949,404          | \$2,165,889         | 14.04%         |
| CLASS 5 – Personal Property | 18,360,190           | \$272,465           | 1.78%          |
| <b>TOTAL</b>                | <b>1,038,988,751</b> | <b>\$15,418,592</b> | <b>100.00%</b> |

### Summary

The real estate market in Boxborough, for the most part, saw a decrease in values. Residential values had an overall decrease of 3.5%, while commercial and industrial values remained constant, vacancy rates remained parallel to the previous year. Residential sales volume was down for a second straight year. A public hearing was held in November 2008 in which the Board of Selectman chose to tax all classes of property at the same rate, also known as a single rate.

Property values, tax assessment maps, and FAQ's relating to various functions of the assessing department can be found on the town website ([www.town.boxborough.ma.us](http://www.town.boxborough.ma.us)). 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, members of the Finance Committee, and Debbie Walsh, Assessing Clerk, for their support this year.

Respectfully submitted,

William G. Naser, MAA  
Town Assessor

### **TOWN ACCOUNTANT**

To the Honorable Board of Selectmen of Boxborough:

Submitted herewith is the annual report covering the financial transactions for the Town of Boxborough for the year ended June 30, 2008. 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

**COMBINED BALANCE SHEET**

**JUNE 30, 2008  
(Unaudited)**

| <b>ASSETS</b>                                 | <b>General</b>      | <b>Capital<br/>Projects</b> | <b>Trust/Agency<br/>Funds</b> | <b>Non - Major<br/>Government<br/>Funds</b> | <b>Total<br/>Governmental<br/>Funds</b> |
|-----------------------------------------------|---------------------|-----------------------------|-------------------------------|---------------------------------------------|-----------------------------------------|
| Cash and short-term investments               | \$ 1,422,381        | \$ 181,884                  | \$ 2,133,765                  | \$ 1,090,009                                | \$ 4,828,039                            |
| Receivables, net of uncollectibles            |                     |                             |                               |                                             |                                         |
| Real estate and personal property taxes       | 126,109             | -                           | -                             | -                                           | 126,109                                 |
| Tax liens and foreclosures                    | 166,715             | -                           | -                             | -                                           | 166,715                                 |
| Excise taxes                                  | -                   | -                           | -                             | -                                           | -                                       |
| Motor Vehicle Excise Taxes                    | 54,699              | -                           | -                             | -                                           | 54,699                                  |
| Provision for Abatements                      | (294,496)           | -                           | -                             | -                                           | (294,496)                               |
| Departmental and other                        | -                   | -                           | -                             | -                                           | -                                       |
| Special assessments                           | -                   | -                           | -                             | -                                           | -                                       |
|                                               | -                   | -                           | -                             | -                                           | -                                       |
| <b>TOTAL ASSETS</b>                           | <b>\$ 1,475,408</b> | <b>\$ 181,884</b>           | <b>\$ 2,133,765</b>           | <b>\$ 1,090,009</b>                         | <b>\$ 4,881,066</b>                     |
| <b>LIABILITIES AND FUND BALANCES</b>          |                     |                             |                               |                                             |                                         |
| <b>LIABILITIES</b>                            |                     |                             |                               |                                             |                                         |
| Other liabilities                             | -                   | -                           | -                             | 27,532                                      | 27,532                                  |
| Deferred revenues                             | 53,027              | -                           | 97,841                        | -                                           | 150,868                                 |
| Notes payable                                 | -                   | -                           | -                             | -                                           | -                                       |
| <b>TOTAL LIABILITIES</b>                      | <b>\$ 53,027</b>    | <b>\$ -</b>                 | <b>\$ 97,841</b>              | <b>\$ 27,532</b>                            | <b>\$ 178,400</b>                       |
| <b>FUND BALANCES</b>                          |                     |                             |                               |                                             |                                         |
| Reserved for:                                 |                     |                             |                               |                                             |                                         |
| Encumbrances and continuing appropriations    | \$ 206,016          | \$ -                        | \$ -                          | \$ -                                        | \$ 206,016                              |
| Stabilization                                 | -                   | -                           | 784,506                       | -                                           | 784,506                                 |
| Court settlement                              | -                   | -                           | -                             | -                                           | -                                       |
| Perpetual permanent funds                     | -                   | -                           | 100,130                       | -                                           | 100,130                                 |
| Unreserved:                                   |                     |                             |                               |                                             |                                         |
| Designated for subsequent years' expenditures | 321,549             | -                           | -                             | -                                           | 321,549                                 |
| Undesignated, reported in:                    |                     |                             |                               |                                             |                                         |
| General Fund                                  | 894,816             | -                           | -                             | -                                           | 894,816                                 |
| Special revenue funds                         | -                   | -                           | 1,064,977                     | 1,062,477                                   | 2,127,454                               |
| Capital projects fund                         | -                   | 181,884                     | -                             | -                                           | 181,884                                 |
| Permanet funds                                | -                   | -                           | 86,311                        | -                                           | 86,311                                  |
| <b>TOTAL FUND BALANCES</b>                    | <b>\$ 1,422,381</b> | <b>\$ 181,884</b>           | <b>\$ 2,035,924</b>           | <b>\$ 1,062,477</b>                         | <b>\$ 4,702,666</b>                     |
| <b>TOTAL LIABILITIES AND FUND BALANCES</b>    | <b>\$ 1,475,408</b> | <b>\$ 181,884</b>           | <b>\$ 2,133,765</b>           | <b>\$ 1,090,009</b>                         | <b>\$ 4,881,066</b>                     |

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

**FISCAL YEAR ENDED JUNE 30, 2008**  
**(Unaudited)**

|                                                                | General              | Capital<br>Projects | Nonmajor<br>Governmental<br>Funds | Total<br>Governmental<br>Funds |
|----------------------------------------------------------------|----------------------|---------------------|-----------------------------------|--------------------------------|
| <b>REVENUES</b>                                                |                      |                     |                                   |                                |
| Real estate and personal property taxes,<br>net of tax refunds | 14,827,351           | \$ -                | \$ -                              | \$ 14,827,351                  |
| Motor vehicle and other excise taxes                           | 656,105              | -                   | -                                 | 656,105                        |
| Hotel/motel tax                                                | 145,877              | -                   | -                                 | 145,877                        |
| Penalties and interest on taxes                                | 21,986               | -                   | -                                 | 21,986                         |
| Intergovernmental                                              | 2,043,631            | -                   | -                                 | 2,043,631                      |
| Departmental and other                                         | 445,197              | -                   | 1,139,956                         | 1,585,153                      |
| Special assessments                                            | -                    | -                   | -                                 | -                              |
| Contributions                                                  | -                    | -                   | -                                 | -                              |
| Investment Income                                              | 122,207              | -                   | -                                 | 122,207                        |
| Miscellaneous                                                  | 52,375               | -                   | 2,591,949                         | 2,644,324                      |
| <b>TOTAL REVENUES</b>                                          | <b>\$ 18,314,729</b> | <b>\$ -</b>         | <b>\$ 3,731,905</b>               | <b>\$ 22,046,634</b>           |
| <b>EXPENDITURES</b>                                            |                      |                     |                                   |                                |
| <b>Current:</b>                                                |                      |                     |                                   |                                |
| General government                                             | \$ 778,221           | \$ -                | \$ 191,998                        | \$ 970,219                     |
| Public safety                                                  | 2,044,414            | 16,785              | 113,690                           | 2,174,889                      |
| Education                                                      | 11,248,189           | 40,348              | 415,349                           | 11,703,886                     |
| Public works                                                   | 970,951              | 574                 | 300                               | 971,825                        |
| Human services                                                 | 73,630               | 7,566               | 27,723                            | 108,919                        |
| Culture and recreation                                         | 303,909              | 12,502              | 23,908                            | 340,319                        |
| Pension benefits                                               | 366,730              | -                   | -                                 | 366,730                        |
| Property and liability insurance                               | 91,067               | -                   | -                                 | 91,067                         |
| Employee benefits                                              | 1,234,681            | -                   | -                                 | 1,234,681                      |
| Other                                                          | 74,278               | -                   | 2,729,972                         | 2,804,250                      |
| <b>Debt service:</b>                                           |                      |                     |                                   |                                |
| Principal                                                      | 728,000              | -                   | -                                 | 728,000                        |
| Interest                                                       | 678,412              | -                   | -                                 | 678,412                        |
| <b>TOTAL EXPENDITURES</b>                                      | <b>\$ 18,592,482</b> | <b>\$ 77,775</b>    | <b>\$ 3,502,940</b>               | <b>\$ 22,173,197</b>           |
| <b>EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES</b>   | <b>(277,753)</b>     | <b>(77,775)</b>     | <b>228,965</b>                    | <b>(126,563)</b>               |
| <b>OTHER FINANCING SOURCES (USES):</b>                         |                      |                     |                                   |                                |
| Proceeds from bonds and notes                                  | \$ -                 | \$ -                | \$ -                              | \$ -                           |
| Sale of capital assets                                         | -                    | -                   | -                                 | -                              |
| Operating transfers in                                         | -                    | 81,645              | -                                 | 81,645                         |
| Operating transfers out                                        | -                    | -                   | (81,645)                          | (81,645)                       |
| <b>TOTAL OTHER FINANCING SOURCES (USES)</b>                    | <b>\$ -</b>          | <b>\$ 81,645</b>    | <b>\$ (81,645)</b>                | <b>\$ -</b>                    |
| <b>NET CHANGES IN FUND BALANCES</b>                            | <b>\$ (277,753)</b>  | <b>\$ 3,870</b>     | <b>\$ 147,320</b>                 | <b>\$ (126,563)</b>            |
| <b>FUND BALANCES AT BEGINNING OF YEAR</b>                      | <b>1,963,973</b>     | <b>178,014</b>      | <b>3,076,454</b>                  | <b>5,218,441</b>               |
| <b>FUND BALANCES AT END OF YEAR</b>                            | <b>\$ 1,686,220</b>  | <b>\$ 181,884</b>   | <b>\$ 3,223,774</b>               | <b>\$ 5,091,878</b>            |

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

**FISCAL YEAR ENDED JUNE 30, 2008**  
**(Unaudited)**

|                                                                | Amounts<br>Carried forward<br>From Prior Year | Current Year<br>Initial Budget<br>Projects | Original<br>Budget   | Final<br>Budget      | Actual<br>Budgetary<br>Amounts | Amounts<br>Carried Forward<br>To Next Year | Variance<br>Over/(Under) |
|----------------------------------------------------------------|-----------------------------------------------|--------------------------------------------|----------------------|----------------------|--------------------------------|--------------------------------------------|--------------------------|
| <b>REVENUES</b>                                                |                                               |                                            |                      |                      |                                |                                            |                          |
| Real estate and personal property taxes,<br>net of tax refunds | \$ -                                          | \$ 14,879,200                              | \$ 14,879,200        | \$ 14,879,200        | \$ 14,827,351                  | \$ -                                       | \$ (51,849)              |
| Tax and trash liens                                            | -                                             | -                                          | -                    | -                    | -                              | -                                          | -                        |
| Motor vehicle and other excise taxes                           | -                                             | 773,000                                    | 773,000              | 773,000              | 801,982                        | -                                          | 28,982                   |
| Intergovernmental                                              | -                                             | 2,109,692                                  | 2,109,692            | 2,109,692            | 2,043,631                      | -                                          | (66,061)                 |
| Departmental and other                                         | -                                             | 523,715                                    | 523,715              | 523,715              | 467,183                        | -                                          | (56,532)                 |
| Investment Income                                              | -                                             | 162,000                                    | 162,000              | 162,000              | 122,207                        | -                                          | (39,793)                 |
| Miscellaneous                                                  | -                                             | 35,487                                     | 35,487               | 35,487               | 52,375                         | -                                          | 16,888                   |
| <b>TOTAL REVENUES</b>                                          | <b>\$ -</b>                                   | <b>\$ 18,483,094</b>                       | <b>\$ 18,483,094</b> | <b>\$ 18,483,094</b> | <b>\$ 18,314,729</b>           | <b>\$ -</b>                                | <b>\$ (168,365)</b>      |
| <b>EXPENDITURES</b>                                            |                                               |                                            |                      |                      |                                |                                            |                          |
| <b>Current:</b>                                                |                                               |                                            |                      |                      |                                |                                            |                          |
| General government                                             | \$ 46,103                                     | \$ 828,772                                 | 874,875              | \$ 885,102           | \$ 778,221                     | \$ 43,330                                  | \$ (106,881)             |
| Public safety                                                  | 5,564                                         | 2,060,584                                  | 2,066,148            | 2,075,627            | 2,044,414                      | 19,735                                     | (31,213)                 |
| Education                                                      | 72,162                                        | 11,385,766                                 | 11,457,928           | 11,457,928           | 11,248,189                     | 129,493                                    | (209,739)                |
| Public works                                                   | 22,652                                        | 815,103                                    | 837,755              | 902,067              | 970,951                        | 9,549                                      | 68,884                   |
| Human services                                                 | 15,000                                        | 75,434                                     | 90,434               | 91,941               | 73,630                         | 35                                         | (18,311)                 |
| Culture and recreation                                         | 136                                           | 311,135                                    | 311,271              | 311,271              | 303,909                        | 315                                        | (7,362)                  |
| Pension benefits                                               | -                                             | 366,730                                    | 366,730              | 366,730              | 366,730                        | -                                          | -                        |
| Property and liability insurance                               | -                                             | 100,000                                    | 100,000              | 100,000              | 91,067                         | -                                          | (8,933)                  |
| Employee benefits                                              | 3,963                                         | 1,254,432                                  | 1,258,395            | 1,263,095            | 1,234,681                      | 3,648                                      | (28,414)                 |
| State and County Charges                                       | -                                             | 74,278                                     | 74,278               | 74,278               | 74,278                         | -                                          | -                        |
| Other                                                          | -                                             | 185,000                                    | 185,000              | 94,775               | -                              | -                                          | (94,775)                 |
| <b>Debt service:</b>                                           |                                               |                                            |                      |                      |                                |                                            |                          |
| Principal                                                      | -                                             | 728,000                                    | 728,000              | 678,452              | 728,000                        | -                                          | 49,548                   |
| Interest                                                       | -                                             | 678,415                                    | 678,415              | 696,244              | 678,412                        | -                                          | (17,832)                 |
| <b>TOTAL EXPENDITURES</b>                                      | <b>\$ 165,580</b>                             | <b>\$ 18,863,649</b>                       | <b>\$ 19,029,229</b> | <b>\$ 18,997,510</b> | <b>\$ 18,592,482</b>           | <b>\$ 206,105</b>                          | <b>\$ (405,028)</b>      |
| <b>EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES</b>   | <b>(165,580)</b>                              | <b>(380,555)</b>                           | <b>(546,135)</b>     | <b>(514,416)</b>     | <b>(277,753)</b>               | <b>(206,105)</b>                           | <b>236,663</b>           |
| <b>OTHER FINANCING SOURCES (USES):</b>                         |                                               |                                            |                      |                      |                                |                                            |                          |
| Proceeds from bonds and notes                                  | \$ -                                          | \$ -                                       | \$ -                 | \$ -                 | \$ -                           | \$ -                                       | \$ -                     |
| Proceed from refunding bonds                                   | -                                             | -                                          | -                    | -                    | -                              | -                                          | -                        |
| Premium from issuance of bonds                                 | -                                             | -                                          | -                    | -                    | -                              | -                                          | -                        |
| Bond issuance costs                                            | -                                             | -                                          | -                    | -                    | -                              | -                                          | -                        |
| Payments to refunded bond escrow agent                         | -                                             | -                                          | -                    | -                    | -                              | -                                          | -                        |
| Sale of capital assets                                         | -                                             | -                                          | -                    | -                    | -                              | -                                          | -                        |
| Operating transfers in                                         | -                                             | -                                          | -                    | -                    | -                              | -                                          | -                        |
| Operating transfers out                                        | -                                             | -                                          | -                    | -                    | -                              | -                                          | -                        |
| <b>TOTAL OTHER FINANCING SOURCES (USES)</b>                    | <b>\$ -</b>                                   | <b>\$ -</b>                                | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>                    | <b>\$ -</b>                                | <b>\$ -</b>              |
| <b>NET CHANGES IN FUND BALANCE</b>                             | <b>\$ (165,580)</b>                           | <b>\$ (380,555)</b>                        | <b>\$ (546,135)</b>  | <b>\$ (514,416)</b>  | <b>\$ (277,753)</b>            | <b>\$ (206,105)</b>                        | <b>\$ 236,663</b>        |

**TAX COLLECTOR  
FISCAL YEAR 2008**

**REAL ESTATE TAX**

| FISCAL YEAR | UNCOLLECTED AS OF 7/1/07 | TAX TITLE        |              |                  | REFUNDS      | OUTSTANDING AS OF 6/30/08 |
|-------------|--------------------------|------------------|--------------|------------------|--------------|---------------------------|
|             |                          | COMMITMENTS      | ABATEMENTS   | COLLECTIONS      |              |                           |
| 2008        | -                        | \$ 14,670,915.66 | \$ 60,908.64 | \$ 14,535,146.19 | \$ 12,993.04 | \$ 87,853.87              |
| 2007        | \$ 104,052.66            | -                | -            | \$ 99,975.66     | -            | \$ 4,077.00               |
| 2003        | \$ 2,055.10              | -                | -            | -                | -            | \$ 2,055.10               |
|             | \$ 106,107.76            | \$ 14,670,915.66 | \$ 60,908.64 | \$ 14,635,121.85 | \$ 12,993.04 | \$ 93,985.97              |

**PERSONAL PROPERTY TAX**

| FISCAL YEAR | UNCOLLECTED AS OF 7/1/07 | TAX TITLE     |              |               | REFUNDS | OUTSTANDING AS OF 6/30/08 |
|-------------|--------------------------|---------------|--------------|---------------|---------|---------------------------|
|             |                          | COMMITMENTS   | ABATEMENTS   | COLLECTIONS   |         |                           |
| 2008        | -                        | \$ 207,118.34 | -            | \$ 205,077.52 | -       | \$ 2,040.82               |
| 2007        | \$ 226.89                | -             | -            | \$ 144.79     | -       | \$ 82.10                  |
| 2004        | \$ 285.59                | -             | \$ 285.59    | -             | -       | -                         |
| 2003        | \$ 57.98                 | -             | \$ 57.98     | -             | -       | -                         |
| 2002        | \$ 60,094.98             | -             | \$ 60,094.98 | -             | -       | -                         |
| 2001        | \$ 1,170.41              | -             | \$ 1,170.41  | -             | -       | -                         |
|             | \$ 61,835.85             | \$ 207,118.34 | \$ 61,608.96 | \$ 205,222.31 | -       | \$ 2,122.92               |

**MOTOR VEHICLE EXCISE TAX**

| FISCAL YEAR | UNCOLLECTED AS OF 7/1/07 | TAX TITLE     |              |               | REFUNDS     | OUTSTANDING AS OF 6/30/08 |
|-------------|--------------------------|---------------|--------------|---------------|-------------|---------------------------|
|             |                          | COMMITMENTS   | ABATEMENTS   | COLLECTIONS   |             |                           |
| 2008        | -                        | \$ 565,854.00 | \$ 8,416.57  | \$ 532,818.34 | \$ 3,055.54 | \$ 27,674.63              |
| 2007        | \$ 33,437.17             | \$ 92,395.28  | \$ 7,348.30  | \$ 115,336.25 | \$ 6,134.65 | \$ 9,282.55               |
| 2006        | \$ 10,689.57             | \$ 10,890.52  | \$ 1,210.10  | \$ 14,939.59  | \$ 51.77    | \$ 5,482.17               |
| 2005        | \$ 5,287.02              | \$ 646.77     | \$ 258.02    | \$ 1,669.38   | -           | \$ 4,006.39               |
| 2004        | \$ 4,506.39              | -             | 60.00        | \$ 184.70     | -           | \$ 4,261.69               |
| 2003        | \$ 4,212.43              | -             | -            | \$ 220.73     | -           | \$ 3,991.70               |
|             | \$ 58,132.58             | \$ 669,786.57 | \$ 17,292.99 | \$ 665,168.99 | \$ 9,241.96 | \$ 54,699.13              |

**ADDITIONAL REVENUES COLLECTED DURING FY 2008**

|                               |                     |
|-------------------------------|---------------------|
| INTEREST                      | \$ 21,093.42        |
| MUNICIPAL LIEN CERTIFICATES   | \$ 4,575.00         |
| DUPLICATE TAX BILL CHARGES    | \$ 1,533.50         |
| DEMAND FEES                   | \$ 11,029.00        |
| REGISTRY CLEAR FEES (MVE)     | \$ 2,400.00         |
| TRANSFER STATION STICKER FEES | \$ 44,550.00        |
| <b>TOTAL</b>                  | <b>\$ 85,180.92</b> |

RESPECTFULLY SUBMITTED,  
MARY P. SHEMOWAT, CMMC  
TAX COLLECTOR

## TOWN TREASURER

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

| RECAPITULATION                                                                                                                           |                  |                     |                           |                    |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|---------------------------|--------------------|
| Treasurer's Cash Balance, 7/1/07                                                                                                         | \$               | 4,078,436.03        |                           |                    |
| Treasurer's Trust Fund Balance, 7/1/07                                                                                                   | \$               | 999,203.21          |                           |                    |
| Subtotal                                                                                                                                 | \$               | 5,077,639.24        |                           |                    |
| FY2008 Receipts                                                                                                                          | \$               | 22,342,494.27       |                           |                    |
| Less FY2008 Approved Disbursements                                                                                                       | \$               | (22,473,503.67)     |                           |                    |
| Treasurer's Cash Balance, 6/30/08                                                                                                        | <b>\$</b>        | <b>4,946,629.84</b> |                           |                    |
|                                                                                                                                          |                  |                     |                           |                    |
| General Ledger Cash Balance, 6/30/08                                                                                                     | \$               | 3,976,209.63        |                           |                    |
| General Ledger Trust Fund Balance                                                                                                        | \$               | 970,420.21          |                           |                    |
|                                                                                                                                          | <b>\$</b>        | <b>4,946,629.84</b> |                           |                    |
|                                                                                                                                          |                  |                     |                           |                    |
| <b>PROJECTED LONG-TERM DEBT:</b>                                                                                                         |                  |                     |                           |                    |
|                                                                                                                                          | <b>PRINCIPAL</b> | <b>INTEREST</b>     | <b>TOTAL</b>              |                    |
| FY2009                                                                                                                                   | \$ 723,000.00    | \$ 296,967.35       | \$ 1,019,967.35           |                    |
| FY2010                                                                                                                                   | \$ 718,000.00    | \$ 271,136.65       | \$ 989,136.65             |                    |
| FY2011                                                                                                                                   | \$ 698,000.00    | \$ 244,181.25       | \$ 942,181.25             |                    |
| FY2012                                                                                                                                   | \$ 692,500.00    | \$ 216,113.25       | \$ 908,613.25             |                    |
| FY2013                                                                                                                                   | \$ 620,000.00    | \$ 188,166.25       | \$ 808,166.25             |                    |
| FY2014                                                                                                                                   | \$ 615,000.00    | \$ 163,466.25       | \$ 778,466.25             |                    |
| FY2015                                                                                                                                   | \$ 610,000.00    | \$ 138,966.25       | \$ 748,966.25             |                    |
| FY2016                                                                                                                                   | \$ 605,000.00    | \$ 114,666.25       | \$ 719,666.25             |                    |
| FY2017                                                                                                                                   | \$ 600,000.00    | \$ 90,566.25        | \$ 690,566.25             |                    |
| FY2018                                                                                                                                   | \$ 555,000.00    | \$ 67,466.25        | \$ 622,466.25             |                    |
| Not included is the Boxborough share of the Regional School bond debt, which is determined annually by proportionate enrollment figures. |                  |                     |                           |                    |
|                                                                                                                                          |                  |                     |                           |                    |
| <b>TOWN OF BOXBOROUGH</b>                                                                                                                |                  |                     |                           |                    |
| <b>FY09 DEBT SERVICE BUDGET</b>                                                                                                          |                  |                     |                           |                    |
|                                                                                                                                          |                  |                     |                           |                    |
|                                                                                                                                          | <b>Principal</b> | <b>Interest</b>     | <b>Total Debt Service</b> | <b>% Breakdown</b> |
| School Debt                                                                                                                              | \$ 370,000.00    | \$ 131,825.00       | \$ 501,825.00             | 37.69%             |
| Sewage Disposal Facility                                                                                                                 | \$ 35,000.00     | \$ 21,315.00        | \$ 56,315.00              | 4.23%              |
| Water (Sewer/Water)                                                                                                                      | \$ 45,000.00     | \$ 30,332.50        | \$ 75,332.50              | 5.66%              |
| Land Acquisition - Howe/Panek                                                                                                            | \$ 35,000.00     | \$ 16,267.50        | \$ 51,267.50              | 3.85%              |
| Affordable Housing                                                                                                                       | \$ 26,000.00     | \$ 6,123.85         | \$ 32,123.85              | 2.41%              |
| Library                                                                                                                                  | \$ 115,000.00    | \$ 69,505.00        | \$ 184,505.00             | 13.86%             |
| Ambulance                                                                                                                                | \$ 29,000.00     | \$ 5,034.40         | \$ 34,034.40              | 2.56%              |
| Recreation Facility                                                                                                                      | \$ 40,000.00     | \$ 11,725.00        | \$ 51,725.00              | 3.88%              |
| School Renovation                                                                                                                        | \$ 14,000.00     | \$ 2,365.30         | \$ 16,365.30              | 1.23%              |
| Dump Truck                                                                                                                               | \$ 9,000.00      | \$ 1,562.40         | \$ 10,562.40              | 0.79%              |
| Salt Shed                                                                                                                                | \$ 5,000.00      | \$ 911.40           | \$ 5,911.40               | 0.44%              |
| R. J. Grey                                                                                                                               |                  | \$ 75,615.00        | \$ 75,615.00              | 5.68%              |
| Acton/Boxborough High School                                                                                                             |                  | \$ 235,986.00       | \$ 235,986.00             | 17.72%             |
|                                                                                                                                          |                  |                     |                           |                    |
| Total all Debt                                                                                                                           | \$ 723,000.00    | \$ 608,568.35       | \$ 1,331,568.35           | 100.00%            |

## TOWN TREASURER

### FY2008 Receipts

| <u>Account Name</u>                            | <u>Balance</u> | <u>Account Name</u>                      | <u>Balance</u> |
|------------------------------------------------|----------------|------------------------------------------|----------------|
| 911 SETB Grant - FY2007                        | 2,898.16       | Extended School Services - Revenue       | 3,180.00       |
| A.W. Wetherbee Lby Interest                    | 5.75           | Federal Income Tax WH                    | 799,419.36     |
| Abatements to Elderly                          | 1,004.00       | Federal School Lunch Program             | 11,492.40      |
| Abatements to Veterans                         | 8,194.00       | FICA WH                                  | 17,280.50      |
| ABCC Grant - Revenue                           | 8,203.00       | Fire Alarm Permits                       | 350.00         |
| Air Pollution Control Projects                 | (1,704.00)     | Fire Department - Public Education       | 855.00         |
| Annual Licenses                                | 10,500.00      | Fire Department Ambulance - Revenue      | 11,748.77      |
| AT and T Comcast Operations - Revenue          | 54,270.86      | Fire Dept.- Misc. Fees                   | 2,545.00       |
| Blanchard Educational Gift Fd.                 | 325.52         | Fire Dept - Other Permits                | 400.00         |
| Board of Appeals Fees                          | 2,826.24       | Fire Dept. - Ambulance Receipts          | 131,534.36     |
| Board of Health Permits                        | 625.00         | Fire Equipment Grant - FY2007            | 3,900.00       |
| Boston Metro Transit District                  | (9,900.00)     | Fire MDU Grant - FY2007                  | 1,317.57       |
| Boxborough Affordable Housing Trust - Interest | 52,084.73      | Fire MDU Grant - FY2008                  | 3,995.96       |
| Building Admin.Use Fees                        | 1,642.40       | Fire Safe Grant - FY2007                 | 3,554.12       |
| Building Permits                               | 41,724.59      | Fire Safe Grant - FY2008                 | 3,100.00       |
| Cancer Insurance WH                            | 481.25         | Fire Union Dues WH                       | 2,170.00       |
| Cell Tower Rental Fee                          | 29,793.24      | Fuel Assistance Program                  | 15.00          |
| Cemetery Dept. Fees                            | 2,300.00       | GEO TMS Fees - Revenue                   | 3,132.16       |
| Cemetery Perpetual Care Fd. Interest           | 3,182.33       | GIS Assessor Maps                        | 385.00         |
| Cemetery Perpetual Care Trust - Non Expend     | 3,000.00       | Grace M. Priest Mem. Fd. Interest        | 588.16         |
| Charter School Assessment Reimburs             | 3,456.00       | Group Health Insurance WH                | 357,529.44     |
| Click it or Ticket Grant - FY2007              | 2,188.06       | Hammonds Scholarship Fd. Interest        | 1,230.64       |
| CMVI Fines                                     | 34,210.00      | Hazmat Fire Outside Detail               | 6,586.50       |
| COA Grant - FY2008                             | 3,300.00       | Henry H. Brooks Lby Interest             | 169.25         |
| COA Senior Van                                 | 20,554.18      | Highway - Sale of Vehicle                | 3,885.29       |
| Comcast License - Revenue                      | 2,243.00       | Highway - Special Projects               | 150.00         |
| Community Policing Grant - FY2008              | 11,299.00      | Highway CH90 CH291D - FY2008             | 290,410.79     |
| Cons Comm - Wetland Bylaw Fee                  | 14,312.88      | Highway - Muncip Recyl Incentive Program | 50.00          |
| Conserv Comm - State WPA Fee Fund              | 1,780.00       | IDC - TIF                                | 63,231.53      |
| Conserv Comm - Town Bylaw Fee Fund             | (7,621.38)     | Integrated School System - FY2007        | 1,100.00       |
| Conservation Fd. Interest                      | 1,052.83       | Integrated School System Revolving       | 20,445.00      |
| Court Fines                                    | 13,850.00      | Interest - Excise Taxes                  | 3,283.45       |
| Deferred Compensation WH                       | 147,922.57     | Interest - Property Taxes                | 18,702.96      |
| Demand Fees                                    | 11,029.00      | Law Enforcement Trust Fund               | 1,167.00       |
| Deputy Collector Fees                          | 9,986.55       | Library Copy Machine Gift Fund           | 901.00         |
| Dog License Fees                               | 6,613.61       | Library Fines Revolving                  | 6,875.24       |
| Dog License Revolving                          | 82.39          | Library Gift Fund                        | 9,000.00       |
| Dog License Revolving - Fines                  | 1,725.00       | Library Gift Fund - Rotary               | 500.00         |
| DPW Guaranty Deposits - Int.                   | 338.17         | Library Gift Fund Interest               | 1,171.29       |
| Duplicate Tax Bill Fees                        | 1,533.50       | Library Gift Fund Interest - Rotary      | 3.82           |
| DVAP Training Grant - FY2007                   | 1,506.38       | Library Incentive Grant - FY2008         | 9,250.06       |
| Earnings on Investments                        | 122,206.65     | Library Music Fund                       | 325.86         |
| Educ Circuit Breaker - FY2008                  | 184,505.00     | License for Auctioneers Raffles          | 100.00         |
| Electrical Insp. Permits Revolving             | 9,228.60       | Life Insurance WH                        | 3,410.30       |
|                                                |                | Long Term Disability WH                  | 10,282.93      |
|                                                |                | Lottery                                  | 313,946.00     |

| <u>Account Name</u>                       | <u>Balance</u> | <u>Account Name</u>                          | <u>Balance</u> |
|-------------------------------------------|----------------|----------------------------------------------|----------------|
| M.V.E. Clear Fees                         | 2,400.00       | Police Union Dues WH                         | 7,700.00       |
| MAPC                                      | (1,466.00)     | Quasquibicentennial Gift Fund                | 8,090.00       |
| MBTA                                      | (32,154.00)    | Real Estate - 2007                           | 99,975.66      |
| Medicare WH                               | 95,744.65      | Real Estate - 2008                           | 14,522,153.05  |
| MHOA Grant Revenue - FY2008               | 6,585.00       | Recreation Comm. Fees                        | 29,005.00      |
| Middlesex Retirement WH                   | 271,291.64     | Reita I. Bean Lby Fd. Interest               | 574.21         |
| Milk License - Bd. of Health              | 4.00           | RMV Non-Renewal Charge                       | (2,060.00)     |
| Miscellaneous Licenses and Permits        | 890.00         | Roy F. Custance EMT Fd. Interest             | 94.75          |
| Miscellaneous Permits                     | 220.00         | Sale of Cemetery Lots                        | 3,400.00       |
| Miscellaneous Revenue                     | 12,997.91      | Sale of Copies Etc.- Bldg. Dept.             | 154.00         |
| Miscellaneous Revenue - Uncollected Taxes | (447.46)       | Sale of Copies Etc.-Assessor                 | 1,140.00       |
| Mosquito Control Projects                 | (22,861.00)    | Sale of Copies Etc.-Town Clerk               | 90.90          |
| Motor Vehicle Excise -1984                | 108.51         | School Aid CH70                              | 1,370,363.00   |
| Motor Vehicle Excise - 1993               | 48.13          | School Choice Assessment                     | (550.00)       |
| Motor Vehicle Excise - 2002               | 21.67          | School Choice Revenue - FY2008               | 155,193.00     |
| Motor Vehicle Excise - 2003               | 220.73         | School Construction CH645                    | 374,472.00     |
| Motor Vehicle Excise - 2004               | 184.70         | School Lunch Sales                           | 87,880.43      |
| Motor Vehicle Excise - 2005               | 1,669.38       | School Meals Tax                             | 220.43         |
| Motor Vehicle Excise - 2006               | 14,887.82      | School Meals Tax                             | 56.32          |
| Motor Vehicle Excise - 2007               | 109,201.30     | School Retirement WH                         | 340,598.59     |
| Motor Vehicle Excise - 2008               | 529,762.80     | School Union Dues WH                         | 21,182.88      |
| Municipal Lien Certificates               | 4,575.00       | Sewer Rate Relief Distribution               | 3,779.00       |
| NESWC Stabilization Fund Reimb.           | 252.68         | Siemens Lby Fd. Interest                     | 576.70         |
| Other Permits - Bldg.                     | 357.50         | SPED 94-192 Grant - FY2008                   | 92,806.00      |
| Other Taxes-Motel Hotel Room Occupancy    | 145,877.00     | SPED Early Childhood - FY2008                | 5,986.00       |
| Parking Fines                             | 60.00          | SPED Program Improvement - FY2008            | 4,512.00       |
| Personal Property - 2007                  | 144.79         | Stabilization Interest                       | 42,365.51      |
| Personal Property - 2008                  | 205,077.52     | State Income Tax WH                          | 352,724.06     |
| Peter F. Whitcomb Fd. Interest            | 1,609.09       | State Owned Land                             | 2,855.00       |
| Planning - Manning Tree and Landscape     | 1,091.25       | State School Lunch Program                   | 2,441.29       |
| Planning Board - Butler Way               | 200.00         | Steele Farm Advisory Committee               | 1,692.00       |
| Planning Board - High Quality Landscape   | 1,100.00       | Tailings Unclaimed Checks                    | (14,805.00)    |
| Planning Board - Loreto Drive             | 500.00         | Tax Sheltered Annuities WH                   | 164,211.10     |
| Planning Board Fees                       | 4,473.03       | Title I Reading Program Grant - FY2008       | 52,419.00      |
| Planning Board Guaranteed Dep - Interest  | 1,659.53       | Title IIA Teacher Quality Grant - FY2008     | 11,206.00      |
| Plumbing - Gas Fees                       | 1,954.50       | Title IID Enhanced Thru Tech - FY2008        | 750.00         |
| Plumbing Gas Insp. Permit Fees            | 3,598.50       | Title IV Safe Drug Free School - FY2008      | 1,946.00       |
| Police Career Incentive                   | 36,242.33      | Title V Innovative Program - FY2008          | 727.00         |
| Police Department Misc. Fees              | 951.06         | Town Clerk Fees                              | 3,550.60       |
| Police Dept. Permits                      | 1,275.00       | Traffic Enforcement Grant - FY2007           | 489.60         |
| Police Dept. Pistol Permits               | 3,325.00       | Trans from AFT Condo 112 - Revenue           | 145,000.00     |
| Police Insurance Proceeds - Revenue       | 13,035.09      | Trans in from Stab Fund - ART09              | 14,000.00      |
| Police Outside Detail - Admin. Fee        | 4,559.88       | ATM07 Cap Impr Police                        |                |
| Police Outside Detail Revenue - FY2008    | 60,511.90      | Trans in from Stab Fund - ART17              | 18,000.00      |
| Police Outside Detail Revolving - FY2007  | 4,551.00       | ATM05 GWST                                   |                |
|                                           |                | Trans to Affordable Housing Fund - Condo 112 | (145,000.00)   |

|                                                 |             |                                         |               |
|-------------------------------------------------|-------------|-----------------------------------------|---------------|
| Trans to Affordable Housing Fund - Condo 36F    | (15,000.00) | Verc Enterprises - Revenue              | 41,250.00     |
| Transfer from AFT - Condo 36F                   | 15,000.00   | Verizon License - Revenue               | 134.50        |
| Transfer Out - ART09 ATM07 Cap Impr Police      | (14,000.00) | Verizon PEG Access Grant - Revenue      | 7,993.71      |
| Transfer Out - ART09 ATM07 Cap Improv Fire      | (49,645.00) | War Memorial Fd. Interest               | 55.60         |
| Transfer Out - ART17 ATM05 GWST                 | (18,000.00) | ZBA - Gutierrez Legal                   | 12,000.00     |
| Transfer Station Fees - FY2008                  | 17,550.00   | ZBA Stonewall Estates - Fin. Consultant | 3,500.00      |
| Transfer Station Revenue                        | 84,400.00   | ZBA Stonewall Estates - Legal           | 3,000.00      |
| Transient Vendors Licenses                      | 2,865.00    |                                         |               |
| Trans in from Stab - ART 09 ATM07 Cap Impr Fire | 49,645.00   |                                         |               |
| Valerios Lby Fd. Interest                       | 57.18       |                                         |               |
|                                                 |             |                                         | 22,342,494.27 |

## TOWN TREASURER TRUST FUND REPORT – FISCAL YEAR 2008

### Reita Bean Library Book Fund

This fund was established in memory of the late librarian, Reita I. Bean. The sum of \$10,130 was given to the Town by her family and friends. The interest earned in FY2008 was \$574. There were no expenditures from the fund this year. The balance at fiscal year's end is \$11,514.

### 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 FY2008 was \$169, and the fund balance at year-end was \$3,394.

### Cemetery Perpetual Care Fund

The Cemetery Perpetual Care Fund balance at June 30, 2008 was \$65,294. Interest earned on the fund in FY2008 was \$3,182. The total non-expendable portion of the fund is \$39,300.

### Conservation Fund

Interest earned on this fund in FY2008 was \$1,053. There were no expenditures made from the fund during the year, leaving a fund balance at year-end of \$21,351.

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

The sum of \$3,250 was given by family and friends of Roy F. Custance. \$1,000.00 of these funds is non-expendable. Interest earnings are to be used to fund the purchase of a medical book needed for a deserving graduating high school student from Boxborough who will be pursuing a medical career. Excess interest earnings are to accumulate for expenses related to the improving and updating of the ambulance. Interest earned on this fund in FY2008 was \$95. No expenditures were made from the fund during the year leaving a fund balance of \$1,900.

### 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. The interest earned on this fund in FY 2008 was \$1,231. An expenditure of \$1,200 was made from the fund in 2008. The fund balance is \$23,475.

**Law Enforcement Trust Fund**

This Fund has been in existence since August of 1986. Funds have been added to it over the years through state funding and other sources. The fund is prohibited bylaw from earning interest. The balance of the fund is \$1,962.

**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 \$10,000. Interest earned may be spent equally on cemetery and library expenses. Interest earned in FY2008 was \$588. The fund balance is \$11,793.

**Siemen's Library Fund**

The sum of \$10,000 was a gift to the Library, and interest earned in FY2008 was \$577. 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 \$11,563.

**Stabilization Fund**

Interest earned on the Stabilization Fund during FY2008 totaled \$42,366. The Stabilization Fund balance is \$784,506. Expenditures from the fund require a 2/3 approval of Town Meeting and may not be for wage and salary expenses. Expenditures of \$81,645 were made in FY2008 for:

- Article 09, ATM 07 – Capital Improvements – Police & Fire Stations \$63,645
- Article 17, ATM 05 – Groundwater Supply Testing, original authorization \$60,000 \$18,000

**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 FY2008 was \$57. No expenditures were made this year. The fund balance at year end was \$1,147.

**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 FY2008 was \$56, and the fund balance is \$1,115.

**A.Winslow Wetherbee Fund**

The sum of \$100 was left by Mr. Wetherbee and interest earned may be spent on Library uses. Interest earned in FY2008 was \$6. No expenditures were made from the fund this year. The fund balance at year end was \$116.

**Peter F.Whitcomb Fund**

\$5,000 was given for Highway uses. Interest in FY 2008 totaled \$1,609. The fund balance at the end of the year was \$32,263.

Respectfully submitted  
Margaret M. Dennehy, Town Treasurer

**FINANCE COMMITTEE**

Boxborough’s Finance Committee is comprised of nine members appointed by the Moderator for individual three-year terms. We are tasked by Town Bylaw with the responsibility to consider “all

matters of business included within the articles of any warrant for Town Meetings” and “shall after due consideration report thereon in print its recommendation as to each article.” We are responsible for initiating and managing the Town’s budget process. This process of formulating the budget for a fiscal year beginning on July 1 typically begins the previous December, and culminates in the presentation of the Finance Committee recommendation for the operating budget under Article 5 at the Annual Town Meeting (ATM) in May. Finally, the Finance Committee is dedicated to informing the voters of the key financial and operating issues within town government so as to develop informed debate at town meetings and in other forums.

At the end of CY2008 the Finance Committee consisted of Tracey Driscoll (2009), Jim Ham (2009), William F Burke (2009), Sue Hardie (2010), Kasia Lundy (2010), Keshava Srivastava (2010), Dan Maserang (2011), William J Burke (2011), and Karim Raad (2011).

The fiscal year 2008 ended on June 30, 2008. Over the course of the year, the Finance Committee approved \$90,225.34 in reserve fund transfers out of an appropriated budget of \$185,000 or 49% 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 DPW pickup truck, fuel expense, emergency replacement of dispatch server, and protection of town records, additional FICA for part time workers, tax title foreclosures, DPW clerical worker, and traffic light repair. There was a potential snow and ice reserve fund request of \$94,000, but instead the town chose to handle the overage in the STM by voting to transfer the funds to cover the overage from free cash. There was an additional \$360 in reserve fund transfers in the first six months of FY 2009.

Throughout FY08, the Finance Committee engaged in numerous activities that directly or indirectly affect the financial stability of the town. Some of the key events, points of interest, or issues that the Finance Committee was engaged in FY08 are documented below:

- Annual budget for the town of Boxborough for fiscal year 2008 was approved at a total amount of \$19,105,106 (including warrant articles) with \$14,812,058 raised by taxation, \$2,038,684 in cherry sheet aid and \$2,254,274 in local receipts and free cash. The tax rate was set at \$14.14 per \$1,000 of valuation.
- Presentations at the ATM on the current financial status and near term budget projections.
- Discussion of warrant articles including fire department staffing, defibrillators for police cars, town hall exterior repairs, police station computer room, fire and DPW replacement trucks, and an amendment to the FinCom bylaw along with zoning revolving fund discussions.
- Discussion of warrant articles from the STM included transfer of municipal land to conservation and a bylaw change to Ch 40 B comprehensive permits.

The Finance Committee continues to have active liaisons to many boards in town including (but not limited to) the Boxborough School Committee, the AB Regional School Committee, the Library Trustees, the Housing Board, the Planning Board, the DPW, the Fire Department, the Police Department, and the Boxborough Leadership Forum. These liaisons reviewed both the committee budgets and the warrant articles. The Finance Committee also has a permanent seat on the Affordable Housing Trust.

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

**Summary of FY08 Budget – Actual vs. Approved**

| <b>Budget Category</b>           | <b>FY '08 ATM budget</b> | <b>FY '08 Actual</b> | <b>% Expended</b> |
|----------------------------------|--------------------------|----------------------|-------------------|
| General Government               | \$828,772                | \$786,551            | 95%               |
| Protection                       | \$2,060,584              | \$2,047,199          | 99%               |
| Blanchard School                 | \$5,423,401              | \$5,417,769          | 100%              |
| A/B Regional School              | \$5,676,295              | \$5,676,200          | 100%              |
| Minuteman Technical School       | \$286,070                | \$283,713            | 99%               |
| Public Works                     | \$815,103                | \$876,416            | 108%              |
| Cultural, Recreation, Library    | \$311,135                | \$304,224            | 98%               |
| Health                           | \$75,434                 | \$73,665             | 98%               |
| Reserve Fund                     | \$185,000                | \$90,225             | 49%               |
| Debt Service                     | \$1,406,415              | \$1,406,412          | 100%              |
| Employee Benefits*               | \$1,721,162              | \$1,696,126          | 99%               |
| Total Operating Budget           | \$18,789,371             | \$18,662,811         | 99%               |
| ATM warrant article within 2 1/2 | \$105,645                | \$105,645            | 100%              |
| Snow and Ice Deficit             | \$0                      | \$94,535             | NA                |
| Overlay reserve                  | \$210,000                | \$210,000            | 100%              |
| <b>Total budget</b>              | <b>\$19,105,016</b>      | <b>\$18,862,991</b>  | <b>99%</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. (\$90,225.34)

The actual sources of funds for FY '08 are listed below:

| <b>Revenue Sources for ATM</b>           | <b>Revenue</b>      |
|------------------------------------------|---------------------|
| Maximum Allowable Tax Levy (Prop. 2 1/2) | \$14,812,058        |
| State Aid                                | \$2,038,684         |
| Local Receipts (Excise tax, permits)     | \$1,523,000         |
| Overlay Reserve released to fund budget  | \$102,248           |
| Other Sources of Revenue                 | \$35,487            |
| <b>Total Revenue Source</b>              | <b>\$18,511,477</b> |
| Free Cash                                | \$511,894           |
| Stabilization Fund                       | \$81,645            |

**Pertinent information**

- Boxborough’s bond rating from Moody’s is listed as Aa3
- Median house price was \$554,900
- Town Valuation is \$1,036,393,869
- Revaluation occurred in FY2006 with the next Revaluation scheduled for FY2009

**AIRPORT STUDY COMMITTEE**

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

During the past year, the ASC: (1) met with the newest member of the Board of Selectmen, Raid Suleiman, to discuss our charge and to answer any questions he had about our function; (2) continued to track the status of the current MMAF lawsuit; (3) contacted MAC regarding legislation it intends to propose in FY 2009; and (4) began the process of placing information about the ASC on the Boxborough website.

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

|                             |                 |
|-----------------------------|-----------------|
| Anne Canfield (chairperson) | Bill Litant     |
| Mike O’Leary                | Matt Kosakowski |

**ANIMAL CONTROL OFFICER**

During 2008, I responded to 30 calls to pick up animals and birds. These included:

|          |   |               |   |
|----------|---|---------------|---|
| Racoons  | 4 | Bats          | 2 |
| Cat      | 1 | Beaver        | 1 |
| Birds    | 6 | Bobcat        | 1 |
| Foxes    | 3 | Deer          | 2 |
| Turtle   | 1 | Coyote        | 1 |
| Rabbit   | 1 | Miscellaneous | 1 |
| Opposums | 3 | Use of traps  | 3 |

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

Donald C. Morse  
Animal Control Officer

**ANIMAL INSPECTOR**

In December 2008, the annual farm animal inspection and count was conducted. If anyone owning farm animals was not contacted, please call the Boxborough Board of Health.

The Town is required to keep an accurate list of animals every year. In the event of a disaster you would be contacted and given assistance in the care of your animals.

|             |     |          |    |
|-------------|-----|----------|----|
| Chickens    | 32  | Llama    | 1  |
| Cows        | 130 | Pea Hens | 3  |
| Ducks       | 6   | Pigeons  | 2  |
| Game birds  | 5   | Ponies   | 6  |
| Geese       | 4   | Rabbits  | 4  |
| Goats       | 12  | Sheep    | 22 |
| Guinea Hens | 5   | Swine    | 3  |
| Horses      | 74  |          |    |

Donald C. Morse  
Animal Inspector

### **DOG OFFICER**

|                  |     |                     |    |
|------------------|-----|---------------------|----|
| Dogs Licensed    | 651 | Dogs, cont.         |    |
|                  |     | Abuse/Neglect       | 1  |
| Kennel Licenses: |     | Lost in town        | 14 |
| \$25             | 0   | Lost out of town    | 14 |
| \$50             | 3   |                     |    |
| \$75             | 2   | Cats:               |    |
| Dogs:            |     | Reported lost       | 4  |
| Loose            | 73  | Stray               | 11 |
| Barking          | 13  |                     |    |
| Vicious          | 5   | Other Calls:        |    |
|                  |     | Parakeet/Cockatiel  | 2  |
|                  |     | Advice to Residents | 5  |

Phyllis Tower  
Dog Officer

### **FIELD DRIVER**

2 loose livestock incidents

Phyllis Tower  
Field Driver

### **BOARD OF REGISTRARS**

The Board of Registrars conducted the annual census. As of January 1, 2008, the population of Boxborough was 5,424. There were four sessions of voter registration held during the year preceding each of four elections, bringing the total number of registered voters to 3,448. The Board of Registrars met ten times to certify signatures on nomination papers and initiative petitions.

**OFFICE OF THE TOWN CLERK  
VITAL STATISTICS**

There were thirty-eight records of birth for the year 2008.

The total number of marriages was seven.

The total number of deaths recorded was sixteen.

Total receipts turned in to the treasurer from the town clerk's office: \$19,401.11.

Elizabeth Markiewicz  
Town Clerk

**BOXBOROUGH INFORMATION TECHNOLOGY COMMITTEE**

Throughout 2008, Boxborough Information Technology Committee (BITcom) continued to play a key role to define and expand the use of information technology and cable resources throughout the town government and its various functions.

The committee currently has six members. Each member is appointed for three years. Meetings are held twice a month, generally on the first and third Tuesday at 7:30pm at Town Hall. The meeting times and locations are posted in Town Hall and on the town's website and are open to the public. Additional meetings that focus on a specific project or topic are held at other times at a time mutually agreeable to the participants in accordance with public meeting regulations. This year, Amado Montenegro resigned his membership on the committee due to personal time constraints. Committee members thank Amado for his valuable contributions during his tenure.

The committee's focus and activities are primarily driven by the IT and cable/video needs of the town and requests from town departments and other town officials. Regular discussions with town hall staff, the BoS, various departments and other town committees help us identify areas of need.

Current activities for BITcom are focused in three main areas:

- 1) Boxborough Town offices Wide Area Network and expanding its use
- 2) Evaluation of various current and future needs of IT systems, software & services of the town
- 3) Identify needs of video, cable (PEG channel, video franchise providers and related items)

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

Some of the significant accomplishments for the calendar year 2008 are outlined as follows:

**Boxborough Town Wide Area Network & Live Cablecast of Town Meeting**

In 2008, BITcom coordinated and completed the implementation of a Wide Area Network (WAN) using fiber cable. With that work now completed, our town now has a state-of-the-art gigabit network interconnecting the town buildings on a single WAN.

The Town reaped the direct benefits with the ability to broadcast the 2008 Annual Town Meeting held from Blanchard Elementary School live on our town cable video channels – Comcast Ch 9, and Verizon/FiOS Ch 39. The WAN also now permits us to broadcast live video from the Sargent Memorial Library.

During 2009, BITcom will work with town departments to identify and integrate various software applications so that town personnel can use them from their desktop throughout the town.

#### **Various IT system, software & services evaluations**

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

BITcom worked with the Town Administrator and Blanchard School management team to create a job description for Town Technology Director, and assisted in the interview and selection process. The Technology Director will support both Town and School IT needs in a new joint support model. The Town Technology Director will be an ex-officio member of BITcom.

Committee members and ex-members continued to provide support to maintain and improve the town website.

The committee worked with the Police department to identify right configurations for the cooling system required for computer room.

Actively participated with departments to identify budgets and plans for IT (equipment and services) and communication.

#### **Address the needs of video & cable needs**

In June 2008, the Board of Selectmen directed BITcom to identify and recommend a policy for access to and permitted use of the Boxborough video channel. BITcom reviewed various prevailing regulations, current franchise agreements with video service providers and samples for such a policy from other towns. Based on our review, BITCom forwarded to the Selectmen “Policy for the Operation and Use of Town of Boxborough’s Government Access Channel.” This policy is expected to be finalized and adopted by BoS during Feb ’09.

BITcom also worked with town employees responsible for video broadcast to revise the platform for video recording and broadcast. Residents may have noticed the changes to graphics and additional information being relayed on the town government channel.

BITcom continues to strive to optimize the use of the town video channel as an effective mode to communicate various operations, information and functions of the town government.

#### **Plans for 2009**

##### **Ongoing activities**

- Continue to evaluate applications for the town to take advantage of the WAN, e.g. data/voice/video sharing services.
- Stay abreast of the technology/business opportunities that could impact IT & Cable services of the town via various state and industry seminars.
- Provide representation on other town committees/projects such as the Blanchard Tech Committee.

- Support the BoS and the Town Administrator in preparation of a budget for various IT needs and operations for Boxborough including spending from the ComCast and Verizon cable grants and franchise fees funds.
- Conduct various public hearings to resolve public right of way related petitions under Mass Law Ch. 166 Section 22.

### **New activities planned**

Review Comcast performance over the last 8 years and commence discussions and negotiations to extend the Comcast cable franchise agreement on behalf of the town.

- Revamp the cablecast system to expand live and recorded video coverage to more town committee meetings and events.
- Revamp the scrolling Ch 9/39 bulletin board to provide more service announcements and other information on town government events and operations.
- Review and revise the town IT backup and disaster recovery plans for data and software.

The BITcom is looking forward to a busy and productive year in 2009.

Jay Bhatia  
Chair, Boxborough Information Technology Committee

## **BUILDING DEPARTMENT**

Effective January 1, 2008, the 7<sup>th</sup> edition of the Building Code for One and Two Family Dwellings will be in full force. The 7<sup>th</sup> edition is based on the 2003 International Residential Code (2003 IRC).

The 7<sup>th</sup> edition of the Massachusetts State Building code is a two-volume set. It consists of the One- and Two-Family Dwelling Code and the Basic Code (which covers buildings and structures other than One- and Two-Family Dwellings). The Basic Code is scheduled to be released this summer. Code users, remember to check periodically for amendments to the various codes.

Copies are available from the Statehouse Bookstore, the International Code Council and other book retailers.

As a reminder, effective March 31, 2006, every Residential Structure that presently or in the future contains Fossil Fuel Burning Equipment or has enclosed parking shall be equipped, by the owner, landlord or superintendent, with working and Listed Carbon Monoxide Alarm Protection. This applies to both new and existing dwellings. For information, please call this office (978-263-1116), visit the town of Boxborough website ([www.town.boxborough.ma.us](http://www.town.boxborough.ma.us)) or the Fire Marshal's website ([www.mass.gov/dfs/osfm/fireprevention/cmr/527031.pdf](http://www.mass.gov/dfs/osfm/fireprevention/cmr/527031.pdf)).

Also...

- Check and change your smoke detector/carbon monoxide detector batteries every 6 months.
- If you are not sure whether a project requires a permit, it probably does. A quick call to this office is all it takes to make sure.

- Always check credentials. A contractor is required to have insurance and in most cases a contractor should have both a Construction Supervisors license and a Home Improvement License.

Trench Permits...

Beginning this year, all excavators must obtain a permit prior to the creation of a trench made for a construction-related purpose on public or private land or rights-of-way in accordance with Chapter 82A of the Massachusetts General Laws.

The Seventh Edition Code establishes some new construction license categories which are planned to be implemented this summer. New license categories include:

- Residential Roof Covering
- Residential Window and Siding
- Residential Demolition Only
- Residential Solid Fuel Burning Appliance Installation

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

The Building Department respectfully submits its Annual Report for the year-ending December 31, 2008.

John F. Field  
Inspector of Buildings/Code Enforcement Officer

### **BUILDING PERMITS ISSUED - 2008**

|                              |    |                                |                  |
|------------------------------|----|--------------------------------|------------------|
| <b>New Construction</b>      |    | <b>Total Permits</b>           | 135              |
| Residential/Single Family    | 5  |                                |                  |
| Commercial                   | 2  | <b>Stop Work Orders</b>        | 1                |
| Pools                        | 1  |                                |                  |
| Foundation only              | 0  | <b>Building Fees Collected</b> |                  |
|                              |    | Permit Fees                    | \$ 81,631        |
| <b>Additions/Alterations</b> |    | Certification Fees             | 458              |
| Residential                  | 75 | Fines                          | 0                |
| Business                     | 11 |                                |                  |
| Demolition                   | 2  | <b>Total</b>                   | <b>\$ 82,089</b> |
| Accessory Apartments         | 0  |                                |                  |
| Shed/Barn                    | 2  |                                |                  |
| <b>Miscellaneous</b>         |    |                                |                  |
| Signs                        | 1  |                                |                  |
| Temporary Structures         | 11 |                                |                  |
| Woodstove                    | 22 |                                |                  |
| Utilities                    | 3  |                                |                  |

**ELECTRICAL PERMITS ISSUED - 2008**

Total permits issued 144  
Total fees collected \$ 30,009

**PLUMBING/GAS PERMITS ISSUED – 2008**

Total permits issued 113  
Total fees collected \$ 8,495

**BOXBOROUGH FIRE DEPARTMENT**

I am pleased to submit the following report for calendar year 2008. The Fire Department witnessed a 9 per cent increase in activity. During the year, the Department responded to a total of 2,157 calls for service, 491 of which were medical emergencies. A partial breakdown of these calls by incident type follows at the end of this report.

There was a change in full-time personnel during the year. Lieutenant Scott Coleman, a ten year veteran of the Department, resigned to take a full-time position with the Gaffney, South Carolina Fire Department. Per-diem FF/EMT Shawn Gray, a resident of Clinton, was promoted to fill the position left vacant by Lt. Coleman. Lt. Gray was a career FF/EMT for seven plus years with the Clinton Fire Department prior to his employment in Boxborough.

The Call/Per-Diem division of the Department has remained relatively stable in size over the past year. The policy of trying to “localize” this division of the Department has met with measured success and this policy will continue in future hirings. The number of call-backs is ever increasing and the hope is to meet this challenge head on.

The Fire Station continues to hold up well with only minor maintenance work required. Work is continuing on energy system upgrades and minor remodeling of the interior using the funds voted at the 2007 Annual Town Meeting. A new “Plymovent” source capture exhaust recovery system was installed in the station using funds from a federal grant (FEMA). This system greatly enhances air quality in the station and will promote better health for members of the Department and visitors to the station.

A great deal of department equipment has been upgraded during the year. A set of speedway shears was purchased for our Amkus Tool (Jaws of Life). All of the self contained breathing apparatus has been serviced and the associated compressed air cylinders have been hydro-tested and certified. The breathing air compressor underwent its usual semi-annual checks and was certified with some minor repairs and parts replacement involved. Nine new radio belt pagers we purchased with money provided through a state grant. These pagers will greatly enhance call-back notification of the Department members.

The Department’s motor apparatus continues to function well for the most part. The 31 year old tanker (T67) is very near the end of its useful life and needs to be replaced. The 25 year old hose wagon (HW65) is mechanically in museum quality condition but desperately needs its body, compartments, and pump panel refurbished. Monies voted at the 2008 ATM will replace the tanker, refurbish the hose wagon, and provide a new class A pumper for the Department’s fleet.

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

The Department was again busy with fire prevention and inspections. 195 permits were issued for items such as smoke and CO detectors, fire alarms, blasting, oil burners, and automatic sprinkler systems. 256 inspections were performed for items ranging from code compliance to occupancy. The municipal fire alarm system continues to function well with a total of forty radio boxes online. This system is a great aid to the Department because it allows for early detection as well as transmitting a location of the activation at the reporting facility. During the open burning season that ran from January 15 to May 1, 279 burning permits were issued to residents. This program was very successful and residents are to be commended for keeping these fires under control.

This report would not be complete without mention of the Ice Storm in December. The Department was put to true test of its resources during this event. With only a few minor problems, the Department managed to respond to 57 calls and handle the requests of residents for assistance with matters such as potable water and cellar pumping. The lessons learned during this 72 hours will be applied to planning and readiness for the next such event.

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

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

First, Massachusetts General Law Chapter 148 section 26F and section 26½ require smoke detectors and carbon monoxide detectors in all residences in the Commonwealth. **These detectors save lives if they are maintained, tested and kept in good working order.** The Department urges all residents to **change the batteries, if required, in their carbon monoxide and smoke detectors twice a year and to test these devices regularly. THIS CANNOT BE STRESSED ENOUGH! THESE DEVICES SAVE LIVES!**

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

Respectfully Submitted,  
Geoffrey B. Neagle  
Fire Chief

**Fire Department Statistics**  
**CALENDAR YEAR 2008**

|                                 |     |                                    |       |
|---------------------------------|-----|------------------------------------|-------|
| Aircraft Incident               | 0   | Medical Assist                     | 221   |
| Alarm Box Maintenance           | 576 | Medical Emergency                  | 491   |
| Alarm Investigation             | 159 | Motor Vehicle Accident             | 74    |
| Detail / Fire Watch             | 31  | Mutual Aid - Ambulance             | 93    |
| Fire - Brush                    | 6   | Mutual Aid - Fire Apparatus        | 13    |
| Fire - Vehicle                  | 9   | Outside Smoke Investigation        | 5     |
| Fire - Chimney                  | 1   | Public Education                   | 62    |
| Fire - Other                    | 7   | Special Service - Suspicious Item  | 2     |
| Fire - Structure                | 9   | Special Service - Other Assistance | 68    |
| Hazardous Materials Incident    | 1   | Special Service - Lockout          | 32    |
| Inspection                      | 256 | Special Service - Water problem    | 17    |
| Investigation - Carbon Monoxide | 8   | Special Station Coverage           | 3     |
| Investigation - Electrical      | 7   | Training                           | 24    |
| Investigation - Natural Gas     | 2   | Water Rescue                       | 0     |
| Investigation - Odor            | 5   |                                    |       |
| Investigation - Other           | 11  | Total Responses                    | 2,157 |

**POLICE DEPARTMENT**

It gives me great pleasure to submit the 2008 annual report for the Boxborough Police Department.

During this past year 2008, the officers of the Boxborough Police Department were very active and continued to show a commitment to the community policing philosophy, and toward providing effective law enforcement and personalized service to the citizens of our community at the lowest possible cost. Consistent with our mission statement, our primary goals continue to be the protection of life and property, keeping our community safe through aggressive efforts to detect and reduce any criminal activity, promote effective traffic enforcement, and assure a quick response to all emergency situations. As we have done over many years, we met this task by not only working closely with other town departments and town officials, but, in a large part, relying on our “partnership” with the citizens of Boxborough – our eyes and ears - to keep our town safe, and preserve the quality of life in our community. Although Boxborough police officers continue to have a reputation for aggressive traffic enforcement, we also pride ourselves in balancing this with our ability to be able to provide “personalized” service to our citizens, consistent with a small town environment.

Being a small town police force, a great deal of our day-to-day activity revolves around traffic enforcement, and in maintaining and assuring the safety of our streets and neighborhoods. Although highly visible and proactive, our primary focus is on the issuance of verbal and written warnings as opposed to issuing “civil citations” (requiring payment of a fine). The use of verbal and written warnings has proven effective over the years as a deterrent to excessive speed, and has promoted safety on our roadways by “educating” drivers on the dangers of illegal and unsafe operation. During the past year, our officers made 2,305 motor vehicle stops, approximately 87% of which (1,723) resulted in either verbal or written warnings.

In addition to keeping our roadways safer, a direct benefit to aggressive traffic enforcement has been the interruption of criminal activity during many of these traffic stops. During 2008, 44 arrests and 105 operators or passengers were summoned to court as a direct result of a simple traffic stop. A significant number of these arrests involved taking drunk drivers off our streets (19), and or involved drug related activities (28). Without a doubt, the efforts of our officers have saved lives, and helped assure that our community remains a pleasant and safe place to live.

In 2008, we again received a grant from the Commonwealth of Massachusetts Executive Office of Public Safety in the amount of \$8,609.84 for the continuation of our Community Policing programs and activities. Although this amount did represent a significant decrease in grant funds from past years (state-wide budget reductions), it still allowed us to offer programs and activities we would not have been able to offer otherwise. The "Community Policing" philosophy continues to be the standard for the vast numbers of police departments (large and small) around the country, and has been instrumental in advancing the concept of partnering with the citizens of the community to identify problems, as well as to solve and prevent crime. Some of the specific programs/activities we have been able to offer in past years include additional/supplemental police patrols (particularly for special town events and celebrations), motorcycle patrols, child safety seat events, senior citizen events, youth educational programs and materials, as well as specialized training for command and patrol staff. As we've done in the past, we utilized some of these funds to provide additional police patrols for specific times of the year (special times/events) such a graduation time, prom time, Memorial Day, Fifers Day, Halloween night, and Labor Day & Thanksgiving Day weekends, to name a few. We also continued to participate in specialized "enforcement periods" and events periodically during the year, sponsored by the Governor's Highway Safety Council, targeting such things as the use of seat belts, excessive speed, and the detection of drunk or impaired drivers.

In July of this year, a new air conditioning unit was purchased and installed to regulate temperatures in our Emergency 911/Computer room. This has given us the ability to keep the room temperature constant and within the strict parameters which are needed to assure the proper operation of all of our computer equipment and hopefully guarantee the maximum useful life of this equipment.

Additionally, in September of 2008, through funding from a warrant article passed at the annual town meeting, we were able to equip all of our marked police cruisers with automated external defibrillator units (AED's). These devices significantly enhanced our ability as "first responders" to potentially save lives in cardiac-arrest emergencies. All of our officers have been trained in the use and deployment of these devices in conjunction with the Boxborough Fire Department.

We continue to strengthen our ability to work effectively with other law enforcement agencies (federal, state, and local) to be as prepared as possible to address, and react if necessary, to large scale disasters, acts of terrorism, or any large scale emergency which might affect the town of Boxborough. We have continued to work closely with all departments within town, so we can make the most of resources, and continue to actively pursue new and innovative ideas in efforts to provide the best possible service at a minimum cost. To this end, all town emergency departments (and numerous mutual aid towns) took part in an "Emergency Preparedness" (mock disaster) drill at the Boxborough Highway Department on June 7<sup>th</sup>, 2008.

Our training and emergency preparedness was tested, for real, during the days following the severe ice storm that occurred on December 11<sup>th</sup>, 2008, resulting in widespread damage and regional power outages. Although we found that "emergencies" don't always go as planned, I believe our training, pre-planning, and willingness/ability to work together provided the foundation that allowed us to continue to operate and provide emergency service during this difficult time. Hopefully we've learned from this experience and will be able to provide even better response and service, if required during future emergencies.

Statistically, 2008 has shown mixed numbers, with a decline in some areas and increase in others. Overall, Boxborough police officers made fewer arrests for the year (-19%), but did show a corresponding increase in the number of individuals summoned to court. The department did show significant increases in some areas, such as B&E's, larcenies, vandalisms, sex offenses, annoying phone calls and aggravated assaults – more serious crimes – resulting in many more man hours spent on primary and follow-up investigations. Officers also responded to an increased number of more “routine calls” such as the investigation of burglar alarms (+21%), checking traffic problems (+51%) and in calls to “assist citizens.” Our statistics did show a reduction in the number of motor vehicle accidents, both involving property damage and those that resulted in personal injuries.

On a daily basis, our Public Safety Dispatch provides the vital link between the citizens of the community and all of our emergency personnel on the street. The center operates 24 hours per day/ 7 days per week/ 365 days of the year. Aside from dispatching emergency personnel to calls for assistance, our public safety dispatchers provide courteous personal service to citizens when they stop at the police station, whether they are simply asking for directions, requesting reports or information, renewing firearms permits, or reporting criminal activity. The center received 11,844 calls for service during 2008 (a 16.3% increase over the same period last year), ranging from the most serious emergency calls, to the more routine. Our Public Safety Dispatch Center is currently made up of four (4) full time dispatchers and two (2) part time dispatchers. I strongly believe that our dispatch center continues to provide a tremendous service to the citizens of this community, thanks to our highly trained, courteous, and professional emergency dispatchers who are dedicated to serving the citizens of Boxborough. Again this year, I wish to offer my sincere thanks to these men and women who constantly maintain our lifeline and keep us safe.

In closing, I would like to offer my sincere appreciation to all of the officers of the Boxborough Police Department for their dedicated service to this community, and for putting their lives on the line for us on a daily basis. Their dedication to duty, professionalism, and their ability to work as a team toward a common goal, continues to make my job easy. I feel proud to work along side all of these outstanding officers! I would again like to extend a personal thanks to Sergeant Stephen Trefry and Sergeant Warren Ryder, for their leadership, dedication, and support in the daily operation of the Police Department, as well as my Secretary, Andrea Veros, for her professional and tireless administrative support. Last but not least, I would like to sincerely thank the members of the Boxborough Fire Department and the Boxborough Highway Department, as well as the many other town departments that have helped us meet our goals and successfully provide quality service for all our citizens.

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

**Boxborough Police Department Selected Incidents**

|                      | <u>2006</u> | <u>2007</u> | <u>2008</u> |
|----------------------|-------------|-------------|-------------|
| 911 Hang-ups         | 131         | 101         | 66          |
| Animal Complaints    | 123         | 117         | 130         |
| Annoying Phone Calls | 7           | 5           | 23          |
| Arrests              | 292         | 149         | 121         |
| Assist Citizens      | 863         | 487         | 803         |
| Aggravated Assaults  | 3           | 2           | 12          |
| Breaking & Entering  | 12          | 14          | 31          |
| Burglar Alarms       | 244         | 142         | 174         |
| Bylaw Violations     | 67          | 39          | 23          |

|                               | <u>2006</u> | <u>2007</u> | <u>2008</u> |
|-------------------------------|-------------|-------------|-------------|
| Complaints (traffic problems) | 294         | 300         | 455         |
| Disturbances – General        | 37          | 61          | 48          |
| Disturbance – Domestic        | 19          | 22          | 27          |
| Follow-up invest.             | 7           | 60          | 87          |
| Larcenies                     | 35          | 31          | 42          |
| M.V. Accidents w/injury       | 49          | 61          | 58          |
| M.V.A./Property damage        | 58          | 80          | 59          |
| M.V. Theft                    | 2           | 2           | 2           |
| Missing Persons               | 7           | 12          | 10          |
| Noise Complaints              | 64          | 42          | 30          |
| Protective Custody            | 12          | 11          | 19          |
| Rape                          | 1           | 1           | 3           |
| Robbery                       | 0           | 1           | 7           |
| Shoplifting                   | 1           | 11          | 2           |
| Simple Assaults               | 2           | 4           | 2           |
| Summoned to Court             | 149         | 156         | 188         |
| Suspicious Activity           | 491         | 462         | 433         |
| Vandalism                     | 40          | 28          | 39          |

#### **2008 Case Activity Statistics**

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

#### **2007 Case Activity Statistics**

|                                            |     |
|--------------------------------------------|-----|
| Total Offenses Committed                   | 991 |
| Total Felonies                             | 114 |
| Total Crime Related Incidents              | 190 |
| Total Non Crime Related Incidents          | 100 |
| Total Arrests (On View)                    | 149 |
| Total Arrests (Based on Incident/Warrants) | 21  |
| Total Summons                              | 186 |
| Total Arrests                              | 356 |
| Total P/C's                                | 11  |
| Total Juvenile Arrests                     | 12  |
| Total Open Warrants                        | 3   |
| Total Restraint Orders                     | 15  |

**2006 Case Activity Statistics**

|                                            |     |
|--------------------------------------------|-----|
| Total Offenses Committed                   | 750 |
| Total Felonies                             | 106 |
| Total Crime Related Incidents              | 119 |
| Total Non Crime Related Incidents          | 93  |
| Total Arrests (On View)                    | 127 |
| Total Arrests (Based on Incident/Warrants) | 16  |
| Total Summons                              | 149 |
| Total Arrests                              | 292 |
| Total P/C's                                | 12  |
| Total Juvenile Arrests                     | 10  |
| Total Open Warrants                        | 2   |
| Total Restraint Orders                     | 17  |

|                            | <u>2006</u> | <u>2007</u> | <u>2008</u> |
|----------------------------|-------------|-------------|-------------|
| <b>Motor Vehicle Stops</b> | <b>2719</b> | <b>2704</b> | <b>2305</b> |
| Verbal Warnings            | 1793        | 1892        | 1723        |
| Written Warnings           | 318         | 206         | 200         |
| Citations Issued           | 297         | 328         | 233         |
| Summoned to Court          | 115         | 147         | 105         |
| Arrested                   | 109         | 71          | 44          |
| Average OVER Speed         | 18 mph      | 18 mph      | 18 mph      |

**BOXBOROUGH DISPATCH  
Call Statistics and Trend Report**

|      | <b>Walk In Service</b> |      | <b>Calls from Radio/ Alarm Box/and<br/>Other Sources</b> |
|------|------------------------|------|----------------------------------------------------------|
| 2008 | 1,297                  | 2008 | 5,728                                                    |
| 2007 | 1,007                  | 2007 | 6,310                                                    |
| 2006 | 1,223                  | 2006 | 8,279                                                    |
|      | <b>911 Calls</b>       |      | <b>TOTAL CALLS</b>                                       |
| 2008 | 262                    | 2008 | 11,844                                                   |
| 2007 | 382                    | 2007 | 10,180                                                   |
| 2006 | 432                    | 2006 | 13,803                                                   |
|      | <b>Telephone Calls</b> |      |                                                          |
| 2008 | 2,052                  |      |                                                          |
| 2007 | 2,481                  |      |                                                          |
| 2006 | 3,869                  |      |                                                          |

## **BOXBOROUGH CONSTABLES**

Greetings to the Town of Boxborough from your elected Constables. We have delivered the following during this year of 2008:

|                                                |   |
|------------------------------------------------|---|
| Posting of Special Town Meeting Warrants       | 1 |
| Posting of Town Meeting Warrants               | 1 |
| Posting of Primary Election Warrants           | 1 |
| Posting of Federal and State Election Warrants | 1 |
| Collection Notices                             | 2 |
| Notices of Default                             | 5 |
| Notice to Pay or Quit                          | 2 |
| Summons for Judgment                           | 1 |

Respectfully submitted,  
David L. Birt, Constable  
Richard Golden, Constable

## **BOXBOROUGH CONSERVATION COMMISSION**

### **Mission**

The Boxborough Conservation Commission (ConsCom) is a seven-member board that is appointed by the Board of Selectmen. The Commission is responsible for managing the Town's natural resources and for administering and enforcing 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.
- Trying 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 also reviews and decides offers of land sale or gifts for conservation purposes. Approvals are then presented to town meeting for authorization. State and Federal Assistance Funds for these purchases are managed by the Commission.

The Commission continues to review the Boxborough Wetland Bylaw and has recently updated the 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 2008 the Commission reviewed 8 Notices of Intent as indicated in the table below. These filings included proposed work on a mix of both commercial and residential projects. Each of the NOI filings and the Requests for Determination (RDA) listed below required a public hearing, deliberations and site visits. The table also lists the number of requests for Certificates of Compliance (COC) and Extensions for permits.

| <u>Year</u> | <u>NOI</u> | <u>RDA</u> | <u>COC</u> | <u>Extensions</u> |
|-------------|------------|------------|------------|-------------------|
| 2005        | 9          | 5          | 6          | 6                 |
| 2006        | 16         | 1          | 18         | 4                 |
| 2007        | 9          |            | 3          |                   |
| 2008        | 8          | 5          | 10         | 3                 |

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 major improvements on the following conservation lands:

- Beaver Brook - Steele Farm
- Flagg Hill
- Fort Pond Brook
- Hager Meadow
- Half Moon Meadow
- Have Not Pond
- Patch Hill - Carriage Road
- Rolling Meadows
- Wolf Swamp

Signs are on these parcels identifying access points. Trails have been cleared and marked. Kiosks with trail maps have been posted at major trailheads. The maps are also available on the town website and at the town hall. Efforts have been started to control non-native invasive plants such as oriental bittersweet and multiflora rose. The major challenge for land stewards this year was the damage caused by the December 2008 ice storm. Hundreds of trees were blown down onto trails and clean-up efforts are ongoing. Based on the feedback from residents, the trails are getting a lot of use and enjoyment. In addition to trail work, LanSCom is working on a new trail guide which will be available at Town Meeting in May.

**Acknowledgments**

There are a number of other people in town whose help make our work easier. We are fortunate to have a dedicated and tireless group of LanSCom volunteers, led by Liz Markiewicz, performing trail maintenance and improvement work throughout the year. Special thanks to Ed Whitcomb, Arden Veley, Norm Hanover and Ron Vogel for their extra efforts on the trails, and to Niki Veley for all her work editing the trail guide. We would also like to thank Tom Garmon and the Highway Crew for their

assistance on land and trail maintenance, John Field, our Building Inspector for help with enforcement, and the staff at town hall. We make a special thank you to Mary Nadwairski, for all her help in keeping us organized and for interacting so positively with the public and 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 appoints members to three-year staggered terms. During the past year the following members continued to serve on the board: Christian Habersaat, Chairman (2009), Thomas Gorman, Clerk (2010), Michael Toups (2011) and Lonnie Weil (2010). The Board thanks Karim Raad and Cliff Stockley for their service to the Board and welcomes Kristin Hilberg (2011). Additionally, Karen Warner continues to serve as an Alternate Member of the Board.

The ZBA is a quasi-judicial body established by the Commonwealth of Massachusetts under the Zoning Enabling Act, Massachusetts General Laws, Chapter 40A, Section 12, and Section 9100 of the Boxborough Zoning Bylaw. The ZBA has and exercises all of the powers granted to it by G.L. c. 40A, c. 40B, and c. 41 of the Massachusetts General Laws, and by the Zoning Bylaw.

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

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

The ZBA generally holds regular meetings on the first and third Tuesday evenings of the month at the town hall. Additional meetings are planned and posted as needed. During 2008, the Board considered eleven applications for special permits, one application or request to amend a previous decision, and one appeal of the Building Inspector's decision.

The ZBA continues to devote a significant part of its time to applications and issues relating to M.G.L. Chapter 40B Comprehensive Permits for affordable housing. The Board granted a Comprehensive Permit to New Blue Hills Saugus Realty for 244 units of rental housing and two (2) single-family homeownership dwellings off Massachusetts Avenue. The ZBA is currently hearing the 40B

reapplication for a Comprehensive Permit for the development of Craftsman Village at Elizabeth Brook, previously known as Stonewall Estates. This reapplication for an affordable residential community with 4 units was submitted by MCO Associates, Inc. of Harvard, MA on behalf of their client, the property owner, Codman Hill Development, LLC.

The ZBA continues to receive applications and has an active schedule of public hearings. We encourage the community to check the town web site for details about these meetings and hearings and call the Town Hall (ext.111) with any questions.

Respectfully Submitted,  
Christian Habersaat, Chair

## **BOXBOROUGH HOUSING BOARD**

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

### **Condominium Exchange Program**

The BHB did not pursue the Condominium Exchange Program (CEP) in 2008 because the program is not viable in the current real-estate market. The prices of market-rate units have dropped to values currently comparable to typical prices of affordable units. However, during the past year, the BHB did rehabilitate and complete the sale of a unit that was acquired by the tax-title process, but only after drastically reducing the sales price.

### **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.
- **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. During the past year, legal action was continued against an affordable-unit owner for fraudulently obtaining the unit. After lengthy negotiations, a satisfactory agreement was reached. The unit was sold to the Town of Boxborough, and the BHB then managed its resale. A qualified buyer was found, and the unit is now in new hands.
- **Cunningham Road Residences:** The comprehensive permit for this large complex was issued in 2008. It enables Boxborough to surpass both the Chapter 40B unit-count and land-use thresholds. As a result of the approval of the Comprehensive Permit, Boxborough has been granted the ability to deny Chapter 40B Comprehensive Permits for at least one year, which will extend further upon the actual construction of the complex.

### **Open Space Affordable Housing**

The BHB continued to explore a Town-sponsored affordable housing complex as a use of its settlement monies. Although, as discussed below, we remain concerned about the present market conditions, we held discussions with several consultants regarding the planning and design of such a complex. We hope to identify an affordable-housing concept that will benefit a substantial number of Boxborough residents, impose no future financial burdens on the Town and offer superior architectural design. For example, we

are presently evaluating a development that would be designed with state-of-the-art conveniences for disabled and elderly (but self-sufficient) residents.

### **Assistance to Affordable-Unit Owners**

The BHB decided to offer financial counseling to owners whose affordable units may be in danger of loss through foreclosure. A letter was sent to all owners of affordable housing in town providing an opportunity to meet with a knowledgeable consultant to discuss any concerns they may have regarding their current mortgages. We identified several owners that are having difficulties, and are working with the mortgage lenders to avoid foreclosure.

The present meltdown of the housing market and the attendant difficulties in the nation's economy directly, and probably disproportionately, affect affordable-housing residents. Aside from the fact that all housing has become more "affordable," the limited availability of mortgage funds adds to the difficulties faced by low-income buyers. Consequently, the BHB periodically reviews the housing market in order to best adapt our programs to current conditions.

### **Town Support**

Colleen Whitcomb has continued to assist the BHB on a part time basis during the past year. It is hard to imagine how we ever managed without her help. In addition, the Boxborough Housing Board is grateful for the help and support of Town Hall staff, particularly Town Administrator Selina Shaw and Town Planner Elizabeth Hughes. The guidance of Selectman Les Fox continues and is much appreciated.

Al Murphy  
For the Boxborough Housing Board

## **PLANNING BOARD**

*The Planning Board is a five member elected board with one appointed Associate member, each with a term length of three years. The current board is comprised of Owen Neville (2009), John Markiewicz (2010), Nancy Fillmore (2011), Karen Metheny, Chairman (—2011), Clifford Stockley, Clerk (2010), David Kembel, Associate (2009).*

*On April 28, 2008, the Board said good-bye and thank you to Jennie Rawski. The Planning Board recognized Ms. Rawski's many contributions to the Boxborough Planning Board over the past ten years. Her invaluable opinion, concise evaluation of development issues, and landscaping knowledge have been essential to the Board's deliberations, while her advocacy for proactive planning, master planning, and protection of the landscape (~~including the fight against the Woolly Adelgid~~) have been no less critical to the community. The Boxborough Planning Board will miss her tireless and selfless service to the Town of Boxborough.*

### **Annual Town Meeting, May 2008**

*At the Annual Town Meeting, the Planning Board presented three zoning bylaw amendments. Article 18 amended the definition of structure to include an exemption for walls less than 4 feet in height and for fire suppression equipment. The Planning Board has found that with the development of more marginal land in town, ~~there have been creative construction practices using retaining walls~~ have been used to create more level areas on a lot. In some cases, these walls have been over 15 feet high and placed only three feet from the property line. The exemption means that walls less than four feet in height do not need to be certified by a structural engineer and do not need to meet setback requirements. Additionally, the previous definition specifically stated dry hydrants are not considered structures, but did not address other fire suppression equipment, such as cisterns and standpipes, which are typically constructed within*

the road right-of-way or front yard setback area of a lot. Amending the definition erased any ambiguity. The amendment ~~did~~ passed.

Article 19 amended the Site Plan Section of the Bylaw to provide a new waiver process, reduce the square footage exemption in Commercial, Industrial and Office Park zone districts and defined the meaning of substantial alteration. The Board put forth this bylaw amendment to clarify the circumstances under which site plan review must take place as well as those instances where site plan review is not necessary. The proposed amendment further defined the triggers for site plan review, to explicitly state exemptions to site plan review, and to define what is meant by substantial alteration. The amendment ~~did~~ passed with an amendment made on the floor of Town Meeting to delete a proposed amendment regarding substantial alterations to parking areas.

Article 20 ~~was~~ proposed the adoption of a new GIS based Zoning Map and ~~the~~ an amendment to the Definition of Districts. The new Zoning Map did not alter any of the zoning district boundaries approved by previous Town Meetings. They are now just shown more clearly and correctly. The Definition of Districts included in Appendix A of the Zoning Bylaw was developed in 1965 when the original Zoning Map was adopted. The Definitions make references to specific property owners and Assessor Parcel Numbers that have and will continue to change over time, as well as physical monuments like “a pile of stones.” Furthermore, since 1965 there have been numerous Zoning District Boundary Amendments that have each been adopted by Town Meeting as map changes and/or as separate individual changes using an outdated Assessor base map and incorporated by reference. There have also been Zoning District Boundary changes that were adopted by Town Meeting, but never reflected in a new Zoning Map. This amendment incorporated reference to the updated Zoning Map to show all of the boundary changes adopted by previous Town Meetings and utilized the GIS Assessor map as the basis for the Zoning Map. This is a significant improvement in clarity from the 1965 map. ~~Adoption of the new map~~ Article 20 did passed.

Article 21 was a Citizen’s Petition to rezone ten parcels off Stow Road and Burroughs Road from Business and Business/Agricultural-Residential to all Agricultural-Residential. The Planning Board presented its recommendation ~~to Town Meeting~~ in favor of the article to Town Meeting; because the Board felt that the rationale for the existing business zoning no longer existed due as a result of the development of Boxborough Meadows. Adoption of the The rezoning article did pass passed.

### **Development Review**

The Planning Board reviews all subdivisions for conformance with the State Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land in Boxborough. The Board is the permit granting authority for site plan review, Private/Common Driveways, Open Space Commercial Developments (OSCD), Accessory Apartment Special Permits and Access through the Commercial Districts to the Residential District. Additionally, the Board makes recommendations to the Board of Appeals on proposed Comprehensive Permit residential developments and certain special permit applications. The Planning Board reviewed the following development plans in 2008:

- Habitech, Inc., Hughes Lane Definitive Plan & Performance Guarantee Time Extension; ~~The Board granted a time extension for the completion of the roadway.~~
- Sara’s Way Definitive Plan Time Extension; ~~The Board granted a time extension for the completion of the roadway.~~
- J.A Boxboro Realty Site Plan Approval, ~~Time Extension~~; 211 Massachusetts Avenue: The Board granted a time extension for the permit.
- Boxborough Conservation Trust Reduced Frontage Lot Special Permit; ~~297 Liberty Square Road~~; ~~The Board reviewed an application for a reduced frontage lot and made recommendations to the Board of Appeals.~~

- *MTL Realty Trust Site Plan Approval*; 807 Massachusetts Avenue; The Board approved a site plan for various site modifications and use of an adjacent parcel for landscaping purposes.
- *High Quality Landscape Site Plan Approval*; 871 Massachusetts Avenue; The Board approved a site plan for the construction of a new garage and various site modifications.
- *Codman Hill Tradesmen Shops Site Plan Approval*; 340 Codman Hill Road; The Board approved a site plan for the construction of two buildings for the use by tradesmen businesses and a separate self storage building.

### **Subdivision Road Inspections**

*The Planning Board coordinates subdivision road inspections to ensure that construction is in accordance with the approved plans and the Subdivision Rules and Regulations. The Planning Board continued to work with the Hughes Lane developers to correct the deficiencies in the pavement.*

*The Board met with a trustee for the developer of Liberty Tree Acres Subdivision and the Selectmen to discuss options for moving forward with road acceptance of Joseph Road and Emanuel Drive at the 2009 Annual Town Meeting.*

*~~(Do you want to add more detail??)~~*

*The Board discussed the status of all of the private roads in town and the various reasons they have not been accepted by Town Meeting even though the Town plows the roads and the roadway property owners are not taxed. The Board had the Town Planner conduct a detailed ownership analysis of all the roads and provide an update on whether the roads could go to Town Meeting for acceptance. The Board then sent a memo to the Town Assessor requesting he look into assessing all property owners, including who those who own a portion or all of the fee in a private road.*

### **Approval Not Required Plan**

*A division of land that has frontage on an existing town way or on a subdivision road that has been constructed or bonded may be submitted to the Planning Board for Approval Not Required (ANR) endorsement. The following ANR plans were endorsed in 20087:*

- *Habitech ANR Plan*; Lot 2 & Lot 3 Burroughs Road; to allow the reconfiguration of a side lot line.
- *Gutierrez ANR Plan*; off Whitcomb Road; to allow the creation of a new lot.
- *Laighton ANR Plan*; 387 Sargent Road; to allow the creation of a new lot.
- *Lawson ANR Plan*; 99, 101 & 103 School House Lane; to allow the reconfiguration of lot lines.

### **Scenic Road Plans**

*In Boxborough, any road work that requires the removal/modification of stone walls or removal of public shade trees along designated scenic roads must receive approval from the Planning Board under the Scenic Road Bylaw. In 2008, the Planning Board issued scenic road approval to:*

- *Laighton Scenic Road*; 387 Sargent Road; The Board approved the construction of a new driveway.

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

*Members of the Steele Farm Committee gave a presentation regarding the proposal for preservation restrictions on the Farm. The Board indicated its support for this effort and its willingness to make a positive recommendation for the Town Meeting warrant, if asked.*

*±*

*A ~~property owner in the~~ proposal was brought to the Board to allow alternate uses in the Business 1 Zone District came before the Board to discuss alternative use options for that zone district, including the potential to allow a proposal to allow residential uses by Special Permit. The Board ~~had held~~ numerous meetings to discuss this option current and proposed uses in the district, and the possibility for to examine*

the implications of the proposal a zoning bylaw amendment, and to draft language for a bylaw amendment.

*The Board discussed ~~the reason for having an~~ a proposal for an Inclusionary Housing Bylaw. It was noted that there was ~~some~~ interest from the Housing Board in such a bylaw, and the Planning Board should put it out there for discussion since ~~that~~ opportunities to buy land are getting less ~~decreasing,~~ while the cost of land purchases is increasing; more and ~~this~~ bylaw was a way to potentially get ~~create~~ a few lots for affordable housing without ~~a~~ great expense to the Town. A majority of the Board members felt this type of bylaw was taking value from a private property owner, ~~and was not the right thing to do and were not in favor of~~ voted against moving forward with this bylaw proposal.*

*The Board began drafting potential bylaw amendments for the 2009 Annual Town Meeting, which included an Open Space Residential Development Bylaw, Temporary Tradesmen Signs, Temporary Retail Business Signs, and a bylaw for the protection of stone walls along public roads.*

~~[Did we have a master plan meeting or discuss moving forward with update of MP during this cycle?]~~  
*In 2008, the Board began discussing the ~~need to update the Town's Master Plan, which was completed in January of 2002.~~ Following an All Boards meeting in October, board and committee members in attendance discussed the need to move forward with a Master Plan update and the various methods of updating the Plan. In November, the Board met with the Board of Selectmen to discuss the methods to update the Plan and resolved to work together to coordinate the update with all the other Town boards and committees.*

~~[The Town Planner and the Planning Board continued to pursue a resolution of design issues with Mass Highway for the construction of a multi-purpose trail along Rt. 111. The town approved a budget item for \$15,000 to design a section of the trail between the library and Liberty Square Road.~~

~~]~~

*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. The Town Planner coordinated with the Land Stewardship Committee on updating all of the conservation trail maps so they could be published in a Trail Guide in 2009. Additionally, she provided GIS maps for various Town Departments, the Board of Selectmen, Conservation Commission and other Town departments. She has been coordinating the update of the Town's Open Space and Recreation Plan.*

*The Town Planner provided coordination and support to the Board of Appeals on the Gutierrez Comprehensive Permit off Massachusetts Avenue and the Stonewall Estates Comprehensive Permit off Codman Hill Road.*

~~two Comprehensive Permit applications. [names of projects?]~~

*The Planning Board contracts with an outside consulting firm for engineering services. The consulting engineer reviews subdivision and development proposals for the Board. These services are paid for by the project proponent and not by the Town. In 2008, the Planning Board, in conjunction with the Board of Appeals and the Conservation Commission, issued a Request for Proposals for engineering services and awarded the consulting contract to PLACES Site Consultants.*

The Town Planner provided support to the Housing Board on the resale of a deed restricted affordable unit off Codman Hill Road and another unit in the Summerfields development off Summer Road.

~~doing x, y and z...~~

*The Planning Board encourages all residents to participate in the local planning process and the Master Plan implementation process. The Planning Board typically meets on scheduled Monday or Wednesday*

*evenings at 7:30 p.m. in the Boxborough Town Hall. Meetings are posted on the Town's website: [www.town.boxborough.ma.us](http://www.town.boxborough.ma.us) on the calendar and in Town Hall.*

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

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

## **METROPOLITAN AREA PLANNING COUNCIL**

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

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

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

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

### **Advancing Smart Growth**

MAPC is directed by statute to adopt, from time to time, a comprehensive regional plan. Our current plan, MetroFuture: Making a Greater Boston Region, was adopted by the Council on December 2, 2008. This initiative, which has engaged over 5,000 individual and organizations throughout the region, will guide Metro Boston's growth and development, as well as the preservation of critical resources, through the year 2030. At the December 2 meeting, Council members and MetroFuture friends and supporters voted to move the project from planning into advocacy and action, and participants helped to set priorities among a series of implementation strategies designed to move MetroFuture into this dynamic next stage. MetroFuture is uniting the efforts of MAPC, partner organizations, and the thousands of "plan-builders" in an effort to alter regional priorities and growth patterns consistent with the new plan.

As a member of the Massachusetts Smart Growth Alliance, MAPC helped to form the Transportation Investment Coalition last year. This year, the group of business, environmental, public interest, and planning organizations changed its name to Our Transportation Future, and has actively advocated for savings, efficiencies, and new revenues to address the state transportation finance deficit.

MAPC has continued its participation on a zoning reform task force chaired by Undersecretary for Economic Development Gregory Bialecki. The “Land Use Partnership Act,” developed through the task force, would establish a framework for municipalities to designate growth and preservation areas, and to develop consistency between master plans and zoning. The bill would significantly modernize the state’s outdated zoning and subdivision laws, providing a menu of reforms to all municipalities, and additional relief to those who choose to opt into the bill’s planning and smart growth requirements. Passing legislation to reform zoning and planning in the Commonwealth will remain a key area of focus at MAPC throughout 2009.

#### **Collaboration for Excellence in Local Government**

Subregional councils continued to communicate with MAPC’s eight regions and to gather citizen input this year. Most of the subregional coordinators hosted legislative breakfasts this year, where participants could prioritize legislative goals and ideas with their delegation.

Through its Metro Mayors Coalition, MAPC helped 21 communities secure more than \$2 million in Shannon Grant funding over the past three years to implement multi-jurisdictional, multi-disciplinary strategies to combat youth violence, gang violence, and substance abuse. Our North Shore Coalition has grown and flourished during 2008, working on issues as diverse as transportation planning, anti-gang programs, and consolidation of services.

#### **Collaboration for Public Safety**

MAPC performs fiduciary, planning, and project management duties for the Northeast Homeland Security Regional Advisory Council (NERAC), a network of 85 cities and towns north and west of Boston. In 2008, MAPC helped to develop evacuation and sheltering plan templates across the region, and created three regional caches of emergency response equipment that can be loaned out to municipalities for drill exercises or emergencies.

MAPC completed Natural Hazard Mitigation Plans for 46 cities and towns this year, on top of the 29 plans already completed in recent years. Each plan recommends strategies to mitigate the impacts of natural disasters *before* they occur, along with a GIS map series depicting areas subject to various natural hazards.

#### **Collaboration for Municipal Savings**

MAPC’s **Regional Services Consortia** administered procurements for more than 50 cities and towns, saving communities up to 20% on purchases such as office supplies, paving services, and road maintenance. In 2008, MAPC performed multiple procurements for five consortia: North Shore, South Shore, Metrowest, Northwest and Merrimack Valley (the last in collaboration with the Merrimack Valley Planning Commission). MAPC also entered the vehicle fuels market in 2008, procuring a contract for several South Shore towns.

#### **Reliable Data, Available to All**

MAPC, along with the Massachusetts Executive Office of Transportation, continued this year to provide municipalities with *Pictometry Oblique Aerial Imagery Technology* free of charge to cities and towns. The *Pictometry Oblique Aerial Imagery Technology* allows users to display features such as buildings, land areas and hydrology, which may be viewed from several directions and at different scales.

In April 2008, Pictometry International once again conducted a flyover of the entire state that provides five-way aerial imagery for all public sector agencies statewide. The five-way imagery consists of four oblique views (north, south, east and west) and one straight down view that may be viewed through Pictometry’s Electronic Field Study software version 2.7, which is also available at no cost to municipalities.

MAPC also continued expanding the MetroBostonDataCommon.org web site, which provides on-line mapping and chart-generating tools for users. This year, the Massachusetts School Building Authority contracted with MAPC for analysis and consulting services, including analysis of the impact of new schools on enrollment patterns. The Data Center also began distributing a monthly e-mail newsletter highlighting new datasets and resources for constituents.

MAPC's data center is partnering with the Donahue Institute at the University of Massachusetts to encourage more accurate counts on the 2010 Federal Census. MAPC is helping municipalities prepare for the Census in many ways, including advocating for the formation of Complete Count Committees that can target hard-to-count population groups such as recent immigrants and renters in each city and town.

### **Getting Around the Region**

MAPC continued its popular Regional Bike Parking Program, negotiating discount group purchasing contracts with three leading vendors of bicycle parking equipment. This allows MAPC communities, the MBTA, and the Department of Conservation and Recreation to purchase discounted equipment. The Boston Region MPO, the Executive Office of Transportation, and the Federal Highway Administration have provided generous funding to support 100% reimbursement of the cost of eligible bike parking equipment bought through this program. Communities around the region have used the program to put new racks at schools, libraries, parks, and shopping areas. A total of 788 racks holding 2472 bicycles have been installed at 25 communities throughout the region.

MAPC continued its work on the Regional Pedestrian Plan, administering a survey this year to nearly 2,000 people. The plan will identify policies to make walking more convenient, safe and practical.

### **On Beacon Hill**

- Municipal Health Insurance

MAPC continued encouraging municipalities to join the Massachusetts Group Insurance Commission (GIC), which can help communities save millions of dollars each year by taking advantage of lower insurance rates available through the GIC. To date, 27 municipalities have joined the GIC.

- Shannon Community Safety Initiative

Over the last three years, MAPC's advocacy and grant development services have helped more than two dozen communities to secure funding for interdisciplinary programs that focus on youth violence, drugs, and enforcement against gangs. The program was funded at \$13 million in Fiscal 2009.

- Statewide Population Estimates Program

A \$600,000 line item in the 2008 budget provided the State Estimates Program with more resources to prepare for the 2010 Census. This program will help correct the deficiencies of recent population estimates and to prevent similar deficiencies from occurring in 2010. Conservative estimates suggest Massachusetts stands to gain between \$2.5 million and \$5 million per year in federal funding, or between \$7.5 million and \$15 million between 2007 and the 2010 Census as a direct result of the program's efforts.

- Surplus Land

MAPC continues to advocate for passage of a new policy on the disposition of surplus state land. Specifically, we continue to build support for our proposal that encourages smart growth development on surplus land while giving municipalities a meaningful role in the disposition process, a discounted right of first refusal, and financial participation in the proceeds.

- Community Preservation Act  
CPA has been very popular throughout the region, but recently the state matching fund has declined precipitously. Legislation filed by Senator Cynthia Creem (D-Newton) and Representative Stephen Kulik (D-Worthington) would secure adequate funding over the long term for the state's CPA matching fund, and encourage even more communities to join.
- District Local Technical Assistance  
The planning assistance offered through the District Local Technical Assistance Fund (DLTA) was funded at \$2 million for Fiscal 2009. It enables the state's 13 Regional Planning Agencies, including MAPC, to provide municipalities with technical assistance in two key areas: achieving smart growth land use objectives, and consolidating procurement, services and planning across city and town lines.

### **Minuteman Advisory Group on Interlocal Coordination (MAGIC)**

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

MAGIC held seven regular meetings and five special meetings in 2008. The standard meetings consisted of local officials from the thirteen communities discussing transportation planning and priorities for state funding, state zoning reform, large regional transportation projects, local walkway initiatives, aerial and oblique imagery, rails and trails projects, the U.S. Census, as grant programs for municipalities, and other inter-municipal planning issues. MAGIC provided input into various state and regional transportation plans, as well as commented on MEPA reviews.

For the special meetings, MAGIC hosted two well-attended legislative breakfast to facilitate communication between municipal officials and the MAGIC legislative delegation. MAGIC also hosted a training by the Citizen Planner Training Collaborative (CPTC) on affordable housing, a 2-day training GIS training session. MAGIC members also attended a local strategy session for MAPC's MetroFuture initiative. In addition to subregional activities, MAPC assisted with the following projects in the MAGIC subregion: Stormwater Bylaw and Regulation development in Sudbury, Economic Development in Littleton, Route 85 Corridor Study in Hudson and Marlborough, and Pre-Disaster Mitigation Plans for all the MAGIC towns.

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

## **HISTORICAL COMMISSION**

During 2008, the Historical Commission continued operation of 575 Middle Road as a town museum. The History Society arranged 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 Historical Commission has worked with members of the Steele Farm Advisory Committee on having conservation and historic preservation restrictions placed on the Levi Wetherbee/Steele Farm. These preservation restrictions and allowed uses would preserve the best conservation, mixed recreation, and agricultural uses while recognizing the historical features, as documented in the National Register filing. After a solicitation, proposal and review cycle, we are working with the Trustees of Reservation and the Boxborough Historical Society to be the joint holders of the proposed restrictions. With the support of the Board of Selectmen we proceeded with a public informational meeting and meetings with town boards for

input. Work is progressing on a draft restriction document and an Annual Town Meeting warrant article empowering the Board of Selectmen to execute the restrictions.

The Commission worked with a number of Harvard town boards regarding a development threat to the Boxborough/Harvard boundary oak. Although the tree and the land on which it stands are within the town of Harvard, the Commission pointed out the tree's documented importance to both towns. The Commission attended meetings, the site walk and wrote a letter of concern to the relevant boards. The Harvard Planning Board turned down the developer's plans, which would have endangered the tree, and cited Boxborough's interest as being a factor in their decision. The Commission will continue to monitor further activities.

The commission reviewed the historical impact of various development efforts in the Town and also responded to numerous requests for information on various aspects of Town history.

Boxborough Historical Commission

Mary Larson    Scott Robinson    Astrid Chalupa  
Alan Rohwer    Shirley Warren

## **BOARD OF HEALTH**

During the past year, the Board of Health was served by members Bryan Lynch (2010), Marie Cannon (2011), and Mike Willis (2009). The daily operations of the Board were ably managed by Mary Cobleigh, Department Assistant to the Board of Health (and Building Department).

In general, the areas of public health that the Board was involved with during 2008 include:

### **Health and Human Services**

The following services were administered by the Board of Health and our agents: visiting nurse services, home healthcare, clinics, hospice, mental health, health promotion, disease prevention, communicable disease reporting, vaccination, human services, tobacco control, substance abuse prevention, dental hygiene, and emergency preparedness.

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

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

Due to resource and time constraints, the Board must constantly prioritize and select for action those areas that have the greatest potential for impact on the public health. We request input from residents about their public health concerns to help guide us in our efforts.

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 included:

- Reviewing septic system and well plans, and wastewater treatment facilities as well as their respective periodic testing results.
- Monitoring local pool operations and permitted food service establishments.
- Working as part of the Water Resources Committee.

- Coordinating efforts with other groups and organizations.
- Mosquito Control, tick information, and pestilence control.

During 2008, moderate-size facilities, including small treatment plants, large septic systems, and public water supplies, continued as prominent issues regarding ongoing operations and compliance of these systems with DEP regulations. Certain projects continue to require the attention of the Board and DEP regarding their water supplies, groundwater discharge, and sewage disposal systems.

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

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

## **PROGRESS IN 2008**

### **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.

### **Medical Reserve Corps (MRC)**

In 2006, the Board sponsored the creation of the Medical Reserve Corps (MRC) and in 2008, the MRC leadership committee has held regular meetings and participated in training seminars. Refer to the report specific to the MRC for additional information.

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

The Board continues to monitor bird deaths with the potential relationship to West Nile virus and Eastern Equine Encephalitis (EEE) potentially carried by mosquitoes. Fortunately, no cases of either disease have been reported in Boxborough. However, there have been increased reports of bird deaths from virus carrying mosquitoes in the region. While the relative risk of becoming infected with these viruses is extremely low, residents especially at risk should take appropriate precautions against mosquitoes. The Town continues to utilize the services of the Central Massachusetts Mosquito Control Project (CMMCP) and participates in the state surveillance program. In 2008 the Board continued the annual larvacide program utilizing Bti to significantly reduce the mosquito population and the respective risk to residents.

The intent is to continue this program with a spring application planned in April and a second application during the early summer (only if necessitated by wet conditions). For more information on this program, refer to the CMMCP web site.

### **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. In 2008, a consulting engineer prepared a feasibility study for a municipal water system and testing was performed at the Harvard Sportsman Club site for a potential water supply well. Refer to the Water Resources Committee report for more details including the plans for 2009.

### **Tobacco Control**

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

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

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

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

Boxborough Board of Health  
Marie Cannon, Chair  
Bryan Lynch  
Mike Willis

## **BOXBOROUGH MEDICAL RESERVE CORP (MRC)**

The Medical Reserve Corp (MRC) was created after the events of 9/11 to organize and train medical and non-medical volunteers to respond to local, regional and national emergencies. The basic unit starts at the local level with recruitment and training of volunteers by learning the structure of response and skills to help in disasters. Boxborough is one of 24 towns in Region 4A which form a belt around Boston. There is a need for both medical and non-medical volunteers. In an emergency, 3 non-medical volunteers are needed for every medical volunteer.

The Boxborough MRC is a subcommittee of the Board of Health. We currently have 25 volunteers and are looking for additional volunteers with an ultimate goal of 50 to 60 (1% of the community population).

These volunteers would assist local emergency responders in an event such as the ice storm of December 2008 or the search, rescue and sheltering efforts surrounding Hurricane Katrina. Volunteers may choose location preferences from “your town only” to “anywhere in the world.”

**Mission Statement:**

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

**Current Activities:**

- Training volunteers in the Incident Command System (ICS), sheltering, CPR, first aid, and emergency response both through the Fire Department and MRC Region 4A offerings.
- Creating a database of volunteers who have had CORI checks, ICS training and who have been credentialed if they are medical professionals. This allows public safety officials at local, regional and national levels to utilize volunteers with specific levels of training in a disaster.
- Emergency preparedness lectures for community groups. One of our most important functions is to educate members of our community, including our volunteers, on how to prepare themselves and families for the possibility of emergencies.
- We have had exhibits at Fifers Day, the Public Safety Open House as well as helped with a presentation at a Council on Aging luncheon. This has included 72-hour Kit presentations and creating Pet Photo ID cards to help identify pets should they need to be evacuated to a shelter.
- Ongoing membership in the Local Emergency Planning Committee (LEPC). The LEPC continues to work on identifying resources in town to respond to disaster. During the recent ice storm, as seen in nearby towns with extended loss of power, shelters and volunteers to man them were needed. We advocate for a generator for the school to allow Boxborough to have an emergency shelter in town rather than having to send residents to other towns as happened in December.
- In cooperation with the Council on Aging, we maintain a list of residents desiring a wellbeing check in a town-wide emergency. We provided this list to police during the December ice storm. We continue to update this list and would help with these wellbeing checks in the future.

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



Boxborough Hazmat Drill June 2008



Fifer's Day 2008



Public Safety Open House 2008



Pet Identification Cards



Boxborough Medical Reserve Corps



## WATER RESOURCES COMMITTEE

The Boxborough Water Resources Committee (WRC) is a cooperative effort of several Town boards to ensure that Boxborough will always have adequate supplies of potable water. Its members are Bryan Lynch (BoH), Kristen Hilberg (BoS) (resigned), Marie Cannon (BoH), Bryon Clemence, Anne Gardulski, Keshava Srivastava (Fin Com), and Michael Willis (BoH).

The committee held meetings throughout 2008. The committee was appropriated additional funding by town meeting to perform additional exploratory drilling in Trace Fracture B located on the Picnic Trust Parcel near Steele Farm. The WRC worked with the team of CDM/DL Maher to find an exploratory test well location to determine quality and quantity for a potential public water supply. During this time the committee collaborated with the Steele Farm Committee and the ConsCom to identify a drilling location and obtain an order of conditions to drill. The Boxborough Department of Public Works had prepped the site, the test well was drilled and a moderate amount of water was produced.

The BOH/WRC, utilizing funding from the Administrative Consent Order that had been agreed upon between the Verc Enterprises (Exxon/Mobil gas station) and the DEP, entered into an agreement with CDM who produced a feasibility study to help determine the potential costs for the town to install a public water supply in the area currently defined as the Phase 1 Area. The Phase 1 Area currently includes Codman Hill Road, Swanson Road, Route 111, Hill Road, Whitcomb Road, Barteau Lane, and Schoolhouse Lane.

The WRC also submitted a State Revolving Fund Request for future public water supply planning funding. Thanks to CDM for compiling the application. Boxborough was awarded this grant which is essentially a \$250,000 loan at a 2% interest rate to fund future public water supply planning efforts. The town will have to explore the use of these funds in the future.

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

Respectfully submitted,  
Michael Willis, Chairman

## NASHOBA ASSOCIATED BOARDS OF HEALTH

[www.nashoba.org](http://www.nashoba.org)

978.772.3335

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

- Maintenance of Nashoba's internet web site to provide information for the public. (See [nashoba.org](http://nashoba.org))
- Through our involvement in the Bioterrorism Regional Coalition, we keep the Boxborough Board of Health up-to date on matters of emergency preparedness planning. We are currently working on Boxborough's Emergency Dispensing Site plan.
- Response to the West Nile Encephalitis(WNV) surveillance effort through coordination with MDPH, through the collection of suspected bird samples, submittal to the MDPH lab, and follow-up when the lab results were obtained.

- Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.

We look forward to continuing our work with Boxborough's Board of Health. Included in the day to day work of Nashoba in 2008 were the following:

- Reviewed 33 Title 5 state mandated private Septic System Inspections for Boxborough Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Boxborough Board of Health for enforcement action.
- Through membership in the Association, Boxborough benefited from the services of Nashoba staff including: Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists
- Provided health education programs in collaboration with the Boxborough Council on Aging.
- Collaborated with Minuteman Home Care around elders at risk and other safety issues.

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

### **Environmental Health Department**

- Environmental Information Responses Boxborough Office (days) ..... 52  
The Nashoba sanitarian is available for the public on Friday morning at the Boxborough Board of Health Office. *This does not reflect the daily calls handled by the two Nashoba secretaries during daily business hours.*
- Food Service Licenses & Inspections ..... 16  
Nashoba annually mails out and receives application from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected at a minimum twice a year. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received, an inspection is also conducted. During this inspection, health factors of food handlers are also investigated, and where appropriate medical consultation and laboratory testing may be required.
- Housing & Nuisance Investigations ..... 14  
Nashoba, as agent for the Boxborough Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspects for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.
- Pool/Ice Rink Inspections ..... 10  
Pools are inspected upon opening and as needed thereafter to insure compliance with the state pool regulations.
- Septic System Test Applications ..... 14  
Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicants engineer.
- Septic System Lot Tests ..... 40  
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 ..... 15  
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 ..... 33

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

- Septic System Permit Applications (new lots) ..... 13
- Septic System Permit Applications (upgrades) ..... 6  
Applicants' approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.
- Septic System Construction Inspections ..... 22  
Nashoba Sanitarian is called to construction site at various phases of construction to witness & verify that system is built according to plans.
- Septic System Consultations ..... 22  
During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.
- Well Permits .....9
- Water Quality/Well Consultations ..... 17  
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 ..... 4  
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 .....214  
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 .....188
  - Rehabilitative Therapy Visit.....243  
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 .....12  
Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.
  - Hospice Volunteer and Spiritual Care Visits .....1  
Nashoba's Volunteers and Clergy provide patients with emotional and spiritual support, companionship and guidance.
- **Clinics**
  - Local Well Adult, Support Groups, & Other Clinic Visits .....160  
Visits include well adult clinics, and immunization, cholesterol exercise, mental health and bereavement clinics.
  - Number of patients that attended Flu Clinics held in Boxborough .....127
  - Number of patients who received Flu Shots that live in Boxborough .....125

- Number of patients who received Pneumovax Vaccine .....4
- Number of patients who attended Well Adult Clinics from Boxborough .....31

**Communicable Disease**

- Communicable Disease Reporting & Control  
Nashoba’s Nursing Service & 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 (MGL Chap111, Sec 6, 7, and 92-116). Nashoba works with the Massachusetts Department of Public Health (MDPH) in this area.
- Receive and process reports from physicians concerning cases of diseases “dangerous to the public health” as defined by MDPH (MGL Chap111, 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 .....28
  - Communicable Disease Number of Cases
    - Borrellia Burgdorferi.....19
    - Hepatitis .....1
    - Lyme Disease .....6
    - Salmonellosis.....1
    - Tuberculosis (monitoring) .....1

**Health Promotion**

- Skilled Nursing Visits.....6

**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 ..... 226
  - Students Participating .....98
  - Referred to Dentist.....6
- Instruction - Grades K, 1 & 5  
Nashoba’s Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining health teeth to all children in these grades.
  - Number of Programs .....9
  - Students Participating .....232
- Fluoride Rinse Grant Program (state supplied materials, Nashoba administered, local volunteers)  
Nashoba’s Registered Dental Hygienists secure the dental materials for this program through a grant application to the Massachusetts Department of Public Health.
  - Students Participating.....271

**FIRST CONNECTIONS, A PROGRAM OF CONCORD FAMILY AND YOUTH SERVICES,  
A DIVISION OF JUSTICE RESOURCE INSTITUTE  
www.firstconnections.org**

Contact information: Concord Family and Youth Services: Greg Canfield 978.263.3006

First Connections: Ellen Miller Weisstein  
**eweisstein@jri.org**  
Community Agencies Building  
111 ORNAC  
Concord, MA. 01742  
978.287.0221

Now celebrating our 15th years of service to the community, First Connections is a regional Massachusetts Family Network site in partnership with the Concord Area Special Education Collaborative and Concord Family and Youth Services, a division of Justice Resource Institute. Funded by the Massachusetts Department of Early Education and Care, community groups and private donations, our mission is to provide comprehensive, quality, parenting support services to families with children birth through age three in eleven communities, including Boxborough. Our services are free or low cost.

**Major programs and geographic scope of services**

We accomplish our mission's goals through the application of six key components: parent support groups, partnerships with local allied parent networks including Boxborough Family Network, play groups/story times, parent education, information and referral, and a limited home visiting program.

In Boxborough, First Connections (FC) links families to community resources. We offer activities and programs for parents and children – both formal and informal; produce a comprehensive guide to community resources, provide information and referral, and provide opportunities for parents to build peer relationships with other new parents.

**Program Update**

In November 2008, Governor Patrick's 9C state budget cuts reduced funding to the Early Education and Childhood (EEC) Department by 2.9%. The MFN was burdened with cuts of an average of 20% per program. First Connections amended budget reflects a 21.5% cut, or \$28,811.29, which brought our state funds to \$105,174,71. I truly believe that without the community support we receive through multiple Community Chests, the AB United Way, the town of Boxborough, community foundations and private donors that we would have been facing an immediate shut down of services.

*Please note as of Nov. 13, 2008 these changes were reflected in the state budget numbers.*

- Two parent educators cut their hours by a total of 7 hours weekly.
- The director's position reflected a five week non-paid hiatus from the program.
- The line item covering outside presenters has been drastically cut.
- Our winter programming was provided in house or by a community donation sponsoring the program.
- As of January 1, 2009, Dr. Liz Torres relinquished facilitation of the PPD group to in-house social worker Laura Gerson.
- First Connections froze spending on any and all non-essential supplies.

### **First Connections programs and services this calendar year**

- Boxborough Family Network – allied organization, cosponsored with First Connections through use of liability coverage offered through a relationship with JRI, a representative of BFN attends monthly meetings. [www.boxboroughfamilynetwork.org](http://www.boxboroughfamilynetwork.org)
- Postpartum Depression Group
- Parenting in a Culture not Your Own
- Home visiting
- First Time Mom Groups (FTMG) – Ongoing 8-week sessions
- We Are Family / Adoption Learn and Play - monthly groups for adoptive families
- Saturday activities for dads and kids
- Multiples Playgroup - 12-week sessions and evening support group
- Parent and child activities – 6 playgroups
- Young Parents program weekly support group for young moms

### **Seminars Current Program Year**

- My One and Only – for parents raising an only child- *in Boxborough*
- Talking about Touch
- Raising Siblings
- Potty to Pamper
- Language Development
- A Child's Sensory System
- Raising Three Year Olds
- Nine Steps to Protect Children

### **The following numbers reflect First Connections FY 2008 services provided in Boxborough**

- 60 families received the thrice-yearly First Connections Newsletter
- 8 parents attended an educational parenting seminar
- 5 parents attended a parent-child program with their son or daughter
- 8 mothers currently attend monthly support groups including Calling All Grandparents, Parenting in a Culture Not Your Own, First Time Moms group and Forty Something
- 3 families receiving clothing and baby supplies
- We continue to make inroads with immigrant populations moving to Boxborough.

### **First Connections Community Board and Program Activity**

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

- First Connections director is a member of the Acton Housing Authority Self-Sufficiency program serving Boxborough residence.
- First Connections collaborates programmatically with the Sargent Library.

### **Potential risks that we are aware of that could have a major impact on First Connections in 2010.**

EEC has stated that the November 2008 state MFN cuts will probably carry into 2010, and that we may be hit again before the end of 2009. We anticipate that FY 2010 will be even much more challenging than 2009. Additionally, we believe in this economic environment, even more people will be in need of reasonably priced/free services.

Fundraising is a top priority for 2010. As the economic crisis has impacted all donors and fundraising sources, we anticipate an uphill battle next program year. Boxborough town funding plays a vital role in the delivery of First Connections services. Our goal is to continue to increase dollars raised from sources other than the town of Boxborough. If we are not successful, I anticipate cuts to our core services.

**The purpose for which funding is sought**

The town of Boxborough’s continued support will enable us to fully address all components of our program. Your support would allow us to employ and retain quality staff while remaining responsive to program participant’s requests.

Requested funds will be allocated to support the positions of:

- All staff positions provide direct services to Boxborough residents through consultation, facilitation of parent groups, seminars and information and referral.
- Group facilitator for the Cultural Sharing Group
- Group facilitator for Post Partum Depression Group
- Home visitor for Boxborough residences
- Parent Association Coordinator to work with Boxborough representatives at monthly meetings and as needed.

The following budget reflects an estimated cut of in overall funding of 21,000 in 2010.

**FIRST CONNECTIONS PROGRAM PROJECTED BUDGET, FISCAL YEAR 2010:**

| Sources                                                                      | First Connections |
|------------------------------------------------------------------------------|-------------------|
| MA DEEC allocated to CFYS/JRI                                                | \$ 50,028         |
| Concord Carlisle Community Chest                                             | \$ 18,700         |
| Stow Community Chest                                                         | \$ 3,500          |
| Town of Boxborough                                                           | \$ 6,000          |
| Maynard Community Chest                                                      | \$ 1,500          |
| AB United Way                                                                | \$ 2,500          |
| Private Donations - individuals, local faith based institutions, foundations | \$ 15,000         |
| CTF Challenging Child                                                        | \$ 2,800          |
|                                                                              |                   |
| <b>Total:</b>                                                                | <b>\$ 100,028</b> |

Please feel free to contact me with any questions to clarify data or support our request.

Yours truly,  
Ellen Miller Weisstein

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

Eliot Community Human Services, Inc. (ECHS) is a non-profit, human services agency dedicated to enhancing the quality of lives. Guided by compassion and respect, our mission is accomplished by:

- Responding to the needs and diversity of the individuals we serve.
- Providing comprehensive services that are individualized, accessible, educational and strength based.
- Delivering high quality, evidence-based programming.
- Valuing, enriching and partnering with our staff, our clients and our communities.

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

The funding we receive from the town of Boxborough is used to help subsidize the fees of individuals from Boxborough who are in need of mental health services. The Town's funding helps to guarantee access to all residents of Boxborough and has made it possible so that we never turn anyone away because their health insurance had a low reimbursement rate or their plan was limited despite the complexities of the person's problems. Instead, we are able to reduce or waive a person's co-payment to ease their financial hardship; we could set an affordable fee if the person's insurance ran out and they still needed help; we could start providing services before their insurance went into effect; and we could help someone apply for health insurance and other critical resources and entitlements. For FY'08, we served a total of 1,404 clients, 719 were from towns in which we received funding and 26 were residents of Boxborough. We provided 358.50 hours of service to Boxborough residents, 77% of whom struggled with a major psychiatric problem.

We remain extremely grateful for the funding we receive from the town of Boxborough. Town funding has greatly contributed to our success in being able to offer unique and specialized services to the community.

### **CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT**

The Central Massachusetts Mosquito Control Project (CMMCP) currently provides its services to 38 cities and towns throughout Middlesex and Worcester Counties. The Project's headquarters is located at 111 Otis St., Northborough, MA. Project personnel are available to meet with any town board or resident to discuss the Project's procedures and activities. Our phone number is (508) 393-3055.

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

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

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

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 pre-determined 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.

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 pick-up truck mounted sprayers. Applications are site-specific and are determined by weather, type of area and mosquito population levels. These applications are initiated **only by request** of town residents. A phone notification system has been installed to announce potential spray areas for member cities and towns on their scheduled evening, and this information is listed on our website.

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

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

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

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

## **DEPARTMENT OF PUBLIC WORKS**

2008 was an especially busy year for the DPW. The New Year came in with a small storm followed by many more. We had 40 responses with snowfall totals of 79". This storm season kept us far busier than last year, which had a snowfall total of 45". The December 11<sup>th</sup> ice storm is a whole other story.

Spring clean up went well, with no major equipment breakdowns. Sweeping was taken care of in the usual manner, changing our starting points and working our way throughout the town.

Mowing was a constant task, rotating between the roadsides, town properties, athletic fields, and conservation trails.

We replaced two trucks this year. A Sterling L8500 Dump truck is due for delivery in mid-February, and the acquisition of the Altec tree/bucket truck could not have had better timing in regard to the December ice storm. Without this equipment, we wouldn't have been able to clear the roadways in the time frame that we did. This storm tested the patience of many and the DPW thanks you for your understanding during those very long days and nights. This truck is sure to receive further workouts as spring arrives.

The Transfer Station has also been active. A mercury shed has been put in place. Please bring your fluorescent bulbs and recyclable batteries for proper disposal. Batteries that are rechargeable are recyclable. Button cell batteries are not recyclable. Thanks to all the residents for increasing our recycling numbers again.

This has been a transitional year for the Department, and I'd like to thank the crew for all their hard work, communication, and dedication to the Town.

Thank You to everyone at Town Hall, Police, Fire and Library for all your help, and to the Board of Selectmen for your insight and support.

We, at the DPW, would like to acknowledge all the thank you cards, notes, emails and phone calls that we receive from the residents. Thank you for your patience and understanding.

Thomas Garmon  
Director of Public Works

## **CEMETERY**

This year we replaced the roof on the shed at the South Cemetery. This project had been postponed for quite a while and it is good to have it off the list.

During the usual clean up and maintenance of the North Cemetery, a number of broken headstones were uncovered while doing some tree work and rebuilding a fallen wall. The pieces were gathered and laid out at the highway barn. After much reconfiguring, the majority of these stones have been reassembled, glued and returned to their proper burial sites. Thanks to Donnie Morse for his invaluable help with this endeavor.

Thomas Garmon  
Director of Public Works

## VETERANS' AGENT

The Veterans' Service is established according to Chapter 115 of Massachusetts General Laws and is administered under State guidelines to provide information and assistance regarding benefits to Veterans, Veterans' dependants, widows and children of deceased veterans.

There was one veteran buried in the South Cemetery in 2008:

|                        |      |                       |
|------------------------|------|-----------------------|
| Alfred Davies Robinson | WWII | Date of Death: 6-2-08 |
|------------------------|------|-----------------------|

There were two other burials in 2008:

|                   |                         |
|-------------------|-------------------------|
| Doris Mercandetti | Date of Death: 10-12-08 |
| Barbara W. Morse  | Date of Death: 10-25-08 |

There were nine veterans seeking information and assistance. No veterans' benefits were paid out in 2008.

Donald C. Morse  
Veterans' Agent

## COUNCIL ON AGING

This Annual Report is our way of informing the community and taxpayers how the Boxborough Council on Aging strives to improve the quality of life for the 667 senior residents and their families. It must begin with an expression of gratitude and appreciation to the entire community for the continued support for elder services such as the senior van, increased office hours and the countless hours of time donated by individuals.



The current Council on Aging members are Karen Smolin, Co-chairman; Frank Sibley, Co-chairman; Betsey Krusen, Recording Secretary; Mary Ellen Chaney; Dave Birt; Peter Alling and Jini Vockel. Frank Powers serves as the COA Liaison to the BoS. The Boxborough Council on Aging serves as the community focal point for the provision of services to seniors.

The COA works to initiate, facilitate, coordinate, and/or provide those services which in the broadest sense enhance dignity, support independence, maintain health and promote the involvement of seniors in the general community. Providing information and transportation continue to be two of the most important services delivered by the Council. Calls for information cover a wide range of areas and include healthcare, insurance, fuel assistance, financial management, taxes, transportation, health clinics, homecare, exercise classes, group social activities and outings.

In 2008, the COA Van traveled over 11,500 miles providing nearly 1,200 rides for seniors and residents with disabilities to medical appointments, grocery shopping, social events, library, wellness activities and other destinations in the community and surrounding towns.



We are pleased to report on new initiatives with very positive outcomes. The COA coordinator and volunteer nurse embarked on an outreach to all elders 70 and older. A letter was sent informing these residents that we were available for wellness visits, and to see if there were some unmet needs they wanted help to resolve. This project produced a list of residents that will receive monthly wellness visits and a call list for seniors that would like to be checked on in an emergency situation. This list came into play during the December ice storm. The town's outstanding Fire Department and Police Department were invaluable to seniors during those critical days following the ice storm. Since that storm we have added more names at the request of seniors.

Other highlights of 2008 were the Senior Art Show, Veterans Day lunch at Cisco Systems, and Pulitzer Prize winning author Lucinda Franks visit to Boxborough to discuss her book *My Father's War*. In addition, the Council on Aging sponsored day trips to Amesbury Playhouse, Old Mill Restaurant, Russian Icon Museum, Boston Institute of Contemporary Art and lunches at Concord Farms. Most recently Roche Brothers Supermarkets provided a Nutrition Program with Chef John and Robin Marcellino.



The Boxborough Council on Aging is indebted to Cisco Systems for printing our newsletter each month and providing the Veterans Day luncheon. We appreciate Melissa Northrup, our volunteer nurse, and the Boxborough Medical Reserve Corps for their willingness to help seniors in times of need.

We are grateful to The Friends of the Council on Aging for providing financial support for programs and coordinating the Speaker Series Luncheons at Town Hall. We are also thankful for the Boxborough Neighbors and multiple civic groups that provide the monthly luncheons at the UCC and Dean Machamer for coordinating weekly bridge games. We appreciate their dedication to Boxborough seniors. This dedication is demonstrated in their willingness to join with others in sharing resources, communicating ideas and collaborating to achieve quality improvements in the lives of others.



Photos by Frank Sibley

Respectfully submitted,  
Laura Arsenault, Council on Aging Coordinator

**ACTON-BOXBOROUGH CULTURAL COUNCIL**  
**P.O. Box 2291, Acton, MA 01720 978.635.0685**  
**abccinformation@yahoo.com**

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

- Reviewing grant applications from individuals, libraries, schools, and arts organizations and awarding MCC grant funds to projects that provide a local public benefit. The ABCC is one of 329 Local Cultural Councils (LCCs) that are funded by the Mass Cultural Council through an annual appropriation by the state legislature.

- Sponsoring annual cultural programs for the Acton and Boxborough communities using grant funds generously designated by the towns' Selectmen. These funds have been used by the ABCC to present jazz and classical music concerts, vocal performances, opera, public art installations and more.
- Advocating for the arts through community outreach and publicity.

The ABCC's Fiscal Year runs from September - June; calendar year 2008 encompasses the second half of FY08 (January - June) and the first half of FY09 (September - December). This Annual Report gives details of our FY09 Grant Cycle in which we plan to support 17 individuals, schools, libraries and arts organizations using our MCC state funds. This report will also highlight the many exciting events and programs we produced for our communities in 2008 thanks to the continued financial support from our Boards of Selectmen. Finally, this report will illustrate our continued efforts to advocate for the arts on the state and local level.

### **ABCC Voting Members**

Acton: Suman Adiseh, Linda Biyun Zhu (retired Dec. 2008), Barbara Estabrook, Nancy Gerhardt, Greg Hutchins (appointed Dec. 2008), Padmaja Kuchimanchi, Rachel Lucas, Reshma Singh.  
 Boxborough: Avril Allard (retired June 2008), Pascale Belin-White, Mitzi Garcia Weil, Pat Myers.

**ABRHS Advisory Board Members (non-voting):** Lauren Burdine (retired Dec. 2008), Wendy Chen, Ai-Ai Ren (retired Dec. 2008).

Rachel Lucas of Acton served as Chair through June of 2008. Barbara Estabrook and Reshma Singh, both of Acton, were elected as co-chairs in June of 2008. Nancy Gerhardt of Acton serves as Secretary. Pat Myers of Boxborough is Grants Manager, and was also Treasurer through October 2008. Mitzi Garcia Weil of Boxborough took over the Treasurer's job at that time. Publicity is being handled by Rachel Lucas of Acton on an interim basis. Suman Adiseh of Acton is webmaster.

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

This program, new in 2007, was developed with ABRHS Student/Faculty Support Coordinator Kay Steeves. Our first two students, Ai-Ai Ren and Lauren Burdine, actively joined in our monthly meetings and offered valuable services to the Council in the form of event support. They completed their terms with the Council in December 2008. ABRHS junior Wendy Chen joined the Council in November 2008. We are very pleased that we were able to continue this program.

### **Recruitment**

We were very fortunate that Greg Hutchins of Acton was sent to the Cultural Council by the Volunteer Coordinating Committee in November and was able to fill the vacancy created by the retirement of Linda Biyun Zhu. At least one additional vacancy will occur in June 2009 with the retirement of Nancy Gerhardt. There is a current vacancy for a Boxborough member, with an additional vacancy approaching in June as Pat Myers completes her second three-year term. We have placed notices in the Blanchard School parent newsletter and announced the vacancy on the cable television broadcast of a Selectmen's meeting.

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

### **Mass Cultural Council (State) Funding for FY08**

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

Grants that subsidize projects by individuals and groups; and 2) PASS Grants that help subsidize the cost of cultural field trips. We review each application and award funds based on many criteria, the most important being that the project must demonstrate a local benefit.

At the beginning of fiscal year 2008, the ABCC was allotted \$8,600 which represents a \$600 increase over the previous fiscal year. We were notified in the early fall that the MCC's budget could possibly be reduced because of the state's economic situation. The MCC directed all local cultural councils to proceed with their grant cycle but to give approved grants a preliminary approval only, without a specified dollar amount, in mid-January 2009. Further, each council was asked to begin discussions about how cuts would be made at the local level. We were fortunate that we did not need to use any of the allocation for administrative expenses (up to 5% is allowed by the MCC). Additionally, we had \$9.15 in unclaimed funds from FY07 that, in compliance with MCC guidelines, we re-granted this year. The total amount of grantable funds for FY09 is \$8,609.15 unless budget cuts are made.

Once again it was a competitive grant season. We publicized the availability of grants through emailed and posted fliers and press releases in *The Beacon* and *Action Unlimited*. We gave our annual free workshop for potential applicants in mid-September. We received 46 applications requesting a total of \$28,466 in funding (more than three times the amount available). After very difficult deliberations the ABCC has given preliminary approval to the 17 projects listed below for a total of \$8,603. The final group includes 10 applicants that are either entirely new or have not received council funding in more than three years. Among these are a capital improvement grant to Iron Work Farm for improved gallery lighting to enhance art exhibits, a grant for arts enrichment for the CASE Collaborative summer program, and a grant to the Acton Minutemen for a re-enactment on Crown Resistance Day. The grantees also include innovative projects from the public schools and the regional school district: a Latin American band will perform seven concerts at all five Acton elementary schools and at the Blanchard School in Boxborough. The ABRHS Choral Music and Drama programs will produce an opera program culminating in a public performance in spring 2009. If our funds are cut, we are unanimous in support of our plan to cut all preliminary amounts by the same percentage.

**FY09 Acton-Boxborough Cultural Council Approved Grants:**

| <u>Applicant</u>                    | <u>Project Name</u>                                 |
|-------------------------------------|-----------------------------------------------------|
| Longwood Opera, Inc.                | <i>Don Pasquale</i>                                 |
| Sargent Memorial Library            | <i>Abigail Adams: Madame President</i>              |
| DeCordova Museum                    | <i>Art in the Park</i>                              |
| Wild Apples, Inc.                   | <i>"Wild Apples": Spring Issue 2009</i>             |
| Hudson Area Arts Alliance           | <i>2008-09 Season</i>                               |
| Nashoba Valley Concert Band         | <i>Conductor Fees, Insurance, Music</i>             |
| Fitchburg Art Museum                | <i>74th Regional Exhibit of Art and Craft</i>       |
| Acton/Boxborough Elementary Schools | <i>Soy y Canto K-6 Concerts</i>                     |
| ABRHS-Choral & Drama Depts          | <i>An Opera Awakening</i>                           |
| Iron Work Farm in Acton, Inc.       | <i>Lighting Jones Tavern</i>                        |
| Wendy Frank                         | <i>Music Enrichment for Special Needs</i>           |
| ClassiGals                          | <i>A Concert of Classical Songs for Kids</i>        |
| Delvena Theatre Company             | <i>The Titanic Sinks as Acton Sleeps</i>            |
| Ann Sussman                         | <i>Re-Visioning Acton</i>                           |
| Acton Minutemen                     | <i>Crown Resistance Day Battle</i>                  |
| John Root                           | <i>Edible Wild Plants of the New England Region</i> |
| Indian Hill Music                   | <i>Indian Hill Jazz Trio</i>                        |

## Local Funding and Council-Initiated Events

The ABCC was once again generously supported by both Acton and Boxborough town funds via warrant articles and line items. The dedication of the Board of Selectman in both towns is truly remarkable. Acton provided the ABCC, through a Warrant Article, with \$2000. Boxborough provided \$1,500 for exclusive use in Boxborough. Few local cultural councils enjoy this level of local support. We are extremely grateful and constantly acknowledge the support of our two towns to everyone. We are grateful also for the physical support that the two Towns provide: meeting spaces, access to the town copiers, etc. We are also thankful for the continued support from our liaisons, Acton Selectman Andy Magee and Boxborough Selectman Raid Suleiman.

The ABCC sponsored several exciting events/projects in calendar year 2008. Funding for these programs came from FY '08 and unspent FY '07 Acton Funds and our own fundraising revenue. We used our Boxborough allocation to fund an event at the Sargent Memorial Library, *Abigail Adams: Birthing a Nation*, part of the Town's 225<sup>th</sup> birthday celebration. Details on Council-initiated events in 2008 are below. Also, the Council had a staffed display at the West Acton Oktoberfest.

### 1. **"Our World" Cultural Series – October 2007 – June 2008**

ABCC completed in 2008 a year-long festival of cultures called "Our World," a series of six events to recognize and highlight the unique cultures in our communities. These events were produced at the Acton Memorial Library in collaboration with the Library Board of Trustees; Marcia Rich, Library Director; Dean Charter, Municipal Properties; ABRHS; and the town of Acton.

The final three events included *China Day* (Feb. 9, 2008) and *Russia Day* (April 13, 2008), each attracting several hundred participants and featuring the food, music, dance, craft and artistry of Chinese and Russian culture. The *Grand Finale Steel Band Concert* was held June 11, 2008 to a large and enthusiastic audience on the lawn behind the Memorial Library.

The regional Chinese and Russian communities stepped forward to offer their help in coordinating these highly successful events, participation which showed clearly that we are serving a *public need* for these communities which is one of our objectives as a Cultural Council. The local newspaper, *The Beacon*, has also recognized the value of these events to their readership with extensive coverage of each event.

### 2. **FY08 Grantee Reception – March 7, 2008**

The ABCC held its 3<sup>rd</sup> Annual Grantee Reception at Sargent Memorial Library in Boxborough. This annual reception provides a valuable opportunity for grantees to meet, to publicize their projects, and to network with other arts-minded individuals and groups. FY08 grantees were invited to attend, along with our state and local legislators. Each grantee received an official ABCC certificate. Representative James Eldridge and Boxborough Selectman Rebecca Neville attended. We were delighted also to celebrate Rachel Lucas' receiving a Massachusetts Cultural Council Leadership Circle Award (described in detail below).

### 3. **Don Pasquale, presented by the Longwood Opera Company, Acton – October 24, 2008**

For the fifth consecutive year, the ABCC brought the Longwood Opera Company to Acton. This year's performance of *Don Pasquale* was fully costumed and staged in English with piano accompaniment. This comic opera was beautifully performed and captivated its audience.

## **Awards**

Rachel Lucas was awarded one of six Massachusetts Cultural Council Leadership Circle Awards for 2008. These awards, given annually, recognize outstanding volunteers who have demonstrated a commitment to promoting access to arts and culture in their hometown. As the *Acton Beacon* reported, "Lucas, an Acton resident, has worked to increase the public profile of the ABCC and to ensure the continued vitality of the organization during her tenure. She increased the ABCC's community outreach and arts advocacy efforts, and led the council through a time of transition by recruiting new members. She also established the Acton-Boxborough Regional High School Advisory Board which encourages local teens to serve their community through promotion of the arts. She also led the council in establishing new arts events including a year long series called *Our World* at the Acton Memorial Library." Rachel was nominated by current and former members of the Acton-Boxborough Cultural Council.

Submitted by:

Barbara Estabrook, Co-Chair  
Acton-Boxborough Cultural Council

## **PUBLIC CELEBRATIONS COMMITTEE**

The Boxborough Public Celebrations Committee, in conjunction with other groups within the Town, coordinates public activities and celebrations for the citizens of the Town and engages in various projects to preserve the nature and heritage of Boxborough.

Memorial Day was celebrated with the traditional parade. The route took marchers along Hill Road to the North Cemetery, down Middle Road to the War Memorials at Town Hall and down Stow Road, ending at South Cemetery. At each cemetery stop the names of deceased veterans were read by Don Morse, remarks were made, and the Minutemen fired a musket salute.

At North Cemetery, State Senator Pam Resor led us in a moment of reflection. At Town Hall, we heard from our State Representative Jamie Eldridge and Susie Allen, Assistant Pastor at the United Church of Christ. At our last stop at South Cemetery, Pastor Tim Knapp from Mount Calvary Lutheran Church addressed our gathering.

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

Fifers Day, held on June 21st, was a collaborative effort of the Celebrations Committee, the Boxborough Minutemen and the Recreation Commission.

The parade from Blanchard School to Flerra Field featured many of the same participants as the Memorial Day parade, plus Minuteman units from Acton and Stow, floats, bicycles, decorated strollers, and antique cars. We had Ryan Loonie representing Luther Blanchard, and we had Jane Barnes as Lucie Hager. Parade Marshal this year was Paul Rey. The Golden Fife Award was given to Alan Rohwer in recognition of his faithful service to the Town in general and the Historical Commission in particular.

The Holiday Tree Lighting ceremony was held on Saturday December 6th at 4:30pm at the corner of Middle and Hill Roads. Despite the frigid night, all enjoyed the tree lighting and refreshments on the front lawn of the Boxborough Museum. John Fallon was our honored tree-lighter this year. Chris Baird led the Blanchard School Brass Ensemble and Margie Callaghan led the ever-energetic Blanchard Chorus,

to guide the crowd in song. We would like to thank the Historical Society for the use of the Museum and the Boxborough firefighters for providing alternate transportation for Santa Claus.

We are constantly thrilled at the number of residents of the Town who are joining us at these celebrations. They bake cookies for us and generally show the strong support that means Boxborough continues to be a close knit community that enjoys doing things together. The town's support of these "small town USA" events is what makes this town such a wonderful place to live and it makes our job of organizing these events worthwhile and fulfilling.

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

Public Celebrations Committee: Frances Anderton (Chairperson), Sharon Garde, Kim Bowers, Owen Neville, Laura Rakauskas.

## **RECREATION COMMISSION**

The Recreation Commission is responsible for development and implementation of recreational programs for the citizens of the town of Boxborough. It is also responsible for the management of recreational activities at Flerra Meadows fields, Fifers Field and Liberty Fields. Members of the Commission are: Kevin Lehner, Chris Noble, Susan Reuther, Victor Tremblay and Bob Zurek. We are looking for new members. The Commission sponsors programs during the winter, spring and summer months for the youth of Boxborough. The winter program includes kids' games, soccer, basketball and gymnastics. These programs emphasize basic fundamentals and fun associated with participation in youth sports activities. A summer playground program is available for town elementary school age children.

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

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

Each year the Recreation Commission conducts a Saturday recreation program for approximately ten weeks during January, February and March. The program is available to Boxborough children of kindergarten through elementary school age. Residents need not attend the Blanchard School to participate in the program. The program offers basketball, soccer and a combination "all-sports" program. The program is conducted at the Blanchard School Gymnasium. Tom Sandock directed this year's program and there were approximately 90 registrants for all sessions.

### **Gymnastics**

The Gymnastics program runs for approximately ten weeks during January, February and March. The program is available to all Boxborough children kindergarten through second grade. Residents need not attend Blanchard School to participate in the program. The program offers elementary gymnastics instruction on mats, beam and parallel bars. The program is conducted at the Blanchard School Gymnasium on a weekday afternoon. Kristin Sandock directed this year's program and there were approximately 26 participants.

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

A summer playground program is available to children in grades K through 6. The program consists of well-supervised games, sports and creative activities. It is held mornings during the month of July and utilizes the grounds at Flerra Field. Teachers from Blanchard have run the popular program for the past three years with many local high school and college students helping as counselors. Lauren Grady, Kristin Sandock and Joanne Mills directed this summer's program. There were 290 registrants for the two sessions.

### **Adult Basketball**

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

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

The Acton Boxborough Regional High School pool and gym facilities are available to residents of Boxborough for their recreational use. The Acton Boxborough Community Education program sponsors swimming lessons in the summer and both winter and summer swim teams. For more information on these Programs, residents should contact the Community Education Office (978-266-2525).

### **First Aid & CPR**

The Commission sponsored the training of the directors of the Winter and Summer Programs in First Aid and CPR by the Fire Department. We also offered this course to residents of Boxborough and Acton for a fee of \$25 per course payable to Boxborough Professional Firefighters Association (BPFA) First Aid kits were supplied to the directors of the Winter programs. The Commission will restock the kits for the directors of the Summer programs 2009. We hope to continue this activity working with the Fire Department to offer these programs to all Boxborough and Acton residents in 2009.

### **Future Plans**

- Rec Com should investigate the interest and value of developing a town outdoor skating pond.
- Rec Com should investigate ways of providing greater support to the developing senior community in Boxborough. Investigation should include the value of using the senior van.
- Rec Com should investigate any methods of linking youth and senior programs for the mutual benefit of both; including hiring paid youth staff to provide company/services to seniors.
- We hope to rest more fields in the near future.
- Not many plans for anything else until we recruit some new blood to the Rec Comm with new ideas.
- New plan for High School Age kids – basketball pick up nights on Sundays starting in March.

## **STEELE FARM ADVISORY COMMITTEE**



The Steele Farm Advisory Committee advises and assists the Board of Selectmen in managing, maintaining and planning for the future of Steele Farm, a municipal property. The Committee strongly supports protecting the historic farmstead, preserving the open space and habitat, continuing agricultural activity, and encouraging public access to the property. Activities of note in 2008 include:

- The ongoing project to place a combined Conservation and Historic Preservation Restriction on the property reached an important milestone with the selection of The Trustees of Reservations and The Boxborough Historical Society, Inc. as grantees (holders of the restriction). Several steps in the process remain, including approval by Town Meeting.
- Because few mature trees remain that are suitable for harvest, the Committee regrettably cancelled its traditional Christmas Tree Sale in December. Future sales were provided for, however. In April, Committee members, under the direction of Eric Tornstrom, planted 200 Fraser Fir seedlings in the southern part of Steele Farm.
- In April, Boxborough Boy Scouts held a camp-out on the hill and performed trail maintenance on the property. Their work is certainly appreciated.
- On May 2, a hard-working group of A-B seniors cleared a large quantity of brush as their Community Service Day project. A-B students Andrew and Chris Loblundo worked on a project on August 9, and a group of RJ Grey 8<sup>th</sup>-graders worked at the Farm on September 23. Our thanks to all of them for their efforts.
- On May 2, a hard-working group of A-B seniors cleared a large quantity of brush as their Community Service Day project. A-B students Andrew and Chris Loblundo worked on a project on August 9, and a group of RJ Grey 8<sup>th</sup>-graders worked at the Farm on September 23. Our thanks to all of them for their efforts.
- The hayfield was especially productive this year. After the young bobolinks were fledged, Don Morse hayed the field in July, and again in September. The Committee very much appreciates Don's work, which helps maintain our traditional hayfield – and helps feed the cows!
- As part of Boxborough's Quasquibicentennial (225<sup>th</sup> Birthday) celebration, on History Day (May 4), several members of the Committee hosted a display of old farm tools and equipment in the barn. Many of the items were donated to the Boxborough Historical Society by Liz West. Quite a few folks stopped by to visit and view the displays, including some Steele family members, in particular Lorna Steele Brown, who was raised in the old farm house.
- The DPW has once again performed vital maintenance work, including chipping wood debris from the previous year's tree sale, mowing the farmhouse lawn, clearing the trails and brush hogging the hillside and stream banks. Some additional projects are scheduled for 2009.
- Long-time member Dave Birt resigned from the Committee in 2008 for health reasons. His dedication, sage advice, and good humor will be greatly missed. We also lost Mike Matchett, who brought a great deal of talent and energy to the Committee. Many thanks to them. We also warmly welcome Judi Resnick, the newest member, who has already become involved in several projects, including liaison for the new Master Plan.
- Steele Farm was also the site of the annual Winterfest, and of the Selectmen's appreciation event for town employees and volunteers.



- With the ongoing maintenance and improvements, and the Conservation/Historic Preservation Restriction project, the Committee hopes that Steele Farm will continue to be a welcoming place for passive recreation and public celebrations, as well as a bit of living Boxborough history.

Respectfully submitted,  
Bruce Hager, Chair



### **SARGENT MEMORIAL LIBRARY**

2008 was another busy year at the library. We had 75,681 visitors and 691 new patrons were welcomed into the library. Circulation continues to increase as 117,512 items were checked out and renewed this year. Through the library website [www.boxlib.org](http://www.boxlib.org), which had over 54,000 hits in 2008, patrons find answers to many of their questions, may request and renew library materials, access available databases, browse the library catalog, access their own reading history, or learn about upcoming programs. We have added to the collection more of those materials most requested by Boxborough patrons: unabridged audio books on CD, DVDs, large print books, magazines, learning to read materials, and many new works of fiction and non-fiction. Library users may access the internet from our Wi-Fi (wireless fidelity) building using the library computers or their own laptop computers. The purchase of TixKeeper software enables the web visitor to reserve online one of the many museum passes provided by the Friends of the Library. The circulation for the library museum passes has increased 300% since adding this new service. The library also has access to a large number of online databases which provide students, researchers, and other users with access to magazine and newspaper articles, reference book entries, profiles, and statistics on a wide variety of subjects. These databases are available through the library computers as well as remotely through the home or office computer by typing in the patron's Sargent Memorial Library card number. Access to these databases is made possible through the library's membership in the Central Massachusetts Regional Library System, the Central/Western Massachusetts Automated Resource Sharing network and the Massachusetts Board of Library Commissioners (CMRLS, C/WMARS and MBLC, respectively).

The Sargent Memorial Library has become more of a community center with each passing year. From town committees and boards, local volunteer groups and clubs, A/B school and sports associations, parent and child groups, local homeowners associations, Boy Scout and Girl Scout troops, tutoring, home schooling, and continuing education classes, the library's meeting rooms have seen an increasing use in 2008. The library provides the rooms and its facilities as a free service to non-profit community organizations. In addition, local artists and ABRHS and Blanchard Memorial students displayed their talents by exhibiting their work at the library throughout the year. The library received two generous programming grants from the Acton-Boxborough Cultural Council. The annual ABCC grant reception was held once again at the Sargent Memorial Library. Working with the Council on Aging Co-coordinator, the library hosted the first Boxborough Seniors Art Exhibit, monthly movies, computer instruction, tax preparation classes, and several informative programs. The monthly library book group has now been meeting for nine years. New members are always welcomed.

Some of the adult programming held during 2008 included a return visit by the Muses Celtic Band for an evening of Irish and Scottish music, Certified Financial Planner, Dee Lee with her timely presentation, author Lucinda Franks discussed her most recent book, and the wonderful ABRHS Madrigal Singers entertained with a concert of traditional Christmas music. On February 26, we celebrated the 225<sup>th</sup> birthday of the town of Boxborough with Linda Myer's one woman show, *Abigail Adams: Birthing a Nation 1760-1783*.

Programs for children and young adults continue to thrive and grow. We had a full house at magician Ed Popielarczyk's "Happy Birthday Boxborough" program. The Toe Jam Puppet Band kicked off the annual Statewide Summer Reading Program. This year's theme, *Wild Reads @ Your Library*, brought wild animals to Boxborough from Jungle Encounters and the Museum of Science Traveling Reptile show. Teen Trivia night, Video Dance Games, and Cooking with Katie were some of the programs held for the older kids. All had record breaking attendance. Library staff members visited Blanchard Memorial School to participate in the Community Read- a-Loud program, and visited most Blanchard library classes to encourage students' participation in the value of summer reading. Four monthly library book groups for students from grades 1-8 were all well attended.

The generosity of Friends of the Boxborough Library continues to fund most programs, activities, and all museum passes at the library. Everyone is welcome to join the Friends of the Library. It is a great way to support your library and town. For more information about the Friends, check out their website [www.boxlib.org](http://www.boxlib.org) or pick up a brochure at the Library. The Sargent Memorial Library Foundation has continued with its Annual Fund efforts. All proceeds directly benefit the library's collection of materials. Library volunteers, including several in the Senior Tax Work Off program and Acton and Boxborough students fulfilling community service requirements, worked 1,107 hours at the library in 2008.

The hard work and dedication of all library staff members are responsible for the successful year the library experienced in 2008. We wished our colleague, Marion Powers, a happy retirement and welcomed Kathleen Taffel to our staff. Thank you to our Library Trustees for their continued support and commitment to the library. This report proves that the library is not just a place to borrow books; it is a state-of-the-art facility with capable and experienced Board of Trustees and staff that provides enrichment to the cultural, educational and leisure lives of Boxborough residents.

Respectfully submitted,  
Maureen Strapko, Library Director

## BLANCHARD MEMORIAL SCHOOL

The 2007-08 year was a year of continued achievement and change in the Boxborough School District. The Leadership team of Dr. Curtis Bates, Superintendent/Curriculum Director; Ms. Maryellen Driscoll, Principal; Dr. Sandy Daigneault, Director of Pupil Services; and Mr. Charles Mahoney, Business Manager welcomed our new Director of Information and Communication Technology, Mr. Anthony Tomah, to the Leadership Team. The new Technology Director's position was developed as a collaborative effort with shared responsibilities on behalf of the town of Boxborough and the School Department.

The Blanchard School eagerly welcomed the following new staff members for the 2008-09 school year: Ms. Kristen Kilcommins, Kindergarten Teacher; Ms. Danielle Fennama, Special Needs Teacher; Ms. Leslie Yauckoes, English Language Learner Teacher; Ms. Jessica Coffey, Music Teacher; Ms. Charlene Eckl, Occupational Therapist; Ms. Tracey Cammarano, Occupational Therapist; Mr. Robert Picca, Special Education Paraprofessional; Ms. Patricia Vailliette, Special Education Paraprofessional; and Ms. Nyomi Corriveau, Cafeteria Aide.

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 2007-08 school year ended with an enrollment of 558 students. The 2008-09 school year began by welcoming 32 choice students from neighboring school districts. On October 1, 2008, we recorded an enrollment of 527 students. In the fall, the school hosted open houses and curriculum information nights for both the primary and intermediate grade levels.

Staff members continue to concentrate their professional development activities on:

- Providing a systematic and sequential instructional framework that will allow all students to develop mastery of the basic skills of reading and providing the foundation for a 3-tiered instructional model.
- Exposing educators to high-impact learning instruction to foster high performance and skill building as designed by the *Houghton Mifflin Reading Program*, which is a scientifically research-based, systematic core reading program.
- Gaining a better understanding of the needs of English Language Learners through professional training in English Language Learners and Sheltered English Instruction through on-site graduate level courses.
- Continuing to improve instruction and communication through the use of technology.

On July 1, 2008, the Boxborough School District withdrew its association with the Acton-Boxborough Community Education Extended Day Program. The Boxborough School Committee approved the establishment of its own extended day program under the direction of Ms. Maribeth Higgins. 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. For the 2008-09 school year, a mid-day kindergarten extended day program was established for one year. Children enrolled in the Extended Day Program are grouped by grade levels, with separate staff members assigned to each group. The program is located in the school cafeteria, with dedicated space on the stage area, as well as use of the entire cafeteria, adjacent rooms and the playground. The Extended Day Program is designed to allow children freedom to choose among such activities as arts and crafts, nature and science, games, cooking and sports. A quiet study area is available for students who wish to do homework. Outdoor recreation periods are scheduled daily and nutritious snacks are provided.

The enrollments for our Extended Day Programs are: grades 1-6, 72 students; kindergarten, 40 students.

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.

In January 2008, the Boxborough School Committee voted to offer full-day kindergarten in September 2009. Parents/Guardians will have the choice of a fee-based full-day program or a non-fee half-day kindergarten program. Whether to charge a fee for full-day kindergarten or not was intensely discussed during the initial planning meetings during the 2007-08 school year. The Sub-committee for Declining Enrollment and Full-day Kindergarten felt they could not ask the town of Boxborough to financially support a full-day kindergarten program when a full-day program is not mandated by the Commonwealth of Massachusetts. Under the current law, all school districts in the Commonwealth must provide for a half-day session of kindergarten. Given the tight financial situation during the FY '09 budget cycle and for the pending FY '10 budget cycle, the Sub-committee did not feel asking for an override to financially support full-day kindergarten would be in the best interest of the Town at this time. The proposed FY '10 budget contains the necessary funds to support the half-day sections of kindergarten. The other half-day financial commitments will be funded by the \$3,500 tuition which was approved by the School Committee in January 2008. During the 2007-08 school year, the Declining Enrollment/Full-day Kindergarten Sub-committee reviewed the tuition rate for full-day kindergarten programs across the Commonwealth. The tuition rates spanned from a high of \$4,250 to a low of \$950. The Sub-committee also found many school districts do not charge tuition.

The Blanchard music program continues to be a significant part of the life of the school. We have 62 students involved in our choral program and over 124 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. The Blanchard Advanced Band earned a gold medal at the Massachusetts Instrumental and Choral Conductors Association (MICCA) Concert Festival on April 5, 2008. As a result, they performed as part of the MICCA Stars at Symphony Concert at Mechanics Hall in Worcester on April 13, 2008.

Other after school activities includes soccer, basketball, gymnastics, and Destination Imagination. Six teams from Blanchard and one team from R.J. Grey Junior High School participated in the Destination Imagination regional tournament in Ayer where teams demonstrate their time management, critical thinking and problem solving skills. The team from the Junior High competed at the state finals at Worcester Polytechnic Institute. To assist in building a positive school culture, Blanchard hosts a Community Meeting once a month where all staff and students end the day together sharing interests and talents.

Ms. Laura Estrada and Ms. Kathy Thomas are the co-chairpersons for the Boxborough Special Education Parent Advisory Council which hold monthly meetings and sponsor informational programs during the school year. The Special Education PAC is a state-mandated group made up of parents or any interested parties who meet on a regular basis to advise the school district on the education and safety of students with special needs, as well as provides other resources for children with disabilities and their families.

Blanchard School continues its partnership with Abitibi Consolidated Recycling Division for our paper recycling program. The entire school participates in this project-based learning experience. Working in small groups, 6<sup>th</sup> grade students have the responsibility of doing weekly recycling collections throughout the school. During 2008, the school collected 30.47 tons and earned \$124.65 for the recycled paper. Blanchard also recycles cardboard, which is picked up once a week by the Boxborough Department of Public Works and is brought to the Transfer Station to support the Town's recycling program. We are very grateful to the Boxborough community members for their continued support to this project by dropping off their recyclable paper.

Blanchard Memorial School's successes could not be realized without the support of a very active parent volunteer program. Ms. Sarah Briones and Ms. Suzanne Loonie 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. Ms. Paula Grieco serves as President. This group organizes a variety of fundraisers which support programs for students at Blanchard. It also awards approximately \$15,000 in teacher grants for specific activities and enrichment programs.

This year the School Committee authorized the establishment of two sub-committees:

1. Band and Chorus – to research and develop a multi-year plan for the Music Program that considers the changing enrollment, current and projected future participation, and financial support for the band and chorus programs.
2. Full-day Kindergarten – to establish a developmentally appropriate, child-centered full-day kindergarten program.

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'09 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, School Committee members, town leaders, and community members who continually assist in making our daily endeavors a rewarding and enjoyable experience.

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

## **Grants**

(Submitted by Charles F. Mahoney, School Business Manager)

The Blanchard Memorial School continues to look and apply for a range of state and federal grants. Grants include: **Teacher Quality Grant** used to provide professional development that will improve content knowledge and instructional practices, to recruit and retain highly qualified teachers, to increase the number of highly qualified teachers, funds technology workshops, writing workshops, Dibels training and Math Concepts training; **Enhanced Education Through Technology Grant** used to provide professional development in the use of technology, to promote curricula and strategies that integrate technology, to use technology to improve academic achievement and competence; **Special Education Entitlement Grant** used to provide eligible students with funds and activities essential for their success, funds Occupational Therapist for Preschool, K-6, Physical Therapist and part of a SpEd Paraprofessional; **Special Education Early Childhood Grant** used to provide high quality, inclusive programs for preschool and kindergarten students, to support transitions from Early Intervention to preschool and kindergarten, partially funds Preschool paraprofessional; **Special Education Program Improvement Grant** used to enhance our special educator induction programs, funds Mentoring program; **Title I** funds used to provide support services toward achieving the standards of the curriculum frameworks, partially funds Math Specialist; **Safe and Drug Free Schools** used to help support a safe and drug free learning environment and to develop behavioral interventions as part of the classroom management, funds Crash texts and Second Step support materials; **Title V** used to fund educational reform and school

improvement needs. State and federal grants for this current school year totaled **\$154,074**, a decrease from prior years.

The Blanchard Memorial School has also received funding through the School Choice program for FY 2008 in the amount of \$155,193 and for FY 2009 it is anticipated that we will receive \$145,000. These funds are used for salaries for educational staff.

Blanchard also took over the running of the Extended Day Program. The program is fully funded through charges for services. It is expected that this program will help towards custodial and other building costs.

A full day kindergarten program will be offered in FY2010.

Blanchard also received notification from the Littleton Electric Light and Water Department of a gift in the amount of \$5,000 to be applied towards science purchases.

### **Library**

(Submitted by Connie Long, Library Media Specialist)

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

Every student and staff member at the Blanchard Memorial School has access to the Library Media Center. Students come with their class to the library on a weekly basis to check out books and participate in lessons that integrate information literacy and technology skills with the school curriculum. In the fall of 2008, library sessions increased to 45 minutes to allow more time for active authentic student learning. Students select books to read for both pleasure and information. School staff members also check out books and other resources to support their teaching. Teachers and students use the library resources when teachers bring classes to conduct research and use the computers. The library has been designed to meet the very diverse needs of the broad age and interest range found at Blanchard Memorial School. It has a flexible space with a child-friendly story area which is used by our primary students to take part in lessons and participate in activities, while at the same time several older students can use the computers and select materials. The library space is used after school by the Boxborough community for meetings and group activities.

The library is a well-equipped resource center with over 11,500 titles. Mrs. Long continually works to maintain a collection that is curriculum relevant, enhances classroom thematic units, and appeals to student interests. On an ongoing basis, Mrs. Long orders new titles as well as weeds out old ones. New titles are considered for purchase based on a number of criteria. These include, but are not limited to: support of standards based curriculum, student interest, award winners, and teacher/student requests. All the new books are processed and entered into the automated Winnebago Spectrum System. Students are taught the skills necessary to use this search tool starting in the third grade.

Mrs. Long recruits and manages a group of over twenty volunteers. Mrs. Long is grateful for volunteers and their dedication and efforts to maintain a well-run library. She also wishes to extend her thanks to the

school committee, faculty, administration, and the PTF for their support. She would also like to thank the Boxborough community, which continues to recognize and provide the resources that help to make the Library Media Center a place where students are challenged to reach their full potential in an environment that nurtures lifelong learning.

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

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

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

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

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

The Commonwealth of Massachusetts Department of Education is continuing to reconcile aspects of the 1993 Massachusetts Educational Reform Law with the 2001 Federal reauthorization of the Elementary and Secondary Education Act (ESEA) and the requirements established under the federal legislation of *No Child Left Behind* (NCLB). 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 will be for each school and district to begin to develop year-to-year comparative analysis of grade level and individual student progress. Also, in the spring of 2008, our fifth grade students continued to participate in question tryouts in History and Social Science. No student, school, or district results were reported for the question tryouts.

Performance and improvement ratings for Massachusetts public schools and districts are issued every two years. Ratings are based on aggregate student performance on the MCAS tests. Performance is measured using a Composite Performance Index (CPI), a measure of the distribution of student performance relative to attaining proficiency. The ratings are used to track schools' progress toward meeting the goal of all students achieving proficiency in English Language Arts and Mathematics. The 2008 English Language Arts Cycle V Performance Rating for Blanchard is *Very High*. The state target was 85.4, Blanchard's CPI was 94.5. The 2008 Mathematics Cycle V Performance Rating for Blanchard is *Very High*. The state target was 76.5, Blanchard's CPI was 94.4. MCAS results have been reported to parents, Blanchard staff and administration. The results have been analyzed by members of our Curriculum Committees, MCAS analysis teams, and administration to assist in identifying areas of student success and challenge.

Below, are samples of the overall Blanchard Memorial scores for 2008. It is important to note that parents and teachers are provided much more detail to grade level and individual student scores, in a variety of skill and content topics and subtopics:

- 87% of our Grade 3 students scored in the *Above Proficient/Proficient* ranges for Reading, while 3% were in the *Warning* range. The state-wide scores were 56% and 11%.

- 92% of our Grade 3 students scored in the *Advanced/Proficient* range for Math, while 5% were in the *Warning* range. The state-wide scores were 61% and 14%.
- 76% 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 49% and 13%.
- 83% of our Grade 4 students scored in the *Advanced/Proficient* range for Math, while 4% were in the *Warning* range. The state-wide scores were 49% and 13%.
- 89% of our Grade 5 students scored in the *Advanced/Proficient* range for English Language Arts, while 0% were in the *Warning* range. The state-wide scores were 61% and 8%.
- 91% 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 52% and 17%.
- 88% of our Grade 5 students scored in the *Advanced/Proficient* range for Science and Technology/Engineering, while 0% were in the *Warning* range. The state-wide scores were 50% and 12%.
- 90% of our Grade 6 students scored in the *Advanced/Proficient* range for English Language Arts, while 3% was in the *Warning* range. The state-wide scores were 67% and 8%.
- 79% of our Grade 6 students scored in the *Advanced/Proficient* range for Math, while 3% were in the *Warning* range. The state-wide scores were 56% and 18%.

In Boxborough, the review of MCAS test scores is seen as one of many ways to assess student progress and the success of our educational program. We will continue to take a systematic and disciplined approach to curriculum alignment and student instruction for the MCAS. Areas of improvement are identified and the MCAS analysis teams, committees, and administration design ways to implement research based “best practice” adjustments to the curriculum or instructional methods. We continue to align our curriculum with the Massachusetts State Frameworks and provide the knowledge and skills students need to be successful in all areas of academics, as well as standardized testing. The reasoned approach to data driven adjustments to curriculum and instructional methods is afforded to us because of an outstanding faculty and staff with a history of educational success, a supportive community, and children who respond positively to the quality education that the community of Boxborough expects. It is our hope that the town of Boxborough will continue to support the quality education it has valued in the past, and that students’ academic and social growth will continue to thrive.

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

(Submitted by Paula Grieco, President)

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

The Blanchard PTF is a nonprofit organization with all revenue generated by fundraising and donations supporting a comprehensive array of enrichment programs and materials used in every grade level throughout the school. Fundraising programs for the 2007-2008 school year generated \$46,573 and included: an auction gala; fall mums sale; fall gift wrap sale; spring annuals sale; Boxtops for Education; and shopping days at Learning Express, Donelan’s in Acton, Cambridgewear, Kitchen Outfitters and Willow Books. Family donations for 2007-2008 were \$2,380. The Blanchard PTF funds a variety of enrichment opportunities including science, art, music, technology, the school library and the Destination Imagination Program. Arts and Science enrichment events included: storyteller weaving tales of

Boxborough's history, black and white portraits for 3<sup>rd</sup> graders, Potato Hill Poetry workshop for 4<sup>th</sup> graders, exploring the ocean world for kindergarteners, science discovery program, library books, and many more.

In addition, the PTF contributes financial support to the PTF Grants Program. The PTF Grants Program, which was established in 2000, awards grants in response to worthy written proposals submitted by members of Blanchard community. Grant proposals may be submitted for one of three deadlines during the school year (usually, October, January and April), and can be for any educational purpose, such as classroom enrichment activities (as opposed to core curriculum that is publicly funded by state and local resources), special equipment or supplies not found in the school operating budget, or professional development. Each year, a grants review committee is elected and is comprised of two teachers, three parents and two members of the PTF Board of Directors. The committee meets to review all grant proposals and issues written responses to all applicants within thirty days of the grant proposal deadlines. During the 2007-2008 school year, the PTF Grants Program awarded 10 grants totaling \$13,445. Among the grants awarded were: reading terrace in the library, climbing wall in the gymnasium, Computer on Wheels cart to create a mobile computer lab, grade 1 reading centers, outdoor recreational games, LCD projector for Grade 5, the reusable bag challenge, geo-math tools, and more.

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

The Blanchard PTF continues to recognize the importance of sponsoring social events that provide a safe and fun environment for Blanchard families and friends to enjoy. Among these events are the annual Pumpkin Walk, Bingo Night, 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 many instrumental or vocal performance groups. In February, the PTF sponsors the annual Teacher and Staff Appreciation Luncheon, at which time Blanchard families take part in preparing a lunch to express their thanks and appreciation for all that the staff and teachers do for the children and families of the Blanchard Memorial Elementary School. Throughout the year, the Hospitality Committee provides refreshments for a variety of events, including kindergarten screening and orientation and sixth grade graduation.

Another way in which the PTF supports the community is by presenting scholarships to Blanchard alumni who graduate from the Acton-Boxborough Regional High School and who have made significant contributions to the Boxborough community. In 2007-2008, the PTF awarded two \$1,000 scholarships.

Approximately monthly, the PTF publishes a newsletter, *The Blanchard Bits*, which serves as its main instrument of communication between school and home. The 2007-2008 school year constitutes its thirteenth year of publication. It contains valuable information regarding school programs, important school news, upcoming events and town-wide notices, as well as articles contributed by the Principal, 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 <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.

The PTF Board wishes to thank every single volunteer from our committee chairpeople 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 Sarah Briones and Suzanne Loonie, Academic Volunteer Coordinators)

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

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

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

### **Professional Development**

(Submitted by Maryellen Driscoll, Principal)

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

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

During the 2007-2008 school year, professional development had several areas of focus. One focal point was to provide training to improve instruction and communication through the use of technology. Training was also used to enhance implementation and selection of a new reading series. Upon selection of the Houghton Mifflin reading series, teachers were given additional instruction on how to best utilize the program to provide consistency of literacy skills among all grades.

Also, in order for Blanchard staff to gain a better understanding of the needs of our English Language Learners (ELL), two on-site graduate courses are being offered this year: Category 1-Introduction to Principles of Second Language Acquisition and Category 2-Introduction to Teaching Reading and Writing to ELLs in content areas.

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

### **School Council**

(Submitted by Maryellen Driscoll, Principal)

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

Thanks and appreciation is extended to Blanchard's School Council.

### **Council Members 08-09**

Maryellen Driscoll, Co-Chair

Kerin Crockett, Co-Chair

Sharon Burke

Catherine Christensen

Sarah Briones

Eileen Kassower

Sheila Kish

Julie Geran

Shelley Lawson

John Fallon

The 2007-2008 School Council recommends two goals in the area of School Environment and five goals in the area of Learning Environment for the 2008-2009 school year. These goal areas are the result of needs perceived within the staff and administration and from the School Council itself.

In the area of Learning Environment, the goals will focus on improving instruction to increase student learning. First, the Council recommends support for the implementation of the new Houghton-Mifflin English Language Arts reading program which will be implemented in 2008-2009. Second, the Council will support the continuation and better understanding of our English Language Learners (ELL) program in 2008-2009. Third, the Council supports the goal to continue to improve instruction through the use of technology. Fourth, the Council will support the Blanchard specialists as they pursue meaningful professional development opportunities in their areas of expertise. Finally, in this area, the Council will support the implementation of Response to Intervention (RtI) program.

In the area of School Environment, the goals will focus on improving and maintaining connections and open communication with parents and the community. First, the Council supports the continued development of the STARR (Support, Teamwork, Attitude, Responsibility and Respect) qualities. Second, the Council supports the continued implementation of the recycling program for Blanchard and the Boxborough community.

### **Special Education**

(Submitted by Dr. Sandra Daigneault, Director of Pupil Services)

The Boxborough Public School Department provides for the needs of students with disabilities from age three through sixth grade. In 2008, approximately 13% of Boxborough's students were eligible for special education services. Of these students with identified special needs, approximately 93% of them received all of their special education at Blanchard Memorial School. These students were all assigned to general education homerooms and most spent the majority of their school day in the mainstream setting.

Blanchard's professional special education staff includes fourteen licensed educators and therapists. These staff members are responsible for conducting necessary student evaluations to determine eligibility for special education, as well as completing associated documents, including evaluation reports, Individualized Education Programs (IEPs), and progress reports. A critical part of their job roles is to provide consultation to paraprofessionals, parents/guardians and general educators. Additionally, and most importantly, the special education department offers direct services to students, including: specially designed instruction, support, reinforcement, modifications, and individualized programs to address student's academic needs; speech/language therapy; occupational therapy; physical therapy; counseling; specialized social/behavioral programs; in-class general education support; and, an Integrated Preschool which 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 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.

Blanchard Memorial School hosts a CASE (Concord Area Special Education) Collaborative class. The CASE Collaborative consists of fourteen local communities who join to serve students with low-incidence disabilities. Blanchard's class serves students in grades 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. During 2008, the special educator from our CASE class offered a wonderful, well-received workshop for our paraprofessionals on how to promote pro-social behaviors and de-escalate inappropriate behaviors.

Each district is required to have a special education Parent Advisory Council (PAC). This year, Boxborough's PAC continued its work. Their kick-off event was the second annual Special Education Information Night, which had the special education staff serve as a panel to answer questions from the audience of parents and guardians. The workshop was well-attended and well-received. The PAC also sponsored two other parent/guardian workshops: one by Dr. Ann Helmus who presented *Understanding Neuropsychological Evaluations*, and one by Michelle Amato who presented *Preparing for Your Child's IEP Meeting*.

In 2008, Blanchard's special educators initiated a pilot model with changes in their service delivery and responsibilities. Prior to this year, two Learning Center teachers were primarily responsible for separate, individualized academic programs and the evaluations of only their own students, while two Resource

Room teachers were primarily responsible for students with mild-moderate needs and the evaluations of their own students and all new referrals. In the pilot model, all four special educators more equally share students with mild-moderate needs, students who require separate academic programs, and evaluations. As the year proceeds, we will be assessing the merits of this model to determine whether to continue it as is, continue it with modifications, or return to our previous model.

In 2008, we also initiated the Department of Early and Secondary Education's mandated process and forms for determining the identification of students with Specific Learning Disabilities and their possible eligibility for special education. While many aspects of the process are familiar, others are new, and staff are working diligently toward learning and implementing them. This process also matches nicely with our school-wide goal of working toward a Response to Intervention (RtI) model. In RtI, all students are provided with high quality, research-based general education programs; then, assessments are used to identify at-risk students who need further intervention. A cycle of ongoing interventions and assessments continues until the child no longer needs extra interventions, continues reasonable interventions, or moves toward a referral to special education. We plan to continue RtI as a goal, seeking full implementation within 4-5 years.

### **Technology**

(Submitted by Anthony Tomah, Communication and Information Technology Director)

2008 was a year of rebirth. A new Technology Director was hired to work with the town and school departments in a consolidation effort to help reduce costs of technology personnel and efficiencies of scale. Fiber-optic lines were installed throughout the town to create the town's Wide Area Network, designed to deliver voice, data and video services in the present and future.

The Technology Integration Specialist position at the Blanchard Memorial School was increased from a .5 position to a .8 to further help with the integration of technology into the curriculum.

We received 13 new computers to replace aging and ineffective computers in various locations due to limitations of the age, speed and operating system of these machines. The locations and counts are as follows:

- Library – 6
- Grade One – 4
- Math Specialist – 2
- Pre-K – 1

Network upgrades include a new firewall and a faster internet connection through Verizon FiOS. Our internet speed increased from 1.5 to 20 megabits per second. We have also purchased a new network server to eventually replace 2 older servers in a consolidation effort. This new server will serve multiple purposes, including but not limited to, a central data backup for Town Hall and/or other municipal locations, school application server, school file server, school print server, school backup domain controller and terminal services.

We were also able to acquire two SmartBoards for a 6<sup>th</sup> and 5<sup>th</sup> grade classroom, a closed caption-capable LCD projector, a redesign of the school website, a newer and better approach for creating and maintaining teacher webpages on the school website, and the installation of a new scanner and math assessment software.

## Blanchard Memorial School Staff

| NAME                   | POSITION                               | DATE OF FIRST APPT | EDUCATIONAL BACKGROUND                                                                   |
|------------------------|----------------------------------------|--------------------|------------------------------------------------------------------------------------------|
| Barnett, Eileen        | Art                                    | 09/99              | Southern Conn. State College, B.S.                                                       |
| Baron, Sandra          | Learning Center                        | 09/00              | Fitchburg State, B.S.                                                                    |
| Bates, Dr. Curtis      | Superintendent/<br>Curriculum Director | 07/06              | Boston College, Ed.D.<br>Fitchburg State College, M.Ed.<br>Fitchburg State College, B.S. |
| Bondaruk, Katherine    | Grade 6                                | 09/02              | Lesley College M.Ed.<br>Lesley College B.S.                                              |
| Boudreau, Carol        | Kindergarten                           | 09/97              | Worcester State College, B.S.                                                            |
| Callaghan, Margaret    | Music/Chorus                           | 09/02              | Central Michigan University, B.A.                                                        |
| Cammarano, Tracey      | Occupational Therapist                 | 2/08               | Washington University, M.S.<br>Calvin College, B.S.                                      |
| Coffey, Jessica        | Gen. Music                             | 9/08               | Anna Maria College, B.M.                                                                 |
| Cormie, Amy            | Grade 1                                | 09/07              | Lesley University, M.Ed.<br>New York University, B.M.                                    |
| Crockett, Kerin        | Grade 5                                | 9/04               | Fitchburg State College, M.Ed.<br>Bridgewater State College, B.S.                        |
| Daigneault, Dr. Sandra | Special Education Director             | 09/80              | Boston College, Ed.D.<br>Fitchburg State, M.Ed.<br>Rhode Island College, B.A.            |
| Daniel, Katherine      | School Nurse                           | 12/01              | University of Lowell, B.A.<br>Westbrook College, A.S.                                    |
| Dimen, Jason           | Grade 6                                | 9/03               | Seattle University, M.A.<br>Boston University, B.S.                                      |
| Driscoll, Maryellen    | Principal                              | 07/05              | Salem State College, M.Ed.<br>St. Bonaventure University, B.S.                           |
| Eckl, Charlene         | Occupational Therapist                 | 9/08               | Tufts University, M.S.<br>State University of NY at Genesco, B.A.                        |
| Flaherty, Karen        | Reading Support                        | 09/98              | University of Lowell, B.A.                                                               |

| <b>NAME</b>         | <b>POSITION</b>         | <b>DATE OF FIRST APPT</b> | <b>EDUCATIONAL BACKGROUND</b>                                      |
|---------------------|-------------------------|---------------------------|--------------------------------------------------------------------|
| Fennema, Danielle   | Special Ed. Educator    | 9/08                      | Regis College, M.A.<br>Kansas State University, B.S.               |
| Follett, Lawrence   | Grade 4                 | 10/93                     | University of Lowell, B.S.<br>University of Lowell, M.A.           |
| Garcia, Christine   | Psychologist            | 09/02                     | University of Tampa, B.A.<br>Tufts University, M.A.                |
| Geran Julia         | Grade 1                 | 09/73                     | University of Vermont, B.S., Ed.                                   |
| Goehring, Luanne    | Reading Support         | 09/99                     | University of MA - Lowell, B.S.<br>University of MA - Lowell, M.Ed |
| Grady, Lauren       | Grade 4                 | 09/00                     | University of Massachusetts, B.A.<br>Lesley College, M.Ed.         |
| Guilmette, Robert   | Physical Education      | 09/99                     | Bridgewater State College, B.S.                                    |
| Hogan, Mary         | Kindergarten            | 09/94                     | California State College, B.A.                                     |
| House, Judith       | Grade 1                 | 09/97                     | Fitchburg State College, B.S.                                      |
| Hulbert, Faith      | Grade 3                 | 11/85                     | St. Michael's College, B.A.                                        |
| Ingham, Marga       | Primary Learning Center | 09/00                     | Providence College, B.A.                                           |
| Kilcommins, Kristen | Kindergarten            | 09/08                     | Salem State College, B.S.                                          |
| Kish, Sheila        | Grade 6                 | 01/06                     | Fitchburg State College, B.S.                                      |
| LaVigne, Janet      | Grade 6                 | 09/00                     | Regis College, M.A.<br>Merrimack College, B.A.                     |
| Long, Constance     | Librarian               | 09/06                     | Salem State College, M.Ed.<br>University of Oregon, B.S.           |
| Luck, Phyllis       | Grade 4                 | 09/97                     | Fitchburg State College, B.S.                                      |
| Mahoney, Charles    | Business Manager        | 8/05                      | University of MA – Boston, M.B.A.<br>Suffolk University, B.S.      |
| McLean, Deb         | Integrated Preschool    | 09/04                     | Wheelock College, M.A.<br>Salve Regina College, B.A.               |
| McMaster, Susan     | Math Support            | 09/01                     | Lesley College, M.Ed.<br>University of MA – Amherst, B.A.          |

| <b>NAME</b>       | <b>POSITION</b>                     | <b>DATE OF FIRST APPT</b> | <b>EDUCATIONAL BACKGROUND</b>                                         |
|-------------------|-------------------------------------|---------------------------|-----------------------------------------------------------------------|
| Melbourne, Nancy  | Grade 4                             | 09/06                     | Mt. Holyoke College, B.A.                                             |
| Neuman, Jill      | Grade 1                             | 09/99                     | University of Maryland, B.S.<br>Hofstra University, M.A.              |
| Noke, Rebecca     | Grade 5                             | 09/00                     | Framingham State College, B.A.                                        |
| Owen, Sheila      | Grade 3                             | 09/03                     | Lesley University, M.Ed.<br>Framingham State, B.A.                    |
| Pavlik, Mary      | Grade 2                             | 11/92                     | Lesley College, B.S.                                                  |
| Peterson, Betsy   | Instructional Technology Specialist | 09/07                     | Northeastern University, M.Ed.<br>Stetson University, B.S.            |
| Plunkett, Cynthia | Grade 1                             | 09/83                     | Framingham State College, B.S.                                        |
| Phillips, Lisa    | Speech/Language Pathologist         | 09/07                     | Northeastern University, M.S.<br>Assumption College, B.A.             |
| Reaves, Karen     | Grade 3                             | 09/91                     | Boston College, B.A.                                                  |
| Sands, Jessica    | Grade 5                             | 09/06                     | Lesley University, M.Ed.<br>Stonehill College, B.A.                   |
| Shanahan, Dan     | Physical Education                  | 09/07                     | University of Maine, B.S.                                             |
| Smirlock, Robin   | SpEd Teacher                        | 09/93                     | Lesley College, M.Ed.<br>University of Hartford B.S.                  |
| Sperazzo, Mary    | Grade 3                             | 09/98                     | Lesley College, M.Ed.<br>Fitchburg State College, B.S.                |
| Thoman, Elizabeth | Grade 2                             | 09/01                     | University of Lowell, M.S.<br>Framingham State College, B.A.          |
| Tomah, Anthony    | Comm./Info. Tech. Dir.              | 07/08                     | University of Maine, M.Ed.<br>University of Maine, B.S.               |
| Twomey, Lannon    | Speech/Language Pathologist         | 09/07                     | MGH Institute of Health Professions, M.S.<br>Providence College, B.A. |
| Walsh, Gail       | Guidance Counselor                  | 09/04                     | Cambridge College, M.A.<br>Skidmore College, B.A.                     |

| <b>NAME</b>        | <b>POSITION</b>          | <b>DATE OF FIRST APPT</b> | <b>EDUCATIONAL BACKGROUND</b>                                       |
|--------------------|--------------------------|---------------------------|---------------------------------------------------------------------|
| Weisberg, Jennifer | Speech/Language          | 09/02                     | University of Massachusetts, B.A.<br>Northeastern University, M.A.  |
| Wheeler, Linda     | Grade 2                  | 09/85                     | Framingham State College, B.S.<br>Fitchburg State College, M.Ed.    |
| Whyte, Erin        | Grade 5                  | 09/00                     | Lasell College, B.A.                                                |
| Yauckoes, Leslie   | English Language Learner | 09/08                     | University of MA – Lowell, M.Ed.<br>University of MA – Lowell, B.A. |

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

#### **Education Report, September 2007 – August 2008**

The 2007-2008 school year once again witnessed a myriad of activities that added to the learning experiences of all our students. As an educational community committed to excellence in all our endeavors, the Acton-Boxborough Regional Schools continued to develop, research, and further enhance our curricular and instructional skills and course offerings. With a culture that believes in supporting all learners, we are proud of our accomplishments over the past year and anticipate that even greater successes lie ahead.

#### **Enrollment**

The junior high school enrollment for October 1 decreased by 25 students, from 1011 to 986, with no school choice students remaining. Of this number, six were children of out of town staff members, and 23 were special education students attending “out-of-district” schools.

The high school enrollment increased from 1,930 to 2,010, a difference of 80 students, or 4%. This is the largest number of students ever to attend Acton-Boxborough Regional High School. There were 71 school choice students at the high school – a decrease of six students from the previous year. Of the total number enrolled, 48 were special education students attending “out-of-district” schools.

#### **Personnel**

Staffing changes for the 2007-08 school year were affected by the June 2007 retirement of two Acton-Boxborough Regional teachers. Leaves of absence for five ABRSD teachers were granted, and eight AB resignations were received. The 23.4 ABRSD full-time equivalent new teachers who were hired filled these vacancies and additional openings.

#### **Curriculum and Instruction**

The best gift that schools can give society is learners who find the idea of being proactive, powerful learners not only feasible and imaginable but also tremendously appealing. The Acton-Boxborough School District is committed to providing each student with a 7-12 educational experience that will prepare them to be such adults.

Our students are facing a future that will require them to embrace and adapt to many new opportunities and challenges. Some of these opportunities and challenges they will inherit from the world we leave them and others will emerge as the world changes. What does this mean for schools?

It means that we need schools that are thinking centered – schools that focus not just on content, skills and testing results, but on schooling minds. At Acton-Boxborough, we believe that every student should become metacognitive about learning, develop creative critical-thinking skills, learn for understanding, and be prepared to apply their knowledge and understanding to solve the problems of the present and the future.

Our teachers and administrators are dedicated to the challenging work of designing a 21<sup>st</sup>-century curriculum and facilitating this curriculum with impacting, research-based instruction. The information in this report will provide you with the background knowledge and current information on the status of our work in curriculum, instruction, and assessment.

### *English Language Arts . . .*

#### **At the junior high, teachers**

- Identified and implemented activities and rubrics for the 6 Traits of Writing.

#### **At the high school**

- The Social Studies Department and the English Department prepared “ABRHS: Guide to Writing and Research.”
- Two semester-long writing electives were developed for next year: “Creative Writing” and “Writing Workshop.”

### *Mathematics . . .*

#### **At the junior high, teachers**

- Reviewed the 8<sup>th</sup>-grade Honors curriculum to ensure consistency in scope and depth.
- Aligned the new 7<sup>th</sup>-grade text with the 7<sup>th</sup>-grade mathematics curriculum.

#### **At the high school, teachers**

- Analyzed the grade 10 Mathematics MCAS exam to ensure coverage of all content needed in Geometry.

### *Science . . .*

#### **At the junior high, teachers**

- Investigated ways to improve student content reading.
- Developed a global warming awareness program for the RJ Grey community.

#### **At the high school, teachers**

- Implemented five new courses: Forensics, Bioethics Online, Astronomy, Fundamentals of Science, and Physical Science.
- Began developing two new courses for next year: “Engineering Principles” and “Oceanography/Marine Biology.”

### *Social Studies/History . . .*

#### **At the junior high, teachers**

- Piloted a new unit on India in grade 8.
- Incorporated a geography unit in grade 7.

### **At the high school**

- Teachers worked collaboratively to prepare for the American History MCAS for juniors in 2011, focusing on the content and structure of questions, plus future review strategies.
- The Social Studies Department collaborated with the English Department to prepare “A Guide to Writing and Research.”

### ***World Languages . . .***

#### **At the junior high**

- The new French program was implemented in grade 7, with plans for it to be introduced in grade 8 next year.
- Being ‘on team’ has afforded additional cultural experiences.

#### **At the high school, teachers**

- Finalized the listening and reading departmental rubrics.
- Planned and supported a June Latin trip to Rome in a continued effort to address global education.

### ***Physical Education and Health . . .***

#### **At the high school, teachers**

- Administered the High Five Program and Physical Education Field Trip.
- Held a very successful Health and Physical Education Awareness Day.

### ***Technology /Engineering . . .***

#### **At the junior high, teachers**

- Further implemented the Massachusetts Engineering Education Standards by balancing the depth and amount of instruction.

### ***Computer Literacy . . .***

#### **At the junior high**

- A new interactive website was created, linking students’ projects to the site for easy viewing.

### ***Library /Media . . .***

#### **At grades 7-12, teachers**

- Continued to develop a plan for our libraries that incorporates state/national standards and expectations.
- Evaluated the April 2008 Massachusetts Technology Literacy Standards and Expectations for inclusion in the development and application of an integrated library information skills curriculum.

### ***Districtwide Initiatives, 7-12***

#### **Professional Development**

- Teachers attended 6 Trait Writing workshops throughout the year.
- Saturday workshops on differentiated instruction with an emphasis on early literacy and English language learners were held.
- Books, videos and DVDs continued to be added to the district Curriculum Library.
- Faculty and staff used the new on-line Professional Development website to register for a variety of offerings.
- Curriculum, Instruction and Assessment meetings were held in all curricular areas to review and update action plans and share MCAS analysis.

## **Performing Arts, Visual Arts, Instructional Technology and Information Technology**

See the sections that address these topics in greater depth.

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

Acton PIP continued to offer high-quality science, technology, engineering, and mathematics (STEM) learning experiences. PIP supported the 4<sup>th</sup>-grade Star Party, which provided students the opportunity to view the night sky through professional telescopes. For the second year in a row, Blanchard fourth graders and their parents were invited to join with Acton, resulting in almost 800 guests to the Annual Star Party! Other PIP events included the Sci-Tech Fest at the high school and Family Domino Night.

### ***School-Business Partnership Programs***

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

### ***It's All About Learning . . .***

In addition to our emphasis on academic excellence, it has become increasingly important in recent years for us as educators to incorporate 21<sup>st</sup>-century skills into our educational instruction. In order for us to successfully complete our district's mission of preparing students to be full participants in a global learning community, we need to emphasize collaboration, communication, innovation, creativity and problem solving throughout the 7-12 curriculum. Students are practicing 21<sup>st</sup>-century skills throughout their educational careers at Acton-Boxborough.

It is an honor to work for a community that is dedicated to continuously improving the educational program. Your continued support of our district is valued and appreciated.

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

*Susan Horn*, Assistant Superintendent

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

R. J. Grey began the 2007-2008 school year with 961 students: 485 in the seventh grade and 476 in the eighth grade based on October 1 data. This was a decrease of 21 students compared to the 990 enrollment reported for October 1, 2006. As school began, the administrative team (Principal Craig Hardimon, Assistant Principal Allison Warren, and interim Assistant Principal Jack Hughes) 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 7<sup>th</sup> and 8<sup>th</sup> graders, an “Opening Days of School” Feedback Form was distributed on Parent’s Night. In this regard, survey results were overwhelmingly positive, with students feeling comfortable and supported. Parents felt included and well informed. It was an outstanding start to the school year.

Teaming is the fundamental core of RJG. The team model allows us to create a strong web of support to enhance student success. A large school becomes a smaller school. With consistent communication built-in among team teachers, there are fewer cracks for students to fall through. Issues are addressed early, and students have an opportunity to develop close relationships with their teachers, as well as with a familiar peer group. Teaming is the ideal format through which we can deliver those programs and values we most believe in, as expressed in our Statement of Purpose; e.g., meeting the needs of the adolescent, maintaining curricular quality and interdisciplinary opportunities, and creating a sense of community.

During the 2007-2008 school year, there were four teams in both seventh and eighth grades. Each seventh-grade team had approximately 121 students and five teachers (English, Social Studies, Math, Science, and Spanish and/or French). In grade eight, each team averaged 119 students and five teachers (Math, Science, English, Social Studies, and Spanish and/or French). On an ongoing basis, teachers planned integrated curricular activities, which helped students see the relationships between various subjects.

All students take English, Social Studies, Math, Science, and Physical Education/Health. The curriculum demonstrates the core values of reading (the English program is literature-based), writing (although skills are primarily taught in English classes, the other academic subjects have adopted the “Writing Across the Curriculum” approach, which provides students with a more consistent writing approach), math (with the added skill development of reading mathematical language), and our physical (Science) and cultural (Social Studies) world. Most of our students 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 are Art, Minuteman Technology Lab II, Life Skills/Health, Drama and Study Skills Technology; these classes last for one-fifth of the year.

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

In October 2007, 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.

Learning and connecting with members of the R. J. Grey community took place for many students through our extracurricular activities. The interscholastic athletic program included teams in cross country, soccer, field hockey, basketball, softball, track, and baseball. All participants on these teams paid an activity fee, which helped to support these programs. The intramural program was available to all students, meeting either before or after school. These intramurals included basketball, lacrosse, strength training, and Club 107, a running group to prepare students to run in Boston before the marathon. Other after-school activities included Adopt-a-Grandparent, Jazz Band, Garage Band, Speech and Debate Team, Chess/Board Games Club, Math Counts, Science Olympiad, the Yearbook and the AB Blueprint (the school literary publication). The school musical, “High School Musical,” 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 squares were then hung in the rotunda area on poster-board painted the color of each team.

Through the involvement of the Student Council, students connect with each other in a number of ways. This group helped to plan school-wide activities, dances, and service learning projects, and several Student Council members continued to serve on the Principal Student Advisory Board. In addition to our annual community service learning projects, such as the Coat Drive, Walk to the West Acton Food Pantry (the first year that all students participated), and collecting for Toys for Tots, the Student Council and teams found new programs to support. Among these were: a day of maintenance work on parks and conservation lands; Project Tammaa, which raised money and awareness for a number of international causes; and the participation of the entire student body in a change drive for the Make A Wish Foundation. In addition, our annual used-coat drive earned praise from Anton’s Cleaners for another outstanding year.

Special events during the school year included Halloween Dress-up Day, the Thanksgiving Assembly, Blue and Gold Day (school spirit day), World Language Week, a weekend day ski trip to Waterville Valley, the end-of-year seventh-grade trip to Kimball's and eighth-grade day at Canobie Lake Park, and the Student Recognition Assembly.

In continuing our 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 6<sup>th</sup>-grade parents who attended these discussion forums as part of their children's transition to the junior high school. The School Council, consisting of four parents, one community-person-at-large, two staff members, and the principal, also addressed a wide variety of relevant issues and made recommendations to the administration that were very helpful. The School Council continued to have a strong voice in the development of the school and the overall school climate. An active P.T.S.O. (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 RJG highlight included our seventh annual Project Wellness Day. Project Wellness is a daylong conference for 7<sup>th</sup>-grade students and a parent, designed to help parents and teenagers recognize 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 17, 2008 to learn more and better ways to communicate with each other about difficult issues and sensitive topics, ranging from time management to drug use to relationships. Approximately 1,000 students, family members, and staff participated in this event.

As a follow-up to the 2006-2007 Self-Study, the R.J. Grey staff continued with initiatives that promoted learning, mutual respect, and opportunities for personal growth. In response to parent, staff, and student feedback, the 2007-2008 school year offered all constituents additional professional development and training opportunities for addressing incidents of bullying, teasing, and harassment. For staff, Professional Day in November 2007 offered the faculty systemic interventions and strategies for promoting a safe school, as well as practical strategies for responding to incidents of bullying, teasing and harassment. For students, the counseling department facilitated and coordinated classroom-wide sessions in the seventh grade, promoting respect for oneself and others and responding to harassment and bullying behavior. In general, the customized Self-Study was a meaningful process promoting dialogue across settings. The findings and recommendations will continue to guide the faculty and the administration in their commitment to providing the successful school experience that the community has come to expect.

At the end of the 2007-2008 school year, three veteran staff members, Judy McKendry, Annelise Roach and Janet Rodero, retired after many years of service to our school. These professionals devoted decades to our school community and touched the lives of several hundred students and families. We thank them for their many years of leadership, support, and dedication to the students of R. J. Grey Junior High.

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

**Post Secondary Education:** The ABRHS Class of 2008 was comprised of 469 students; of these, 95% enrolled at four-year schools, while 4% continued their education at two-year colleges, prep and technical schools.

**Standardized Test Results:** Average SAT scores for 2008 seniors again exceeded those of state and national populations. This is significant since 99% of AB students took the SATs, compared to the state average of 85% and the national average of 48%. Our average combined score for the SAT was 1840, which is 288 points higher than the average combined Massachusetts score of 1546.

**National Merit Scholarship Competition:** Thirteen members of the Class of 2008 achieved semi-finalist recognition; 58 others received letters of commendation.

**National Honor Society:** There were 105 members of the class of 2009 inducted into the NHS.

**National World Language Honor Societies:** In 2008, 41 students of Spanish qualified for membership in the local chapter of the National Spanish Honor Society, 35 students qualified for the National French Honor Society, and 10 students qualified for induction into the National Honor Society in Latin.

**National, Regional, and State World Language Competitions:** In 2008, seventy-six students placed both nationally and at the chapter level in the National French Examination. On the National Latin Exam, 58 students received gold medals and 23 received silver; eleven students received magna cum laude recognition, and eleven students received cum laude recognition. On the Italian exam, one student placed nationally and one student received honorable mention.

**World Language Achievement Awards and Leadership Awards:** Thirty-five students of Spanish, French, Latin and Italian were recipients of World Language Achievement Awards. Ariel Geist was the recipient of the Leadership Award; Louisa Paine received the Excellence in Spanish Award; Anne Dietterich received the Excellence in French Award; Nica Latto received the Excellence in Italian Award; and David Corwin received the Excellence in Latin Award.

**Academic Decathlon Team:** The team of nine regulars and twenty alternates won the Massachusetts State Championship for the 16th time in the past 17 years. A total of 50 Massachusetts high schools competed. In addition, the team placed 13th overall in the country.

**Mathematics Team:** In the 2007–2008 seasons, the team finished in third place in the Massachusetts Mathematics League and then tied for first place in New England among large schools at the New England Math League Competition in May 2008. Four students were finalists on the state Mathematics Olympiad examination: David Corwin, Feiqi Jiang, Ben Cohen and Mo Zhou. On the American Math Competition, three students advanced to the third level – David Corwin, Feiqi Jiang and Xiaoyu He.

**Speech and Debate:** The team was composed of over fifty students from grades 9-12. Competing in eighteen tournaments in a variety of events ranging from student congress to dramatic interpretation and poetry reading, team members prepared original pieces and scripted selections to be presented and judged at each event. Competing in the Massachusetts Catholic Forensic League, the team was matched against teams from schools across the state and consistently placed in the medal rounds. The debate team had a particularly strong showing in the Silver Lake Tournament, where it placed third overall in the team sweepstakes. The team's top competitors also competed on a national level in Las Vegas and at Harvard University.

**Athletics:** During the 2007-08 school year, participation in athletics remained consistent, with 1,750 students in grades 7-12. In the fall season, the girls' field hockey and soccer teams both captured Division 1 State Championships. In the spring our girls' tennis team also captured a Division 1 State Championship. The overall success of the athletic program was recently recognized by the Boston Globe,

which awarded Acton-Boxborough Regional High School with the Dalton Award. This award is annually presented to the school with the highest winning percentage in the state.

**Performing Arts:** See the Performing Arts section for this information.

**Proscenium Circus:** See the Performing Arts section for this information.

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

**The School Newspaper:** *The Spectrum*, published six times during the school year, includes articles and photography of interest to the ABRHS community. Its staff of approximately forty students works on all aspects of the paper, including writing, editing, photography, layout and copyediting.

**Student Council:** The primary student government group, consisting of 45+ students, elected representatives of their classes and also walk-on members. Student Council is responsible for organizing school-wide 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, and art. Students do the writing, editing, design, layout, printing, assembling, and distribution of the magazine. Students write creatively every week to generate submissions for the magazine; the magazine welcomes and encourages students not participating in the club to submit their art and writing for publication. *Window Seat* students also work in conjunction with the Robert Creeley Foundation to host the annual Robert Creeley poetry reading and the Helen Creeley student poetry prize, a competition for student poets that awards the winning students a cash prize and the honor to be an opening reader for the Robert Creeley award-winning poet.

**Idiosyncrasy:** The high school topical magazine, *Idiosyncrasy*, began seven years ago when a group of enthusiastic students approached English teacher Dennis Kavanagh with the idea. Since then, the magazine has put out two to three issues per year. *Idiosyncrasy* is a thematic magazine that looks at social issues from different cultural perspectives. 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:** Ten juniors represented ABRHS at this four-day government simulation. The Acton League of Women Voters generously underwrote their participation. Those representing were Kaila Guilmet, Ankit Gupta, Valerie Michelman, Chris Southcott, Tina Sun, Diyang Tang and Meghan Venno.

**Girls State:** Two juniors, Haley Meidell and Thanmayi Rachapudi, attended with the support of the Maynard Emblem Club.

**Boys State:** For the first time ABRHS sent a delegate, Ben Coll, to the simulation.

**Career Exploration Activities:** Beginning in November, approximately 250 students made one-day job shadowing visits to a variety of work sites. This program owes its success to the support of the Middlesex West Chamber of Commerce School Business Partnership Committee, which sponsored a Job Shadowing

Kick-off Breakfast in November. At three Career Breakfasts during the year, career speakers talked to groups of students interested in their fields of work. Twenty-one members of the senior class completed three-week full-time internships at the end of the school year. Other career exploration activities included the Senior Seminar course, the Work Study program, and a website listing employment opportunities.

**Senior Community Service Day:** On May 2, the Class of 2008 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 fourteenth year that the senior class organized a Senior Community Service Day.

**Community Service Activities:** The school's "Accept the Challenge Program" encourages every student to become involved in some way in volunteer activities, either during the school year, during the summer, or both. The school held its eighth Community Service Awards Night on January 21, 2008; at this ceremony 500 students received recognition for their volunteer efforts.

### **Pupil Services**

Parent outreach and communication within Pupil Services continues to be paramount. The monthly Communiqué, written by the Director of Pupil Services to all special education parents, continues to be a viable mechanism for communication. The SpEd PAC is offered regular opportunities to participate in this mailing; relevant topics, such as current information regarding student record policies, independent evaluations, and the budget, are addressed. At this time, the Pupil Services email database has grown to the point where the mailing is completed electronically; only 150 parents require a hard copy mailing at this time. The Pupil Services Lending Library also continues to grow as interest in current books and materials assist parents with deeper understanding of various disabilities and their impact on student learning. Pupil Services continues to appreciate the generosity of our parents who have contributed books to the library. The SpEd PAC and Pupil Services co-hosted their second annual Parent Workshop Day. Again, more than 140 parents were in attendance with enthusiastic feedback about the speakers.

Regarding our international families, efforts to increase the participation of our international families through activities such as the Fall Information Evening for Limited English Proficient (LEP) families is in place. This event provides families with housing, legal, and community supports.

The SpEd PAC established two task force groups: one focusing on transitional supports within the district, 6-7 and 8-9, and the other focusing on a Parent/Guardian Handbook, which will provide parents with practical information regarding special education, including the regulations, home activities, friendship groups at home, summer camps, and other activities in and near the community.

It has been unnecessary for Pupil Services to establish a Task Force regarding district guidelines for determining a Specific Language Disability (SLD), since the Department of Education (DOE) has issued a relevant and practical training module in this regard. Training of staff has already taken place, and new guidelines and regulations are in place.

Because eligibility for special education continues to be a targeted area of concern for regular and special educators, principals are collaborating closely with the Assistant Superintendent of Curriculum and the Director of Pupil Services to better understand Response to Intervention (RTI) requirements and their application to regular education classrooms.

There has been tremendous commitment for promoting districtwide school safety initiatives. Pupil Services has been able, through grant funding, to support several building-based initiatives, including regular educator trainings in "Open Circle," "Second Step," and "First Response," and training junior high students at the Massachusetts Aggression Reduction Center (MARC) with Dr. Elizabeth Englander.

Since each building has its unique culture, it has conducted its training and discussions; i.e., customizing its application while at the same time keeping within the standards and goals set by the district. This approach empowers staff and administration to operate as a unit, planning and executing preventive and action-oriented approaches to school safety.

A special education fiscal task force was established to study the drivers of special education. The committee, including representatives from the school committee, selectmen, the finance committee, Pupil Services, and SpEd PAC, examined not only the probable causes for escalation of the special education budget but also the devised Pupil Services plan, which has decreased these costs. In the study of out-of-district placements, the R.J. Grey Connections program was established to meet the needs of students and offset the escalating costs.

In collaboration with the ABRHS Principal, the high school counseling department updated and enhanced registration procedures for welcoming new families to the district. These procedures have been thoughtfully articulated, and counselors have been trained.

In collaboration with the Technology Department, the district has identified SNAP as the electronic record-keeping system of choice for the nursing department. Grant funding for the purchase of SNAP has been obtained, and a timeline for purchase is in process. Additionally, our two nursing coordinators are commended for their initiative in writing a health grant for FY '09, providing to the district \$85,000 for the next five years.

### **The 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 more. The Band marched in the Acton Memorial Day Parade and also the Boxborough Fifers Day Parade in honor of the town's 225<sup>th</sup> anniversary. A number of our choral ensembles sang at West Acton's Oktoberfest and also at a number of senior citizen events. Twenty of our student musicians from band, chorus and orchestra were selected to perform at the MMEA Eastern District Festival, held in January; eight of these earned All-State recommendations. Our Madrigal Singers put on a Madrigal Dinner for the community in which they performed a renaissance-style dinner theater. And finally, the Marching Band participated in the National Cherry Blossom Festival Parade in Washington, D.C. It was an outstanding trip on many levels as our students visited our nation's capital and viewed its many wonderful museums and landmarks, in addition to proudly marching in this very prestigious event.

*Proscenium Circus* continues to prepare and present outstanding dramatic and musical productions at the high school. Over 200 students participated in activities and shows throughout the year. The productions for the 2007-2008 season included the fall play, titled "Laramie Project," and the wonderful musical, "Brigadoon." The entry to the state drama festival was the play "Frankenstein," which was written by AB's own faculty member, English teacher Maria Anthony.

At the R. J. Grey Junior High School, the 8<sup>th</sup>-grade Band and Chorus each participated in the Great East Music Festival held at West Springfield High School in May. Both received Gold Medals for their performances. The JHS musical, "High School Musical," had a terrific run of performances with a huge cast of approximately 100 students involved. Twenty-five students were selected to perform in the concert band, orchestra or chorus at the MMEA Eastern Junior District Music Festival held in March.

### **The Visual Arts**

Throughout the school year, student efforts and accomplishments in the Visual Arts program were exhibited in each of the seven 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, 24 ABRSD students (22 high school and two junior high) received a total of 27 state-level awards. These awards included: one American Vision Award (one of five awarded statewide), ten Gold Key Awards, eight Silver Key Awards, five Honorable Mention Awards. The American Vision, 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. One high school student received an American Vision Award and another a Gold Key Award at the Scholastics National level. National Award winning work was exhibited in New York City art galleries during the month of June, and students were honored at an awards ceremony at the Corcoran Gallery of Art. One high school art teacher, the Visual Arts Director, and four high school students assisted teams of judges during the daylong Scholastics judging process held at the State Transportation Building in January. The Visual Arts Director also serves on the Massachusetts Scholastics Advisory Board.

Both ABRHS juniors who applied to Art-All State, Worcester Art Museum, were selected. They were among 140 high school juniors statewide who were selected to participate in the competitive Art All-State program at the Museum, held in May. Art All-State is a weekend-long program for high school art juniors to work with their peers and with practicing artists who serve as mentors. Each district is limited to two student applicants. Selection is based upon digital images of student work, a written application, and an interview with a team of art educators. One ABRHS art teacher and the Art Director served on interview teams. The Visual Arts Director serves on the Art All-State Steering Committee.

High school students in the Junior/Senior Portfolio class prepared and exhibited their work in a show entitled "Elections," which was held at the Acton Memorial Library in April. During the month of May, students in the Digital Imagery II class had a show of their work at the Sargent Memorial Library in Boxborough. The show was entitled "Inspiration Period."

Students in Advanced Drawing/Painting, Junior/Senior Portfolio, and Art History classes visited the Metropolitan Museum of Art in New York in the spring. The focus of this trip was for students to gain exposure to actual works of art and to compare and contrast works of art.

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

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. R. J. Grey Junior High and the Acton-Boxborough Regional High School were represented in this show.

A show of representative student artwork from each school was on display at the Acton Senior Center during the month of May.

The grade 8/Art 2 art teacher at RJG organized and led the annual school-wide "Unification Project," where students and staff were each encouraged to create a mixed media piece that voiced their personality and personal interests. These mixed media works were assembled into mobiles and hung in the RJG Rotunda area as symbols of the school's unity.

The Visual Arts staff participated in a book study group based on Eliot Eisner's "The Arts and The Creation of Mind."

One high school art teacher's work was chosen for the National Juried Show, "American Summer," at the Kingston Gallery, Boston, as well as for a juried show at the West Hartford Art League, Hartford, CT. Another high school art teacher's work was chosen to be included in a show at the Cambridge Art Center, Cambridge, MA.

High school students had the opportunity to participate in Photo Club and in Art Club, both of which met after school one afternoon a week throughout the year. High school students participated in an initiative to collect and send art supplies to third world countries.

The Visual Art Director's work was included in a faculty show at the Worcester Art Museum in the spring, entitled "Works in Progress."

The Visual Arts Director was awarded a Kinnicutt Grant from the Worcester Art Museum to do research on architecture in Greece. She spent several weeks in Greece researching, writing and photographing and made a presentation of this work at the New England Art Education Conference, Hyannis, in the fall of 2007.

The Visual Arts Director was named "Massachusetts Art Educator of the Year, Supervision and Administration, 2008" and honored at an awards ceremony at Massachusetts College of Art and Design in May. Her name has been placed in nomination for the "New England Art Educator of the Year, Supervision and Administration" award.

## **Technology**

### **Instructional Technology**

During the 2007-2008 school year, many instructional technology projects were initiated and successfully implemented. The Department of Technology Integration and Instruction, directed by Priscilla Kotyk, had the following initiatives.

#### **Districtwide**

The district continues its commitment to have all curriculum documentation available on the district website. The site is reviewed on an ongoing basis and additional documentation is added, presenting new courses and programs.

The online professional development catalog of offerings (Acton/Acton-Boxborough SmartPD) has been well received by the teachers. Staff members may access their professional development records at any time. These records will summarize for each staff member the courses/workshops s/he has completed, earned PDPs/Credits to date, and registration confirmations for future workshops and courses. In addition, the site is a repository of informational documents pertaining to professional development.

Our department's part-time web-designer redesigned several websites during the year. Our department website is being redesigned in order to make it more user friendly for teachers and students. In addition to the district sites, we have helped teachers at all grade levels create classroom websites. We developed specific templates and a scalable deployment that has enabled many teachers to communicate with students and families via the Internet.

#### **High School**

Many exciting ongoing projects are underway in the area of instructional technology. Students are using technology tools to create multimedia presentations, research course topics, and access online course-related materials. Several technology-related electives are offered, including but not limited to: web design, computer-aided design, programming, engineering, and broadcasting. Teachers are using our

course management program, Moodle, to offer online courses and provide supplemental material to students.

The High School Technology Committee, with representation from all departments, met periodically to share best practices with technology and discuss ideas around professional development for teachers and technical issues or concerns. The high school technology planning committee meets regularly to discuss hardware deployments, software purchases, replacement computers, and new initiatives.

### **Junior High School**

The junior high is continuing its commitment to expand the number of multimedia classrooms and to provide laptops to teachers. To complement the instructional use of technology, SMARTboards were installed in two classrooms. With training, teachers have been able to capitalize on the use of these interactive whiteboards for instruction.

Teachers and students continue to use technology in all content areas to enhance teaching and learning. Various exploratory courses use instructional technology to learn information skills, computer-aided design, and engineering design concepts. In some cases, students create multimedia final projects that express their curricular understandings.

The counseling department is developing a website, *Voices of RJ Grey*, which will offer information regarding various aspects of school culture and issues facing young teens.

### **Information Technology**

During the 2007-2008 school year, the district's Information Technology department provided valuable technology support services. The Information Technology department, directed by Steve Hall, had the following accomplishments.

#### **Districtwide**

The Information Technology department coordinated and implemented a large number of infrastructure upgrades. The existing "core" servers were updated to support new services and initiatives. In order to provide a much-needed improvement to its Internet capacity, the district's Internet access was upgraded to support the higher-bandwidth needs of modern technology. This also required upgrades to portions of the district's core network equipment, as well as upgrades to its spam filter and web security filter systems. Many other infrastructure systems were upgraded to provide timely, efficient, and improved services. The Information Technology department continues to provide infrastructure, technical support services, project management, and strategic planning for a wide range of technology-related functions.

#### **High School**

The IT department performed maintenance and software updates on roughly 600 teacher laptop computers, computer labs, desktop computers, and printers.

#### **Junior High School**

The IT department performed maintenance and software updates on roughly 240 teacher laptop computers, computer labs, desktop computers, and printers.

## **Summer School**

The Acton-Boxborough Regional School District Summer School had another successful year in 2008. With an enrollment of 494 students, we served nearly 100 more students than in 2005. Fifteen percent of our students came from twelve other districts. Several Math, Science, and Physical Education courses reached capacity, forcing us to turn away students not currently enrolled in the Acton-Boxborough Regional School District.

- The number of student scholarships increased by 10% from 2007.
- The number of faculty positions remained at 28, the same number as in '07.
- The summer of 2008 also saw a 3% increase in faculty salaries; this was the first such increase since 2005. Tuition receipts continue to allow us to function as a self-sustaining educational program.
- Summer School course changes (from 2007) include: the addition of an Engineering course, a Physics course, running the French 1 - 2 curriculum, and the addition of one Math Algebra I section.

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

## **Community Education**

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

**Day and Evening Classes:** More than 2,000 classes are offered yearly for children, teens and adults. Classes and other programs are listed in *INTERACTION*, the Community Education catalog that is mailed four times a year to over 21,000 area homes. More than 12,000 students enroll in classes each year.

**Extended Day Program:** Serving 70 Boxborough families, Extended Day offers quality before- and after-school care for children in grades K-6.

**Preschool Program:** Located at the Acton-Boxborough Regional High School, the Community Education Child Development Preschool is the laboratory for the Child Development Course. Completely funded and staffed by Community Education, the Child Development/Preschool course awards seven elective credits toward graduation. Preschool has a total enrollment of 32 (12 three year-olds on Tuesday and Thursday; 20 four year-olds on Monday, Wednesday and Friday).

**Summer Day Program:** Located at the Administration Building, this program offers weeklong sessions of summer activities to more than 80 children per week in grades 1-6. Also provided is a preschool summer program (Summer Capers and Friday Frolics) for four and five year-olds, vacation programs (offering enrichment activities and day care during school vacations), and many short sport clinics.

**Youth Basketball League:** Offering 12 weeks of coaching, practice and league play to more than 1,000 boys and girls in grades 3 and up, the league is staffed by more than 110 paid and volunteer coaches, timers, and referees. Community Education runs clinics for referees at no charge.

**Driver Education:** Community Education runs a Registry-approved driving school, offering classroom instruction and on-road training to 290 students annually.

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

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

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

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

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

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

### **Facilities and Transportation**

The Facilities Department met the challenges of completing its major building cleaning and preparation while managing project work and the ever-growing demands of increased summer programs in the buildings. We put the finishing touches on last year's Baseball and Tennis Lighting Project by installing safety netting around the baseball field to further protect spectators and tennis players. Other projects that were completed that fall outside the normal summer cleaning and preparation are as follows:

- Resurfaced the R. J. Grey tennis courts.
- Installed a new volleyball anchoring system in the R. J. Grey gym.
- Refurbished the bleachers in the R. J. Grey gym.
- Installed air conditioning in a new computer lab in R. J. Grey.
- Upgraded critical air conditioning system in the R. J. Grey MDF closet.
- Installed speed bumps outside R. J. Grey for increased pedestrian safety.
- Revamped campus vehicular signage.
- Installed new tiles in the lobby and gym of the Administration Building.
- Upgraded the electrical supply and installed a new hot water heater in the Leary Field Concession Stand.

Before the start of school, 2008, we hope to resurface the High School Field House gym floor, as well as complete a minor resurfacing of the Leary Field track.

### **In Conclusion**

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

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

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

William Ryan  
Superintendent of Schools  
On Behalf of the School Committee  
January 2009

## **MINUTEMAN VOCATIONAL TECHNICAL SCHOOL DISTRICT**

Minuteman High School is a four-year career and technical high school serving our member towns: Acton, Arlington, Belmont, Bolton, Boxborough Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston, as well as 47 other cities and towns in Eastern Massachusetts. Minuteman combines rigorous academics and preparation for college with relevant career and technical programs. The school also provides career development programs for adults as part of our self sustaining Community Education Program.

### **Enrollment**

As of October 1, 2008, 13 high school students were enrolled at Minuteman that reside in Boxborough. Minuteman offers a part time program where Acton-Boxborough High School students are able to take part in elective technical training courses on a half day basis. Currently, very few Acton-Boxborough students take advantage of this unique program designed to give juniors and senior the opportunity to explore career majors and still stay a part of Acton-Boxborough High School. The District offers 'Post Graduate' programs to Acton-Boxborough High School students who are seeking to enhance their own economic opportunity at Minuteman via skill development.

### **2008 Boxborough Graduates and Awards**

- Allison Butler, Collision Repair
- Bradley Lowe, Plumbing
- John Pespisa, Environment
- Bradlee Tower, Electricity

At the 2008 graduation, Allison Butler received the Vocational Program Award. Bradley Lowe was the recipient of the National Honor Society, Vocational Program Award, President's Education Award for Outstanding Academic Excellence, Acton-Boxborough Rotary Club, and the Renzo A. Ricciuti Memorial Scholarship. Bradlee Tower was awarded the John and Abigail Adams Scholarship and the President's Education Award for Outstanding Academic Achievement.

These awards are given to students of superior academic achievement and significant participation in school or community activities.

### **SkillsUSA Awards – Boxborough Students**

Bradley Lowe (Plumbing) and Bradlee Tower (Electricity) placed second in the district competition for their respective career major.

### **Class of 2008 Graduate Achievement Highlights**

- 92% graduated and entered college, became employed in their field of study, or enlisted in the US military.
- 100% successfully passed the state-required MCAS tests in English and Math.
- 60% college acceptance, 33% career bound in field and 3% military.
- 100% of Dental graduates passed the National Dental Board examination.
- 100% of Early Childhood Education graduates were certified by the Department of Early Education and Care.
- 100% of Cosmetology graduates passed the state board examination.
- Medical Occupation graduates achieved 100% in college acceptance.
- Christopher Hanson, a Robotics program graduate from Medford, was honored as the Massachusetts Vocational Student of the Year by the Minuteman Career & Technical High School Committee, the Massachusetts Association of Vocational Administrators, and the State Commissioner of Education.
- Elizabeth Haberkorn, an Early Childhood Education student from Stow graduated Valedictorian of the Class of 2008.
- Student speakers at the Class of 2008 graduation ceremony were Valedictorian Elizabeth Haberkorn of Stow, Salutatorian, Michael Lavy of Waltham, and Class President Erica Lindstrom of Stow.

### **Leadership, Governance and Communication**

- Dr. Edward A Bouquillon was hired as superintendent beginning the 2007-2008 school year.
- A new Mission Statement was approved by the staff in March of 2008:  
*“Minuteman collaborates with parents, communities, and business leaders to serve a diverse student body with multiple learning styles. Through a challenging, integrated curriculum our students develop the academic, vocational, and technical skills necessary to be productive members of a global community. We value life-long learning that fosters personal and professional development in a safe and respectful environment. Minuteman is committed to preparing all students for success.”*
- The School Committee re-organized to include 4 sub-committees: Finance, Curriculum Instruction and Assessment, Capital and Facilities Planning, and Personnel. A taskforce was formed to review and revise all district policies.
- A revised organizational chart was approved, resulting in the elimination of several administrative positions, the creation of site-based teams, clear lines of responsibility and the introduction of Career Clusters.
- A Communications Team was formed that seeks to provide a more consistent and transparent message both internally and externally regarding the new mission of Minuteman.

### **Curriculum and Instruction**

- The Art program has been restored to the Minuteman Curriculum. More than 160 students have enrolled in 3 levels of classes and a waiting list has been established. A Health class has also been established to supplement a well-rounded student education. Music will be restored.
- Career and Technical programs are now aligned along 5 Career Clusters: Trade & Industrial; Human & Commercial Services, Business and Information Technology, Agriculture and Transportation and Science and Technology. Clustering allows for common core curriculum to be delivered in clusters to 9<sup>th</sup> and 10<sup>th</sup> grades students.
- Since the Fall of 2008, all 9<sup>th</sup> grade students partake in daily English and Math instruction, rather than the long-established “week on-week off” schedule, thus providing consistent academic instruction in preparing for required MCAS score increases by the state department of education.

### **Assessment and Program Evaluation**

- Minuteman developed a Non-traditional Exploratory Program through which all students learn about the viability and challenges of men and women in non-traditional careers, such as Automotive

Technology, Carpentry and Construction, Computer Science, and Engineering for women and in Medical Careers, Cosmetology / Barbering, and Office Technology for young men. The students learn about these careers through a series of hands-on exercises, guest speakers and alumni panelists, and field site visits to industry partners.

- Minuteman is moving towards a 'modified inclusion model' for Special Education students. Professional development for staff continues as we implement this proven strategy.
- Minuteman will be undergoing its 3<sup>rd</sup> New England Association of Schools and Colleges Decennial re-accreditation site visit in March of 2009.
- Minuteman students performed very well on the 2008 MCAS: 94% pass rate in Math, 99% pass rate in English, 100% pass rate in Chemistry, 92% pass rate in Biology.

### **Professional Development**

- The Minuteman staff has prioritized two professional development topics for the 2007 – 2010 timeframe. Based upon feedback from our EQA report, several half day training sessions on summative and formative assessment methodologies are being held. In addition, the development of Professional Learning Communities is happening for 40 staff with several outside resources.

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

- Minuteman reorganized the assignment of guidance counselors to provide incoming 9<sup>th</sup> graders with a dedicated guidance counselor. Our research had shown that many freshmen felt that they needed additional support as they made the adjustment to Minuteman.
- In addition to having a dedicated 9<sup>th</sup> grade counselor, the re-assignment strategies now include counselors covering the career clusters. This provides the counselors with a more thorough knowledge of the career areas and the staff.
- Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshmen) throughout the school year. Over the past 7 years, the number of participants has doubled in many of the sports offered. Minuteman maintains a no cut and no athletic fee policy. In addition, Minuteman students have access to more than 30 clubs and activities.
- The Minuteman Parent Association meets monthly and supports all aspects of the Minuteman community. In addition, they assist in fundraising for scholarships awarded at graduation. The goal of the MPA is to help support student access and achievement in all areas including but not limited to academic, vocational, athletic, and extra-curricular activities.
- A new website is to be launched in February 09 – [www.minuteman.org](http://www.minuteman.org)

### **Financial and Asset Management Effectiveness and Efficiency**

- The Minuteman FY09 budget was passed unanimously at \$17,001,622, which represented a 1.53% increase after removing the Middle School Tech Programs. Healthcare, utility increases, as well as the NEASC re-accreditation increased the budget. Decreases in the FY09 salary budget were due to the reduction of administrators, removing the Middle School Tech Program from the full district assessment and replacing several career and technical teachers with technical assistants in programs experiencing enrollment dips.
- Staff was reduced in by 4.5 FTE positions in the FY09 budget. Budgets continue to be tightly managed as Minuteman seeks to 'right size' itself and reduce its per pupil expenditures.
- The FY08/09 Capital funds were used for major systems repairs, implementing the approved Technology Plan, upgrading the reception area, adding a Welcome Center, relocating the IT office, and renovations of common areas.

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT  
OPERATING FUND

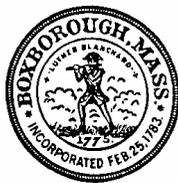
COMPARISON OF BUDGET TO ACTUAL FOR THE MONTH ENDED JUNE 30,2008 (UNAUDITED)

| REVENUES             | FY 07<br>BUDGET     | FY 08<br>BUDGET     | ACTUAL/<br>ENCUMBERED | TRANSFER/<br>RECEIPTS | AVAILABLE   |
|----------------------|---------------------|---------------------|-----------------------|-----------------------|-------------|
| DISTRICT ASSESSMENTS | \$ 9,593,639        | \$ 9,895,763        | \$ 9,895,762          | \$ -                  | \$ 1        |
| CHAPTER 70 AID       | \$ 2,232,203        | \$ 2,258,053        | \$ 2,251,920          | \$ -                  | \$ 6,133    |
| CURRENT TUITION      | \$ 500,000          | \$ 375,392          | \$ 255,280            | \$ -                  | \$ 120,112  |
| TRANSPORTATION REIMB | \$ 983,837          | \$ 983,837          | \$ 1,027,242          | \$ -                  | \$ (43,405) |
| CHOICE               | \$ -                | \$ -                | \$ -                  | \$ -                  | \$ -        |
| OTHER PROGRAM INCOME | \$ 93,177           | \$ 95,000           | \$ 177,841            | \$ -                  | \$ (82,841) |
| LAND SALE            | \$ -                | \$ -                | \$ -                  | \$ -                  | \$ -        |
| APP SUR              | \$ 145,513          | \$ 25,000           | \$ 25,000             | \$ -                  | \$ -        |
| PREV TUITION         | \$ 2,591,129        | \$ 3,112,724        | \$ 3,112,724          | \$ -                  | \$ -        |
| <b>TOTAL</b>         | <b>\$16,139,498</b> | <b>\$16,745,769</b> | <b>\$ 16,745,769</b>  | <b>\$ -</b>           | <b>\$ -</b> |

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

**OPERATING FUND**  
**COMPARISON OF BUDGET TO ACTUAL FOR THE MONTH ENDED JUNE 30,2008 (UNAUDITED)**

|                         | <b>FY 07</b>        | <b>FY 08</b>        | <b>ACTUAL/</b>       | <b>TRANSFER/</b>  |                   |
|-------------------------|---------------------|---------------------|----------------------|-------------------|-------------------|
|                         | <b>BUDGET</b>       | <b>BUDGET</b>       | <b>ENCUMBERED</b>    | <b>RECEIPTS</b>   | <b>AVAILABLE</b>  |
| <b>EXPENSES</b>         |                     |                     |                      |                   |                   |
| BUILDING TRADES         | \$ 77,861           | \$ 66,825           | \$ 64,917            |                   | \$ 1,908          |
| COMMERICAL SERVICES     | \$ 32,690           | \$ 29,995           | \$ 32,587            | \$ 2,083          | \$ (509)          |
| ELECTRONICS             | \$ 23,698           | \$ 22,850           | \$ 22,701            |                   | \$ 149            |
| GRAPHICS                | \$ 46,725           | \$ 38,200           | \$ 67,585            | \$ 11,788         | \$ (17,597)       |
| HEALTH INSTRUCTION      | \$ 21,800           | \$ 19,025           | \$ 18,913            | \$ 32             | \$ 144            |
| METAL FABRICATION       | \$ 18,685           | \$ 20,185           | \$ 19,711            |                   | \$ 474            |
| POWER MECHANICS         | \$ 17,393           | \$ 13,000           | \$ 15,200            |                   | \$ (2,200)        |
| TECHNOLOGY              | \$ 72,474           | \$ 56,250           | \$ 57,097            | \$ 336            | \$ (511)          |
| AFTER SCHOOL PROGRAM    | \$ 13,600           | \$ 13,500           | \$ 13,402            |                   | \$ 98             |
| REGULAR OCCUPATIONAL    | \$ -                |                     |                      |                   | \$ -              |
| SPECIAL TRADES          | \$ 18,590           | \$ 15,050           | \$ 14,868            |                   | \$ 182            |
| SAFETY                  | \$ 7,250            | \$ 7,250            | \$ 8,869             |                   | \$ (1,619)        |
| COMMUNICATIONS          | \$ 37,392           | \$ 31,190           | \$ 25,341            | \$ 14             | \$ 5,863          |
| HUMAN RELATIONS         | \$ 19,138           | \$ 13,800           | \$ 6,720             |                   | \$ 7,080          |
| MATH                    | \$ 35,578           | \$ 33,050           | \$ 30,124            |                   | \$ 2,926          |
| SCIENCE                 | \$ 54,395           | \$ 49,175           | \$ 48,301            | \$ 1,858          | \$ 2,732          |
| PHYSICAL EDUCATION      | \$ 5,610            | \$ 4,550            | \$ 4,016             |                   | \$ 534            |
| ATHLETICS               | \$ 98,740           | \$ 97,660           | \$ 103,729           |                   | \$ (6,069)        |
| BUSINESS INSTRUCTION    | \$ -                |                     |                      |                   | \$ -              |
| FOREIGN LANGUAGE        | \$ 16,040           | \$ 13,000           | \$ 8,308             |                   | \$ 4,692          |
| ART                     | \$ 6,864            | \$ 2,500            |                      |                   | \$ 2,500          |
| MUSIC                   | \$ -                | \$ 750              |                      |                   | \$ 750            |
| ALTERNATIVE EDUCATION   | \$ -                |                     |                      |                   | \$ -              |
| INSTRUCTIONAL RESOURCES | \$ 75,730           | \$ 69,530           | \$ 81,503            | \$ 1,200          | \$ (10,773)       |
| PUPIL SUPPORT           | \$ 90,410           | \$ 77,110           | \$ 61,492            |                   | \$ 15,618         |
| PRINCIPAL               | \$ 76,240           | \$ 75,850           | \$ 102,450           | \$ 1,192          | \$ (25,408)       |
| CAREER & TECHNICAL ED   | \$ -                | \$ 8,000            | \$ 7,846             |                   | \$ 154            |
| COMPUTER SERVICES       | \$ 32,300           | \$ 31,550           | \$ 16,349            | \$ 204            | \$ 15,404         |
| DEAN'S OFFICE           | \$ 10,895           | \$ 7,070            | \$ 6,134             |                   | \$ 936            |
| DISTRICT PROGRAMS       | \$ 228,622          | \$ 254,010          | \$ 336,918           | \$ 3,145          | \$ (79,763)       |
| LEGAL FEES              | \$ 40,183           | \$ 30,000           | \$ 20,901            |                   | \$ 9,099          |
| AUDIT FEES              | \$ 56,500           | \$ 59,500           | \$ 63,000            |                   | \$ (3,500)        |
| SUPERINTENDENT          | \$ 7,250            | \$ 8,150            | \$ 22,992            | \$ 1,154          | \$ (13,688)       |
| PLAN/ACADEMICS          | \$ 15,365           | \$ 15,000           |                      |                   | \$ 15,000         |
| BUSINESS OFFICE         | \$ 57,713           | \$ 25,300           | \$ 35,573            | \$ 810            | \$ (9,463)        |
| RISK INSURANCE          | \$ 241,995          | \$ 234,566          | \$ 181,513           | \$ (90,223)       | \$ (37,170)       |
| RETIRE/EMPLOYEE BNFT    | \$ 2,061,522        | \$ 2,226,688        | \$ 2,537,194         | \$ 600,480        | \$ 289,974        |
| TRANSPORTATION          | \$ 1,233,855        | \$ 1,294,823        | \$ 1,123,039         | \$ 200            | \$ 171,984        |
| CAFETERIA               | \$ 12,550           | \$ 1,100            | \$ 138,146           |                   | \$ (137,046)      |
| OPER & MAINTENANCE      | \$ 963,400          | \$ 973,100          | \$ 1,361,081         | \$ 926            | \$ (387,055)      |
| EQUIPMENT PURCHASES     | \$ 250,000          | \$ 250,000          | \$ 160,520           |                   | \$ 89,480         |
| DEBT MANAGEMENT         | \$ -                | \$ -                | \$ -                 |                   | \$ -              |
| SALARIES                | \$10,060,445        | \$10,556,617        | \$ 10,243,691        | \$ 15,073         | \$ 327,999        |
| <b>TOTAL</b>            | <b>\$16,139,498</b> | <b>\$16,745,769</b> | <b>\$ 17,062,731</b> | <b>\$ 550,272</b> | <b>\$ 233,310</b> |
| <b>EXCESS REV</b>       | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ (316,962)</b>  | <b>\$ 550,272</b> | <b>\$ 233,310</b> |



**TOWN OF BOXBOROUGH  
WARRANT AND PROCEEDINGS  
SPECIAL/ANNUAL TOWN MEETING  
MAY 12, 2008  
LIST OF ARTICLES**

**SPECIAL TOWN MEETING**

1. **TRANSFER CARE, CUSTODY, MANAGEMENT & CONTROL OF FLAGG HILL LAND TO CONSERVATION COMMISSION<sup>##</sup>**
2. **BYLAW REGARDING CH 40 B COMPREHENSIVE PERMITS<sup>##</sup>**
3. **AMEND FY 2008 OPERATING BUDGET – SNOW & ICE**

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**ANNUAL TOWN MEETING**

1. **CHOOSE TOWN OFFICERS**
2. **HEAR AND RECEIVE REPORTS**
3. **SET SALARIES AND COMPENSATION OF OFFICERS**
4. **PERSONNEL ADMINISTRATION PLAN CHANGES**
5. **TOWN OPERATING BUDGET**
6. **FIRE DEPARTMENT STAFFING - PROMOTION OF 2 FF/EMTS TO LIEUTENANTS**
7. **ENGINEERING CONSULTANT – ROUTE 111 TRAIL**
8. **CONSULTANT – FEASIBILITY STUDY – STOW ROAD PROPERTY AND EXISTING MUNICIPAL PROPERTY EVALUATION**
9. **POLICE DEPARTMENT – DEFIBRILLATORS**
10. **CONSULTANT – GASB 45 ACTUARIAL STUDY**
11. **CAPITAL IMPROVEMENTS – TOWN HALL EXTERIOR REPAIRS**
12. **CAPITAL IMPROVEMENTS – POLICE STATION COMPUTER ROOM**
13. **CAPITAL EQUIPMENT ACQUISITION – FIRE AND PUBLIC WORKS DEPARTMENTS**
14. **CAPITAL IMPROVEMENTS - PLANNING FOR A NEW MUNICIPAL WATER SUPPLY**
15. **ESTABLISH AN AGRICULTURAL COMMISSION**
16. **AMEND WETLAND BYLAW**
17. **CODMAN HILL ROAD CONDO**
18. **ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS**

19. ZONING BYLAW AMENDMENT – AMEND SECTION 8000 UNDER SITE PLAN APPROVAL
20. ZONING BYLAW AMENDMENT – ZONING BYLAW AMENDMENT AND ZONING MAP
21. AMEND ZONING BYLAW TO ALLOW RE-ZONING FROM BUSINESS TO AG-RES DISTRICT CERTAIN PARCELS ON STOW/BURROUGHS ROADS<sup>##</sup>
22. AMEND FINANCE COMMITTEE BYLAW\*\*
23. AMEND HOUSING BOARD BYLAW\*\*
24. ACCEPT MGL CH 32B §18\*\*
25. CONSOLIDATION OF ADMINISTRATIVE FUNCTIONS\*\*
26. CLOSE OUT OLD ARTICLES\*\*
27. DESIGNATE TRENCH SAFETY PERMITTING AUTHORITY\*\*
28. REVOLVING FUND - FIRE ALARM SYSTEM MAINTENANCE\*\*
29. REVOLVING FUND - ELECTRICAL INSPECTION\*\*
30. REVOLVING FUND - PLUMBING AND GAS INSPECTION\*\*
31. REVOLVING FUND - FIRE ARMS PERMITS\*\*
32. REVOLVING FUND - LIBRARY FINES\*\*
33. REVOLVING FUND - DOG LICENSE FEES\*\*
34. REVOLVING FUND – STEELE FARM\*\*
35. REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM\*\*
36. REVOLVING FUND – CONSERVATION COMMISSION\*\*
37. REVOLVING FUND – GIS ASSESSOR DR MAPS\*\*
38. REVOLVING FUND – SENIOR VAN\*\*
39. PERSONAL REAL ESTATE EXEMPTIONS\*\*
40. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\*

**LEGEND**

- \*\* CONSENT AGENDA  
 ## PETITION ARTICLE



## **BOXBOROUGH SPECIAL TOWN MEETING**

The meeting having been legally called and convened and the voters legally notified, the Moderator called the Annual Town Meeting to order at 7:10 pm, Monday, May 12, 2008. The Blanchard Choral Ensemble sang the Star Spangled Banner and led the assembly in the Pledge of Allegiance. After some announcements, Ms. Hilberg moved to adjourn the Annual Town Meeting until after the close of the Special Town Meeting. That motion carried unanimously.

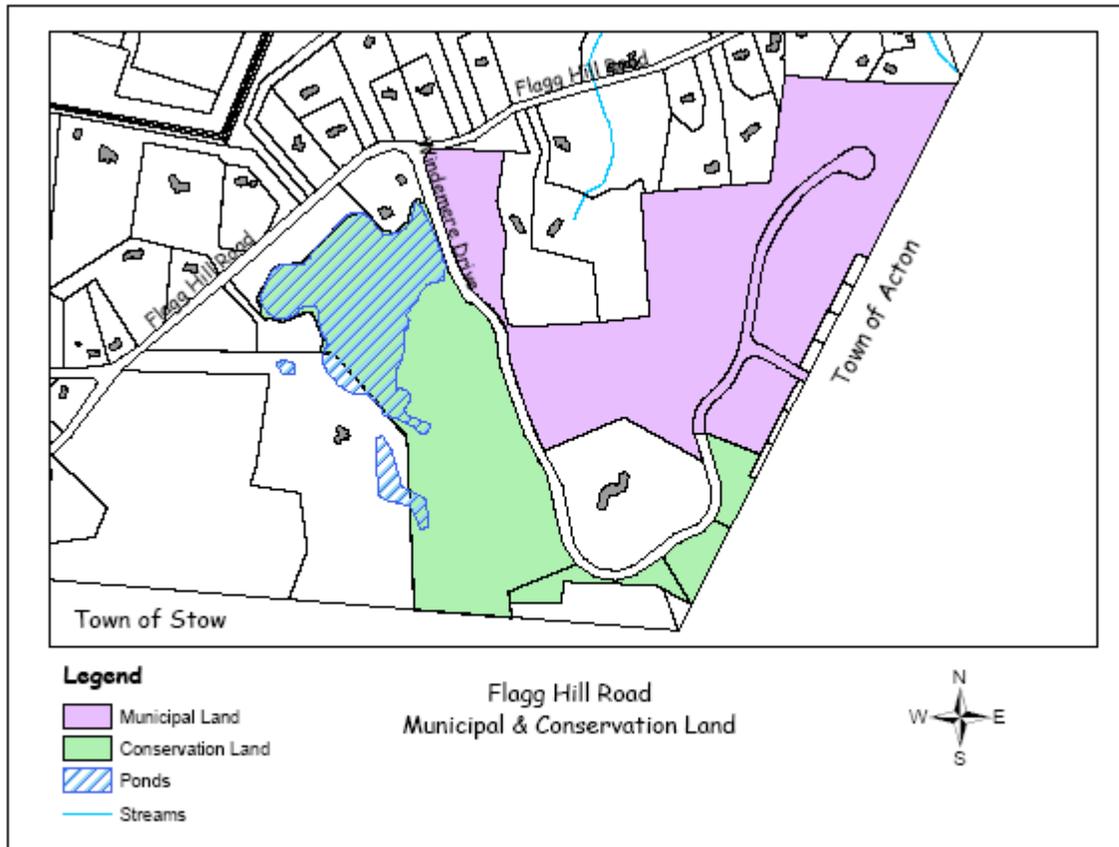
At 7:40pm, the Moderator called the Special Town meeting to order. There were 426 registered voters in attendance. He outlined the Town Meeting process and explained the difference between special and annual town meeting.

### **ARTICLE 1 TRANSFER CARE, CUSTODY, MANAGEMENT & CONTROL OF FLAGG HILL LAND TO CONSERVATION COMMISSION - SUBMITTED BY PETITION<sup>##</sup>**

(Majority vote required)

K.C.Donovan, representing the petitioners, moved to transfer from the Board of Selectmen to the Conservation Commission for conservation purposes set out under GL Ch. 40 Section 8C the care, custody, management and control of the following land located on Flagg Hill Road: lots 1 & 2, Lots 13-29 and Parcel A as shown on a plan entitled "Plan of Land in Boxborough, MA" prepared for Joseph V. Stuart 320 Flagg Hill Road Boxborough Ma, 01719 by Acton Survey & Engineering, a division of Lancewood Engineering, Inc. 277 Central Street, P.O. Box 666 Acton, Ma 01720, dated December 8, 1997.

That motion was seconded and Mr. Donovan presented a slide show in favor of the motion. He spoke of the need to protect open space. He said that transferring the municipal portion of Flagg Hill to conservation would not cost the taxpayers any money and would guarantee that the Flagg Hill property would remain open space.



**The Finance Committee does not recommend (3-0, with 3 absentions)**

Gary Kushner, FinCom member, explained the FinCom recommendation as follows:

Given the land’s potential estimated value of \$5 Million or more, the Finance Committee believes that we should not curtail our options for future needs. There are two members of the Finance Committee who have abstained from voting due to potential conflict of interest.

**The Board of Selectmen does not recommend (5 - 0).**

Kristen Hilberg presented the Board’s position as follows:

While the Board is empathetic to the concerns of the petitioner, we believe that it’s important to maintain a healthy mix of both municipal and conservation land in town. For this reason, we firmly believe that it would not be in the best interest of the town to change the municipal portion of Flagg Hill to conservation land.

Based on Boxborough’s Open Space and Recreation Plan, 53% of the land in town, both public and private, remains undeveloped. For many residents, this is one of the charms of living here. We’re extremely fortunate that the town owns approximately half of this open space in a combination of conservation and municipal land. Some of the land has been purchased, and much of it has been donated by generous residents over the years.

We believe that it's important for the town to own both conservation and municipal parcels. Placing conservation restrictions on land ensures that no future development will occur on it. This protects our wetlands, wildlife and adds to our quality of life in many ways.

Municipal land is also an important asset. The town may choose to use it for new recreation areas, a cemetery, new town buildings, a waste water treatment facility or for any other unforeseen need. It can also be a saleable asset. The key is to keep our options open because we have no way of knowing what the future may hold. The current and near term financial situation of the town is so strained as to make outright purchase of significant parcels extremely difficult, so the option of trading a municipal parcel for additional land of high potential value should be preserved.

Voters should remember that only town meeting can decide how a municipal parcel may be used, whether it be developed for town use or sold. Any proposed development or change in use would need to be thoroughly vetted and then approved by a vote of town meeting. In this way, the board believes that there are significant checks and balances in place to ensure that the town has the opportunity to make the decision that is best for the whole town.

**The Conservation Commission recommends (6 – 0).**

Charlene Golden explained the Conservation Commission recommendation:

In 1957, the state Conservation Commission Act gave the Conservation Commission the legal responsibility to protect, acquire and manage the town's open space. The Commission takes this responsibility very seriously and has continued to evaluate and rank all open space parcels as they become available. Our open space goals include preserving open space in all areas of town within walking distance of all residents and bringing to a town meeting for a vote those parcels with high conservation value. We use a Conservation Land Ranking Model to evaluate open space according to its conservation value. The criteria that the Commission considers are as follows: linkage to existing conservation areas, public accessibility, scenic value, wildlife habitat, ground water resources, passive recreation opportunities, agricultural value, size, and unique characteristics. We ranked the Flagg Hill parcel in 1998 and it received a very high score. The Commission found of particular note the variety of wildlife habitats including rare species habitat, an outstanding view shed, and that this parcel adds to a larger (200+acre) Conservation area in Boxborough and Stow. We recommend that this parcel be transferred to the care and management of the Conservation Commission so that it will be permanently protected.

**The Council on Aging does not recommend.**

Karen Smolin explained the COA recommendation:

The Council on Aging does not support this article. The original purpose for retaining half of the 72 acres of the Flagg Hill property as municipal land was so that it could benefit the residents of Boxborough at some future time. The Council on Aging supports maintaining flexibility for future options.

The Planning Board voted unanimously (5-0) against the motion.

Mr. Frank Sweet, Flagg Hill Rd, spoke in favor of the motion. He said he moved to Boxborough because of its rural character and stressed that along with the adjacent conservation property in Stow, Flagg Hill provides extensive contiguous open space.

Simon Bunyard, Barteau Lane, had a series of questions for the Board of Selectmen. He asked what the current process to explore needs for municipal land was. Mr. Fox answered that a feasibility study is planned to start to develop a process. He asked about the kinds of future needs anticipated by the Board.

Mr. Fox said that the two major issues are the expansion of Town Hall and the possible need for a senior center. He asked if there was an estimate on how much lots were worth. Ms. Hilberg displayed a slide with the proposed lots. She estimated the value of a flat drainable lot was \$300,000. Mr. Bunyard also asked how long it would take to go through the process of taking land out of conservation restriction. Mr. Giorgio said there is a bill on the floor that would require that replacement land of equal value must be offered in order to take land out of conservation restriction. Even without passage of the bill, legislature is reluctant to allow land to go out of conservation restriction. Mr. Bunyard felt that this showed that the process and timetable for taking land out of conservation restriction is onerous. Mr. Bunyard also asked whether a town well can be sited on conservation land. Mr. Giorgio said no, if a pump house is involved, you would have to go through the legislative process. He asked about what uses would be allowed if the land were put under conservation restriction. Charlene Golden responded. Mr. Bunyard ended by saying the decision was difficult, but as a former selectman he feels that it would be a shame to lose the flexibility offered by keeping the land as municipal. He recommended against the motion.

Tom Morey, Flagg Hill Rd., spoke in favor of the motion. He donated land on the Flagg Hill property to the town because he thought it was important to open the land to the public. He felt that selling lots to developers would discourage donations.

Jeannette Millard, Kendall Rd., spoke against the motion. She was saddened that discussion was framed as nature vs. development. She urged the town to keep the big picture in mind. We need to look at all the parcels in town and examine what our needs will be. Does not want people to make a reactive choice rather than take time to think about the consequences of the vote. Affordable Housing Board may be interested in the future in making use of the municipal portion.

Rita Grossman, Depot Rd., on behalf of the BCTrust, read a statement in favor of the motion. The Board felt that the hilly nature of the terrain limited its utility. Selling lots would cut up the open space, which is the worst thing to do to wildlife habitat.

Mary Ellen Chaney, Cortland Ln, spoke against the motion. She was concerned about water and other future needs of Boxborough.

Juan Sierra, Flagg Hill Rd., spoke in favor of the motion. He believes that open space (and the schools) is what distinguishes Boxborough from other communities.

Jessica Eichelburg, Hill Rd., asked the BoS if other pieces of property had been considered for land swap. Are we robbing Peter to pay Paul? Frank Powers said the Board is committed to looking at all options, not just Flagg Hill.

Pam Collins, Bicentennial Way, spoke in favor of the motion. The rural character of Boxborough with its open space is one of the key selling points of the town.

Mark White, Sara's Way, spoke against the motion. He was a selectman when the Flagg Hill property was first for sale. He thought that saving some of the property as municipal was far-sighted. He doesn't feel that now is the time to change its status. He urged the town to keep its options open.

Scott Bundy, Flagg Hill Rd., spoke in favor of the motion.

Owen Neville, Middle Rd., spoke against the motion. He expressed disappointment in the BoS presentation. He wanted the discussion to be on what could be the potential uses of the property. Jeff Scott, Meadow Ln, wasn't sure how he was going to vote. Felt that it was an issue of trust. Do we want to keep it green? Do we have a town need for something else?

Sue Reuther, Reed Farm Rd., moved the question. It was seconded. Motion carried.

Alan Rohwer, Pine Hill Rd., moved that the question be voted on by secret ballot. Motion was seconded. Mr. Rohwer explained his reason for the motion. He felt the issue was very contentious.

Jeannette Millard spoke against a secret ballot because it would take too much time.

Sue Reuther moved the question. It was seconded and the motion carried.

The motion to vote by secret ballot failed.

The Moderator called for the vote on the original motion. Tellers were sworn in to take a count of standing voters.

**The motion on Article 1 carried. Yes: 212 No: 193**

**ARTICLE 2 BYLAW REGARDING CH 40 B COMPREHENSIVE PERMITS - SUBMITTED BY PETITION##**

(Majority vote required)

Scott Robinson, the petitioner, moved that the Town adopt the following non-binding resolution: “The Town objects to any housing development application submitted under General Laws Chapter 40B, Sections 20-23, where the denial of that application by the Zoning Board of Appeals would be, per se, consistent with local needs and upheld as a matter of law, unless the housing development proposal is first endorsed through a non-binding resolution by a 2/3 majority vote of Town Meeting, and the Board of Selectmen and the Zoning Board of Appeals should not endorse, support or approve any such projects without such Town Meeting endorsement.”

That motion was seconded. Mr. Robinson felt that this article gives the people a chance to have their opinion heard on 40B developments. Mr. Robinson presented a slide show giving background on 40B legislation. He highlighted one of the reasons a Board of Appeals can deny a comprehensive permit is if the project is a large project, according to various definitions. For Boxborough, this would mean if the application involved the construction of more than 200 units. By approving this resolution, it would create a forum for information and points-of-view to be addressed.

**The Board of Selectmen does not recommend (5 - 0).**

Mr. Gorman presented the Board of Selectmen’s recommendation. The petitioners’ article seeks to transfer some portion of the responsibility and authority for approving Chapter 40B projects from the Zoning Board of Appeals to Town Meeting. Town Counsel has advised the Board that if this article is adopted by town meeting in the form presented by the petitioner, the Attorney General’s Office will most likely reject such a bylaw as being inconsistent with state law. While the Board of Selectmen sympathizes with the petitioners’ concerns, we are loath to expend scarce resources pursuing a futile effort to overturn the comprehensive permit process. Unintended consequences—lawsuits.

**The Planning Board does not recommend (3 – 0).**

The article appears to be contrary to state law.

**The Finance Committee does not have a recommendation**

**The Zoning Board of Appeals does not recommend.**

**The Boxborough Housing Board does not recommend (5-0).**

Mr. Brown, Whitcomb Rd., spoke in favor of the motion. He felt that the boards are making too many decisions. He believes the people should weigh in. He reminded people that Home Depot was denied based on size. Mike Matchett, Hill Rd., spoke in favor of the motion. He felt that large projects with significant impact on the town should come before the town. He also pointed out that 40B regulations are always changing and there is no guarantee that after this last 40B project by Gutierrez, Boxborough is free of 40B's. He felt that the ZBA never negotiated on size of the project despite input and protests from townspeople. Karen Metheny, Burroughs Rd, spoke against the motion. She felt that the ZBA has a job and we should let them do their job. Public hearings are always part of the 40B process. She also did not like the language of the motion.

Rebekah Fickett, Spencer Rd., moved the question.

**The motion on Article 2 was defeated.**

### **ARTICLE 3 AMEND FY 2008 OPERATING BUDGET**

(Majority vote required)

Mr. Kushner moved to transfer from Free Cash the sum of Ninety-Four Thousand Five Hundred Thirty-Five Dollars (\$94,535), more or less, to provide for the operations and expenses of the town for the fiscal year beginning July 1, 2007 by amending the operating budget as voted under Annual Town Meeting Article 5 on May 14, 2007 by adjusting the line items as written in the Special Town Meeting warrant under Article 3.

| Line Item # | Description                            | Appropriated at ATM 5/14/07 | Proposed Increase/ <Decrease> Appropriation | Total FY 08 Allocation |
|-------------|----------------------------------------|-----------------------------|---------------------------------------------|------------------------|
| 423         | Total Salaries – Snow & Ice            | \$46,507                    | \$20,655                                    | \$67,162               |
| 423         | Total Other – Snow & Ice               | \$43,582                    | \$73,880                                    | \$117,462              |
|             |                                        |                             |                                             |                        |
| 423         | <b>Total Expenses – Snow &amp; Ice</b> | \$90,089                    | \$94,535                                    | \$184,624              |

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

Frank Powers spoke for the Board of Selectmen. Due to the icy conditions and the need for more-than-anticipated road plowing and sanding, the town has overspent the snow and ice budget significantly and we must backfill it. This figure will cover our 2007-2008 expenditures. This article proposes to fund the current deficit in the Snow and Ice account from Free Cash, since the alternative of taking it from the Reserve Fund would substantially deplete this fund and limit the Town's ability to respond to contingencies for the balance of the fiscal year.

**The Finance Committee recommends (5-0)**

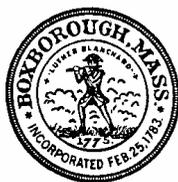
Mr. Kushner reminded the meeting of the very difficult, snowy winter we had. Finance Committee believes that covering the cost of the overage with free cash is the right process to use. There is a concern that there might not be enough in the reserve fund at the time of this vote.

**The motion on Article 3 passed.**

Mr. Crimins, Richardson Rd., moved to dissolve the Special Town Meeting. Jeannette Millard questioned the timing. Was confused that we were adjourning rather than dissolving.

Eric Michnovetz, Flagg Hill Rd, moved the question. The motion to vote now passed. The Moderator explained the vote. He asked for a count. Tellers conducted the count.

**The motion to dissolve the Special Town Meeting carried. Yes: 129 No: 100**



## BOXBOROUGH ANNUAL TOWN MEETING

Before calling Annual Town Meeting to order, the Moderator called for motions to govern the rules for the meeting in the absence of a Town Meeting Bylaw.

Ms. Hilberg moved that any adjourned sessions of Annual Town Meeting will be held on Tuesday, May 13; Thursday, May 15; Wednesday, May 21 and Thursday, May 22, and further that no debate will begin on any new article after 10:30pm. The motion passed unanimously.

Ms. Hilberg 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 passed.

The Moderator explained how he planned to handle the Consent Agenda. He 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.

### ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

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

**One Town Clerk** for a one-year term

**Two Board of Selectman** 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

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

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

The results of the election, held on May 19, 2008, are as follows:

#### **MODERATOR, One Year**

|                |     |
|----------------|-----|
| John G. Fallon | 354 |
| Owen Neville   | 12  |
| Blanks         | 61  |

**TOWN CLERK, One Year**  
 Elizabeth A. Markiewicz 380  
 Blanks 47

**SELECTMAN, Three Years**  
 Vote for not more than Two  
 Leslie Fox 299  
 Karim M. Raad 196  
 Raid M. Suleiman 251

**SCHOOL COMMITTEE, Three Years**  
**Regional and Local**  
 Maria E. Neyland 305  
 Blanks 122

**PLANNING BOARD, Three Years**  
 Vote for not more than Two  
 Karen B. Metheny 263  
 Julie A. Carroll 81  
 Nancy E. Fillmore 206  
 Norman A. Hanover 143

**LIBRARY TRUSTEES, Three Years**  
 Vote for not more than Two  
 Janet J. Glidden 351  
 Janet Tyndall 334

**BOARD OF HEALTH, Three Years**  
 Marie C. Cannon 335  
 Blanks 92

**ARTICLE 2 HEAR AND RECEIVE REPORTS – KRISTIN HILBERG, BOS CHAIR**

(Majority vote required)

Ms. Hilberg moved to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2007 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting. The motion was seconded.

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

**The Finance Committee recommends unanimously.**

Clifford Stockley, Hill Rd., moved to adjourn the meeting to Tuesday, May 13. **The motion to adjourn carried.**

**May 13, 2008: Annual Town Meeting, (continued)**

Before calling the meeting to order, Mr. Fallon made some announcements. Based on comments from the previous night, he said that all procedural motions as well as others must come up to the mike and be recognized. He announced that George Krusen would be retiring as Field Driver and that the town was looking for a new field driver. The town recognized Mr. Krusen's years of service with applause. Mr. Fallon called the Town Meeting to order at 7:15pm. There were 158 registered voters in attendance.

The Finance Committee made a presentation on the budget which highlighted the FinCom's goals of managing the budget to minimize property tax increases, maintaining Free Cash at 2.5% and reducing debt service. They drew the town's attention to the Police Department Assistant and the rationale for reducing the coverage from full-time to 30hrs/wk. They also pointed out the 20.9% increase over 2 years with the Fire Department budget, and were concerned about the snow/ice and fuel for the DPW as a risk factor in the budget. They were also concerned about debt service if all the warrant articles pass. Out of the \$130,126 of warrant articles submitted, the FinCom approved \$50,000 worth. On equipment, they approved \$752,000 of the \$1,252,000 requested.

**The motion to accept article 2 passed unanimously.**

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

(Majority vote required)

Kristen Hilberg moved see if the Town will vote to fix the salaries and compensation of various officials for the year beginning July 1, 2008 as follows:

|                        |                                 |
|------------------------|---------------------------------|
| Selectmen              | \$400.00 each member/year       |
| Board of Health        | \$166.67 each member/year       |
| Tax Collector          | \$57,724.75/year                |
| Town Clerk             | \$37,646.57/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 all elected members of Town Government.

**The Finance Committee recommends by a majority (5 - 1).**

**The motion on Article 3 passed unanimously.**

**ARTICLE 4 PERSONNEL VOTE TO AMEND THE PERSONNEL ADMINISTRATION PLAN BY REVISING ARTICLE III. DEFINITIONS, SECTION 1; ARTICLE ADMINISTRATION PLAN CHANGES**

(Majority vote required)

Richard Golden moved to amend the Personnel Administration Plan by revising Article III. Definitions, Section 1; Article IV. Administration, Section 2 and Article XII. Benefits, Section 1, as written in the Annual Town Meeting warrant, as well as by amending Compensation of Positions (Schedule B). The motion was seconded.

**Revise Article III. Definitions, Section 1** as follows:

~~“The Plan shall be administered by the Personnel Board consisting of **four** **five (5)** unpaid members residing in Boxborough, and a fifth unpaid member who shall be an employee of the Town but not necessarily a resident. The employee representative shall not be a Department Head or other such employee in a managerial capacity. The employee representative shall be a Regular Employee working no less than 20 hours per week and shall not be a member of a bargaining unit. The members **each of whom** shall be appointed by the Board of Selectmen for a term of three years.”~~

The section will now read “The Plan shall be administered by the Personnel Board consisting of five (5) unpaid members residing in Boxborough, each of whom shall be appointed by the Board of Selectmen for a term of three years.”

**Revise Article IV. Administration, Section 2**, by deleting the word “four” between “The” and “members” so the section will read:

“The members of the Board shall not be deemed employees of the Town.”

**Revise Article XII. Benefits, Section 1**, by replacing “eighty” and “80” with “seventy-five” and “75” respectively, so the section will read:

“Medical Insurance - The Town will continue to provide the following plans or their equivalents: an Indemnity Plan paid at fifty percent (50%) by the Town and an HMO plan paid at seventy-five percent (75%) by the Town.”

### **Summary**

The revisions to Article III and IV reflect the elimination of an employee representative on the Personnel Board. When the compensation and classification study was prepared last year, the consultant advised the Board that it was inappropriate for an employee to serve on the Board, whose responsibilities include establishing personnel policy, dealing with employee relations as well as recommending rates of compensation. Town Counsel has also advised that participation by an employee on the Board can present a conflict of interest.

The revision to Article XII represents the last of three planned shifts in insurance coverage moving to a 75% - 25% town-employee share for the HMO plan.

Schedule A has been revised to reflect the proposed shared position between the school and town for the Communication and Technology Manager. Approval of Article 25, which would allow the consolidation of certain administrative functions, would enable the town and school to share this IT position. Although this position is not governed by Schedule A, it is listed for informational purposes.

Schedule B has been revised to reflect a four percent increase comprised of a 2.5% cost of living increase plus the final agreed-to 1.5% salary increase to compensate employees for taking on a larger burden of the health insurance costs.

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

The Board of Selectmen recommends the change in the Personnel Bylaw. A change in membership was recommended by Stone Associates, who the Town hired last year to review our Personnel Plan. The Personnel Board will no longer have an employee as a Board member. The Personnel Board will be made up of 5 citizens. Town employees are always welcome at any Personnel Board or Board of Selectmen meetings.

An adjustment in health insurance contribution from 80%:20% (Town: Employee) to 75%:25% (Town: Employee) is reflected in the budget and a corresponding final salary adjustment of 1.5% was made to the employees.

**The Finance Committee recommends unanimously (6 - 0).**

The Finance Committee recommends. We believe that the changes outlined make sense. We would like to point out that the School does not follow the town insurance plan. They are currently at an 80/20 split per the teacher contract.

Mitzi Weil questioned why suddenly having a town employee on the Personnel Board is a conflict of interest. Becky said that we are the only town with a town employee on the Board. Could pose a problem if there's a grievance.

**The motion on Article 4 carried unanimously.**

**FY2009 Classification of Positions - Schedule A**

**REGULAR FULL-TIME SCHEDULE**

**Exempt Employees**

Accountant  
Assessor  
Inspector of Buildings/Code Enforcement  
Planner  
Treasurer

**Non-Exempt Employees**

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

**REGULAR REDUCED HOURS**

**SCHEDULE**

COA Coordinator  
Children's Librarian  
Technical Services Librarian  
Sr. Library Assistant  
Library Assistant  
DPW Worker

**REGULAR PART-TIME SCHEDULE**

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

**PER DIEM SCHEDULE**

Fire Lieutenant/EMT  
Call Fighter/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  
Firefighter/EMT  
Dispatch Supervisor  
Dispatcher*

**ELECTED POSITIONS**

*Selectman  
Board of Health Member  
Planning Board Member  
Library Trustee  
Moderator  
Constable  
Tax Collector  
Town Clerk*

**OTHER**

*Communication & Technology Manager (shared with School)*

**FY 2009 Compensation of Positions - Schedule B**

| <b>Position Title</b>                          | <b><u>Step A</u></b> | <b><u>Step B</u></b> | <b><u>Step C</u></b> | <b><u>Step D</u></b> | <b><u>Step E</u></b> | <b><u>Step F</u></b> | <b><u>Step G</u></b> |
|------------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b><u>Salaried (Exempt) Employees</u></b>      |                      |                      |                      |                      |                      |                      |                      |
| <b>Grade 60</b>                                | <b>54,003.04</b>     | <b>55,893.15</b>     | <b>57,849.41</b>     | <b>59,874.14</b>     | <b>61,969.73</b>     | <b>64,138.67</b>     | <b>66,383.52</b>     |
| Inspector of Buildings/Code Enf.               |                      |                      |                      |                      |                      |                      |                      |
| Town Accountant                                |                      |                      |                      |                      |                      |                      |                      |
| Town Assessor                                  |                      |                      |                      |                      |                      |                      |                      |
| Town Planner                                   |                      |                      |                      |                      |                      |                      |                      |
| Town Treasurer                                 |                      |                      |                      |                      |                      |                      |                      |
| <b>Grade 50</b>                                | <b>46,959.12</b>     | <b>48,602.69</b>     | <b>50,303.78</b>     | <b>52,064.42</b>     | <b>53,886.67</b>     | <b>55,772.70</b>     | <b>57,724.75</b>     |
| <b>Grade 40</b>                                | <b>41,925.52</b>     | <b>43,392.91</b>     | <b>44,911.67</b>     | <b>46,483.57</b>     | <b>48,110.50</b>     | <b>49,794.37</b>     | <b>51,537.17</b>     |
| <b>Grade 30</b>                                | <b>37,436.88</b>     | <b>38,747.17</b>     | <b>40,103.32</b>     | <b>41,506.94</b>     | <b>42,959.68</b>     | <b>44,463.27</b>     | <b>46,019.48</b>     |
| <b>Grade 20</b>                                | <b>33,422.48</b>     | <b>34,592.27</b>     | <b>35,803.00</b>     | <b>37,056.10</b>     | <b>38,353.06</b>     | <b>39,695.42</b>     | <b>41,084.76</b>     |
| <b>Grade 10</b>                                | <b>30,389.84</b>     | <b>31,453.48</b>     | <b>32,554.36</b>     | <b>33,693.76</b>     | <b>34,873.04</b>     | <b>36,093.60</b>     | <b>37,356.87</b>     |
| <b><u>Hourly (Non-Exempt) Employees</u></b>    |                      |                      |                      |                      |                      |                      |                      |
| <b>Grade 60</b>                                | <b>\$25.96</b>       | <b>\$26.87</b>       | <b>\$27.81</b>       | <b>\$28.78</b>       | <b>\$29.79</b>       | <b>\$30.83</b>       | <b>\$31.91</b>       |
| <b>Grade 50</b>                                | <b>\$22.58</b>       | <b>\$23.37</b>       | <b>\$24.19</b>       | <b>\$25.03</b>       | <b>\$25.91</b>       | <b>\$26.82</b>       | <b>\$27.76</b>       |
| Council on Aging Coord.                        |                      |                      |                      |                      |                      |                      |                      |
| DPW Foreman                                    |                      |                      |                      |                      |                      |                      |                      |
| <b>Grade 40</b>                                | <b>\$20.16</b>       | <b>\$20.87</b>       | <b>\$21.60</b>       | <b>\$22.35</b>       | <b>\$23.13</b>       | <b>\$23.94</b>       | <b>\$24.78</b>       |
| Children's Librarian                           |                      |                      |                      |                      |                      |                      |                      |
| Conservation Agent                             |                      |                      |                      |                      |                      |                      |                      |
| <b>Grade 30</b>                                | <b>\$18.00</b>       | <b>\$18.63</b>       | <b>\$19.28</b>       | <b>\$19.96</b>       | <b>\$20.66</b>       | <b>\$21.38</b>       | <b>\$22.13</b>       |
| DPW Worker                                     |                      |                      |                      |                      |                      |                      |                      |
| Department Assistant                           |                      |                      |                      |                      |                      |                      |                      |
| Technical Services Librarian                   |                      |                      |                      |                      |                      |                      |                      |
| <b>Grade 20</b>                                | <b>\$16.07</b>       | <b>\$16.63</b>       | <b>\$17.21</b>       | <b>\$17.82</b>       | <b>\$18.44</b>       | <b>\$19.09</b>       | <b>\$19.75</b>       |
| Bldg. & Grounds Maint. Worker                  |                      |                      |                      |                      |                      |                      |                      |
| DPW Semi-Skilled Worker                        |                      |                      |                      |                      |                      |                      |                      |
| Transfer Station Operator I                    |                      |                      |                      |                      |                      |                      |                      |
| Senior Library Assistant                       |                      |                      |                      |                      |                      |                      |                      |
| <b>Grade 10</b>                                | <b>\$14.61</b>       | <b>\$15.12</b>       | <b>\$15.65</b>       | <b>\$16.20</b>       | <b>\$16.77</b>       | <b>\$17.35</b>       | <b>\$17.96</b>       |
| Library Assistant                              |                      |                      |                      |                      |                      |                      |                      |
| Secretary                                      |                      |                      |                      |                      |                      |                      |                      |
| Van Dispatcher                                 |                      |                      |                      |                      |                      |                      |                      |
| <b><u>Per Diem Schedule (No Steps)</u></b>     |                      |                      |                      |                      |                      |                      |                      |
| Fire Lieutenant/EMT                            | 17.25                |                      |                      |                      |                      |                      |                      |
| Call Fighter/EMT                               | 15.66                |                      |                      |                      |                      |                      |                      |
| Call Firefighter                               | 15.66                |                      |                      |                      |                      |                      |                      |
| Special Police Officer                         | 15.66                |                      |                      |                      |                      |                      |                      |
| Dispatcher                                     | 15.66                |                      |                      |                      |                      |                      |                      |
| <b><u>Intermittent Schedule (No Steps)</u></b> |                      |                      |                      |                      |                      |                      |                      |
| Cemetery Superintendent                        | 8,227.06             | annually             |                      |                      |                      |                      |                      |
| Cemetery Laborer                               | 10.32                |                      |                      |                      |                      |                      |                      |
| Registrar Chairperson                          | 882.61               | annually             |                      |                      |                      |                      |                      |
| Clerk of Elections                             | 11.21                |                      |                      |                      |                      |                      |                      |
| Election Worker                                | 9.97                 |                      |                      |                      |                      |                      |                      |
| Registrar Member                               | 264.80               | annually             |                      |                      |                      |                      |                      |
| Veterans' Agent                                | 14.56                |                      |                      |                      |                      |                      |                      |
| Call Fire Chief                                | 40.41                |                      |                      |                      |                      |                      |                      |
| Deputy Fire Chief                              | 18.95                |                      |                      |                      |                      |                      |                      |
| Fire Captain                                   | 18.10                |                      |                      |                      |                      |                      |                      |
| Fire Lieutenant                                | 17.25                |                      |                      |                      |                      |                      |                      |
| Call Firefighter/EMT                           | 15.66                |                      |                      |                      |                      |                      |                      |

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

|                               |                                                                   |
|-------------------------------|-------------------------------------------------------------------|
| Fire Department Chaplain      | 15.66                                                             |
| Call Building Inspector       | 40.41                                                             |
| Special Police Officer        | 15.66                                                             |
| Lock-up Attendant             | 14.03                                                             |
| Dispatcher                    | 15.66                                                             |
| Seasonal Maintenance Worker   | 12.78                                                             |
| Snow Plower                   | 20.26                                                             |
| Seasonal Conservation Worker  | 11.98                                                             |
| Assistant Building Inspector  | 24.92                                                             |
| 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                   | 10,369.40 annually                                                |
| Assistant Dog Officer         | 10.16 4 hour call min                                             |
| Animal Control Officer        | 2,525.89 annually                                                 |
| Animal Inspector              | 930.58 annually                                                   |
| Fence Viewer                  | 40.00 annually                                                    |
| Field Driver                  | 45.00 annually                                                    |
| Director of Summer Playground | 18.24                                                             |
| Director of Gymnastics        | 17.57                                                             |
| Director of Winter Programs   | 17.57                                                             |
| Lead Counselor                | 13.29                                                             |
| Counselor                     | 9.97                                                              |
| Counselor-in-Training         | 9.32                                                              |
| Intern (Town Hall)            | 9.97                                                              |
| Library Page                  | 9.97                                                              |
| Junior Library Page           | 8.98                                                              |
| Van Driver                    | 12.48                                                             |

**NOTE**

\*Fee maximum is 1% of FY08 levy (or \$148,780)

*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>FY2008</b>           | <b>FY2009</b>           |
|--------------------|-----------------------------------------------------|-------------------------|-------------------------|
| DPW Director       | Contract expires 12/31/08                           | 85,384.00               | 88,800.00               |
| Fire Chief         | Contract expires 12/31/08                           | 83,200.00               | 86,528.00               |
| Library Director   | Contract expires 12/31/07                           | 64,166.00               | 67,054.00               |
| Police Chief       | Contract expires 12/31/08 (base)<br>with Quinn Bill | 88,200.00<br>105,840.00 | 92,610.00<br>111,132.00 |
| Town Administrator | Contract expires 12/31/08                           | 85,280.00               | 88,691.00               |

**Union Employees**

|                                 |       |       |       |       |       |       |       |
|---------------------------------|-------|-------|-------|-------|-------|-------|-------|
| Police Sergeant (Steps 1-3)     | 27.64 | 28.14 | 28.64 |       |       |       |       |
| Police Officer (Steps A1/A2-F)  | 20.26 | 20.97 | 21.70 | 22.46 | 23.25 | 24.06 | 24.90 |
| Firefighter/EMT (Steps A-F)     | 19.90 | 20.60 | 21.32 | 22.06 | 22.84 | 23.63 | N/A   |
| Dispatch Supervisor (Steps A-F) | 18.27 | 18.91 | 19.57 | 20.26 | 20.97 | 21.70 | N/A   |
| Dispatcher (Steps A-F)          | 16.52 | 17.10 | 17.69 | 18.31 | 18.95 | 19.62 | N/A   |

**Elected Positions**

|                          | <b>FY 2008</b>                | <b>FY 2009</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) | 55,505.00                     | 57,724.75                     |
| Town Clerk (Grade 50)    | 36,199.00                     | 37,646.57                     |

## ARTICLE 5 TOWN OPERATING BUDGET

(Majority vote required)

Keshava Srivastava, FinCom Chair, moved that the Town appropriate the sum of

\$18,926,067

for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2008, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 5 of the warrant, under the heading FY 2009 Budget and to meet this appropriation that \$70,000 be transferred from overlay surplus, that an amount of \$203,365 be transferred from Free Cash and that the balance be raised by taxation.

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

Mr. Srivastava said the operating budget categories and sums presented here represent the funds necessary for the Town to execute governmental, financial, public safety, education and maintenance functions provided to all Boxborough citizens.

The total town operating budget proposed for FY '09 is \$18,926,067 exclusive of warrant articles. Adjustments due to the use of State Aid revenues and local receipts as well as the costs associated with warrant articles and maintaining an Overlay Reserve lead to an amount of \$15,377,886 more or less to be raised by taxation and an additional amount of \$328,491 from free cash. The estimated tax rate associated with the proposed levy limit is \$14.82 per \$1,000 of valuation. This implies a tax bill of \$7,855 for the Department of Revenue estimated average single-family home FY '09 valuation of \$530,000. The median house price is expected to drop by 2 to 4% based on estimates from the Town Assessor. For the purpose of this analysis and to inform the Boxborough taxpayers with the best information available, we have assumed a 3% decrease. The estimated FY '09 tax bill for the "average" single family home represents an increase of 0.73% from the tax bill for FY '08. Voters should be aware that the FY'08 numbers are as voted at the May 14, 2007 ATM.

The salaries and wages for both union and non-union employees (excluding all School employees) are commensurate with the amounts found in "Compensation of Positions FY2009 Schedule B" of the Personnel Administration Plan, as reproduced under Article 4 above.

Further details of the tax rate and tax bill implications of Article 5 and other warrant articles may be found in the Finance Committee Report at the end of the warrant.

### **The Board of Selectmen unanimously does not recommend Article 5 as presented and voted to propose amendments on the floor of Town Meeting (5 – 0).**

### **The Council on Aging does not recommend as presented.**

The Council on Aging recommends that the town-funded hours of the Coordinator's salary remain at the same level as was approved in FY 08 and that Dept. 541, *Total Salaries – Council on Aging*, be increased by \$ 5,008 to accomplish this purpose.

The Moderator went through the budget line item by line item.

Karim Raad questioned line 135. Ms. Hilberg said it was a step increase.

**Ms Hilberg moved to increase Department 210, Total Salaries – Police to \$956,300, and to meet the appropriation that an additional amount of \$12,000 be transferred from Free Cash to restore hours to the administrative assistant. The motion carried.**

**Ms. Hilberg moved to increase Department 210, Total Other Expenses-Police to \$121,625, and to meet this appropriation that an additional amount of \$4,000 be transferred from Free Cash. The motion carried.**

Mark White, Sara's Way, had a question on the size of the increase in line item 220. Mr. Gorman said that ambulance expenses were recategorized and will be offset by receipts.

Mr. Raad had a question on Dispatch increase in line 221. The Police Chief said that turnover has been high in the past and that the increase in salary has helped retain employees.

Mr. Raad wanted to congratulate the School Committee on this year's budget. He would have liked to see a discussion about plans for downsizing staff in the future. Becky Neville said that the School Committee has a plan for reducing staff over 5 years. She said that this year's school budget does reflect some staff reductions.

KC Donovan asked whether the school had factored in the 40B impact. Ms. Neville said yes they had considered that and said that the 5-year plan would be flexible.

Norm Hanover asked for more detail on the Blanchard School Budget. Becky Neville showed a slide of class size projections over 5 years and showed where the section reductions would take place.

Karim Raad asked how many students from Boxborough go to Minuteman Tech and how is the assessment made. Tom Markham, Assistant Superintendent at Minuteman, was recognized by the Moderator and said that 12 full-time high school students from Boxborough. The assessment is based on 3 factors: full-time students plus post-grad vocational training, middle school exploratory after school, and 2 technical literacy teachers are at RJ Grey.

Susan Kenyon, Old Harvard Rd., asked why the Blanchard School had to cut back on music and art. Becky Neville said a lot of thought went into the Blanchard budget cuts. A level service budget was too expensive and the cuts to music and art could be made with little impact to students.

Mr. Raad asked why line 422 increased so much. Ms. Hilberg said that the DPW has had part-time secretarial support funded by a grant that has now been added to the budget in line item 422, along with the 4% increase for DPW Director salary, a 4.3% increase for staff salaries and an increase in the overtime budget.

**Ms. Hilberg moved that the Town decrease Department 511, Total Other Expenses - Board of Health to \$15,765, and the sum of \$15,000 be reduced from the amount to be transferred from Free Cash.** The money is for a second mosquito Bti drop if needed. Mr. Kushner reiterated that the FinCom does not recommend. Ms. Cannon said that as far as the BOH is concerned it doesn't matter, as long as the money is available if needed. Mr. Srivastava said that if the money is in the BOH budget and is not needed, it will go to Free Cash anyway. He doesn't feel that a second drop is really unanticipated. Mr. Bunyard supports the FinCom position on how to budget for the second drop. Michael Toups, Pine Hill Rd. asked how the decision for the second drop is made. Ms. Cannon said that Mosquito Control would come out and test for larva and then makes a determination based on the test results. Ms. Grossman, Depot Rd, wondered why we were spending so much money on mosquito control. She does not like the repeated drops of Bti into wetlands and is concerned on the longterm effect on biodiversity. Pointed out that many other communities don't spray. Ms. Cannon feels there is a health concern with mosquitoes.

Ms. Cannon said that EEE and West Nile are real health threats spread by mosquitoes. Ms. Cannon also felt that the Bti drops should reduce the reliance on the chemical spraying.

Moderator called for a standing vote. **The motion on the amendment passed.**

**Mr. Powers moved that the Town increase Department 541, Total Salaries - Council on Aging to \$36,458, and to meet this appropriation, that an additional amount of \$5,008 be transferred from Free Cash.**

He pointed out that the COA Coordinator is currently working 35 hours, 5 of which are paid by MART. This represents a 5 hour increase from the previous Coordinator. The FinCom wants to reduce the hours to 30 hours with 25 hours paid for by the town and 5 paid by MART. Mr. Powers defended the increase in hours as not costing the town any more since the additional 5 hours are paid for by the MART grant and allows the coordinator to offer outreach services, as well as her other duties. Tracy Driscoll, FinCom member, said the FinCom did not agree that the work load is such to justify an increase in hours and that the town should use the grant money to save money on the COA coordinator salary. Ms. Smolin said that she had gone to the BoS when they were going out to look for a new coordinator that the hours should be increased from 30 hours to 35 hours in order make the position more attractive. Laura Arsenault spoke to the increase in work load as the number of seniors continues to rise. The COA supports the BoS proposal. Karim Raad was impressed with the level of detail that the FinCom provided but didn't think it worth arguing over 5 hours. Kathie Schwarting, the former COA Coordinator, spoke in favor of the motion and explained in depth the services and activities of the COA Coordinator. Rita Grossman also spoke in favor of the motion. **The motion to amend passed.**

Mr. Raad asked about line 830. Margaret Dennehy, Town Treasurer, said that this was an annual assessment for retiree pensions. He also questioned line 915 and asked what was in it. Ms. Dennehy responded that the line contained health insurance, life insurance and the town portion of social security.

To summarize all the above amendments to budget line items, Mr. Srivastava moved that the Town appropriate the sum of: **\$18,932,075** for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2008, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 5 of the warrant, under the heading FY 2009 Budget, except for

Department 210, Total Salaries - Police, \$944,300 is increased to **\$956,300**  
Department 210, Total Other Expenses – Police, 117,625 is increased to **\$121,625**  
Department 511, Total Other Expenses - Board of Health, 30,765 is decreased to **\$15,765**  
Department 541, Total Salaries - Council on Aging, 31,450 is increased to **\$36,458**  
and to meet this appropriation that \$70,000 be transferred from overlay surplus,  
that an amount of \$209,373 be transferred from Free Cash  
and that the balance be raised by taxation.

**The motion on Article 5, as amended, carried unanimously.**

| <u>ACCOUNT NAME</u> |                                          | <u>FY2007</u> | <u>FY2008</u> | <u>FY2009</u> | <u>\$ Change</u> | <u>% Change</u> | <u>BoS to</u>       |
|---------------------|------------------------------------------|---------------|---------------|---------------|------------------|-----------------|---------------------|
|                     |                                          | <u>ACTUAL</u> | <u>BUDGET</u> | <u>BUDGET</u> | <u>FY09 VS</u>   | <u>FY09 VS</u>  | <u>Amend</u>        |
|                     |                                          |               |               |               | <u>FY08</u>      | <u>FY08</u>     | <u>\$Inc/(Decr)</u> |
| 114                 | Total Salaries - Moderator               | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 114                 | Total Other Expenses - Moderator         | \$ 31         | \$ 75         | \$ 50         | \$ (25)          | -33.33%         |                     |
| 114                 | Total Moderator Expenses                 | \$ 31         | \$ 75         | \$ 50         | \$ (25)          | -33.33%         |                     |
| 119                 | Total Salaries - Town Constable          | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 119                 | Total Other Expenses - Town Constable    | \$ 169        | \$ 100        | \$ 200        | \$ 100           | 100.00%         |                     |
| 119                 | Total Constable Expenses                 | \$ 169        | \$ 100        | \$ 200        | \$ 100           | 100.00%         |                     |
| 122                 | Total Salaries - Selectman               | \$ 1,800      | \$ 2,000      | \$ 2,000      | \$ -             | 0.00%           |                     |
| 122                 | Total Other Expenses - Selectman         | \$ 1,131      | \$ 1,610      | \$ 2,975      | \$ 1,365         | 84.78%          |                     |
| 122                 | Total Selectman Expenses                 | \$ 2,931      | \$ 3,610      | \$ 4,975      | \$ 1,365         | 37.81%          |                     |
| 123                 | Total Salaries - Town Administrator      | \$ 81,086     | \$ 85,280     | \$ 88,691     | \$ 3,411         | 4.00%           |                     |
| 123                 | Total Other Expenses- Town Administrator | \$ 1,523      | \$ 2,425      | \$ 2,525      | \$ 100           | 4.12%           |                     |
| 123                 | Total Expenses - Town Administrator      | \$ 82,609     | \$ 87,705     | \$ 91,216     | \$ 3,511         | 4.00%           |                     |
| 131                 | Total Salaries - Finance Committee       | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 131                 | Total Other Expenses- Finance Committee  | \$ 440        | \$ 450        | \$ 450        | \$ -             | 0.00%           |                     |
| 131                 | Total Expenses - Finance Committee       | \$ 440        | \$ 450        | \$ 450        | \$ -             | 0.00%           |                     |
| 135                 | Total Salaries - Accountant              | \$ 55,109     | \$ 57,571     | \$ 61,970     | \$ 4,399         | 7.64%           |                     |
| 135                 | Total Other Expenses- Accountant         | \$ 20,760     | \$ 20,710     | \$ 24,718     | \$ 4,008         | 19.35%          |                     |
| 135                 | Total Expenses - Accountant              | \$ 75,869     | \$ 78,281     | \$ 86,688     | \$ 8,407         | 10.74%          |                     |
| 141                 | Total Salaries - Assessor                | \$ 59,519     | \$ 53,454     | \$ 55,894     | \$ 2,440         | 4.56%           |                     |
| 141                 | Total Other Expenses-Assessor            | \$ 8,994      | \$ 11,015     | \$ 13,390     | \$ 2,375         | 21.56%          |                     |
| 141                 | Total Expenses - Assessor                | \$ 68,513     | \$ 64,469     | \$ 69,284     | \$ 4,815         | 7.47%           |                     |
| 145                 | Total Salaries - Treasurer               | \$ 61,273     | \$ 64,830     | \$ 67,384     | \$ 2,554         | 3.94%           |                     |
| 145                 | Total Other Expenses-Treasurer           | \$ 12,887     | \$ 12,155     | \$ 13,885     | \$ 1,730         | 14.23%          |                     |
| 145                 | Total Expenses - Treasurer               | \$ 74,160     | \$ 76,985     | \$ 81,269     | \$ 4,284         | 5.56%           |                     |
| 146                 | Total Salaries - Tax Collector           | \$ 53,118     | \$ 56,505     | \$ 58,725     | \$ 2,220         | 3.93%           |                     |
| 146                 | Total Other Expenses-Tax Collector       | \$ 16,525     | \$ 15,682     | \$ 15,837     | \$ 155           | 0.99%           |                     |
| 146                 | Total Expenses - Tax Collector           | \$ 69,643     | \$ 72,187     | \$ 74,562     | \$ 2,375         | 3.29%           |                     |

| <u>ACCOUNT NAME</u>                    |                                      | <u>FY2007</u> | <u>FY2008</u> | <u>FY2009</u> | <u>\$ Change</u> | <u>% Change</u> | <u>BoS to</u>       |
|----------------------------------------|--------------------------------------|---------------|---------------|---------------|------------------|-----------------|---------------------|
|                                        |                                      | <u>ACTUAL</u> | <u>BUDGET</u> | <u>BUDGET</u> | <u>FY09 VS</u>   | <u>FY09 VS</u>  | <u>Amend</u>        |
|                                        |                                      |               |               |               | <u>FY08</u>      | <u>FY08</u>     | <u>\$Inc/(Decr)</u> |
| 151                                    | Total Salaries - Legal               | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 151                                    | Total Other Expenses-Legal           | \$ 135,655    | \$ 64,000     | \$ 64,000     | \$ -             | 0.00%           |                     |
| 151                                    | Total Expenses - Legal               | \$ 135,655    | \$ 64,000     | \$ 64,000     | \$ -             | 0.00%           |                     |
| 152                                    | Total Salaries - Personnel Board     | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 152                                    | Total Other Expenses-Personnel Board | \$ 120        | \$ 330        | \$ 150        | \$ (180)         | -54.55%         |                     |
| 152                                    | Total Expenses - Personnel Board     | \$ 120        | \$ 330        | \$ 150        | \$ (180)         | -54.55%         |                     |
| 161                                    | Total Salaries - Town Clerk          | \$ 34,070     | \$ 36,449     | \$ 37,647     | \$ 1,198         | 3.29%           |                     |
| 161                                    | Total Other Expenses-Town Clerk      | \$ 1,762      | \$ 2,946      | \$ 1,499      | \$ (1,447)       | -49.12%         |                     |
| 161                                    | Total Expenses - Town Clerk          | \$ 35,832     | \$ 39,395     | \$ 39,146     | \$ (249)         | -0.63%          |                     |
| 162                                    | Total Salaries - Elect & Regist      | \$ 3,499      | \$ 5,889      | \$ 3,997      | \$ (1,892)       | -32.13%         |                     |
| 162                                    | Total Other Elect & Regist           | \$ 4,081      | \$ 5,880      | \$ 4,961      | \$ (919)         | -15.63%         |                     |
| 162                                    | Total Expenses - Elect & Regist      | \$ 7,580      | \$ 11,769     | \$ 8,958      | \$ (2,811)       | -23.88%         |                     |
| 171                                    | Total Salaries - Conservation Comm   | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 171                                    | Total Other - Conservation Comm      | \$ 4,650      | \$ 2,150      | \$ 2,150      | \$ -             | 0.00%           |                     |
| 171                                    | Total Expenses - Conservation Comm   | \$ 4,650      | \$ 2,150      | \$ 2,150      | \$ -             | 0.00%           |                     |
| 175                                    | Total Salaries - Planning Board      | \$ 59,490     | \$ 62,216     | \$ 66,929     | \$ 4,713         | 7.58%           |                     |
| 175                                    | Total Other - Planning Board         | \$ 3,333      | \$ 3,760      | \$ 3,760      | \$ -             | 0.00%           |                     |
| 175                                    | Total Expenses - Planning Board      | \$ 62,823     | \$ 65,976     | \$ 70,689     | \$ 4,713         | 7.14%           |                     |
| 176                                    | Total Salaries - Zoning Board        | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 176                                    | Total Other - Zoning Board           | \$ 647        | \$ 335        | \$ 335        | \$ -             | 0.00%           |                     |
| 176                                    | Total Expenses - Zoning Board        | \$ 647        | \$ 335        | \$ 335        | \$ -             | 0.00%           |                     |
| 177                                    | Total Salaries - Housing Board       | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 177                                    | Total Other - Housing Board          | \$ 824        | \$ 1,000      | \$ -          | \$ (1,000)       | -100.00%        |                     |
| 177                                    | Total Expenses - Housing Board       | \$ 824        | \$ 1,000      | \$ -          | \$ (1,000)       | -100.00%        |                     |
| 192                                    | Total Salaries - Town Hall           | \$ 147,394    | \$ 183,990    | \$ 185,376    | \$ 1,386         | 0.75%           |                     |
| 192                                    | Total Other - Town Hall              | \$ 88,595     | \$ 75,965     | \$ 66,290     | \$ (9,675)       | -12.74%         |                     |
| 192                                    | Total Expenses - Town Hall           | \$ 235,989    | \$ 259,955    | \$ 251,666    | \$ (8,289)       | -3.19%          |                     |
| Total Town Government - Salaries       |                                      | \$ 556,358    | \$ 608,184    | \$ 628,613    | \$ 20,429        | 3.36%           |                     |
| Total Town Government - Other Expenses |                                      | \$ 302,127    | \$ 220,588    | \$ 217,175    | \$ (3,413)       | -1.55%          |                     |
| Total Town Government - Total Expenses |                                      | \$ 858,485    | \$ 828,772    | \$ 845,788    | \$ 17,016        | 2.05%           |                     |

135 Other: Audit expense increase

141 Other: 2009 is a full revaluation year

| <u>ACCOUNT NAME</u> |                                | <u>FY2007</u> | <u>FY2008</u> | <u>FY2009</u> | <u>\$ Change</u> | <u>% Change</u> | <u>BoS to</u>       |
|---------------------|--------------------------------|---------------|---------------|---------------|------------------|-----------------|---------------------|
|                     |                                | <u>ACTUAL</u> | <u>BUDGET</u> | <u>BUDGET</u> | <u>FY09 VS</u>   | <u>FY09 VS</u>  | <u>Amend</u>        |
|                     |                                |               |               |               | <u>FY08</u>      | <u>FY08</u>     | <u>\$Inc/(Decr)</u> |
| 210                 | Total Salaries - Police        | \$ 844,517    | \$ 919,505    | \$ 944,300    | \$ 24,795        | 2.70%           | \$ 12,000           |
| 210                 | Total Other - Police           | \$ 125,724    | \$ 110,425    | \$ 117,625    | \$ 7,200         | 6.52%           | \$ 4,000            |
| 210                 | Total Expenses - Police        | \$ 970,241    | \$ 1,029,930  | \$ 1,061,925  | \$ 31,995        | 3.11%           |                     |
| 220                 | Total Salaries - Fire          | \$ 562,582    | \$ 659,627    | \$ 675,021    | \$ 15,394        | 2.33%           |                     |
| 220                 | Total Other - Fire             | \$ 85,472     | \$ 96,784     | \$ 108,234    | \$ 11,450        | 11.83%          |                     |
| 220                 | Total Expenses - Fire          | \$ 648,054    | \$ 756,411    | \$ 783,255    | \$ 26,844        | 3.55%           |                     |
| 221                 | Total Salaries - Dispatch      | \$ 189,881    | \$ 200,818    | \$ 221,004    | \$ 20,186        | 10.05%          |                     |
| 221                 | Total Other - Dispatch         | \$ 26,166     | \$ 25,219     | \$ 25,219     | \$ -             | 0.00%           |                     |
| 221                 | Total Expenses - Dispatch      | \$ 216,047    | \$ 226,037    | \$ 246,223    | \$ 20,186        | 8.93%           |                     |
| 241                 | Total Salaries - Building Insp | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 241                 | Total Other - Building Insp    | \$ 34,940     | \$ 36,450     | \$ 36,450     | \$ -             | 0.00%           |                     |
| 241                 | Total Expenses - Building Insp | \$ 34,940     | \$ 36,450     | \$ 36,450     | \$ -             | 0.00%           |                     |
| 291                 | Total Salaries -Emergency Mgt  | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 291                 | Total Other - Emergency Mgt    | \$ 454        | \$ 100        | \$ 100        | \$ -             | 0.00%           |                     |
| 291                 | Total Expenses - Emergency Mgt | \$ 454        | \$ 100        | \$ 100        | \$ -             | 0.00%           |                     |
| 292                 | Total Salaries - Dog Officer   | \$ 9,624      | \$ 9,971      | \$ 10,370     | \$ 399           | 4.00%           |                     |
| 292                 | Total Other - Dog Officer      | \$ 1,857      | \$ 1,625      | \$ 1,625      | \$ -             | 0.00%           |                     |
| 292                 | Total Expenses - Dog Officer   | \$ 11,481     | \$ 11,596     | \$ 11,995     | \$ 399           | 3.44%           |                     |
| 299                 | Total Salaries - Field Driver  | \$ 45         | \$ 45         | \$ 45         | \$ -             | 0.00%           |                     |
| 299                 | Total Other - Field Driver     | \$ -          | \$ 15         | \$ 15         | \$ -             | 0.00%           |                     |
| 299                 | Total Expenses - Field Driver  | \$ 45         | \$ 60         | \$ 60         | \$ -             | 0.00%           |                     |
| 200                 | Total Salaries - Protection    | \$ 1,606,649  | \$ 1,789,966  | \$ 1,850,740  | \$ 60,774        | 3.40%           |                     |
| 200                 | Total Other - Protection       | \$ 274,613    | \$ 270,618    | \$ 289,268    | \$ 18,650        | 6.89%           |                     |
| 200                 | Total Expenses - Protection    | \$ 1,881,262  | \$ 2,060,584  | \$ 2,140,008  | \$ 79,424        | 3.85%           |                     |

**210 Salary: BoS plans to amend, to increase by \$12,000 to restore secretary back to 40 hours per week**

**210 Other: BoS plans to amend, to increase by \$4,000 due to costs of maintaining/repairing cruisers**

**220 Other: Ambulance expenses are included, per DOR rules and will be offset by revenue**

**221 Salary: Steps and overtime**

| <u>ACCOUNT NAME</u>        |                                          | <u>FY2007</u> | <u>FY2008</u> | <u>FY2009</u> | <u>\$ Change</u> | <u>% Change</u> | <u>BoS to</u>       |
|----------------------------|------------------------------------------|---------------|---------------|---------------|------------------|-----------------|---------------------|
|                            |                                          | <u>ACTUAL</u> | <u>BUDGET</u> | <u>BUDGET</u> | <u>FY09 VS</u>   | <u>FY09 VS</u>  | <u>Amend</u>        |
|                            |                                          |               |               |               | <u>FY08</u>      | <u>FY08</u>     | <u>\$Inc/(Decr)</u> |
| 300                        | Total Salaries - Blanchard School        | \$ 3,847,247  | \$ 4,059,639  | \$ 4,073,069  | \$ 13,430        | 0.33%           |                     |
| 300                        | Total Other - School-Blanchard School    | \$ 1,538,892  | \$ 1,363,762  | \$ 1,200,332  | \$ (163,430)     | -11.98%         |                     |
| 300                        | Total Expenses - Blanchard School        | \$ 5,386,139  | \$ 5,423,401  | \$ 5,273,401  | \$ (150,000)     | -2.77%          |                     |
| 310                        | Total Salaries - Minuteman Vocational HS | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 310                        | Total Other - Minuteman Vocational HS    | \$ 260,801    | \$ 286,070    | \$ 299,902    | \$ 13,832        | 4.84%           |                     |
| 310                        | Total Expenses - Minuteman Vocational HS | \$ 260,801    | \$ 286,070    | \$ 299,902    | \$ 13,832        | 4.84%           |                     |
| 320                        | Total Salaries - ABRS Assessment         | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 320                        | Total Other - ABRS Assessment            | \$ 5,473,054  | \$ 5,676,295  | \$ 5,732,440  | \$ 56,145        | 0.99%           |                     |
| 320                        | Total Expenses - A/B RHS Assessment      | \$ 5,473,054  | \$ 5,676,295  | \$ 5,732,440  | \$ 56,145        | 0.99%           |                     |
| Total Salaries - Education |                                          | \$ 3,847,247  | \$ 4,059,639  | \$ 4,073,069  | \$ 13,430        | 0.33%           |                     |
| Total Other - Education    |                                          | \$ 7,272,747  | \$ 7,326,127  | \$ 7,232,674  | \$ (93,453)      | -1.28%          |                     |
| Total Expenses - Education |                                          | \$ 11,119,994 | \$ 11,385,766 | \$ 11,305,743 | \$ (80,023)      | -0.70%          |                     |

**300: Decreased by \$150,000 offset by school CHOICE funds**

| <u>ACCOUNT NAME</u>                      |                                       | <u>FY2007</u> | <u>FY2008</u> | <u>FY2009</u> | <u>\$ Change</u> | <u>% Change</u> | <u>BoS to</u>       |
|------------------------------------------|---------------------------------------|---------------|---------------|---------------|------------------|-----------------|---------------------|
|                                          |                                       | <u>ACTUAL</u> | <u>BUDGET</u> | <u>BUDGET</u> | <u>FY09 VS</u>   | <u>FY09 VS</u>  | <u>Amend</u>        |
|                                          |                                       |               |               |               | <u>FY08</u>      | <u>FY08</u>     | <u>\$Inc/(Decr)</u> |
| 422                                      | Total Salaries - Public Works         | \$ 411,767    | \$ 435,515    | \$ 472,319    | \$ 36,804        | 8.45%           |                     |
| 422                                      | Total Other - Public Works            | \$ 205,470    | \$ 227,126    | \$ 218,620    | \$ (8,506)       | -3.75%          |                     |
| 422                                      | Total Expenses - Public Works         | \$ 617,237    | \$ 662,641    | \$ 690,939    | \$ 28,298        | 4.27%           |                     |
| 423                                      | Total Salaries - Snow & Ice           | \$ 34,200     | \$ 46,507     | \$ 47,000     | \$ 493           | 1.06%           |                     |
| 423                                      | Total Other - Snow & Ice              | \$ 43,335     | \$ 43,582     | \$ 58,000     | \$ 14,418        | 33.08%          |                     |
| 423                                      | Total Expenses - Snow & Ice           | \$ 77,535     | \$ 90,089     | \$ 105,000    | \$ 14,911        | 16.55%          |                     |
| 424                                      | Total Salaries - Street Lighting      | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 424                                      | Total Other - Street Lighting         | \$ 2,553      | \$ 3,191      | \$ 3,191      | \$ -             | 0.00%           |                     |
| 424                                      | Total Expenses - Street Lighting      | \$ 2,553      | \$ 3,191      | \$ 3,191      | \$ -             | 0.00%           |                     |
| 429                                      | Total Salaries - Fuel                 | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 429                                      | Total Other - Fuel                    | \$ 54,104     | \$ 49,200     | \$ 61,500     | \$ 12,300        | 25.00%          |                     |
| 429                                      | Total Expenses - Fuel                 | \$ 54,104     | \$ 49,200     | \$ 61,500     | \$ 12,300        | 25.00%          |                     |
| 431                                      | Total Salaries - Hazardous Waste Coll | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 431                                      | Total Other - Hazardous Waste Coll    | \$ 7,278      | \$ -          | \$ 7,500      | \$ 7,500         | 100.00%         |                     |
| 431                                      | Total Expenses - Hazardous Waste Coll | \$ 7,278      | \$ -          | \$ 7,500      | \$ 7,500         | 100.00%         |                     |
| 491                                      | Total Salaries - Cemetery             | \$ 7,636      | \$ 8,580      | \$ 8,897      | \$ 317           | 3.69%           |                     |
| 491                                      | Total Other - Cemetery                | \$ 459        | \$ 1,402      | \$ 1,402      | \$ -             | 0.00%           |                     |
| 491                                      | Total Expenses - Cemetery             | \$ 8,095      | \$ 9,982      | \$ 10,299     | \$ 317           | 3.18%           |                     |
| Total Salaries-Public Works & Facilities |                                       | \$ 453,603    | \$ 490,602    | \$ 528,216    | \$ 37,614        | 7.67%           |                     |
| Total - Other Public Works & Facilities  |                                       | \$ 313,199    | \$ 324,501    | \$ 350,213    | \$ 25,712        | 7.92%           |                     |
| Total Expenses-Public Works - Facilities |                                       | \$ 766,802    | \$ 815,103    | \$ 878,429    | \$ 63,326        | 7.77%           |                     |

**422 Salary: Addition of salary for part time admin support**

**423 Other: Increased to cover expected average cost based on actual expense over last 5 years and adjusted for price increases**

**429 Other: "You all know why" and consistent with rising costs**

| <u>ACCOUNT NAME</u>             |                                         | <u>FY2007</u> | <u>FY2008</u> | <u>FY2009</u> | <u>\$ Change</u> | <u>% Change</u> | <u>BoS to</u>       |
|---------------------------------|-----------------------------------------|---------------|---------------|---------------|------------------|-----------------|---------------------|
|                                 |                                         | <u>ACTUAL</u> | <u>BUDGET</u> | <u>BUDGET</u> | <u>FY09 VS</u>   | <u>FY09 VS</u>  | <u>Amend</u>        |
|                                 |                                         |               |               |               | <u>FY08</u>      | <u>FY08</u>     | <u>\$Inc/(Decr)</u> |
| 510                             | Total Salaries - Landfill Monitoring    | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 510                             | Total Other - Landfill Monitoring       | \$ 4,766      | \$ 5,000      | \$ 5,000      | \$ -             | 0.00%           |                     |
| 510                             | Total Expenses - Landfill Monitoring    | \$ 4,766      | \$ 5,000      | \$ 5,000      | \$ -             | 0.00%           |                     |
| 511                             | Total Salaries - Board of Health        | \$ 500        | \$ 501        | \$ 501        | \$ -             | 0.00%           |                     |
| 511                             | Total Other - Board of Health           | \$ 8,292      | \$ 1,765      | \$ 30,765     | \$ 29,000        | 1643.06%        | \$ (15,000)         |
| 511                             | Total Expenses - Board of Health        | \$ 8,792      | \$ 2,266      | \$ 31,266     | \$ 29,000        | 1279.79%        |                     |
| 519                             | Total Salaries - Environmental Services | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 519                             | Total Other - Environmental Services    | \$ 9,345      | \$ 9,345      | \$ 9,345      | \$ -             | 0.00%           |                     |
| 519                             | Total Expenses - Environmental Services | \$ 9,345      | \$ 9,345      | \$ 9,345      | \$ -             | 0.00%           |                     |
| 521                             | Total Salaries - Family Services        | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 521                             | Total Other - Family Services           | \$ 6,000      | \$ 6,000      | \$ 6,000      | \$ -             | 0.00%           |                     |
| 521                             | Total Expenses - Family Services        | \$ 6,000      | \$ 6,000      | \$ 6,000      | \$ -             | 0.00%           |                     |
| 522                             | Total Salaries - Nursing Services       | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 522                             | Total Other - Nursing Services          | \$ 2,395      | \$ 2,395      | \$ 2,395      | \$ -             | 0.00%           |                     |
| 522                             | Total Expenses - Nursing Services       | \$ 2,395      | \$ 2,395      | \$ 2,395      | \$ -             | 0.00%           |                     |
| 523                             | Total Salaries - Mental Health Svcs     | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 523                             | Total Other - Mental Health Services    | \$ 7,000      | \$ 7,000      | \$ 7,000      | \$ -             | 0.00%           |                     |
| 523                             | Total Expenses - Mental Health Services | \$ 7,000      | \$ 7,000      | \$ 7,000      | \$ -             | 0.00%           |                     |
| 541                             | Total Salaries - Council on Aging       | \$ 34,928     | \$ 36,270     | \$ 31,450     | \$ (4,820)       | -13.29%         | \$ 5,008            |
| 541                             | Total Other - Council on Aging          | \$ 2,726      | \$ 3,064      | \$ 3,119      | \$ 55            | 1.80%           |                     |
| 541                             | Total Expenses - Council on Aging       | \$ 37,654     | \$ 39,334     | \$ 34,569     | \$ (4,765)       | -12.11%         |                     |
| 543                             | Total Salaries - Veterans               | \$ 286        | \$ 190        | \$ 190        | \$ -             | 0.00%           |                     |
| 543                             | Total Other - Veterans                  | \$ 114        | \$ 250        | \$ 250        | \$ -             | 0.00%           |                     |
| 543                             | Total Expenses - Veterans               | \$ 400        | \$ 440        | \$ 440        | \$ -             | 0.00%           |                     |
| 599                             | Total Salaries - Inspect of Animals     | \$ 864        | \$ 895        | \$ 931        | \$ 36            | 4.02%           |                     |
| 599                             | Total Other - Inspect of Animals        | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 599                             | Total Expenses - Inspect of Animals     | \$ 864        | \$ 895        | \$ 931        | \$ 36            | 4.02%           |                     |
| 600                             | Total Salaries - Animal Control Officer | \$ 2,344      | \$ 2,429      | \$ 2,526      | \$ 97            | 3.99%           |                     |
| 600                             | Total Other - Animal Control Officer    | \$ 372        | \$ 330        | \$ 330        | \$ -             | 0.00%           |                     |
| 600                             | Total Expenses - Animal Control Officer | \$ 2,716      | \$ 2,759      | \$ 2,856      | \$ 97            | 3.52%           |                     |
| Total Salaries-Health Services  |                                         | \$ 38,922     | \$ 40,285     | \$ 35,598     | \$ (4,687)       | -11.63%         |                     |
| Total - Other - Health Services |                                         | \$ 41,010     | \$ 35,149     | \$ 64,204     | \$ 29,055        | 82.66%          |                     |
| Total Expenses-Health Services  |                                         | \$ 79,932     | \$ 75,434     | \$ 99,802     | \$ 24,368        | 32.30%          |                     |

**511 Other: Addition of funding for 2 aerial drops of mosquito larvacide**

**511 Other: BoS plans to amend, to decrease by \$15,000, estimated cost of one larvacide drop**

**541 Salary: BoS plans to amend (increase by \$5,008) to increase the CoA Coordinator's total hours from 30 to 35 per week with the additional 5 hours to be reimbursed by MART**

| <u>ACCOUNT NAME</u> |                                          | <u>FY2007</u> | <u>FY2008</u> | <u>FY2009</u> | <u>\$ Change</u> | <u>% Change</u> | <u>BoS to</u>       |
|---------------------|------------------------------------------|---------------|---------------|---------------|------------------|-----------------|---------------------|
|                     |                                          | <u>ACTUAL</u> | <u>BUDGET</u> | <u>BUDGET</u> | <u>FY09 VS</u>   | <u>FY09 VS</u>  | <u>Amend</u>        |
|                     |                                          |               |               |               | <u>FY08</u>      | <u>FY08</u>     | <u>\$Inc/(Decr)</u> |
| 610                 | Total Salaries - Library                 | \$ 145,753    | \$ 164,033    | \$ 175,538    | \$ 11,505        | 7.01%           |                     |
| 610                 | Total Other - Library                    | \$ 97,360     | \$ 105,756    | \$ 113,658    | \$ 7,902         | 7.47%           |                     |
| 610                 | Total Expenses - Library                 | \$ 243,113    | \$ 269,789    | \$ 289,196    | \$ 19,407        | 7.19%           |                     |
| 630                 | Total Salaries - Recreation Comm         | \$ 19,133     | \$ 24,740     | \$ 26,640     | \$ 1,900         | 7.68%           |                     |
| 630                 | Total Other - Recreation Comm            | \$ 9,877      | \$ 10,880     | \$ 10,800     | \$ (80)          | -0.74%          |                     |
| 630                 | Total Expenses - Recreation Comm         | \$ 29,010     | \$ 35,620     | \$ 37,440     | \$ 1,820         | 5.11%           |                     |
| 691                 | Total Salaries - Historical Comm         | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 691                 | Total Other - Historical Comm            | \$ 5,441      | \$ 3,061      | \$ 3,129      | \$ 68            | 2.22%           |                     |
| 691                 | Total Expenses - Historical Comm         | \$ 5,441      | \$ 3,061      | \$ 3,129      | \$ 68            | 2.22%           |                     |
| 692                 | Total Salaries - Public celebration      | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 692                 | Total Other - Public Celebration         | \$ 429        | \$ 665        | \$ 665        | \$ -             | 0.00%           |                     |
| 692                 | Total Expenses - Public Celebration      | \$ 429        | \$ 665        | \$ 665        | \$ -             | 0.00%           |                     |
| 693                 | Total Salaries - Steele Farm             | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 693                 | Total Other - Steele Farm                | \$ 500        | \$ 500        | \$ 500        | \$ -             | 0.00%           |                     |
| 693                 | Total Expenses - Steele Farm             | \$ 500        | \$ 500        | \$ 500        | \$ -             | 0.00%           |                     |
| 699                 | Total Salaries - A/B Cultural Council    | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 699                 | Total Other - A/B Cultural Council       | \$ 1,500      | \$ 1,500      | \$ 1,500      | \$ -             | 0.00%           |                     |
| 699                 | Total Expenses - A/B Cultural Council    | \$ 1,500      | \$ 1,500      | \$ 1,500      | \$ -             | 0.00%           |                     |
|                     | Total Salaries - Culture & Recreation    | \$ 164,886    | \$ 188,773    | \$ 202,178    | \$ 13,405        | 7.10%           |                     |
|                     | Total Other- Culture & Recreation        | \$ 115,107    | \$ 122,362    | \$ 130,252    | \$ 7,890         | 6.45%           |                     |
|                     | Total Expenses - Culture & Recreation    | \$ 279,993    | \$ 311,135    | \$ 332,430    | \$ 21,295        | 6.84%           |                     |
| 710                 | Total Salaries - Maturing Debt Principal | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 710                 | Total Other - Maturing Debt Principal    | \$ 678,452    | \$ 728,000    | \$ 723,000    | \$ (5,000)       | -0.69%          |                     |
| 710                 | Total Expenses - Maturing Debt Principal | \$ 678,452    | \$ 728,000    | \$ 723,000    | \$ (5,000)       | -0.69%          |                     |
| 751                 | Total Salaries - Maturing Debt Interest  | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 751                 | Total Other - Maturing Debt Interest     | \$ 696,244    | \$ 678,415    | \$ 608,569    | \$ (69,846)      | -10.30%         |                     |
| 751                 | Total Expenses - Maturing Debt Interest  | \$ 696,244    | \$ 678,415    | \$ 608,569    | \$ (69,846)      | -10.30%         |                     |
|                     | Total Salaries - Debt Service            | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
|                     | Total Other - Debt Service               | \$ 1,374,696  | \$ 1,406,415  | \$ 1,331,569  | \$ (74,846)      | -5.32%          |                     |
|                     | Total Expenses - Debt Service            | \$ 1,374,696  | \$ 1,406,415  | \$ 1,331,569  | \$ (74,846)      | -5.32%          |                     |

| <u>ACCOUNT NAME</u> |                                          | <u>FY2007</u> | <u>FY2008</u> | <u>FY2009</u> | <u>\$ Change</u> | <u>% Change</u> | <u>BoS to</u>       |
|---------------------|------------------------------------------|---------------|---------------|---------------|------------------|-----------------|---------------------|
|                     |                                          | <u>ACTUAL</u> | <u>BUDGET</u> | <u>BUDGET</u> | <u>FY09 VS</u>   | <u>FY09 VS</u>  | <u>Amend</u>        |
|                     |                                          |               |               |               | <u>FY08</u>      | <u>FY08</u>     | <u>\$Inc/(Decr)</u> |
| 830                 | Total Salaries - County Ret. Assessment  | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 830                 | Total Other - County Ret Assessment      | \$ 317,905    | \$ 366,730    | \$ 408,903    | \$ 42,173        | 11.50%          |                     |
| 830                 | Total Expenses - County Ret Assessment   | \$ 317,905    | \$ 366,730    | \$ 408,903    | \$ 42,173        | 11.50%          |                     |
| 912                 | Total Salaries - Other Benefit Insurance | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 912                 | Total Other - Other Benefit Insurance    | \$ 48,919     | \$ 67,932     | \$ 69,295     | \$ 1,363         | 2.01%           |                     |
| 912                 | Total Expenses - Other Benefit Insurance | \$ 48,919     | \$ 67,932     | \$ 69,295     | \$ 1,363         | 2.01%           |                     |
| 913                 | Total Salaries - Deferred Compensation   | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 913                 | Total Other - Deferred Compensation      | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 913                 | Total Expenses - Deferred Compensation   | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 914                 | Total Salaries - FICA                    | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 914                 | Total Other - FICA                       | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 914                 | Total Expenses - FICA                    | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 915                 | Total Salaries - Employee Benefits       | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 915                 | Total Other - Employee Benefits          | \$ 1,075,360  | \$ 1,186,500  | \$ 1,232,100  | \$ 45,600        | 3.84%           |                     |
| 915                 | Total Expenses - Employee Benefits       | \$ 1,075,360  | \$ 1,186,500  | \$ 1,232,100  | \$ 45,600        | 3.84%           |                     |
| 945                 | Total Salaries -Liability Insurance      | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 945                 | Total Other - Liability Insurance        | \$ 89,799     | \$ 100,000    | \$ 97,000     | \$ (3,000)       | -3.00%          |                     |
| 945                 | Total Expenses - Liability Insurance     | \$ 89,799     | \$ 100,000    | \$ 97,000     | \$ (3,000)       | -3.00%          |                     |
|                     | Total Salaries - Employee Benefits       | \$ -          | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
|                     | Total Other- Employee Benefits           | \$ 1,531,983  | \$ 1,721,162  | \$ 1,807,298  | \$ 86,136        | 5.00%           |                     |
|                     | Total Expenses- Employee Benefits        | \$ 1,531,983  | \$ 1,721,162  | \$ 1,807,298  | \$ 86,136        | 5.00%           |                     |
| 131                 | Reserve Fund - Original Budget           |               | \$ 185,000    | \$ 185,000    | \$ -             | 0.00%           |                     |
| 131                 | Reserve Fund - Transferred Out           |               | \$ -          | \$ -          | \$ -             | 0.00%           |                     |
| 131                 | Reserve Fund - Net Balance               | \$ -          | \$ 185,000    | \$ 185,000    | \$ -             | 0.00%           |                     |

| <u>ACCOUNT NAME</u>                      | <u>FY2007<br/>ACTUAL</u> | <u>FY2008<br/>BUDGET</u> | <u>FY2009<br/>BUDGET</u> | <u>\$ Change<br/>FY09 VS<br/>FY08</u> | <u>% Change<br/>FY09 VS<br/>FY08</u> | <u>BoS to<br/>Amend<br/>\$Inc/(Decr)</u> |
|------------------------------------------|--------------------------|--------------------------|--------------------------|---------------------------------------|--------------------------------------|------------------------------------------|
| <b>SALARIES</b>                          |                          |                          |                          |                                       |                                      |                                          |
| Town Government                          | \$ 556,358               | \$ 608,184               | \$ 628,613               | \$ 20,429                             | 3.36%                                |                                          |
| Protection                               | \$ 1,606,649             | \$ 1,789,966             | \$ 1,850,740             | \$ 60,774                             | 3.40%                                | *                                        |
| Public Works & Facilities                | \$ 453,603               | \$ 490,602               | \$ 528,216               | \$ 37,614                             | 7.67%                                |                                          |
| Health Services                          | \$ 38,922                | \$ 40,285                | \$ 35,598                | \$ (4,687)                            | -11.63%                              | *                                        |
| Cultural & Recreation                    | \$ 164,886               | \$ 188,773               | \$ 202,178               | \$ 13,405                             | 7.10%                                |                                          |
| Total Town                               | <u>\$ 2,820,418</u>      | <u>\$ 3,117,810</u>      | <u>\$ 3,245,345</u>      | <u>\$ 127,535</u>                     | <u>4.09%</u>                         |                                          |
| Education                                | \$ 3,847,247             | \$ 4,059,639             | \$ 4,073,069             | \$ 13,430                             | 0.33%                                |                                          |
| Employee Benefits                        | \$ -                     | \$ -                     | \$ -                     | \$ -                                  | 0.00%                                |                                          |
| Debt Service                             | \$ -                     | \$ -                     | \$ -                     | \$ -                                  | 0.00%                                |                                          |
| Reserve Fund                             | \$ -                     | \$ -                     | \$ -                     | \$ -                                  | 0.00%                                |                                          |
| TOTAL SALARIES                           | <u>\$ 6,667,665</u>      | <u>\$ 7,177,449</u>      | <u>\$ 7,318,414</u>      | <u>\$ 140,965</u>                     | <u>1.96%</u>                         |                                          |
| <b>OTHER EXPENSES</b>                    |                          |                          |                          |                                       |                                      |                                          |
| Town Government                          | \$ 302,127               | \$ 220,588               | \$ 217,175               | \$ (3,413)                            | -1.55%                               |                                          |
| Protection                               | \$ 274,613               | \$ 270,618               | \$ 289,268               | \$ 18,650                             | 6.89%                                | *                                        |
| Public Works & Facilities                | \$ 313,199               | \$ 324,501               | \$ 350,213               | \$ 25,712                             | 7.92%                                |                                          |
| Health Services                          | \$ 41,010                | \$ 35,149                | \$ 64,204                | \$ 29,055                             | 82.66%                               | *                                        |
| Cultural & Recreation                    | \$ 115,107               | \$ 122,362               | \$ 130,252               | \$ 7,890                              | 6.45%                                |                                          |
| Total Town                               | <u>\$ 1,046,056</u>      | <u>\$ 973,218</u>        | <u>\$ 1,051,112</u>      | <u>\$ 77,894</u>                      | <u>8.00%</u>                         |                                          |
| Education                                | \$ 7,272,747             | \$ 7,326,127             | \$ 7,232,674             | \$ (93,453)                           | -1.28%                               |                                          |
| Employee Benefits                        | \$ 1,531,983             | \$ 1,721,162             | \$ 1,807,298             | \$ 86,136                             | 5.00%                                |                                          |
| Debt Service                             | \$ 1,374,696             | \$ 1,406,415             | \$ 1,331,569             | \$ (74,846)                           | -5.32%                               |                                          |
| Reserve Fund                             | \$ -                     | \$ 185,000               | \$ 185,000               | \$ -                                  | 0.00%                                |                                          |
| TOTAL OTHER EXPENSES                     | <u>\$ 11,225,482</u>     | <u>\$ 11,611,922</u>     | <u>\$ 11,607,653</u>     | <u>\$ (4,269)</u>                     | <u>-0.04%</u>                        |                                          |
| <b>TOTAL EXPENSES</b>                    |                          |                          |                          |                                       |                                      |                                          |
| Town Government                          | \$ 858,485               | \$ 828,772               | \$ 845,788               | \$ 17,016                             | 2.05%                                |                                          |
| Protection                               | \$ 1,881,262             | \$ 2,060,584             | \$ 2,140,008             | \$ 79,424                             | 3.85%                                | *                                        |
| Public Works & Facilities                | \$ 766,802               | \$ 815,103               | \$ 878,429               | \$ 63,326                             | 7.77%                                |                                          |
| Health Services                          | \$ 79,932                | \$ 75,434                | \$ 99,802                | \$ 24,368                             | 32.30%                               | *                                        |
| Cultural & Recreation                    | \$ 279,993               | \$ 311,135               | \$ 332,430               | \$ 21,295                             | 6.84%                                |                                          |
| Total Town                               | <u>\$ 3,866,474</u>      | <u>\$ 4,091,028</u>      | <u>\$ 4,296,457</u>      | <u>\$ 205,429</u>                     | <u>5.02%</u>                         |                                          |
| Education                                | \$ 11,119,994            | \$ 11,385,766            | \$ 11,305,743            | \$ (80,023)                           | -0.70%                               |                                          |
| Employee Benefits                        | \$ 1,531,983             | \$ 1,721,162             | \$ 1,807,298             | \$ 86,136                             | 5.00%                                |                                          |
| Debt Service                             | \$ 1,374,696             | \$ 1,406,415             | \$ 1,331,569             | \$ (74,846)                           | -5.32%                               |                                          |
| Reserve Fund                             | \$ -                     | \$ 185,000               | \$ 185,000               | \$ -                                  | 0.00%                                |                                          |
| TOTAL EXPENSES                           | <u>\$ 17,893,147</u>     | <u>\$ 18,789,371</u>     | <u>\$ 18,926,067</u>     | <u>\$ 136,696</u>                     | <u>0.73%</u>                         |                                          |
| Budget Prior to Reserve Fund Calculation | <u>\$ 17,893,147</u>     | <u>\$ 18,604,371</u>     | <u>\$ 18,741,067</u>     | <u>\$ 136,696</u>                     | <u>0.73%</u>                         |                                          |

**Blanchard Memorial School  
 Fy-09  
 Budgets  
 Accounts Summary**

| Acct | Category          | FY06<br>Actual \$ | FY07<br>Actual \$ | FY08<br>Budget \$ | FY09<br>Proposed \$ | Increase/Decrease<br>FY08-FY09 |               |
|------|-------------------|-------------------|-------------------|-------------------|---------------------|--------------------------------|---------------|
|      |                   |                   |                   |                   |                     | \$                             | %             |
| 1100 | School Comm.      | 33,413            | 16,728            | 16,443            | 13,392              | (3,051)                        | -18.56%       |
| 1400 | Bus. Office       | 95,028            | 98,992            | 105,482           | 110,517             | 5,035                          | 4.77%         |
| 2100 | Special Ed Office | 110,218           | 119,311           | 125,011           | 128,883             | 3,872                          | 3.10%         |
| 2200 | Supt/Prin Office  | 292,931           | 298,931           | 317,944           | 334,973             | 17,029                         | 5.36%         |
| 2250 | Tech Admin        | 120,558           | 136,958           | 123,080           | 110,332             | (12,748)                       | -10.36%       |
| 2300 | Teaching          | 2,835,846         | 3,019,719         | 3,120,581         | 3,041,196           | (79,385)                       | -2.54%        |
| 2350 | Prof. Develop.    | 59,377            | 91,288            | 109,802           | 103,248             | (6,554)                        | -5.97%        |
| 2400 | Textbooks         | 32,992            | 35,882            | 37,850            | 37,850              | 0                              | 0.00%         |
| 2500 | Media             | 81,265            | 70,181            | 59,381            | 59,025              | (356)                          | -0.60%        |
| 2700 | Guidance          | 44,060            | 48,014            | 52,081            | 46,250              | (5,831)                        | -11.20%       |
| 2800 | Psychological     | 32,256            | 34,527            | 36,849            | 38,996              | 2,147                          | 5.83%         |
| 3200 | Health Services   | 46,236            | 49,533            | 53,489            | 53,934              | 445                            | 0.83%         |
| 3300 | Transportation    | 370,532           | 374,731           | 379,566           | 325,978             | (53,588)                       | -14.12%       |
| 3400 | Food Services     | 25,416            | 27,382            | 33,478            | 36,970              | 3,492                          | 10.43%        |
| 4130 | Utilities         | 143,293           | 176,753           | 163,440           | 182,938             | 19,498                         | 11.93%        |
| 4220 | Maintenance       | 210,462           | 250,745           | 218,912           | 215,954             | (2,958)                        | -1.35%        |
| 4400 | Technology        | 70,573            | 82,884            | 93,858            | 49,067              | (44,791)                       | -47.72%       |
| 5100 | Retirement        | -                 | 42,563            | 88,344            | -                   | (88,344)                       | -100.00%      |
| 6300 | Civic Activities  | 4,474             | 4,508             | 5,130             | 5,339               | 209                            | 4.07%         |
| 7000 | Capital Exp.      | 27,904            | 35,242            | 42,379            | 35,000              | (7,379)                        | -17.41%       |
| 9100 | SPED Tuition      | 239,453           | 205,408           | 45,499            | 67,682              | 22,183                         | 48.75%        |
| 9400 | Collaborative     | 288,786           | 165,861           | 194,803           | 275,879             | 81,076                         | 41.62%        |
|      | <b>TOTALS</b>     | <b>5,165,074</b>  | <b>5,386,141</b>  | <b>5,423,402</b>  | <b>5,273,402</b>    | <b>-150,000</b>                | <b>-2.77%</b> |

**ARTICLE 6 FIRE DEPARTMENT STAFFING - PROMOTION OF 2 FF/EMTS TO LIEUTENANTS**

(Majority vote required)

Mr. Gorman moved to transfer from Free Cash the sum of \$16,636 for the purpose of funding the additional salary for the promotion of two current full-time Firefighter/EMT's to the rank of Lieutenant; further that the sum of \$16,636 be transferred to FY 2009 budget - Department 220, Total Salaries-Fire.

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

Mr. Gorman explained that Boxborough operates a combined Fire Department with a Chief, four full time Firefighter/EMTs, and a large number of call Firefighter/EMTs, who fill in shifts and respond to incidents. The full time Firefighter/EMTs have greater experience in use of equipment, procedures, and tactics than the call firefighters, who work and attend training a modest number of hours per month. The call fire service has a command structure that assists in determining responsibilities at an incident. The full-time fire service has, on the other hand, functioned for many years without any command structure

below the Chief. This situation has become increasingly problematic as the total number of firefighters has increased, the complexity of situations encountered on fire calls has expanded, and the demands for documentation of chain of responsibility from the federal government have become more insistent. This proposal would ensure that there is a clear line of responsibility in the firehouse and at incidents, should the Chief be unavailable. A full time officer will in this organization always be available to command an incident. A secondary benefit of the proposal is that it rewards in rank and pay those of our firefighters who have demonstrated superior skills and levels of responsibility, providing a differentiated career path. The \$16,636 recommended here covers a 10% increment in pay for the Lieutenants over a top scale Firefighter/EMT, which is at the low end of such pay increments for surrounding towns and seems the minimum fair standard for the increased responsibilities required. The BoS believes that it is time to adopt a rational command structure in the Fire Department by this action.

**The Finance Committee does not recommend by unanimous vote.**

Some FinCom members do support the hierarchy, but we do not support the additional funding for the role. There is a financial impact to the town of \$.016 per \$1,000 or \$8.50 for the median house.

Mr. Bunyard spoke in favor of the motion. He felt a command structure would make the operation of the department more efficient and effective. KC Donovan asked to have the Fire Chief explain the current structure. Chief described the current staffing of full-time and per diem firefighters. Having a combination department means that staffing on any given day can vary significantly. In the absence of the Chief, this can be a serious problem with accountability during emergencies. In order to qualify for federal funding, the department needs to meet certain criteria and having accountability through a defined command structure is one of them. Mr. Donovan said that he was in favor of the motion. Mr. Toups felt the wage increase was too high. Wanted to understand where it came from. Becky Neville said that 10% is the pay differential of lieutenant.

**The motion on Article 6 carried.**

**Mr. Willis moved to take Article 14 out of order. He said that the water resources committee has a consultant in case of questions. The motion passed.**

**ARTICLE 14 CAPITAL IMPROVEMENTS - PLANNING FOR A NEW MUNICIPAL WATER SUPPLY (Two-thirds vote required)**

Mr. Willis moved that the sum of Two Hundred Fifty Thousand Dollars (\$250,000) be and hereby is appropriated for the purpose of financing the planning for a new municipal water supply to serve the Town of Boxborough including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws, as most recently amended by St. 1998, c.78; that to meet this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow Two Hundred Fifty Thousand Dollars (\$250,000) and issue bonds or notes therefore under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws, as most recently amended by St. 1998, c.78; that such bonds or notes shall be general obligations of the Town unless the Treasurer with the approval of the Selectmen determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C, as most recently amended by St. 1998, c.78; that the Treasurer with the approval of the Selectmen is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust established pursuant to Chapter 29C, as most recently amended by St. 1998, c.78; and in connection therewith to enter into a loan agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the

financing thereof; that the Board of Selectmen is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project and to take any other action necessary to carry out the project.

Mr. Willis made a slide presentation outlining the need for the expenditure. The Boxborough Water Resource Committee (WRC) has been working over the last several years to develop solutions and long term strategies for protection of the Town's water resources. The WRC conducted a Water Resources Analysis Study (CDM, December 2002) which identified sites for potential groundwater supply. Since then, exploration of 6 sites has been evaluated by the installation of test wells and 3 have returned favorable results.

This Article is proposed to continue the groundwater supply exploration program. Test well installation would proceed at certain sites identified in "Figure 3 – Bedrock Fracture Trace Analysis and Potential Test Sites" of the Water Resources Analysis Study. It is intended to conduct additional testing in both overburden and bedrock deposits. The objective is to continue planning efforts to identify and protect high yielding sites favorable for potential groundwater supply development.

In order to work towards preservation and protection of these potential supply sources, one or more of the most favorable sites will be entered into the Massachusetts Department of Environmental Protection (MassDEP) New Source Approval Process. The availability of a supply source will lead to the consideration of a future distribution, as well as operation and management options.

The Town has applied for and been granted a low interest loan from the Drinking Water State Revolving Fund (SRF) for water system planning projects. The Town filed a Project Evaluation Form in August 2007 under the SRF program, which has been included on the 2008 Drinking Water State Revolving Fund Final Intended Use Plan (IUP). The Town at this time is requesting \$250,000. The interest rate for this loan is 2%.

Copies of all reports referred to above are available for review in the Board of Health office.

**The Board of Selectmen voted not to recommend (4 - 1). Ms. Hilberg felt that an education process was necessary before full support could be given.**

**The Board of Health recommends. Ms. Cannon said that the BOH believes it is their responsibility to get the town to think long term about water resources and how to protect them. The town needs to spend some money to get answers to questions.**

**The Finance Committee does not recommend. Not enough information at this time to make a positive recommendation**

Mr. Greg Turner, Middle Rd., said that there was no need to rush. He mentioned that the Steele Farm potential well was at 47 gal/min and would need to be in the hundreds of gallons to serve as a municipal supply. He questioned whether we have the right consultant using the right technology to find viable wells. If sodium is a problem, he suggested we get the state to clean up the salt barns. Mr. Willis said the discussions are starting with the state through our state representatives. As far as the well geologist used, out of all wells drilled in the U.S., only 5% or less generate 50 gals/min or more. Mr. Turner would like the Water Resources Committee to get more oversight from the BoS and wants to make sure that abutters are protected when new wells are identified.

Norm Hanover, Boxmill Rd., spoke as a former member of the Water Resources Commission who had resigned because of some disagreements. He cautioned the town that the cost of water lines for a town

water supply would be high. He thought the town should focus on protecting individual wells rather than rushing into a public water supply. Ms. Hilberg reminded everyone that the motion on the table is to borrow money at an attractive rate to explore potential water sources in order to be able to protect them for the future. Mr. Toups said we've spent a lot on test wells already. He thinks it is perfectly reasonable to get an idea of what this future water supply will cost before spending any more. \$26 million was the response from Mr. Willis. He wanted to know what the \$250,000 buys the town. Mr. Miller said it would provide a needs evaluation, additional 4-5 test well drilling (up to 15 sites have been identified and only 3 tested). The study would need to look at any issues that might be involved with various sites and then formulate a conceptual design. Eric Molander, Burroughs Rd., asked Mike what the benefits to townspeople were for an average homeowner with a well and septic system. Mr. Willis responded that peace of mind was a principal benefit since municipal water tested regularly. Mr. Molander recommended against the motion until more of a benefit is identified.

**The motion on Article 14 failed.**

#### **ARTICLE 7 ENGINEERING CONSULTANT – ROUTE 111 TRAIL**

(Majority vote required)

Owen Neville moved to transfer from Free Cash the sum of Fifteen Thousand (\$15,000), for the purpose of hiring a consultant to provide engineered construction drawings for the Route 111 trail project, from Sargent Memorial Library to Liberty Square Road.

**The Planning Board recommends unanimously (5 - 0).**

Mr. Neville said the development of a corridor trail along the entire length of Route 111 is essential for public safety and was emphasized in the Town's 2001 Master Plan. In 2002, the Town received funding through the State and MAPC under Executive Order 418 for the development of a Conceptual Trail Plan from Harvard to Acton. The Town has been working with Mass Highway and MAPC on funding to construct Phase I of the trail, between the Blanchard Memorial School and Sargent Memorial Library. Phase II of the project would extend this pedestrian/bicycle trail to Liberty Square Road. Preparation of engineered construction drawings substantially increases a Town's ability to be awarded grant funds. The Planning Board acknowledges that there will be a financial impact to the town for construction costs and long-term maintenance of the trail and will continue to seek grant funding for construction. However, public safety concerns are paramount.

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

Jim Gorman pointed out that Rte 111 (Mass Ave), the main thoroughfare through Boxborough, for the most part lacks adequate safe walkways or trails for pedestrians and bicyclists. The town's Master Plan calls for the construction of a fully connected corridor trail system to address this important public safety matter. One section, from Blanchard School to Middle Road, was built in conjunction with the Boxborough Meadows development. The Planning Board is working with Mass Highway on a second section to connect Blanchard School and Sargent Memorial Library. This article would provide funds for the development of engineered construction drawings for a third section connecting Sargent Memorial Library to Liberty Square Road. The Selectmen support the trail system and applaud the Planning Board's efforts and diligence to improve public safety along Mass Ave.

**The Finance Committee does not recommend (6 - 0).**

Gary Kushner said that, while we understand that there is some pedestrian traffic on 111 we worry about the true expense to the town of not just this engineering analysis, but the costs for construction and long

term maintenance including snow and ice removal of a walkway. There is a financial impact to the town of \$.0145 per \$1,000 or \$7.66 for the median house.

Raid Suleiman, Russet Lane, asked what the chances are of getting grant funding. Mr. Neville believes the chances are good if we have engineered plans ready. Mr. Suleiman asked if we know what the ultimate cost would be. Mr. Neville deferred to the Town Planner, Elizabeth Hughes. She said that the 600 linear feet has two stream crossings and would be about \$120,000. Dave Fox, Cortland Lane, asked if there were plans to extend the sidewalk down to Applewood. Mr. Neville said that the plan is to go to the Acton line. Deb Turner, Middle Rd., asked if Mass Highway has to do the construction. Mr. Neville said that Mass Highway has to approve the plans. The state owns 30' on either side of the yellow line, which is why we need their permission before constructing a sidewalk along Rte. 111.

**The motion on Article 7 passed.**

The meeting was adjourned at 10:27pm until Thursday, May 15.

**May 15, 2008**

**The Moderator called the meeting to order at 7:00pm. There were 110 voters in attendance.**

**ARTICLE 8           CONSULTANT – FEASIBILITY STUDY – STOW ROAD PROPERTY AND EXISTING MUNICIPAL PROPERTY EVALUATION**

(Majority vote required)

Mr. Fox moved to transfer from Free Cash the sum of Ten Thousand Dollars (\$10,000) for the purpose of hiring a consultant to conduct a feasibility study of the potential municipal uses of 72 Stow Road and the adjacent land-locked parcel off of Burroughs Road, as well as to prepare an evaluation of existing municipal properties for town use or sale.

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

Mr. Fox provided some background on the need for a feasibility study. Representatives of the owners of two parcels of land totaling approximately 14 acres along Stow Road have been in discussions with the Board of Selectmen to explore the town's interest in purchasing them for town use. The parcels appear to be buildable land of high quality, and their proximity to the center of town suggests they may be suitable for a number of potential town uses to serve our needs as the town continues to grow. Such uses include a Town Hall Annex or extension, Senior/Community Center, and affordable housing focused on town needs, sponsored by the Boxborough Housing Board. The Selectmen recommend that a feasibility study be carried out by a civil engineering firm to see if the potential uses would be possible, considering matters of lot line setbacks, water supply and septic issues, wetlands, parking, access, and other matters relevant to construction feasibility of the mix of uses.

The parcels are described as follows:

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

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

This article seeks partial funding to carry out the feasibility study. The total amount needed has been estimated based on preliminary quotes received. Since one of the component uses is for local-needs affordable housing, the Housing Board has asked the Affordable Housing Trust for up to \$10,000 to contribute toward the feasibility study. The Selectmen will evaluate the results of the feasibility study to determine whether to proceed with formal Purchase and Sale negotiations with the owners, subject to availability of funds and approval at a future town meeting.

Given the potential value of the subject parcels for future town needs, the Selectmen believe it is prudent to carry out a careful feasibility study now. As requested at several public forums, a significant portion of this study will be to evaluate potential uses and values of other municipal parcels.

**The Finance Committee does not recommend by a majority.**

The actual cost for the study is between \$18,200 and \$20,000. Half of the funding is planned to come from the Affordable Housing Trust though at the time of this discussion the monies were not voted. We believe that the hiring of a consultant is premature. The town should be able to determine the potential uses for the property. There is a financial impact to the town of \$.0096 per \$1,000 or \$5.11 for the median house.

**The Boxborough Housing Board recommends.**

The Board supports this and has voted to recommend the transfer of \$10,000 from settlement funds for this purpose.

**The Council on Aging recommends.**

We believe that the study and possible acquisition of the 72 Stow Road property is vitally important for the future integrity of the town. This action could pave the way for needed Town Hall expansion, a municipal water supply and the construction of a centrally-located Community Center with plenty of parking. All future generations of Boxborough residents would greatly benefit by your voting **YES** on this article.



Michael Toups, Pine Hill Rd. wondered why there was a pressing need to do a study. Mr. Fox says that while the property looks buildable the BoS would not want to advocate purchase without verification. Bill Burke, Steele Lane, asked why the town was doing this before setting priorities. Mr. Fox admitted that this has not been done but doesn't want to let an opportunity slip by. Dave Follett, Cobleigh Rd., asked how much the land would cost. Mr. Fox said about \$1M. Mr. Follett wanted to know how much of the study would be transferable to other sites. 40% was the estimate. Raid Suleiman, Russet Lane, asked for more detail on the scope of the study. Mr. Suleiman wanted to know if we have looked at the municipal buildings for multi-use. He doesn't see why volunteers couldn't do a portion of the study. Simon Bunyard, Barteau Lane, said that the BoS has already done a cursory list of possible future needs. He feels it's important to make sure that the site would be suitable for municipal use before buying it. Karen Metheny, Chair of the Planning Board, spoke in favor of the motion. She cited the Master Plan as indicating that the need for affordable housing and a senior center has been demonstrated. Keshava Srivastava, Burroughs Rd., explained the reasons for the negative FinCom recommendation. He feels that visioning is important to do in-house before doing a study. Brian Clemence, Burroughs Rd., spoke in favor of the motion. He believes with the Flagg Hill parcel now all conservation, Stow Rd is even more important. Cheryl Mahoney, Liberty Square Rd., said it was important for the town to do "due diligence" before purchasing. Karyn Kealty, Waite Rd., said that we should be using volunteers to do this type of study. She reminded people that a recent survey cited taxes as the #1 concern of seniors. Mr. Fox offered a point of information, that there were many other potential uses besides a senior center. Al Murphy, Hill Rd., thought that experts were needed to determine usefulness of property. Kathy Vorce, Liberty Square Rd., thought due diligence was important. Mr. Fox said it was formerly Chapter land but not now. Informal conversations indicate a willingness of the family to work with the town. He expects an answer in the fall. Monica Burke, Steele Ln., recommended against the article and felt the visioning should be completed first.

**The motion on Article 8 passed.**

## **ARTICLE 9 POLICE DEPARTMENT – DEFIBRILLATORS**

(Majority vote required)

Mr. Gorman moved to transfer from Free Cash the sum of Ten Thousand Nine Hundred Fifty Dollars (\$10,950) for the purpose of acquiring semi-automatic external defibrillators (SAEDs).

### **Summary**

A police cruiser is often the first emergency response vehicle to respond to a call. Approval of this article would provide for the placement of automated external defibrillators in each of the marked cruisers. No additional funds would be required for training.

Sudden Cardiac Arrest is a major health problem in the United States, causing up to 1,000 deaths per day and with a survival rate of just 5–10 percent. Automated external defibrillators can and have dramatically improved these survival metrics. SAEDs are the life-saving “shock boxes” that jump-start hearts that have gone into sudden cardiac arrest. The portable electronic devices detect abnormal heart rhythms, and, if necessary, allow the user to activate one or more electronic shocks to try to restore a normal heartbeat. Reducing time to defibrillation is critical because for every minute that goes by without defibrillation, the victim’s chance of survival drops by between 7 and 10 percent. Although not everyone can be saved from Sudden Cardiac Arrest, early defibrillation can dramatically improve survival rates.

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

Selectmen believe that ensuring the health and safety of residents is our most important duty. Making external defibrillators available in each patrol car is a cost-effective means of reducing the average response time and improving victim survivability in critical events, where this assistance is required. Each police officer is trained in emergency life support, and will be able to effectively use this lifesaving equipment when needed. The \$10,950 requested in this article will cover the cost of four external defibrillators of a type essentially identical to those carried on the ambulance and fire engines, providing the significant advantages of interoperability and economy of scale when purchasing the expendable accessories. The number of incidents requiring defibrillation is typically in the small single digits per year, although at the time of this writing there have already been three such incidents in 2008.

### **The Finance Committee does not recommend by a majority (5 - 1).**

The FinCom does not support this article as written. There are just two cars on shift at a time. We do not understand or support all the available cars having a defibrillator when only 2 are needed per shift. The ambulance has one with trained operators. There is a financial impact to the town of \$.0106 per \$1,000 or \$5.59 for the median house.

Owen Neville, Middle Rd., believes that all the cruisers should be equipped with defibrillators. He spoke of his experiences as an EMT and the importance of this equipment for public health. Raid Suleiman, Russet Ln, supports the article. Greg Turner, Middle Rd., talked of his experience when he needed help and underscored that this was something that could save someone’s life.

**The motion on Article 9 passed unanimously.**

## **ARTICLE 10 CONSULTANT – GASB 45 ACTUARIAL STUDY**

(Majority vote required)

Ms. Neville moved to transfer from Free Cash the sum of Ten Thousand (\$10,000) for the purpose of hiring a consultant to provide an actuarial study in preparation for implementation of GASB 45.

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

Under the new GASB 45 standards, government employers must account for, and report, the annual cost of employee benefits in the same way they report pensions. As a result, the annual benefits costs for most employers will be based on actuarially determined amounts rather than in the "pay-as-you-go" method. Therefore, the Town must hire a consultant to provide an actuarial study of the benefit cost.

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

We believe that the actuarial study is required by the Government Accounting Standard Board. We are concerned about the cost, but understand that we need to do this study. We are being told that this effort is recurring event every few years. The Government Accounting Standard Board (GASB) requires that government entities disclose the potential cost of post-retirement benefits as a liability in their financial statements. This requirement called GASB 45 has been in place for several years but was phased in based on a community's total revenue. For those communities with revenue under \$10m in 1999 the required compliance date is FY2010. In order to evaluate the potential cost of post-retirement benefits other than pension cost, the town will need an actuarial study done in FY 2009. There is a financial impact to the town of \$.0096 per \$1,000 or \$5.11 for the median house.

### **The motion on Article 10 carried unanimously.**

## **ARTICLE 11 CAPITAL IMPROVEMENTS – TOWN HALL EXTERIOR REPAIRS**

(Two-thirds vote required)

Mr. Powers moved to transfer from the Stabilization Fund the sum of Thirty-six Thousand (\$36,000) for the purpose of replacing gutters and fascia boards on the original section of the town hall, repairing the cupola and replacing the weathervane.

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

Mr. Fox said that the condition of the gutters, trim boards and some siding on the older section of town hall has become critical. The gutters are wooden and leaks are apparent by inspection. Rot and deterioration is clearly visible and repairs have been made several times in past years. The gutters are 1960 vintage installations that have long exceeded their expected lifetime. To prevent further leakage and damage to town hall, repairs to the gutters, fascia boards and exterior trim are needed.

This project will replace approximately 250 feet of gutter, trim boards (including fascia, eaves, soffit and corner boards) along with repairs to damaged siding. Bids have been received from two qualified, licensed contractors; both bids were very close. This appropriation will cover the necessary work with a small (~10%) contingency for possible unexpected decay discovered when the old fascia and trim boards are removed.

In conjunction with the gutter replacement, repairs are needed to the cupola atop the town hall building. These include repairs replacement of damaged shingles and trim pieces. Finally, this project includes

fabrication and installation of a new stainless steel weathervane shaft to match the original historic shaft as well as repair/replacement of all missing and broken components to the cardinal points (N, S, E, W).

**The Finance Committee recommends by a majority (6 - 1).**

The FinCom believes that maintenance of the Boxborough infrastructure must be maintained whenever possible. The repairs as described would protect town hall from water damage over time. There is a financial impact to the town of \$.0347 per \$1,000 or \$18.38 for the median house.

Mark White, Sara's Way, wanted to know what kind of gutters they were going to use. Aluminum. Dave Follett had no problem with the repairs but asked why the money should come from the Stabilization Fund. Mr. Powers said that Free Cash is unappropriated money. A stabilization fund is a formal rainy day fund where money has to be voted in and out. There would be no negative impact on the bond rating given the amount of money involved. Jim Moss, Bicentennial Way, asked if someone in town could fabricate parts for the weathervane? Mr. Fox said that the BoS has been investigating options.

**The motion on Article 11 carried unanimously**

**ARTICLE 12 CAPITAL IMPROVEMENTS – POLICE STATION COMPUTER ROOM**

(Majority vote required)

Mr. Gorman moved to transfer from free Cash the sum of Six Thousand Dollars (\$6,000) for the purpose of providing cooling improvements to the Police Station's computer room.

**Summary**

The police station computer room requires additional cooling to maintain operational temperature for its emergency communications systems including dispatch, records systems, WAN, 911, radio systems and other Police and Fire Department servers and equipment.

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

Mr. Gorman said the Town recently purchased a new server for the extensive and increasing Police Department, Fire and Dispatch essential computer functions. The existing cooling measures in the Police Station computer room are proving inadequate and threaten the reliability of the equipment investment. New cooling measures are needed, and the proposed effort covers the design and implementation of an upgraded cooling system. The \$6,000 represents a quotation for what is estimated to be the maximum capacity installation likely to be required. The design effort may show that a lesser installation and dollar amount will be sufficient, in which case, as always, appropriated funds in excess of the requirement will be returned to the Town general fund or applied to such purposes as Town Meeting may designate.

**The Finance Committee recommends.**

By providing the additional cooling, we are protecting the electronics in the computer room from early life failures. We do support the BIT Committee recommendation of alternative methods of cooling. There is a financial impact to the town of \$.0058 per \$1,000 or \$3.06 for the median house.

**The Boxborough Information Technology Committee recommends (6 – 0).**

The BITCom recommends the acquisition of additional cooling for the Police Department computer room to protect current investment and future enhancements. BITCom recommends looking at all methods of cooling mitigation, including but not limited to, rebalancing of existing air ducts, wall AC units, window AC units, and exterior AC units. BITCom will be available to review any implementation plans.

**The motion on Article 12 passed unanimously.**

**ARTICLE 13 CAPITAL EQUIPMENT ACQUISITION – FIRE AND PUBLIC WORKS DEPARTMENTS**

(Two-thirds vote required)

Jim Gorman moved that the sum of One Million Two Hundred Seventy-Seven Thousand Dollars (\$1,277,000) be and hereby is appropriated for the purpose of paying costs of acquiring a tanker truck, fire engine, bucket truck, dump truck, and refurbishing a hose wagon, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7(9) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore;

and further, to transfer from Free Cash the sum of Twenty-Five Thousand Five Hundred Forty Dollars (\$25,540) for the purpose of paying the associated debt interest in FY 2009.

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

The Town Boards and Committees responsible for financial issues have for many years been struggling to assemble a comprehensive Capital Plan to serve as a tool for rationally determining the timing of large capital purchases. Each of the major departments has a list of foreseeable items and the BoS and FinCom attempt to rationalize and allocate priorities, year to year. While this process is not as finely tuned as we might like, due to exigencies that crop up demanding our scarce attention, this capital acquisition article is the product of many years consideration of Town infrastructure needs.

The tanker truck and hose wagon are essential to the Fire Department’s ability to put water on a fire for extended periods in the absence of a distributed town water supply. The current vehicles are hybrids, assembled out of various vehicles and components in Boxborough’s historical “make do/improvisation” ethos. The tanker truck has, however, failed its roadworthiness inspection and the hose wagon needs extensive renovation.

The new fire engine is required to effectively employ our mixed full-time/call department, where it is essential to have vehicles able to carry multiple Firefighter/EMTs inside the vehicle to a scene. Our current “second” engine can only carry two Firefighter/EMTs to an incident. It is also worth noting that our “new” engine is almost ten years old. Should this article be approved, the two “new” engines will be the first line vehicles, and the current “second” engine will be retained as a spare to cover contingencies such as where one or another of the first-line vehicles might be unavailable or an extreme incident occurs. The question of whether to purchase this new engine now or in a couple of years may be asked, but the answer is that projected price increases and the non-recurring cost of floating another bond issue in a few years would add substantially to the cost of the engine (~ 20% if delayed 2-3 years). The ten year period since the last “new” engine also fits into a long-term replacement strategy.

The Town’s bucket truck failed its structural and electrical inspections this year and as a consequence the Town will be required to pursue expensive renting or leasing for the tree trimming, roof and lighting work, and other maintenance tasks requiring the elevation and reach of a bucket truck, if it is not replaced. The Selectmen discussed the option of a used bucket truck, but the age of such vehicles available and the corresponding cost/usable life ratio indicated that purchasing new for such safety critical equipment was the wiser course. The dump truck being replaced is more than 20 years old and would require extensive repairs to keep on the road, a prospect that becomes more expensive every year. This vehicle will be used

for the “heavy lifting” at the Highway Department and is one of the primary sanding/plowing vehicles in the winter months.

For all of the above stated reasons, the Selectmen believe it is in the Town’s best interest to purchase/refurbish these vehicles in order to provide the essential services indicated. These vehicle purchases will be bonded for no more than fifteen years. The out-year carrying cost of the bond from FY 2010 and beyond is approximately \$150,000/year.

**The Finance Committee does not recommend by a majority (6 - 1).**

Mr. Kushner moved to amend Article 13 by striking the words “One Million Two Hundred Seventy-Seven thousand dollars (\$1,277,000) and replacing with the words “Seven Hundred Fifty-two Thousand Dollars (\$752,000), by striking the words “fire truck” and further by striking in its entirety the last clause “and further, to transfer from Free Cash the sum of Twenty-five Thousand Five Hundred Forty Dollars (\$25,540) for the purpose of paying the associated debt interest in FY 2009.

Mr. Kushner said that the Finance Committee reviewed the article and the requested amounts. We have talked with the department heads. We do not recommend the full article, but do recommend a reduced amount of \$777,000. There is no actual need for a new fire engine at this time as the newest truck (engine 62) was put in service in 2001. We expect Engine 62 to continue as the front line engine for an additional 3 years.

There is a need for a replacement tanker truck, a refurbished hose wagon, a DPW bucket truck and a replacement dump truck. We understand the strategy of lumping items into one article, but can not support the full list of items. There is a short term savings by buying the fire engine this year versus in two to three years for both the borrowing fees and the changes in the cost of a new fire engine over 3 years. We believe that the delay is right for the town. There is a financial impact to the town for bonding of \$.0246 per \$1,000 or \$13.04 for the median house for the first year of the debt service. There is an additional long term cost to the town for the principal and interest over some period of time to be determined by the town treasurer. Assuming a 10-year bond at 4% the principal and interest would average approximately \$155,500 per year or .15 per \$1,000 or \$79.41 for the median house.

Mr. Gorman said that waiting a year or two would increase the cost by 20%. The maintenance costs are getting onerous. Larry White, Depot Rd., spoke in favor of the FinCom recommendation. The tax impact will be significant and feels that we can get by with the fire truck we have. Brad Dye, Leonard Rd. spoke against the amendment. He didn’t feel confident striking out a particular truck rather than have a discussion about the total needs. Jay Bhatia said it would be useful to know what the maintenance cost of the fire truck was for last year and the projection for next year. Mr. Neagle said that the truck was bought in 1993 as a temporary purchase. The pump has failed once. It has little resale value. Not reliable for first line use. Ms. Eisenberg, Hill Rd., asked is the town liable when a fire truck arrives at a scene with inadequate equipment. Town Counsel said that in general since the maintenance of fire vehicles is discretionary there is no liability. There was much back and forth about both in favor and against the amendment. The vote to amend Article 13 failed.

**The motion on Article 13 passed by two-thirds majority, as declared by the Moderator, in the absence of the objection of seven registered voters.**

## **ARTICLE 15 ESTABLISH AN AGRICULTURAL COMMISSION**

(Majority vote required)

Mr. Fox moved to establish an Agricultural Commission to represent, enhance and sustain agriculture, farming and related activities within the town as written in the Annual Town Meeting warrant under Article 15.

The responsibilities of the commission shall include, but not be limited to:

- representing the interests of the agricultural community
- encouraging and sustaining the pursuit of agriculture
- preserving the rural character of the town
- researching, educating, negotiating and informing on farming and forestry issues
- advising town boards and commissions
- working with private individuals or organizations to enhance agricultural activities
- providing a forum for the discussion of agricultural questions and concerns
- advocating for the preservation, protection and restoration of farmlands and forests

The Commission shall be appointed by the Board of Selectmen and consist of five (5) members, each of whom has an interest in agriculture. At least three (3) of the members, one of whom may be a non-resident, shall be directly engaged in agriculturally related activities in the town. Each member shall serve for a term of three (3) years, except that the Selectmen may make initial appointments for staggered terms so that, as nearly as possible, an equal number of members shall be appointed each year.

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

The Agricultural Commission steering committee has held a number of public meetings over the last year, exploring interest in the establishment of an Agricultural Commission for Boxborough. Boxborough's history is rooted in agriculture, and we are proud of our past filled with farms for the raising of crops and livestock. A great deal of our land is in designated agricultural use under Chapter 61A, and Boxborough still has an active Grange. We also enjoy our open spaces for passive recreation, and have a strong tradition of protecting them for conservation. An Agricultural Commission will provide a focus, a forum and a voice to Boxborough's agricultural interests. It will be a natural complement to our existing land preservation efforts. The Selectmen enthusiastically support and unanimously recommend this article.

### **The Finance Committee recommends by a majority (4 - 2).**

We do question why we need a separate commission where we believe the Grange performs this function, but do provide our support. There is no financial impact to the town at this time.

### **Minority recommendation of the Finance Committee**

We believe that Boxborough should maintain its position in the 21st century. We do not believe this commission is necessary.

Alan Rohwer, member of the Historical Commission, said the Historical Commission supported the article as preserving our agricultural heritage.

Brian Clemence spoke in favor of the motion.

Owen Neville spoke in favor of the motion. There is significant agricultural activity in the town and this commission would support that.

Arden Veley, Depot Rd., said that there are 429 acres in 61A, agricultural. He felt that this is a critical time for Boxborough to protect its agricultural activities.

George Krusen, Depot Rd., spoke in favor and talked about the importance of bees to agriculture and the diversity of agricultural activity in Boxborough.

**The motion on Article 15 passed unanimously.**

## **ARTICLE 16      AMEND WETLAND BYLAW**

(Majority vote required)

Ms. Golden moved to amend the Wetland Bylaw by revising Sections 3.2b and 4.6 Order of Conditions as written in the Annual Town Meeting warrant under Article 16, as well as by deleting section 3.2d) in its entirety.

**Revise** Section 3.2 b) by adding to the end:

“, except when excavation is proposed in a Resource Area” so the section now reads:

“This Bylaw shall not apply to the following activities:

b) Maintenance, repair or replacement, without substantial change or enlargement, of existing lawfully located structures or facilities used to provide electric, gas, water, telephone, telegraph or other telecommunication services to the public, except when excavation is proposed in a Resource Area.”

**Delete** Section 3.2 d) in its entirety.

[Section currently reads “This Bylaw shall not apply to the following activities:

d) Maintenance and repair of existing public ways including the drainage patterns associated therewith.”]

**Revise** Section 4.6 Order of Conditions to read:

“All Orders of Conditions shall expire three (3) years after the date of issuance, unless renewed prior to their expiration...”

[Section currently reads, in part, “All Orders of Conditions shall expire one (1) year after the date of issuance, unless renewed prior to their expiration...”]

Charlene Golden, Chair of the Conservation Commission, provided rationale for the proposed changes.

**The Board of Selectmen recommended on town meeting floor.**

**The Finance Committee recommends.**

The changes in the bylaw are mostly minor and housekeeping and are being put in place to match the state requirements. There is no financial impact to the town at this time.

**The Conservation Commission recommends.**

Kathy Vorce, Liberty Square Rd., questioned the changes to the Wetland Bylaw. She moved to strike the 3.2b and 3.2d revisions. Town Counsel assured her that the changes were housekeeping changes. Mr. Gorman asked Ms. Vorce whether it would be acceptable to change the words “resource area” to “buffer

zone?" Ms. Vorce said yes and that she would withdraw her amendment if the ConsCom would change the wording. Ms. Golden moved to amend the wording on 3.2b from "Resource Area" to "wetlands or a buffer zone." Duncan Brown wanted a definition of terms and was in favor of the amendment. The motion to amend Article 16 carried. Ms. Vorce withdrew her amendment.

Larry White said that he appreciated the change in time frame for an Order of Conditions from one year to three. Mr. Clemence expressed concern that the changes would be onerous on the town. Dave Follett said that these changes brought us in line with other towns.

**The motion on Article 16, as amended, carried unanimously.**

## **ARTICLE 17      CODMAN HILL ROAD CONDO**

(Two-thirds vote required)

Mr. Fox moved to transfer the care, custody, control and management of a parcel of land identified as lot 135.36F block 1 on Assessor's Map 1, being unit 36F of the Codman Hill Condominium located at 294 Codman Hill Road, from the Boxborough Housing Board to the Board of Selectmen to be held for the purpose of disposition and to further authorize the Board of Selectmen in consultation with the Boxborough Housing Board to dispose of said parcel on such terms and conditions as it deems appropriate.

### **Summary**

This condominium unit was taken by the town for non-payment of taxes and in July 2004, the land court issued a foreclosure decree on the property, which meant that the property came under town ownership. At the special town meeting held by the town on January 24, 2005, the town authorized the transfer of this parcel from the Town Treasurer to the Housing Board for the purpose of disposition. The intent was for the Housing Board to sell the unit to a suitably qualified buyer for affordable housing purposes and for the unit to be protected as part of the town's affordable housing stock. Necessary repairs were made to the unit. The Housing Board worked with Town Counsel and the Department of Housing and Community Development and developed a request for applications. Despite widespread outreach to the public, including advertising via newspapers, places of worship, housing groups, and holding a public information session and an open house, no applications were submitted for the purchase of this unit. The Housing Board is planning to try once again to offer the unit to a suitably qualified buyer for affordable housing purposes. Consistent with the current housing market, the price has been reduced. However, if the Housing Board is unable to sell the unit for affordable housing purposes, the Board would like options to be kept open so that the Board of Selectmen could dispose of the unit at market rate. Transferring the unit to the Selectmen's care, custody, control and management will enable this option.

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

STM on January 24, 2005 transferred the tax-foreclosure condominium to the Housing Board for sale as deed-restricted affordable housing. This allowed the foreclosed unit to be put into the Housing Board's ongoing Condo Exchange Program. Unfortunately there were significant procedural difficulties and delays caused by several factors. One unanticipated complexity was the need to follow the strictures of Ch 30B for sale or disposal of town property, which essentially constrained the Housing Board to issue RFP's to eligible affordable buyers. Another was the need to seek approval from the Department of Housing and Community Development for the RFP and solicitation process required by Ch 30B. By the time the Housing Board had worked through these issues, the condominium housing market was in a severe slump, with very few buyers or sales.

Unanticipated bureaucratic difficulties, inordinate process delays, and now a sagging housing market have conspired against our well-meaning intentions and plans. It is prudent to have the option to sell this unit at market rates if the Housing Board and Selectmen concur. In either case, net proceeds from the sale will be returned to the town's general fund. The Selectmen recommend approval of this article.

**The Finance Committee recommends by a majority (4 - 2).**

The FinCom supports this article. The Housing Board tried to sell the property, but had no buyers. The Town should sell the property and move the funds into free cash or preferably stabilization.

**Finance Committee minority opinion**

The purpose of the original transfer was to open the property for affordable housing and to make the unit a permanent part of the town affordable housing. By selling the property outright we are giving up a part of our progress towards our 40B commitment. The only time this transfer and sale would make sense is when Boxborough no longer has the threat of 40B projects.

**The Boxborough Housing Board recommends unanimously.**

The price has been reduced from \$90K to \$60K and they are optimistic that it will sell. If the second attempt doesn't work they think it should be signed over to the BoS.

**The motion on Article 17 carried by a two-thirds majority, as declared by the Moderator in the absence of objections from seven registered voters.**

**ARTICLE 18 ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS**

(Two-thirds vote required)

Mr. Stockley moved to amend the Boxborough Zoning Bylaw Section 2100 Definitions to add language to Subsection 2176 Structure, as written in the Annual Town Meeting warrant under Article 18.

2176 Structure shall mean anything constructed or erected, the use of which requires fixed location on or under the ground. Structure shall not include landscape features such as fences no greater than six (6) feet in height, *stone walls or retaining walls no greater than four (4) feet in height*, bird baths, driveways, detached stiles, open terraces, ornamental pools, outdoor fireplaces, planting boxes, shelters for household pets, tool houses having not more than 125 square feet of floor area, sculpture, residential lamp posts, mailboxes, *fire suppression equipment and their appurtenances*, and dry hydrants.

**Summary**

The Planning Board has found that with the development of more marginal land in town, there have been creative construction practices using retaining walls to create more level areas on a lot. In some cases, these walls have been over 15 feet high and placed only three feet from the property line.

The current definition specifically states dry hydrants are not considered structures and does not address other fire suppression equipment, such as cisterns and standpipes, which are typically constructed within the road right-of-way or front yard setback area of a lot. Amending the definition erases any ambiguity.

**The Planning Board recommends unanimously (5 - 0).**

The Planning Board held a duly noticed public hearing on March 24, 2008. The Planning Board voted unanimously to recommend that Town Meeting vote to amend the Boxborough Zoning Bylaw to amend Section 2100 Definitions, Subsection 2176 Structures.

**The Finance Committee recommends unanimously.**

There is no financial impact to the town at this time.

Larry White moved to amend the article to read as follows: After the words “and dry hydrants”. Add the sentence: ‘A stone wall or retaining wall greater than four (4) ft. in height and more than ten (10) feet from a lot line shall not be considered a structure.’ Mr. Stockley said the intent of the original motion was to define a stone wall more than a certain height as a structure and subject to regulations governing structures which have a setback equal to half the distance of the setback for the major structure--typically a 20-30 foot setback requirement. So you could build a large retaining wall if you need to, as long as you follow the regulations governing structures. Larry White agreed to withdraw his amendment, but the seconder, Duncan Brown, did not agree. Mr. Brown moved to vote on the amendment. The motion to amend failed. Mark White asked if you would need a building permit for a wall over 4 feet. Not a zoning issue. Building code has its own definition of structure—and is actually broader. This amendment means that no setback requirement attaches to a wall under 4 feet.

**The motion on Article 18 carried by a two-thirds majority, as declared by the Moderator in the absence of the objections of seven registered voters.**

Mr. Gorman moved to entertain articles after the 10:30pm deadline. That motion carried.

## **ARTICLE 19        ZONING BYLAW AMENDMENT – AMEND SECTION 8000 UNDER SITE PLAN APPROVAL**

(Two-thirds vote required)

Karen Metheny moved to amend the Boxborough Zoning Bylaw Section 8000 Site Plan Approval by amending Subsection 8002 Applicability and Subsection 8003 Exemptions and by inserting a new subsection 8004 Substantial Alteration as written in the Annual Town Meeting warrant under Article 19, and by renumbering the remaining subsections accordingly.

### *8002    Applicability*

*Site plan approval shall be required for commercial, business, industrial, office, multiple dwelling residential structures, municipal, institutional, utility, fraternal, or recreational purposes. No permit for construction, exterior alteration, relocation, occupancy, or change in use of any building **or lot that results in the substantial alteration of an existing building or lot** shall be given and no existing use shall be extended unless site plan approval has been granted by the Planning Board. Site plan approval shall also be required for the resumption of any use discontinued for more than two years or for the expansion of any existing use. Expansion shall include any increase in floor space of twenty-five percent or more within a ten year period.*

***Upon a written request by the applicant and review by the Planning Board, the Board may vote to waive the applicant’s need to submit an application for Site Plan Approval under these provisions if the Board determines the proposed changes to the building or lot are minimal and do not require site plan approval.***

### *8003    Exemptions*

The following shall not require site plan approval:

- (1) In an Industrial-Commercial or Office Park District construction, alteration or expansion of a building, provided that such building shall not have a gross floor area in excess of **(500 square feet or a proposed expansion of ten (10) percent of the existing gross floor area 2,000 square feet**, including the basement, if applicable.

- (2) In a Business District construction, alteration or expansion of a building, provided that such building shall not have a gross floor area in excess of **(500) square feet or a proposed expansion of ten (10) percent of the existing gross floor area** ~~1,000 square feet~~, including the basement, if applicable.
- (3) In all zones, normal maintenance or repair of any building or accessory structure.
- (4) Customary home occupations.
- (5) The construction or enlargement of any single-family dwelling or building accessory to such dwelling.

**8004 Substantial Alteration**

*For purposes of this Section 8000, substantial alteration to a building means an alteration of a single building or a group of buildings under one ownership on the same lot or contiguous lots that results in an increase in gross floor area of either five hundred (500) square feet or ten (10) percent of the existing gross floor area, whichever is less. The calculation of substantial alteration shall be determined based upon the aggregate of all expansions undertaken within a consecutive five-year period.*

*Substantial alteration to areas for parking, loading or vehicular access shall mean a change in the layout or location of parking spaces, an increase in pavement area of more than three hundred (300) square feet, or any relocation, addition or change in driveways. Resurfacing shall not be construed as a substantial alteration unless it involves a change of surface material.*

**Summary**

The proposed amendments clarify the circumstances under which site plan review must take place as well as those instances where site plan is not necessary. The current requirements allow too many exemptions and also does not allow for waivers to be granted. The proposed amendment reduces the size of a building that would be exempt from site plan approval and adds a waiver process. The proposed amendment further defines the triggers for site plan review, to explicitly state exemptions to site plan review, and to define what is meant by substantial alteration.

**The Planning Board recommends unanimously (5 - 0).**

The Planning Board held a duly noticed public hearing on March 24, 2008. The Planning Board voted unanimously to recommend that Town Meeting vote to amend the Boxborough Zoning Bylaw Section 8000 Site Plan Approval by amending Subsection 8002 Applicability and Subsection 8003 Exemptions, insert a new subsection 8004 Substantial Alteration, and renumber the remaining subsections.

**The Finance Committee recommends.**

There is no financial impact to the town at this time.

Mark White noted that the last paragraph in the warrant was not italicized which made it confusing. Mr. White moved to strike the second paragraph under Section 8004. Ms. Metheny pointed out that the section was identified as new in the wording of the motion. Mr. Neville said that given the error there was not proper notification and supported the amendment. Ms. Metheny feels that the paragraph seeks to define “substantial alteration”. Mary Brolin, Gugginss Ln., spoke against the amendment. Owen Neville feels that a zoning change should be 100% correct.

**The motion to amend Article 19 carried: Yes: 32 No: 27**

**The motion on Article 19, as amended by Mark White, carried by a two-thirds majority, as declared by the Moderator in the absence of the objections of seven registered voters.**

Mr. Gorman moved to adjourn the meeting at 10:55pm until Wednesday, May 21 at 7:30pm.

**May 21, 2008**

The Moderator convened the meeting at 7:05pm. He introduced the new member of the Board of Selectmen, Raid Suleiman, and the new member of the planning board, Nancy Fillmore.

**ARTICLE 20                    ZONING BYLAW AMENDMENT – ZONING BYLAW AMENDMENT AND ZONING MAP**

(Two-thirds vote required)

Karen Metheny moved to amend the Boxborough Zoning Bylaw by adopting an updated Zoning Map, by deleting Appendix A Definition of Districts, by amending Subsection 3002 Location of Districts in order to reference the updated Zoning Map, and by amending Subsection 4003(1) Footnote 13, as written in the Annual Town Meeting warrant under Article 20. The motion was seconded by Owen Neville.

*3002                    Location of Districts*

Said Districts, with the exceptions of the Aquifer Protection, Wetlands and Watershed Protection, Flood Plain, and Wireless Communication Facilities Districts, which are individually mapped, are located and bounded as shown on a map entitled “Zoning Map of Boxborough, Massachusetts” dated **May 2008 and consisting of 12 sheets with an index sheet** ~~March 11, 1969, as amended~~ and on file in the office of the Town Clerk. ~~The Zoning Map with all explanatory matter is hereby made part of this Bylaw.~~

*Subsection 4003(1) Footnote 13*

<sup>13</sup> Such use shall only be located in the Industrial/Commercial Zone District along Codman Hill Road ~~District 11.~~

**Karen Metheny spoke in favor of the motion and explained the reason for the amendment.**

None of the District boundaries have been altered from previous Town Meeting approvals. They are now just shown more clearly and correctly. The Definition of Districts included in Appendix A of the Zoning Bylaw was developed in 1965 when the original Zoning Map was adopted. The Definitions make references to specific property owners and Assessor Parcel Numbers that have and will continue to change over time, as well as physical monuments like “a pile of stones”. Furthermore, since 1965 there have been numerous Zoning District Boundary Amendments that have each been adopted by Town Meeting as map changes and/or as separate individual changes using an outdated Assessor base map and incorporated by reference. There have also been Zoning District Boundary changes that were adopted by Town Meeting, but never reflected in a new Zoning Map. This amendment incorporates reference to the updated Zoning Map to show all of the boundary changes adopted by previous Town Meetings and will utilize the GIS Assessor map as the basis for the Zoning Map. This is a significant improvement in clarity from the 1965 map. There is no negative impact to the Town’s budget.

**The Planning Board recommends unanimously (5 - 0).**

The Planning Board held a duly noticed public hearing on March 24, 2008. The Planning Board voted unanimously to recommend that Town Meeting vote to amend the Boxborough Zoning Bylaw by deleting

Appendix A Definition of Districts, by amending Subsection 3002 Location of Districts with the adoption of a new Zoning Map, and by amending Subsection 4003(1) Footnote 13.

**The Finance Committee recommends.**

There is no financial impact to the town at this time.

There was no discussion. **The motion on Article 20 passed unanimously.**

**ARTICLE 21 AMEND ZONING BYLAW TO ALLOW RE-ZONING FROM BUSINESS TO AG-RES DISTRICT CERTAIN PARCELS ON STOW/BURROUGHS ROADS##**

(Two-thirds vote required)

John Lyons, the petitioner, moved to rezone the property located at 72 Stow Road, an adjacent parcel off Burroughs Road and portions of additional adjacent residential parcels from Business (B) District to Agricultural Residential (AR) District and to amend the Boxborough Zoning Map accordingly as written in the Annual Town Meeting warrant under Article 21.

The property to be rezoned includes the following parcels or portions thereof as shown on the exhibit below.

| Address:                          | Assessors Lot    |
|-----------------------------------|------------------|
| 72 Stow Road                      | Lot 6-4-166-1.0  |
| 120 Stow Road (rear portion)      | Lot 6-4-166-2.B  |
| 130 Stow Road (rear portion)      | Lot 6-4-166-1.B  |
| 132 Stow Road (rear portion)      | Lot 6-4-165-1.A  |
| 140 Stow Road (rear portion)      | Lot 6-4-165-3.A  |
| 160 Stow Road (rear portion)      | Lot 6-4-165-2.A  |
| 441 Burroughs Road (rear portion) | Lot 6-4-210-0.0  |
| 425 Burroughs Road (rear portion) | Lot 6-4-209-0.0  |
| 391 Burroughs Road (rear portion) | Lot 10-4-207-0.0 |
| Off Burroughs Road                | 10-4-207-1.0     |

**Mr. Lyons requested that his brother-in-law, Bob Ludovico, a trustee of the property, be recognized to present the rationale for the petition.**

Mr. Ludovico said that the article would rezone the aforementioned land to Agricultural-Residential, consistent with the zoning of abutting properties. Many of the properties to be rezoned are located partially in the AR zone and partially in the B zone. This article would also update the zoning map to reflect the rezoning of these parcels to Agricultural-Residential, consistent with the associated rezoning of these parcels of land. Rezoning of land to AR will require a 2/3 vote of Town Meeting to approve the geographic location of the zone. The article would be of benefit to the current residents of the various properties.

The Planning Board held a duly noticed public hearing on April 28, 2008.

**The Board of Selectmen defers its recommendation to ATM.**

**The Finance Committee defers its recommendation to ATM.**

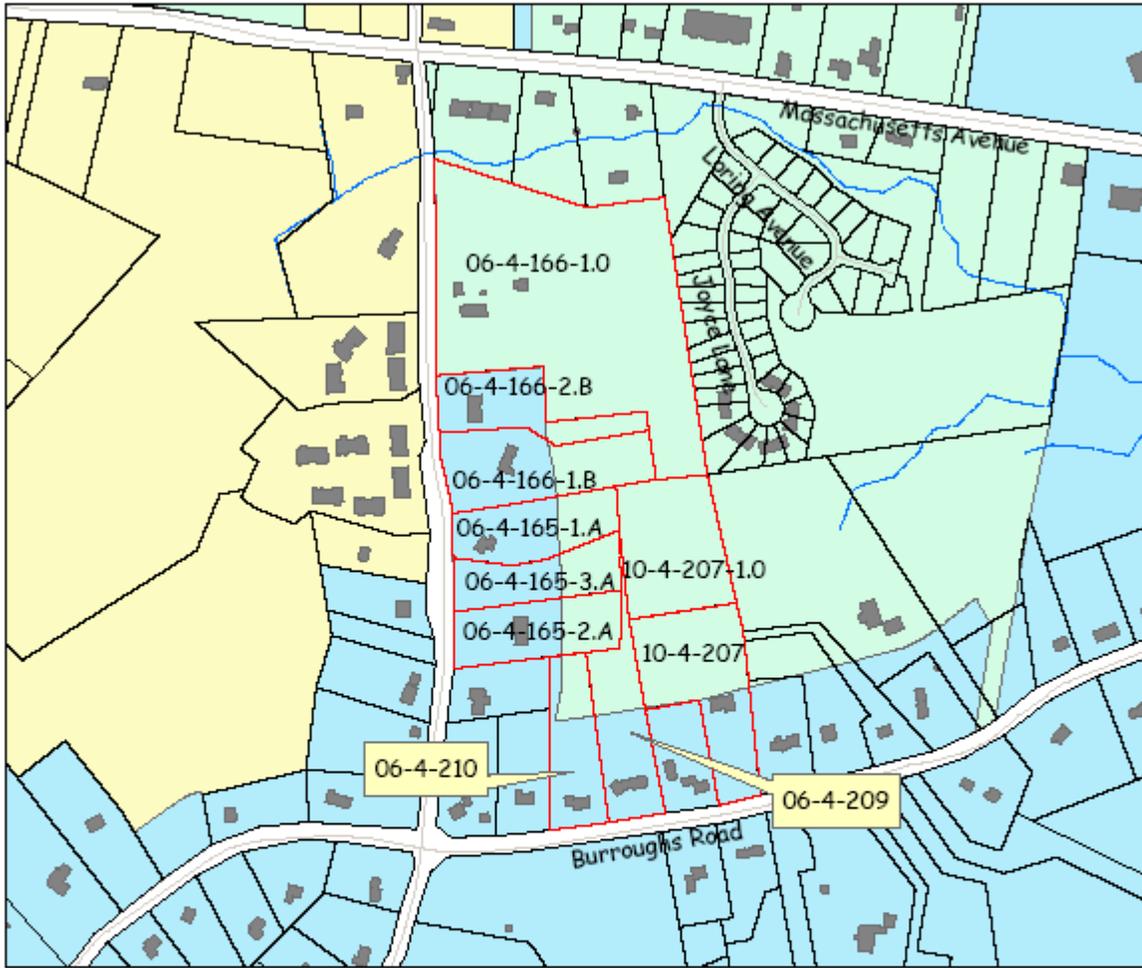
**The Planning Board had not yet reviewed the article in public session at the time of the warrant.**

Kim Amaral, Burroughs Rd., said that her property is included in the article but she had not signed the petition and wanted to know what the implications of the proposed changes were. Elizabeth Hughes, the Town Planner, was recognized by the Moderator to address questions. Rezoning would have no impact on current homeowners. She said that if the Lyons' property was purchased by the town it would automatically become municipal property. Before buying the property, the town would have to come before town meeting. If rezoning was not allowed, possibly affordable housing would need a different permitting process. Town Planner explained that rezoning had to include all the properties or else it could be considered spot zoning which would not be allowed by the Attorney General. The town couldn't just change the Lyons' parcels without rezoning the contiguous parcels.

Owen Neville presented the Planning Board recommendation. The Planning Board is in favor of the Article because the rationale for the business zoning no longer exists because of the development of Boxborough Meadows. Dave Follett asked if it would change the appraised value of the property. Les Fox said the BoS has two assessments that shows a small impact. Jean Panetta, Burroughs Rd., said her property was included in the article. She asked why Boxborough Meadows was not included. Mr Ludovico said it was not contiguous. She wondered if a 40B was possible with the new zoning. The Town Planner said that a 40B is possible anywhere regardless of zoning. Brad Dye, Leonard Rd., asked why we're doing this. The Town Planner responded that the petitioner would like to sell the land. He asked why people included in the article were not all informed. Mr. Ludovico said efforts were made on the part of the petitioner to solicit support from those included. Mr. Dye was not in favor of the motion. Beverly Ludovico, a petitioner, wanted to mention that a resident of Burroughs Rd. not in attendance can't expand his house because of the zoning. Mr. Toups asked the Planning Board what would happen in the business zoned areas that will remain if this passes. Owen Neville said that any uses allowed in a business zone can still take place.

**Motion on Article 21 passed by a two-thirds majority, as declared by the Moderator in the absence of the objections of seven registered voters.**

Parcels to be Rezoned  
from  
Business to Ag/Residential



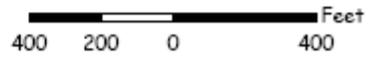
Legend

Zoning District

- AGRICULT/RES
- BUSINESS
- BUSINESS 1
- INDUST/COMM
- OFFICE PARK
- RESIDENTIAL 1
- TOWN CENTER



Parcels  
to be  
Rezoned



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The Moderator informed the meeting that all articles remaining were part of the Consent Agenda unless someone wanted the article held. The Moderator went through the articles in the Consent Agenda one-by-one. Articles 22, 25 and 39 were pulled from the Consent Agenda for individual consideration.

**Mr. Gorman moved that all articles except 22, 25 and 39 be passed as part of the Consent Agenda. That motion passed unanimously.**

## **CONSENT AGENDA \*\***

### **ARTICLE 23 AMEND HOUSING BOARD BYLAW\*\***

(Majority vote required)

To see if the Town will vote to amend the Housing Board Bylaw as follows:

**Revise** the second sentence of Section 1.1 by deleting “registered voters” and replacing with “residents” so the sentence will now read:

“The members of the Board shall consist of not less than five voting members who shall be residents of the Town of Boxborough appointed by the Board of Selectmen for staggered three-year terms, such appointments to be made annually on or before June thirtieth.”

Or take any other action relative thereto.

#### **Summary**

Consistent with the Residency Requirement Bylaw, approval of this amendment would enable residents who are not registered voters to serve on the Boxborough Housing Board. As originally written, the Housing Board Bylaw does not allow membership of residents who are not registered voters, thereby excluding a portion of the population who could make valuable contributions in the service of town government.

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

This article would revise the language of the Housing Board Bylaw to be consistent with the Residency Requirement Bylaw. At last year’s Annual Town Meeting, the town approved adoption of the Residency Requirement Bylaw which, after much discussion on town meeting floor was amended to require only residency for membership on appointed boards unless otherwise stipulated by enabling legislation. The initially proposed citizenship (registered voter) requirement was stricken.

The Housing Board Bylaw preceded the Residency Requirement Bylaw and still contains language requiring citizenship for appointment. The discussion at the 2007 ATM highlighted the desirability of allowing non-citizen residents of Boxborough to make valuable contributions to civic life through participation on boards and commissions. The Selectmen concur with the sentiments of last year's town meeting and support this article making the necessary change to language of the Housing Board Bylaw.

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

The changes in the bylaw are mostly minor and housekeeping. There is no financial impact to the town at this time.

#### **The Boxborough Housing Board recommends.**

**ARTICLE 24            ACCEPT MGL CH 32B §18\*\***

(Majority vote required)

To see if the Town will vote to accept the provisions of MGL c. 32B, §18, requiring that all retirees, their spouses and dependents who are enrolled in Medicare Part A at no cost to a retiree, their spouse or dependents, or eligible for coverage thereunder at no cost to retiree, their spouse or dependents be required to enroll in a medicare health benefits supplement plan offered by the town; or take any other action relative thereto.

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

MGL Ch 32B, Section 18 would mandate that all retirees enroll in Medicare Part B. It allows a community to shift a meaningful portion of its retiree health care cost to the federal Medicare program. The retiree sees no loss in benefits. This provision will also be mandated if at sometime in the future Boxborough decides to join the State Group Insurance Commission (GIC) program.

**The Finance Committee recommends unanimously.**

There is a financial benefit to the town by accepting the Mass General Law. There is a potential reduction over time in the benefits budget.

**ARTICLE 26            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 Twelve Thousand Four Hundred Eighty Dollars and Forty-three Cents (\$12,480.43), more or less, as voted by past Town Meetings, or take any other action relative thereto.

The articles to be closed or reduced are indicated below:

| <b>Article #</b>             | <b>Description</b>                            | <b>Amount</b>      |
|------------------------------|-----------------------------------------------|--------------------|
| Article 22    May 2001 (ATM) | DPW Truck, Tractor & Equipment                | \$4,003.43         |
| Article 13    May 2006 (ATM) | Town-wide Classification & Compensation Study | 6,075.00           |
| Article 11    May 2007 (ATM) | Transfer Station Dumpsters                    | 2,402.00           |
|                              | Total:                                        | <u>\$12,480.43</u> |

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

**The Finance Committee recommends.**

The current expectation is that the sum of \$12,480.43 will be added to free cash.

**ARTICLE 27                    DESIGNATE TRENCH SAFETY PERMITTING AUTHORITY\*\***

(Majority vote required)

To see if the Town will, pursuant to MGL c. 82A, §2, vote to designate the Board of Selectmen as the means by which the Town shall designate the Board or Officer to issue permits for the purpose of creating a trench as that term is defined by MGL c. 82A, §4 and 520 CMR 14.00, or take any other action relative thereto.

**Summary**

Pursuant to the statute and the regulations, municipalities must designate an officer or board as the local “permitting authority,” who will be responsible for the issuance of the required trench permits, collections of optional permit fees, and the enforcement of the requirements for protection of the general public that are include in the regulations.

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

**The Finance Committee recommends.**

There is no financial impact to the town at this time.

**ARTICLE 28                    REVOLVING FUND - FIRE ALARM SYSTEM MAINTENANCE\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to establish a revolving fund for purposes of receiving annual fire alarm service fees and paying expenses related to the operation and maintenance of the fire alarm monitoring systems up to Four Thousand One Hundred Dollars (\$4,100), to be under the direction of the Fire Chief who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2009 be carried over into fiscal year 2010 to pay for inspections for permits not yet completed; or take any other action relative thereto.

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

**The Finance Committee recommends unanimously.**

There is no financial impact to the town at this time.

**ARTICLE 29                    REVOLVING FUND - ELECTRICAL INSPECTION\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Electrical Inspector for inspections conducted by him up to Fifty Thousand Dollars (\$50,000), to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2009 be carried over into fiscal year 2010 to pay for inspections for permits not yet completed; or take any other action relative thereto.

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

**The Finance Committee recommends unanimously.**

This article is required to re-authorize the revolving fund established to pay electrical inspectors from the fees collected for the indicated purpose, and to set the maximum annual disbursement from the fund. Currently, the applicable fee schedule states that 90% of electrical inspection fees collected must be disbursed to the Electrical Inspector, and 10% remains for Town administrative fees. Finance Committee supports the disbursement cap of \$50,000 and the provision to rollover unused funds to FY 10. This article has no tax rate implications to the Town.

**ARTICLE 30                    REVOLVING FUND - PLUMBING AND GAS INSPECTION\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Plumbing/Gas Inspector for inspections conducted by him up to Fifteen Thousand Dollars (\$15,000) to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2009 be carried over into fiscal year 2010 to pay for inspections for permits not yet completed; or take any other action relative thereto.

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

**The Finance Committee recommends unanimously.**

This article is required to re-authorize the revolving fund established to pay the Plumbing and Gas Inspectors from the fees collected for the indicated purpose, and to set the maximum annual disbursement from the fund. Currently, the applicable fee schedule states that 90% of plumbing and gas inspection fees collected must be disbursed to the Plumbing and Gas Inspector, and 10% remains for Town administrative fees. The Finance Committee supports the disbursement cap of \$15,000 and the provision to rollover unused funds to FY 10. This article has no tax rate implications to the Town.

**ARTICLE 31                    REVOLVING FUND - FIRE ARMS PERMITS\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for Fire Arms Permits up to Two Thousand Dollars (\$2,000) to be under the direction of the Police Chief who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2009 be carried over into fiscal year 2010 to pay for expenses not yet completed; or take any other action relative thereto.

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

**The Finance Committee recommends unanimously.**

This article re-authorizes the existing revolving fund for the purposes indicated. According to the State firearms law, the Police Department collects fees when issuing a firearms permit. They must then submit 50% of those fees to the State. This fund allows the financial mechanism to work efficiently. It is capped at the same level as FY 08 (\$2,000) and has no tax rate implications to the Town.

**ARTICLE 32                    REVOLVING FUND - LIBRARY FINES\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving library fees, fines and penalties and that all fees, fines and penalties be deposited in said fund to pay for library material acquisitions or services, up to a maximum of Seven Thousand Five Hundred Dollars (\$7,500), to be under the direction of the Library Director who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of the fiscal year 2009 be carried over into fiscal year 2010 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Library Trustees recommends unanimously.**

This article will permit the library to use fees and fines that are collected up to \$7,500 per year for the acquisition or replacement of materials and services provided by the library.

**The Finance Committee recommends unanimously.**

This article re-authorizes the revolving fund that allows the library to use the modest income from fees and fines to replace and/or augment their current holdings.

**ARTICLE 33                    REVOLVING FUND - DOG LICENSE FEES\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for the purpose of receiving dog licensing fees and that all licensing fees and penalties be deposited in said fund to pay for costs up to a maximum of Four Thousand Dollars (\$4,000) annually relating to the licensing, damage to livestock and fowl, and penalties paid to the Dog Officer, to be under the direction of the Town Clerk who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2009 be carried over into fiscal year 2010.

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

**The Finance Committee recommends unanimously.**

This article re-authorizes the existing revolving fund. It allows for the acceptance of licensing fees and provides the financial mechanism to pay for the expenses related to licensing, assessing fines and for damage to fowl or livestock. It is funded at the same level (\$4,000 maximum) as authorized in FY 08 and has no tax rate implications to the Town.

**ARTICLE 34                    REVOLVING FUND – STEELE FARM\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies from the sale of trees and other wood and farm products and from leasing and rental fees and paying expenses of the Steele Farm up to Ten Thousand Dollars (\$10,000), to be under the direction of the Steele Farm Advisory Committee who shall approve all such expenditure by a majority vote; and further to provide that the monies remaining in the fund at the end of fiscal year 2009 be carried over into fiscal year 2010 to pay for expenses not yet completed; or take any other action relative thereto.

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

**The Finance Committee recommends unanimously.**

This article re-authorizes the revolving fund and allows the addition of income from other wood and farm products and from leasing and rental fees. This expands the sources of income to fund the restoration and maintenance of the Steele Farm property.

**ARTICLE 35                    REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for the Integrated Preschool Program up to Forty-Four Thousand Dollars (\$44,000), to be managed by the Blanchard Memorial School Business Manager, who under the direction of the Boxborough School Committee and Blanchard Memorial School Superintendent, shall approve all such expenditures; and further to provide that the monies remaining in the fund at the end of fiscal year 2009 be carried over into fiscal year 2010; or take any other action relative thereto.

**The Boxborough School Committee recommends.**

The Boxborough School Committee unanimously recommends the reauthorization of a revolving account for the Integrated Preschool. A revolving account allows the Blanchard School to accept tuitions for typically developing Boxborough students and for out-of-district Special Education students. The revolving account will be used for payment of expenses associated with the Preschool program.

**The Finance Committee recommends unanimously.**

This article reauthorizes a revolving fund initially approved at the May 2002 Annual Town Meeting. The Integrated Pre-School Program initiative has proved to be both beneficial to the students involved and a financially effective means of providing required services. Reauthorizing this revolving fund will ensure that tuitions and other fees collected will benefit the Program, offsetting School Department costs and effectively reducing the Program appropriations by the estimated fees to be collected.

**ARTICLE 36                    REVOLVING FUND – CONSERVATION COMMISSION\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E and 1/2 to reauthorize a revolving fund for purposes of receiving fees associated with the regulation of the local Wetland Bylaw and that all fees be deposited in said fund to pay for expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses), up to a maximum of Twenty Thousand Dollars (\$20,000), to be under the direction of the Conservation Commission within the administrative procedures established by the Board of Selectmen; the Commission shall approve all such expenditures by majority vote; and further to provide that the monies remaining in the fund at the end of the fiscal year 2009 be carried over into fiscal year 2010 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 by a majority vote.**

**The Conservation Commission recommends.**

**ARTICLE 37                    REVOLVING FUND – GIS ASSESSOR MAPS\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E and 1/2 to reauthorize a revolving fund for purposes of receiving fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and that all such fees be deposited in said fund to pay for costs up to Five Thousand Dollars (\$5,000) associated with the updating of the GIS Assessor maps, to be under the direction of the Town Administrator, who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of the fiscal year 2009 be carried over into fiscal year 2010 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.**

**ARTICLE 38                    REVOLVING FUND – SENIOR VAN\*\***

(Majority vote required)

To see if the town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E and 1/2 to reauthorize a revolving fund for purposes of receiving fares and reimbursement from Montachusett Regional Transit Authority (MART) and paying expenses associated with the operations of the senior van up to Four Thousand Dollars (\$4,000) to be under the direction of the Town Administrator, who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of the fiscal year 2009 be carried over into fiscal year 2010 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.**

**ARTICLE 40                    CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\***

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the general laws, and any other applicable laws; or take any other action relative thereto.

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

**The Finance Committee recommends unanimously.**

Passage of Article 40 would enable the Town to raise and appropriate funds necessary to make highway improvements for roads throughout the Town under the authority of Massachusetts General Law Chapter 90. Said funds raised and appropriated by the Town would be reimbursed by the Department of Revenue through the Commonwealth of Massachusetts.

End of Consent Agenda Articles

**ARTICLE 22                    AMEND FINANCE COMMITTEE BYLAW**

(Majority vote required)

Mr. Srivastava moved to amend the Finance Committee Bylaw by revising the fourth sentence in Section 1 as written in the Annual Town Meeting warrant under Article 22.

**Revise** the fourth sentence in Section 1 to read:

“Any member of said Committee who shall be appointed or elected to Town office or a committee or board other than the Personnel Board, ~~or the Capital Budget Committee,~~ **Affordable Housing Trust or a building or public works committee** shall forthwith upon his qualification in such office, and any member who shall remove from the Town shall upon such removal, cease to be a member of said Committee.”

[Section 1, fourth sentence, currently reads, “Any member of said Committee who shall be appointed or elected to Town office or a committee or board other than the Personnel Board or the Capital Budget Committee shall forthwith upon his qualification in such office, and any member who shall remove from the Town shall upon such removal, cease to be a member of said Committee.”]

This amendment would allow a Finance Committee member to remain on the Committee while also serving as a voting member of a building committee or the Affordable Housing Trust.

**The Finance Committee recommends unanimously.**

There have been a number of building projects in town including the Blanchard School, the library and the regional schools where the FinCom have attended, but have been unable to vote. We would like to make this modification to allow the Finance Committee representative to have a vote. We are also considering long-term needs of the town by adding in public works projects.

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

With the Board of Selectmen and the School Committee, the Finance Committee is one of the key elements of Town Government, shaping financial policy and providing recommendations on articles at Town Meeting. The present provisions of the Finance Committee Bylaw prohibit its members from serving as voting members on any other committee except the Personnel Board and Capital Budget Committee. The situation in Town has changed since the current Bylaw was drafted, in that an Affordable Housing Trust has been created to manage the extensive funds accruing from recent affordable housing development. Furthermore, the Town has built a school addition and Library, with Finance Committee members only serving in ex officio capacity, unable to lend positive or negative votes on specific proposals which clearly affect the Town’s financial situation and budget realities. The Selectmen believe it is prudent to provide the Finance Committee with a real voice on both the Affordable Housing trust and any future Building Committee, and enthusiastically recommend this article.

Mr. Toups said that one of the roles of the FinCom is to have liaisons to various boards. He wondered what motivated the change. Mr. Srivastava felt that in matters with financial impact on the town, such as building committees, the FinCom rep should have a vote. Mr. Toups was not in favor of the article. Janet Glidden, Sargent Rd., said that on the large building projects that she has been involved in the FinCom rep always had a major say if not a formal vote.

**The motion on Article 22 passed.**

## **ARTICLE 25 CONSOLIDATION OF ADMINISTRATIVE FUNCTIONS**

(Majority vote required)

Ms. Neville moved to adopt the provisions of MGL c.71, §37M, which allows for the consolidation of administrative functions, including but not limited to information technology, financial, personnel, and maintenance functions of the school committee with those of the town, provided however, that such consolidation may occur only upon a majority vote of both the School Committee and the Annual Town Meeting.

### **The Board of Selectmen and the School Committee both recommend unanimously (5 - 0).**

The acceptance of MGL Ch 71, Section 37M is required to allow the School and Town to, where appropriate, share services. Initially, the Communication & Information Technology Director/Manager will be a shared position. The School needs a .8 FTE and the Town needs a .2 FTE. Going forward there may be other areas where the Town and School can share services. Given the current fiscal situation it makes sense to share services where possible.

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

There is a favorable financial impact to the town. This is a direction that the FinCom believes makes sense. There are many functions that we believe can be consolidated over time, but should be done with a great deal of thought and discussion. In the past the FinCom has discussed waste management, children's librarian, business operations, custodial, technology, etc. Not all might make sense, but should be explored.

Lorraine Apgar, Avebury Circle, was concerned about cuts in technology support at the school. She felt that full-time support is not enough. There is a lot of equipment which needs to be supported. She said that travel between the sites would also cut down on actual work time. Ms. Neville said even if this doesn't pass the school would only get .8 FTE. The town is getting an additional .2 FTE and the school is losing .2FTE. Ms. Apgar reiterated that cutting the school tech support would be a mistake. Brigid Bieber, School Committee member, said what they're trying to do as a School Committee is trying to find ways to consolidate administrative functions across school and town.

Jay Bhatia, Depot Rd., said that the School Committee had already reduced the hours. By adding .2FTE to the town to make the position full-time, it would be more attractive to potential candidates. The installation of the WAN will also make it easier to have multiple locations and individuals.

Rita Grossman supported Ms. Apgar's position that a full-time person at Blanchard is warranted, but thought the article had merit and the arrangement should be tried for a year.

### **The motion on Article 25 passed.**

## **ARTICLE 39 PERSONAL REAL ESTATE EXEMPTIONS**

(Majority vote required)

Mr. Gorman moved 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.

## **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.

### **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.**

At the May 1999 Annual Town Meeting the Town approved Elderly Tax Relief according to the state statute identified above. State law requires that this be reauthorized by the taxpayers annually prior to the setting of the tax rate. This tax relief act has stringent income and asset guidelines. While the total senior-citizen property tax abatement associated with this program is small, the Finance Committee believes that it is important to assist those long-term residents who may find it onerous to pay their property taxes. Many of these residents may have little use for some Town services, enacted in recent years and differing fundamentally in scope and expense from their historical experience and needs. The cost to the town of all Elderly tax relief articles is under \$3,000. This equates to \$.0029 per \$1,000 or \$1.53 for the median price of a house.

Mr. Raad asked who the others would be. Maripatt Shemowatt, Tax Collector, said it was an assessor question. She thought that others included were widows of veterans, the blind, and assured the town that strict income and assets tests were imposed. Mr. Raad was satisfied with the answer.

### **The motion on Article 39 carried unanimously.**

There was a point of information request by Kathy Vorce. She wanted to know the distinction between the vote requirement for Article 17 and that for the transfer of land in the Special Town Meeting. Mr. Fox explained that by specifying the purpose of the transfer, as in Article 17, requires 2/3 majority vote.

**Owen Neville moved to dissolve the Annual Town meeting at 9:30pm.**

**PRESIDENTIAL PRIMARY WARRANT AND PROCEEDINGS  
FEBRUARY 5, 2008**

**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 **TUESDAY, THE FIFTH DAY OF FEBRUARY, 2008**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Presidential Primary for the candidates of political parties for the following offices:

PRESIDENTIAL PREFERENCE . . . . . FOR THIS COMMONWEALTH  
STATE COMMITTEE MAN . . . . . Middlesex & Worcester Senatorial District  
STATE COMMITTEE WOMAN . . . . . Middlesex & Worcester Senatorial District  
WARD OR TOWN COMMITTEE . . . . . Town of Boxborough

Pursuant to the Selectmen’s warrant of January 14, 2008, the Presidential Primary was held at Boxborough Town Hall and called to order at 7:00am. After examining the ballot box and finding it empty and in good order, the ballot box was locked and the keys delivered to the Constable. The Town Clerk declared the polls open. During polling hours, eighty-four absentee ballots were opened, recorded and cast into the ballot box. There were two Democratic provisional ballots. The polls were declared closed at 8:00pm, with 1,782 ballots cast: 1163 Democrat, 617 Republican and 2 Green-Rainbow. There were no ballots cast for the Working Family party. The total number of registered voters was 3221. After the polls closed, 7 Democratic ballots had to be hand counted, including 2 provisional ballots and 1 ballot from a specially-qualified voter, bringing the total number of votes cast to 1,789. The election workers were as follows: Warden, Virginia Richardson; Clerk, Elizabeth Markiewicz; Checkers, Mary Larson, Kristin Hilberg, Christine Doucette, Jackie Cumming, Joan Rodenko, Ellen Landry, Elaine Garabedian, Shirley Warren, Anne Canfield; Constables, David Birt, Richard Golden; Counters, Barry Harsip and Charlene Golden. The election results are as follows:

**Democratic Party Results**

|                  |     |
|------------------|-----|
| John Edwards     | 16  |
| Hillary Clinton  | 535 |
| Joseph Biden     | 2   |
| Christopher Dodd | 0   |
| Mike Gravel      | 4   |
| Barack Obama     | 604 |
| Dennis Kucinich  | 3   |
| Bill Richardson  | 1   |
| No Preference    | 2   |
| Blanks           | 3   |

**Republican Party Results**

|               |     |
|---------------|-----|
| John McCain   | 251 |
| Fred Thompson | 1   |
| Tom Tancredo  | 0   |
| Duncan Hunter | 0   |
| Mike Huckabee | 19  |
| Mitt Romney   | 326 |
| Ron Paul      | 18  |
| Rudy Giuliani | 2   |
| No Preference | 0   |
| Blanks        | 0   |

**State Committee Man**

|               |     |
|---------------|-----|
| James McGowan | 757 |
| Blanks        | 413 |

**State Committee Man**

|             |     |
|-------------|-----|
| Brian Burke | 438 |
| Paul Ferro  | 30  |
| Blank       | 149 |

**State Committee Woman**

|                   |     |
|-------------------|-----|
| Kathleen Donaghue | 763 |
| Blank             | 407 |

**State Committee Woman**

|               |     |
|---------------|-----|
| Jeanne Kangas | 457 |
| Blank         | 160 |

**Democratic Town Committee**

|                      |     |
|----------------------|-----|
| Frances Nolde        | 601 |
| Hubert Fortmiller    | 583 |
| Sheila Bauer         | 557 |
| Bradley Dye          | 537 |
| Mark Barbadoro       | 547 |
| Helen Comminos       | 536 |
| Kristine Burgess     | 550 |
| David Burke          | 596 |
| Amy Burke            | 602 |
| Christine Robinson   | 593 |
| David Paterson       | 555 |
| Ruth Zimmerman       | 580 |
| Simon Bunyard        | 621 |
| Murdo Dowds, Jr.     | 533 |
| Cheryl Levine        | 609 |
| Amanda Miller        | 546 |
| Catherine Patterson  | 555 |
| Stephen Miller       | 548 |
| Deborah Joyce        | 579 |
| Delores Fleming      | 536 |
| LeeAnne Meidell      | 566 |
| Christopher Joyce    | 577 |
| Elizabeth Drake      | 539 |
| Nicholas Krol        | 545 |
| John Channing Migner | 561 |
| Raid Suleiman        | 572 |
| Abigail Reip         | 571 |
| Dennis Reip          | 556 |
| Elizabeth Markiewicz | 681 |
| Susan Bak            | 545 |
| Kenneth Canfield     | 574 |
| Anne Canfield        | 593 |

**Republican Town Committee**

|                    |     |
|--------------------|-----|
| Jeanne Kangas      | 360 |
| Christine Doucette | 340 |
| F. Michael Hruby   | 318 |
| Joan Rudenko       | 319 |
| Christine Casebolt | 299 |
| Deborah Hayes      | 310 |
| Janaki Subramanyam | 309 |

**Green-Rainbow Party Results**

|                  |   |
|------------------|---|
| Jared Bell       | 0 |
| Ralph Nader      | 1 |
| Elaine Brown     | 0 |
| Kat Swift        | 1 |
| Cynthia McKinney | 0 |
| Kent Mesplay     | 0 |
| No Preference    | 0 |
| Blank            | 0 |

**PRESIDENTIAL ELECTION WARRANT AND PROCEEDINGS  
NOVEMBER 4, 2008**

**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 **BOXBOROUGH** who are qualified to vote in the State Election to vote at **BOXBOROUGH TOWN HALL** on **TUESDAY, THE FOURTH DAY OF NOVEMBER, 2008**, 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:

- ELECTORS OF PRESIDENT AND VICE PRESIDENT . . . . . STATEWIDE
- SENATOR IN CONGRESS . . . . . FOR THE COMMONWEALTH
- REPRESENTATIVE IN CONGRESS . . . . . 5<sup>TH</sup> CONGRESSIONAL DISTRICT
- COUNCILLOR . . . . . 3<sup>RD</sup> COUNCILLOR DISTRICT
- SENATOR IN GENERAL COURT . . . . . MIDDLESEX & WORCESTER DISTRICT
- REPRESENTATIVE IN GENERAL COURT . . . . . 37<sup>TH</sup> MIDDLESEX DISTRICT
- REGISTER OF PROBATE . . . . . MIDDLESEX COUNTY
- COUNTY COMMISSIONERS . . . . . MIDDLESEX COUNTY
- COUNTY TREASURER . . . . . 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 before May 6, 2008?

**SUMMARY**

This proposed law would reduce the state personal income tax rate to 2.65% for all categories of taxable income for the tax year beginning on or after January 1, 2009, and would eliminate the tax for all tax years beginning on or after January 1, 2010.

The personal income tax applies to income received or gain realized by individuals and married couples, by estates of deceased persons, by certain trustees and other fiduciaries, by persons who are partners in and receive income from partnerships, by corporate trusts, and by persons who receive income as shareholders of "S corporations" as defined under federal tax law. The proposed law would not affect the tax due on income or gain realized in a tax year beginning before January 1, 2009.

The proposed law states that if any of its parts were declared invalid, the other parts would stay in effect.

A **YES VOTE** would reduce the state personal income tax rate to 2.65% for the tax year beginning on January 1, 2009, and would eliminate the tax for all tax years beginning on or after January 1, 2010.

A **NO VOTE** would make no change in state income tax 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 before May 6, 2008?

### **SUMMARY**

This proposed law would replace the criminal penalties for possession of one ounce or less of marijuana with a new system of civil penalties, to be enforced by issuing citations, and would exclude information regarding this civil offense from the state's criminal record information system. Offenders age 18 or older would be subject to forfeiture of the marijuana plus a civil penalty of \$100. Offenders under the age of 18 would be subject to the same forfeiture and, if they complete a drug awareness program within one year of the offense, the same \$100 penalty.

Offenders under 18 and their parents or legal guardian would be notified of the offense and the option for the offender to complete a drug awareness program developed by the state Department of Youth Services. Such programs would include ten hours of community service and at least four hours of instruction or group discussion concerning the use and abuse of marijuana and other drugs and emphasizing early detection and prevention of substance abuse.

The penalty for offenders under 18 who fail to complete such a program within one year could be increased to as much as \$1,000, unless the offender showed an inability to pay, an inability to participate in such a program, or the unavailability of such a program. Such an offender's parents could also be held liable for the increased penalty. Failure by an offender under 17 to complete such a program could also be a basis for a delinquency proceeding.

The proposed law would define possession of one ounce or less of marijuana as including possession of one ounce or less of tetrahydrocannabinol ("THC"), or having metabolized products of marijuana or THC in one's body.

Under the proposed law, possessing an ounce or less of marijuana could not be grounds for state or local government entities imposing any other penalty, sanction, or disqualification, such as denying student financial aid, public housing, public financial assistance including unemployment benefits, the right to operate a motor vehicle, or the opportunity to serve as a foster or adoptive parent. The proposed law would allow local ordinances or bylaws that prohibit the public use of marijuana, and would not affect existing laws, practices, or policies concerning operating a motor vehicle or taking other actions while under the influence of marijuana, unlawful possession of prescription forms of marijuana, or selling, manufacturing, or trafficking in marijuana.

The money received from the new civil penalties would go to the city or town where the offense occurred.

*A YES VOTE* would replace the criminal penalties for possession of one ounce or less of marijuana with a new system of civil penalties.

*A NO VOTE* would make no change in state criminal laws concerning possession of marijuana.

## **QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives before May 6, 2008?

## SUMMARY

This proposed law would prohibit any dog racing or racing meeting in Massachusetts where any form of betting or wagering on the speed or ability of dogs occurs.

The State Racing Commission would be prohibited from accepting or approving any application or request for racing dates for dog racing.

Any person violating the proposed law could be required to pay a civil penalty of not less than \$20,000 to the Commission. The penalty would be used for the Commission's administrative purposes, subject to appropriation by the state Legislature. All existing parts of the chapter of the state's General Laws concerning dog and horse racing meetings would be interpreted as if they did not refer to dogs.

These changes would take effect January 1, 2010. The proposed law states that if any of its parts were declared invalid, the other parts would stay in effect.

A **YES VOTE** would prohibit dog races on which betting or wagering occurs, effective January 1, 2010.

A **NO VOTE** would make no change in the laws governing dog racing.

## QUESTION 4: THIS QUESTION IS NOT BINDING

Shall the state representative from this district be instructed to vote in favor of legislation distributing \$450 million from the state's "rainy day" stabilization fund to the cities and towns of the Commonwealth for residential property tax relief?

Pursuant to the Selectmen's warrant of October 6, 2008, 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 bylaw. 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 Richard Golden; Wardens, Mary Cobleigh and Virginia Richardson; Clerk, Elizabeth Markiewicz; Tellers, Barbara Wheeler, Ellen Landry, Cheryl Levine, Barbara Birt, Janet Glidden, Shirley Warren, Jini Vockel, Lisa St. Amand, Elaine Garabedian, Kristin Hilberg, Susan Williams, Connie Brown, Ken Canfield, Kathie Schwarting, Anne Canfield, Jackie Cumming and Joan Rodenko. The counters were Charlene Golden and Barry Harsip. The Town Clerk opened the polls at 7am and closed the polls at 8 pm. Eight additional voting booths were set up to accommodate the expected high turnout. The checklist showed that 2,860 people had voted and 2,860 ballots were removed from the ballot box. There were 355 absentee ballots cast, including 4 from military and 15 from Specially Qualified voters. The total number of registered voters was 3448, making the turnout 83%. The count was completed at 10pm.

The results of the State Election are as follows:

|                                 |                   |      |
|---------------------------------|-------------------|------|
| Electors of President/Vice Pres | Baldwin/Castle    | 5    |
|                                 | Barr/Root         | 22   |
|                                 | McCain/Palin      | 996  |
|                                 | McKinney/Clemente | 5    |
|                                 | Nader/Gonzalez    | 20   |
|                                 | Obama/Biden       | 1798 |
|                                 | Blanks/All Other  | 20   |

|                                 |                      |      |
|---------------------------------|----------------------|------|
| Senator in Congress             | John F. Kerry        | 1730 |
|                                 | Jeffrey K. Beatty    | 963  |
|                                 | Robert J. Underwood  | 78   |
|                                 | Blanks/All Other     | 95   |
| Representative in Congress      | Nicola S. Tsongas    | 2101 |
|                                 | Blanks/All Other     | 765  |
| Councillor                      | Marilyn M. Devaney   | 1828 |
|                                 | Blanks/All Other     | 1038 |
| Senator in General Court        | James B. Eldridge    | 1795 |
|                                 | Steven L. Levy       | 906  |
|                                 | Blanks/All Other     | 165  |
| Representative in General Court | Jennifer Benson      | 1223 |
|                                 | Kurt Hayes           | 1432 |
|                                 | Blanks/All Other     | 211  |
| Register of Probate             | Tara E. DeCristofaro | 1815 |
|                                 | Blanks/All Other     | 1051 |
| Question 1                      | Yes                  | 971  |
|                                 | No                   | 1818 |
|                                 | Blanks/All Other     | 77   |
| Question 2                      | Yes                  | 68   |
|                                 | No                   | 1802 |
|                                 | Blanks/All Other     | 996  |
| Question 3                      | Yes                  | 92   |
|                                 | No                   | 1853 |
|                                 | Blanks/All Other     | 921  |
| Question 4                      | Yes                  | 436  |
|                                 | No                   | 1482 |
|                                 | Blanks/All Other     | 948  |

*The Board of Selectmen continues to search for volunteers to staff the town's various boards and committees. Participation through membership on one of the town boards, committees, or commissions will offer you a rewarding challenge, enabling you to share your talents and enthusiasm to help shape the town in which we live. The commitment of our dedicated volunteers is what helps maintain the community spirit in Boxborough.*

*Remember, town government is as strong, creative and vibrant as its volunteers, who DO make a difference.*

*If you are interested in volunteering for a position on one of the town's boards, please complete the Resident Interest form on the following page.*

**Resident Interest Form**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Occupation: \_\_\_\_\_

Special Training/Education: \_\_\_\_\_

Experience/General Interest: \_\_\_\_\_

Amount of time available: \_\_\_\_\_

Date submitted: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

- Acton-Boxborough Cultural Council
- Agricultural Commission
- Airport Study Committee
- Board of Health\*
- Board of Registrars
- Board of Selectmen\*
- Boxborough Housing Board
- Boxborough Information Technology Committee
- Cemetery Commission
- Conservation Commission
- Council on Aging
- Design Review Board
- Energy Committee
- Finance Committee
- Historical Commission
- Library Board of Trustees\*
- Medical Reserve Corps (MRC)
- Permanent Building Committee
- Personnel Board
- Planning Board\*
- Public Celebrations Committee
- Recreation Commission
- School Committee\*
- Steele Farm Advisory Committee
- Water Resources Committee
- Zoning Board of Appeals

The filling out of this form in no way assures appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. If you are interested in serving on an appointed town committee please fill out this form and mail to:

**Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719**

\*Indicates an elected board

Emergency Numbers

**POLICE**

911 (Emergencies Only)

For routine business, call  
978-263-2628

**FIRE**

911 (Emergencies Only)

For routine business, call  
978-263-8299

**AMBULANCE**

911 (Emergencies Only)

Be sure to give your name and address as well as the nature of your emergency. Do not hang up until you are sure your message has been understood.

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| <b>MEETINGS</b>                    | <b>DAY &amp; TIME</b>           | <b>LOCATION</b>           |
|------------------------------------|---------------------------------|---------------------------|
| Annual Town Meeting                | 2nd Monday in May               | Blanchard School          |
| Annual Town Election               | 3rd Monday in May               | Town Hall                 |
| Appeals, Board of                  | 1st & 3rd Tuesday, 7:15 p.m.    | Town Hall                 |
| Boxborough Housing Board           | Wednesdays as posted            | Town Hall                 |
| Boxborough Inform. Technology Comm | Tuesdays as posted              | Town Hall                 |
| Conservation Commission            | 1st & 3rd Wednesday, 7:30 p.m.  | Town Hall                 |
| Council on Aging                   | As posted                       | Town Hall                 |
| EMTs                               | 1st Tuesday, 7:00 p.m.          | Fire Station              |
| Finance Committee                  | As Posted                       | Town Hall                 |
| Fire Department                    | 2nd & 4th Tuesday, 7:00 p.m.    | Fire Station              |
| Health, Board of                   | Wednesdays as posted, 7:30 p.m. | Town Hall                 |
| Historical Commission              | As posted                       | Town Hall                 |
| Library Trustees                   | 2nd Wednesday, 7:30 p.m.        | Sargent Memorial Library  |
| Personnel Board                    | As posted                       | Town Hall                 |
| Planning Board                     | As posted                       | Town Hall                 |
| Public Celebrations Committee      | As posted                       | Town Hall                 |
| Recreation Commission              | As posted                       | Town Hall                 |
| School Committee, Local            | 2nd Thursday, 7:30 p.m.         | Blanchard School Library  |
| School Committee, Regional         | 1st Thursday, 7:30 p.m.         | R.J. Grey Jr. High School |
| Selectmen, Board of                | Mondays as posted, 7:30 p.m.    | Town Hall                 |

All meetings are posted with the Town Clerk, on the Town Hall Bulletin Board and the Town’s website located at: [www.town.boxborough.ma.us](http://www.town.boxborough.ma.us). If interested, call ahead for appointment to be placed on the agenda.

**Town Hall Office Hours**

General Phone Number: 978-263-1116  
Monday through Thursday: 8:00 a.m. – 4:00 p.m.  
(other times by appointment only)

**NOTE:** Town Hall is closed to the public on Fridays.

**Town Clerk**

Mon. 10:00 a.m. – 2:00 p.m. and 7:00 p.m. – 9:00 p.m.  
Tues., Wed., Thurs. 9:00 a.m. – 2:00 p.m.

**Board of Health**

Mon.- Thurs. 8:00 a.m. - 4:00 p.m.

**Albert J. Sargent Memorial Library**

General Phone Number: 978-263-4680  
Monday & Wednesday: 10:00 a.m. – 6:00 p.m.  
Tuesday & Thursday: 10:00 a.m. – 8:00 p.m.  
Saturday: 10:00 a.m. – 3:00 p.m. (Sept. – June only)

**Building Department**

Mon. – Thurs 8:00 a.m. – 4:00 p.m.  
Monday evenings 4:00 – 6:30 by appointment only  
Friday mornings by appointment

**NO SCHOOL ANNOUNCEMENTS:** Air on WBZ-1030 AM Radio; WCVB-TV CH5; WBZ-TV CH 4; & WRKO-TV CH7



## Town Phone Directory

In order to serve you more efficiently, Town Hall phones are now answered by an auto attendant. You may contact your party directly by dialing an extension from the list below. Phone numbers for other town departments are also listed.



### Boxborough Town Hall

#### Extensions by Department 978-263-1116

|                                                                    |     |                      |
|--------------------------------------------------------------------|-----|----------------------|
| Assessor                                                           | 109 | William Naser        |
| Assessor Support                                                   | 110 | Debbie Walsh         |
| Board of Health                                                    | 115 | Mary Cobleigh        |
| Building Inspector                                                 | 114 | John Field           |
| Conservation Commission Support                                    | 111 | Mary Nadwairski      |
| Council on Aging                                                   | 106 | Laura Arsenault      |
| Inspectional Services Support<br>(Building, Electrical & Plumbing) | 115 | Mary Cobleigh        |
| Land Use Support                                                   | 108 | Colleen Whitcomb     |
| Tax Collector                                                      | 107 | Maripatt Shemowat    |
| Town Accountant                                                    | 105 | Mike Guzzo           |
| Town Administrator                                                 | 101 | Selina Shaw          |
| Town Administrator Support                                         | 103 | Cheryl Mahoney       |
| Town Clerk                                                         | 117 | Elizabeth Markiewicz |
| Town Clerk Support                                                 | 113 | Claire Kuipers       |
| Town Planner                                                       | 112 | Elizabeth Hughes     |
| Town Treasurer                                                     | 104 | Margaret Dennehy     |
| Van Dispatcher                                                     | 118 | Marcia McNeil        |
| Zoning Board of Appeals Support                                    | 111 | Mary Nadwairski      |
| Personal Assistance                                                | 0   |                      |

ALL TOWN HALL DEPARTMENTS MAY ALSO BE CONTACTED BY EMAIL BY FOLLOWING THIS SIMPLE CONVENTION:

**firstname.lastname@town.boxborough.ma.us**

E.G. ASSESSOR'S EMAIL ADDRESS IS:

william.naser@town.boxborough.ma.us

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

#### ADDITIONAL TOWN DEPARTMENT PHONE NUMBERS

|                           |              |                                   |
|---------------------------|--------------|-----------------------------------|
| Fire                      | 978-263-7546 | Geoffrey Neagle, Fire Chief       |
| Police                    | 978-263-2628 | Richard Vance, Police Chief       |
| Public Works              | 978-263-1600 | Tom Garmon, DPW Director          |
| Blanchard Memorial School | 978-263-4569 | Dr. Curtis Bates, Superintendent  |
| Sargent Memorial Library  | 978-263-4680 | Maureen Strapko, Library Director |