



**TOWN OF BOXBOROUGH  
2011 ANNUAL TOWN REPORT**

*Cover Photography by Alan Rohwer*

# **Town of Boxborough Annual Report**

**for the Year Ending December 31, 2011**

**Annual Town Meeting  
Monday, May 14, 2012  
Blanchard Memorial School  
7:00 p.m.**

**Town Election  
Monday, May 21, 2012  
Town Hall  
7:00 a.m. – 8:00 p.m.**



*Dedicated  
to*

*Boxborough's Volunteers*

*in recognition of*

*their enthusiasm, commitment*

*and*

*tireless hours of service*

*to*

*Town Government*



***Thank you***

*to all who*

*contributed to the*

*the 2011 Town Report*

*especially to*

*Volunteer*

***Bradford Gray***

*for editing*



## ***IN MEMORIAM***

***Patricia A. Fallon***

*1940-2011*

*Public Celebrations  
Council on Aging  
Library Building Committee*

***Muriel Barbara Robinson***

*1928-2011*

*Council on Aging*

***Raymond M. Vorce, Jr.***

*1924-2011*

*Civil Defense Director, Fire Department  
Ass't Civil Defense Director, Fire Department  
Special Officer, Police Department  
School Building Committee  
Public Safety Committee*



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## BOXBOROUGH FACTS AND FIGURES

INCORPORATED:	February 25, 1783
POPULATION:	5,178 4,996 (Federal Census 2010)*
AREA:	10.39 Square Miles
FORM OF GOVERNMENT:	Open Town Meeting – Board of Selectmen
VOTERS:	3332
CENSUS TRACT:	3881
TAX RATE:	\$17.87 (FY12) \$17.38 (FY11) \$16.53 (FY10)
SCHOOLS:	Blanchard Memorial School K–6 Acton-Boxborough Regional Junior and Senior High Schools Minuteman Regional High School, Lexington
HOSPITALS:	Emerson Hospital, Concord Nashoba Community Hospital, Ayer UMass Memorial – Marlborough Hospital, Marlborough
POST OFFICE: (Contract Station)	1233 Massachusetts Avenue (within Boxborough Liquors and Convenience Store)
UTILITIES:	Cable Service – Comcast and Verizon Electrical Service – Littleton Light Department and Hudson Light and Power Department, the latter serving a portion of southeastern area of Boxborough Natural Gas Service – National Grid The town does not provide water or sewerage
TRANSPORTATION:	Commuter rail service is available in South Acton and Littleton MART van available through Council on Aging for seniors age 60 and older, or any resident with disabilities
PUBLIC SAFETY:	Police Department Fire Department Ambulance Emergency Medical Technicians Public Safety Dispatch Center

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

## FEDERAL OFFICIALS

### President of the United States

Barack H. Obama  
**president@whitehouse.gov**  
The White House  
1600 Pennsylvania Avenue, N.W.  
Washington, D.C. 20500

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

### United States Senators

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

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

### Representative in Congress

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

Niki Tsongas  
U.S. House of Representatives  
1607 Longworth House Office Building  
Washington, D.C. 20515-2105  
Tel: 202-225-3411  
Fax: 202-226-0771

## OFFICIALS OF THE COMMONWEALTH

**Governor**  
**Lt. Governor**  
**Secretary**  
**Treasurer**  
**Auditor**  
**Attorney General**

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

**Senator, Middlesex & Worcester District**

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

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

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

## ELECTED TOWN OFFICIALS

### **Moderator**

John Fallon (2012)

### **Town Clerk**

Elizabeth Markiewicz (2013)

### **Board of Selectmen**

Raid Suleiman, Chair (2014)

Christine Robinson, Clerk (2012)

Leslie R. Fox (2014)

Rebecca R. Neville (2012)

Francis J. Powers (2013)

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

Marie C. Cannon, Chair (2014)

Bryan Lynch (2013)

Franklin D. Roth, DDS (2012)

### **Collector of Taxes**

Mary P. Shemowat (2012)

### **Commissioner of Trust Funds**

The Selectmen

### **Constables**

David L. Birt (2013)

Richard Golden (2013)

### **Library Board of Trustees**

Mary Brolin, Chair (2012)

Sandra Haber, Vice Chair (2013)

Robert McNeece, Treasurer (2013)

Jennifer Campbell (2012)

Megan McCullough (2014)

### **Planning Board**

Nancy Fillmore, Chair (2014)

Julie Carroll, Clerk (2014)

John Markiewicz (2013)

James Faulkner (2013)

Owen Neville (2012)

Eduardo Pontoriero, Assoc.

### **Boxborough School Committee**

Bruce Sabot Chair (2013)

Maria Neyland, Vice Chair (2014)

Tina Marie Stevens, Clerk (2013)

Brigid Bieber (2012)

Mary Brolin (2012)

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

Maria Neyland (2014)

Mary Brolin (2012)

Bruce Sabot (2013)

## APPOINTMENTS MADE BY SELECTMEN

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

Selina S. Shaw (2013)

### **Accountant**

Michael Guzzo (2012)

### **Assessor**

Duane Adams (2012)

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

Mark Dupell (2011)\*

Frank Ramsbottom (Interim)

Mark Barbadoro (Interim)

Craig Martin (Interim)

### **Town Planner**

Elizabeth Hughes (2012)

### **Treasurer**

Margaret Dennehy (2012)

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

Nancy Kumaraswami (2012)

Marion Powers (2012)

Mitzi Weil (2011)

Pascale White (2013)

### **Agricultural Commission**

John Neyland, Chair (2013)

Owen Neville, Clerk (2013)

Kathie Becker (2014)

Bryon Clemence (2014)

\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

Chris DeLise (2012)

**Airport Study Committee**

Anne Canfield, Chair (2012)  
Dave Barach (2012)  
James Baum (2014)  
Matt Kosakowski (2013)  
William Litant (2014)

**Animal Control Officer**

Donald C. Morse (2012)

**Board of Appeals**

Tom Gorman, Chair (2013)  
Christian Habersaat (2012)  
Kristin Hilberg (2014)  
Michael Troups (2014)  
Lonnie Weil (2013)  
Karen Warner, Alternate (2014)

**Board of Registrars**

Elizabeth Markiewicz, Chair (2013)  
Nancy Brown (2014)  
Tammy MacFadyen (2012) \*\*  
Virginia Richardson (2013)  
Sara Wagg (2012) \*

**Boxborough Affordable Housing Trust**

Les Fox (2013)  
Kristin Hilberg (2011)  
R. Allen Murphy (2012)  
Karim Raad (2012)  
Ron Vogel (2013)  
Channing Wagg (2013)

**Boxborough Housing Board**

R. Allen (Al) Murphy, Chair (2014)  
Diane Friedman (2013)  
Jeff Handler (2013)  
Joan Meyer (2012)  
Ron Vogel (2013)  
Channing Wagg (2012) \*  
Dave Koonce, ex-officio  
Les Fox, ex-officio

**Boxborough Information Technology Committee**

Jay Bhatia, Chair (2013)  
Guillermo Chang (2012)  
Tim Lundy (2011)

Jamie Rogers (2014)  
Christopher Russo (2013)  
Eric Wong (2012)

**Cemetery Commission**

John Flannery, Chair (2012)  
Donald Morse (2013)  
William Sutcliffe (2014)

**Cemetery Superintendent**

Donald C. Morse (2012)

**Conservation Commission**

Dennis Reip, Chair (2012)  
Rick Williamson, Vice-Chair (2012)  
Charlene Golden (2014)  
David Follet (2014)  
David Koonce (2014)  
Norm Hanover (2013)  
*Appointed by ConsComm*  
Liz Markiewicz, Associate Member

**Council on Aging**

Sonali Bhatia, Co-chair (2012)  
David Birt, Co-Chair (2013)  
Sue Frederickson (2014)  
Patricia Gayowski (2013)  
Betsey Krusen (2012)  
Frank Sibley (2012)  
Barbara Wheeler (2013)

**Design Review Board**

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

**Dog Officer**

Phyllis Tower (2012)

**Election Warden**

Dave Birt (2012)  
Richard Golden (2012)

**Energy Committee**

Francie Nolde, Chair (2013)  
Jay Barnes (2012) \*  
Becky Busby (2012) \*  
K.C. Donovan (2014)  
Larry Grossman (2012)  
Ralph Hanrahan (2012) \*\*

\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

Kirsten Holmes (2014)  
Abigail Reip (2012) \*\*  
Margaret Webber (2013)

**Field Driver**

Phyllis Tower (2012)

**FIRE DEPARTMENT**

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

Randolph T. White (2014) \*\*  
Geoffrey B. Neagle (2012) \*\*\*

**Fire Department Officers, Full-time (2012)**

Shawn Gray, Lieutenant  
Jonathan William, Lieutenant

**Firefighter/EMT, Full-time (2012)**

Benn Carpenter  
Eoin Bohnert

**Fire Department Officers, Per-diem (2012)**

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

**Firefighter/EMT Per-Diem (2012)**

Matthew Allen  
Richard Bottner \*  
Erik Byam  
Mathew Callahan  
Anthony Cunha \*\*  
Robert R. DaCosta \*  
Edmond Daigneault  
Andrew Dufresne  
Justin Geneau  
Brian Harrington \*\*  
Kristin Hildonen  
Brendan Hurley  
Derek Jordan  
Scott Krug  
Adam A. Nichols  
William Noke  
Michael O'Donnell \*  
George M. Robinson  
Robert Sokolowski  
Robert Stemple

**Call Firefighter (2012)**

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

**Historical Commission**

Alan Rohwer, Chair (2012)  
Mary Larson (2013)  
Shirley Warren (2012)

**Inspector of Animals**

*Nominated by BoH, appointed by  
Commonwealth of Massachusetts*  
Donald C. Morse (2012)

**Inspector of Gas & Plumbing**

Gary Corey (2012)  
Norman Card, Jr., Assistant (2012)

**Inspector of Wires**

Thomas A. Argento, Jr. (2012)  
Charles Weeks, Assistant (2012)

**Personnel Board**

Richard Golden, Chair (2013)  
Anne Canfield (2012)  
Pat Flanagan (2012)  
Susan Bak (2014)

**POLICE DEPARTMENT**

**Police Chief**

Warren B. Ryder (2014)

**Police Department, Dept. Assistant**

Andrea Veros

**Police Officers (2012)**

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

\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

**Special Police Officers (2012)**

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

**Lock-Up Attendants (2012)**

Phyllis Tower  
Richard Tower  
Amy Cunningham  
Gary Whitaker

**Public Safety Dispatch Officers (2012)**

*Appointed by Fire Chief*

Michelle L. Turner, Supervisor  
Elaine M. DeLorme  
Katelyn Pfeifer  
Brenda A. Santucci  
Brendan B. Lyons, part time

**Public Celebration**

Trena Minudri, Chair (2012)  
Sheila Bauer (2013)  
Matt Kosakowski (2014)  
Lori Lotterman (2012)  
Owen Neville (2014)

**Moth Superintendent**

Tom Garmon, Director (2012)

**Recreation Commission**

Victor Tremblay, Chair (2014)  
Susan Reuther, Secretary (2012)  
Kevin Lehner (2013)  
Christopher Noble (2012)  
Matthew Rosner (2013)  
Robert Zurek (2014)

**Steele Farm Advisory Committee**

Edward Whitcomb, Chair (2012)  
Bruce Hager (2013)  
Keith Lyons (2012) \*  
Judi Resnick (2014)  
John P. Skinner (2014)  
Eric Tornstrom (2011)

**Town Counsel**

Kopelman & Paige (2012)

**Veterans' Agent**

Donald C. Morse (2012)  
Michael Guzzo, Assistant (2012)

**APPOINTMENTS MADE BY MODERATOR**

**Finance Committee**

Karim Raad, Chair (2014)  
Dilip Subramanyan, Clerk (2014)  
Susan Bak (2013)  
Amy Burke (2013)  
William F. Burke (2012)  
Jim Ham (2012)

Gary Kushner (2012)  
Neal Hesler Vice Chair (2012)  
Joe Niro (2014)

**Minuteman Regional School**

Cheryl Mahoney (2013)

**APPOINTMENTS MADE BY  
LIBRARY BOARD OF TRUSTEES**

Maureen Strapko, Director

**APPOINTMENTS MADE BY  
BOARD OF HEALTH**

**Boxborough Emergency Reserve Corps**

Brad Hardie, Chair (2014)  
Loretta Crowley, Clerk (2014)  
Swan Anderson (2013)

Mary Cobleigh (2012)  
Laura Russell (2014)  
Melissa Northup (2011) \*  
Bruce sabot (2013)

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

**Water Resources Committee**

Marie Cannon (2014)  
Bryon Clemence (2012)  
Anne Gardulski (2012)

Bryan Lynch (2014)  
Frank Roth (2014)  
Raid Suleiman (2011)

**TOWN OF BOXBOROUGH EMPLOYEES  
NOT OTHERWISE MENTIONED**

**Department of Public Works**

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

**Library Staff**

Ruth Hamilton, Sr. Library Assistant  
Claudia Murphy, Library Assistant

Joanne Parker, Technical Services Librarian  
Judy Reiter, Technical Services Librarian  
Ramika Shah, Sr. Library Assistant  
Kathleen Taffel, Youth Services Librarian\*\*  
Heather Wilkinson, Children's Librarian\*

**Town Hall**

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

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

## BOARD OF SELECTMEN

2011 was a year full of accomplishments, activities and significant changes both in polices and personnel. In July, Mary Cobleigh, who supported Board of Health and Inspectional Services, among a number of town government functions, retired. Our sincere gratitude and appreciation to Mary for the years she spent serving the Town and its residents. In July, the Town was pleased to welcome Maureen Adema to take over Mary's responsibilities. Our Town Administrator, Selina Shaw was selected as the Fifer's Day Parade Marshall for her dedication, hard work and long hours serving Boxborough and its boards/committees and citizens. At its reorganization meeting in May, the Board elected Raid Suleiman as Chair and Christine Robinson as Clerk.

July also saw the departure of our shared Building Inspector with Groton and the search for his replacement. In order to fill a need for facilities management, the Board of Selectmen (BoS) agreed to include a facilities management role in the position. Thanks to Stow Building Commissioner Craig Martin, Acton Building Commissioner Frank Ramsbottom and Acton Local Inspector (and Boxborough resident) Mark Barbadoro for assisting us during the transition.

Work on the Garabedian trail, linking the Blanchard Memorial School and Sargent Memorial Library, was completed, and the dedication of the trail, honoring the legacies of Charles and Elaine Garabedian, took place on Fifer's Day.

The Town, thanks to the generous donation from the Friends of Council on Aging, who provided funding for first nine months, rented UCC Fellowship Hall, for use as a community center. An article will be brought forward to Town Meeting in May, seeking to extend the use of the facility.

The Board continues the pursuit of a number of regional activities. The Selectmen and the Planning Board are pursuing the establishment of a Regional Growth District with Littleton and Westford, and are also seeking the establishment of priority development areas under the 495/MetroWest Development Compact. Potential developments were showcased on a visit by Secretary of Housing and Economic Development Gregory P. Bialecki to the three towns.

The Board, working with both Fire and Police Chiefs, continues to study regional dispatch. The Town is participating in a regional dispatch study led by Sudbury, with participating towns of Concord, Wayland, Lincoln, Maynard, Acton, and Weston. Additionally, the town is looking to study options with the neighboring town of Littleton.

In early 2012, the Town will be applying for a Community Innovation Challenge grant along with the Towns of Acton, Maynard, Stow and Littleton and Clock Tower Place Office Park in Maynard to share transportation resources.

The "Halloween storm" of 2011 that hit Boxborough caused massive and widespread tree damage on both private property and public ways. The storm also caused power outages that lasted from one to a few days around town. The Town learned many lessons from the December 2008 ice storm that were helpful in preparing for and managing the Halloween 2011 storm. The work that was done by all town departments (fire, police, DPW, and Emergency Reserves Corp) was superb and impressive.

The Town executed a successor licensing agreement with Comcast which provided for additional funding for cable infrastructure improvements. We were also fortunate this year to consolidate contracts for the Town's current phone lines, which resulted in significant savings of over \$ 15,000. The Selectmen appreciate and thank the BITCom for their hard work in conducting telecommunication hearings, negotiations and providing excellent advice to the Town on its technology needs.

The Selectmen worked with the RecCom and the FinCom in establishing a policy for using recreational fields and setting a fee schedule. These become effective in the new year.

As a means to help control the spiraling costs of health insurance, the Board of Selectmen began to explore adoption and implementation of a new state law that will provide towns, like Boxborough, with an expedited process for negotiating health care plan design and sharing the savings with the Town (i.e., the taxpayers) and the employees.

## **Goals**

In July 2011, the Board of Selectmen held its annual workshop session and reaffirmed its goals for the fiscal 2012:

- All citizens will be accorded respect, courtesy, and fair due process by town employees and members of all boards and commissions dealing with the public.
- Policies will be created for key government functions, based upon generally accepted practices throughout the Commonwealth.
- Promote transparency in town government. Continue to provide information about town government, including related documents (e.g., minutes, bylaws, contracts), on the town website.
- Expand the communication channels among the BoS, department heads and boards/commissions by instituting formal quarterly meetings with department heads and meetings at least semi-annually with all boards. Liaisons should meet with department heads on a monthly basis. Expand communication channels among the selectmen, keeping all members informed.
- Reinforce a high level of accountability flowing down from the BoS to the departments by creating overall goals for the town government and flowing specific contributing objectives and priorities to the department heads. Performance reviews will be based upon an accounting of actual performance against the agreed-upon objectives and priorities. Refine performance tool.
- Formalize a personnel and capital resource planning activity in order to effectively prioritize potential personnel additions, infrastructure requirements, capital equipment purchases, and other large discretionary acquisitions such as land purchases in an environment of limited and possibly shrinking resources. This will require department heads, boards and commissions to carefully forecast personnel, infrastructure, capital, and real property needs and priorities. These individual forecasts will be integrated and prioritized from a townwide perspective in order to constitute comprehensive five-year and ten-year plans that will form the basis for effective Town Meeting actions.
- Establish several realistic goals and participate in regional and statewide municipal organizations working toward improvements in local revenue distributions, effective development policies, regional management of emergency services, affordable housing policies and other resource management issues. Review potential for consolidation of services within the Town.

## Town Scales

The old town scales were moved from the attic of Boxborough Town Hall to the Museum. The scales were made by Howard and Davis of Boston, in the late 1840's. Many towns in Massachusetts have similar scales, as state law MGL Chapter 98; Section 5 required each town to have "a set of standard weights and measures upon being incorporated." These were used by the town sealer of weights and measures. We are glad that ours can now be enjoyed by visitors to the museum. Alan Rohwer, Chair of our Historical



Commission, wrote an article to provide some history and background, which appeared in The Beacon on February 12, 2011. The Board of Selectmen thanks Acton ACE Hardware for graciously loaning us the use of storage and moving crates for our project.

## Town Hall Repairs

The work to repair the cupola flooring, fascia, and decorative columns was completed in the spring. The fascia was painted red to reflect its original color and the weathervane and pole were restored. Additionally, the water leak was repaired and we look forward to replacing the Grange Room floor in 2012. The



Town of Boxborough sign was restored and rehung, thanks to the generosity of Jeanne Steele Kangas. The Selectmen extend their utmost appreciation to Jeanne.

## Department Operations

**Fire Department:** As a result of the retirement of the Fire Chief, Geoffrey Neagle, the selectmen elected to advertise internally for the position of chief. After serving as Interim Chief for four months, the BoS was very pleased to hire Randolph White as Fire Chief effective October 1. The promotion of Lieutenant White to the fire chief position resulted in a vacancy in the lieutenant position. Jonathan Williams was promoted to Lieutenant and Eoin Bohnert was hired to fill the resulting Firefighter/EMT vacancy.

**Police Department:** In June, the BoS with the police department held a public forum entitled "Establishing a Community Policing Vision for Boxborough." This forum was a result of input from citizens that they would like more outreach from police and the BoS goals for the police chief. In concert with the Board of Selectmen, one of the Chief's priorities has been to foster a spirit of positive interaction with the Boxborough community. To that end, the Chief has held community forums, including youth forums, and established a citizen's advisory committee. The Board of Selectmen supported Police Chief Ryder in establishing a Citizens Advisory Board to work with the police department in evaluating and

promoting activities by which the department could enhance its relationships with various segments of the Boxborough community.

To allow the Police Chief greater flexibility in shift assignments and to decrease the overtime budget, which has been a concern, the BoS supported the Chief's request to hire a tenth patrol officer. In July 2011, the board welcomed Edward Pokornicki. In December, the BoS temporarily appointed Brett Pelley as Sergeant to enable the Chief to provide supervision on all three shifts. The third sergeant position will be subject to Town Meeting approval through the budgeting process.

**Department of Public Works:** The DPW continues its maintenance of the town's roads. In 2011, the DPW repaved Kendall Road, Cedarwood Road, and the top portion of Windermere Drive. The DPW continues to do catch basins repairs and maintaining the town's recreational fields and open space.

### **Outlook**

Despite decreased local aid from the state, the town continues to maintain a strong fiscal position through excellent management of its resources. The BoS welcomes suggestions from all residents on ways we can improve the delivery of services. The selectmen will continue to work on improving communications among other town boards and committees. Additionally in the coming year, the selectmen will develop a Policy of Conduct for the BoS.

The Board would like to extend its deepest gratitude and utmost appreciation to all our town employees and volunteers for their service to the community. Boxborough is a great town because of all your hard work, skills, and dedication. We encourage our residents to participate in town government by serving on one of our many boards and committees.

### **PERSONNEL BOARD**

The Personnel Board serves the Town in an advisory role by assisting the Board of Selectmen and the Town Administrator. During 2011, the Personnel Board continued to update town policies to conform to changes in state and federal policies. These changes will be incorporated in the Personnel Handbook.

Our Board happily welcomed new member Susan Bak in November; one additional opening still exists. If you are interested, please contact the Town Administrator.

Respectfully submitted,  
Richard Golden, Chair

### **TOWN COUNSEL**

During 2011, Town Counsel provided significant legal services to the Town, including the rendering of numerous legal opinions, approving contracts as to form, attending Town Meetings, and meeting with the Board of Selectmen and various other town boards. There are currently two active litigation cases involving the Town.

Town Counsel has been advising the Board of Selectmen, the Town Administrator, and the School Committee with respect to ongoing employment and labor issues. In particular, we have been working with town officials as they consider adopting new health insurance legislation which would allow the Town to make certain plan design changes in the Town's group insurance.

Town Counsel also assisted in the negotiation of a lease of space at the United Church of Christ for the Town's Community Center activities.

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

Respectfully submitted,  
Kopelman and Paige, P.C.

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

*Harvard Ridge Condominium Association v. Bank of America, N.A.,*  
(Town of Boxborough)  
Middlesex Superior Court, C.A. No. 11-3730

The Condominium Association brought action to foreclose on an Association lien with respect to a unit owned by the defendant. The Town is an interested party due to its property tax lien on the unit, which it seeks to preserve. The parties executed a Stipulation of Dismissal which concludes the case.

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

This is an appeal by the applicant, pursuant to G.L.c.40A, §17, of the Zoning Board of Appeals' November 29, 2010, decision denying a special permit application to create a reduced frontage lot on the east side of Burroughs Road at its intersection with Whitney Lane. The case is scheduled for trial on May 10, 2012.

**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).

**Fiscal Year 2012- Town Valuation & Tax Rate Summary**

The total amount to be raised through taxation (tax levy) is calculated after all other sources of revenue and total expenses for the Town are known. The levy for fiscal year 2012 was \$16,874,931. Based on this levy and the valuations by property classification listed below, a fiscal year 2012 tax rate of \$17.87 was approved by the Department of Revenue on November 22, 2011.

CLASSIFICATION	VALUATION	TAX DOLLARS	LEVY PERCENT
CLASS 1 - Residential	711,519,586	\$12,714,855	75.35%
CLASS 2 – Open Space	0	0	0.00%
CLASS 3 – Commercial	75,754,031	\$1,353,724	8.02%
CLASS 4 – Industrial	128,070,575	\$2,288,621	13.56%
CLASS 5 – Personal Property	28,972,060	\$517,731	3.07%
<b>TOTAL</b>	<b>944,316,252</b>	<b>\$16,874,931</b>	<b>100.00%</b>

**Summary**

The real estate market in Boxborough saw a slight decrease in assessed values for all classes of property. A public hearing was held on November 7, 2011 in which the Board of Selectman chose to tax all classes of property at the same rate, also known as a single rate.

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

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

Respectfully submitted,  
Duane Adams  
Town Assessor

**TOWN ACCOUNTANT**

To the Honorable Board of Selectmen of Boxborough:

Submitted herewith is the annual report covering the financial transactions for the Town of Boxborough for the year ended June 30, 2011. This unaudited report includes:

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

Respectfully submitted,  
Michael Guzzo

**GOVERNMENTAL FUNDS**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**FISCAL YEAR ENDED JUNE 30, 2011**  
**(Unaudited)**

	General	Affordable Housing Trust	Trust Funds	Capital Projects	Non-major Governmental Funds	Governmental Funds
<b>REVENUES</b>						
Real estate and personal property taxes, net of tax refunds	16,360,592					\$16,360,592
Motor vehicle and other excise taxes	824,645					824,645
Intergovernmental	2,299,825				531,882	2,831,707
Departmental and other	562,103	26,366	45,246		811,329	1,445,044
Payments in lieu of taxes	78,351					78,351
Contributions					1,456	1,456
Investment Income	14,546					14,546
Miscellaneous						
<b>TOTAL REVENUES</b>	<b>\$20,140,062</b>	<b>\$26,366</b>	<b>\$45,246</b>		<b>\$1,344,667</b>	<b>\$21,556,341</b>
<b>EXPENDITURES</b>						
<b>Current:</b>						
General government	\$775,940		\$2,566	\$18,533	\$135,927	\$932,966
Public safety	2,181,291	12,948	12,885	22,000	153,413	2,382,537
Education	11,569,896			34,990	63,293	12,568,179
Public works	907,877			50,587	5,020	963,484
Human services	83,974		100		30,363	114,437
Culture and recreation	340,759		955	43,265	2,374	387,353
Pension benefits	488,729					488,729
Property and liability insurance	74,756					74,756
Employee benefits	1,375,362					1,375,362
Other	61,759	850,000				911,759
<b>Debt service:</b>	-					
Principal	835,000					835,000
Interest	551,207					551,207
<b>TOTAL EXPENDITURES</b>	<b>\$19,246,550</b>	<b>\$862,948</b>	<b>\$16,506</b>	<b>\$169,375</b>	<b>1,290,390</b>	<b>\$21,585,769</b>
<b>EXCESS (DEFICIENCY) OF REVENUES</b>						
<b>OVER EXPENDITURES</b>	<b>893,512</b>	<b>(836,582)</b>	<b>28,740</b>	<b>(169,375)</b>	<b>54,277</b>	<b>(29,428)</b>
<b>OTHER FINANCING SOURCES (USES):</b>						
Issuance of bonds and notes	-					
Premium from issuance of bonds						
Sale of capital assets						
Operating transfers in			7,906	30,000		37,906
Operating transfers out					(37,906)	(37,906)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>			<b>\$7,906</b>	<b>\$30,000</b>	<b>\$(37,906)</b>	
<b>NET CHANGES IN FUND BALANCES</b>	<b>893,512</b>	<b>(836,582)</b>	<b>36,646</b>	<b>(139,375)</b>	<b>16,371</b>	<b>(29,428)</b>
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<b>1,451,901</b>	<b>1,222,864</b>	<b>813,884</b>	<b>259,540</b>	<b>1,026,489</b>	<b>4,774,678</b>
<b>FUND BALANCES AT END OF YEAR</b>	<b>\$2,345,413</b>	<b>\$386,282</b>	<b>\$850,530</b>	<b>\$120,165</b>	<b>\$1,042,860</b>	<b>\$4,745,250</b>

GENERAL FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –  
BUDGET AND ACTUAL  
FISCAL YEAR ENDED JUNE 30, 2011  
(UNAUDITED)

	Amounts Carried forward from Prior Year	Current Year Initial Budget Projects	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance Over/Under
<b>REVENUES</b>							
Real estate & personal property taxes 42867	0	16,403,459	16,403,459	16,403,459	16,360,592	0	-
Net of tax refunds	0	0	0	0	0	0	0
Tax and trash liens	0	0	0	0	0	0	0
Motor vehicle and other excise taxes	0	762,000	762,000	762,000	824,645	0	62,645
Payments in lieu of Taxes	0	34,000	63,000	63,000	78,351	0	15,351
Intergovernmental 60867	0	1,800,147	1,800,147	1,800,147	1,739,280	0	-
Departmental and other	0	607,800	607,800	607,800	643,278	0	35,478
Investment Income	0	22,000	22,000	22,000	14,546	0	-7,454
Miscellaneous	0	0	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>19,629,406</b>	<b>19,658,406</b>	<b>19,658,406</b>	<b>19,660,692</b>	<b>0</b>	<b>2286</b>
<b>EXPENDITURES</b>							
Current:							
General government	31,419	1,013,040	1,058,832	894,818	784,295	13,802	-96721
Public safety	46,201	2,150,141	2,196,342	2,246,882	2,134,412	11,232	-101238
Education	25,585	11,594,637	11,850,496	11,850,496	11491812	169,763	-188921
Public works	0	944,926	944,926	964,895	884299	629	-79,967
Human services	361	88,671	89,032	86,643	86754	396	507
Culture and recreation	1,506	349,857	351,363	341,434	337556	2631	-1,247
Pension benefits	0	488,729	488,729	488,729	467683	0	-21,046
Property and liability insurance	0	92,181	92,181	92,181	83712	0	-8,469
Employee benefits	22,072	1,441,229	146,330	1,463,301	1327333	21,304	-114664
State and County Charges	0	61,314	61,314	61,314	61,759	0	445
Other	0	0	0	0	0	0	0
Debt service:	0	0	0	0	0	0	0
Principal	0	835,000	835,000	718,000	718,000	0	0
Interest	21,100	551,207	572,307	608,528	606,713	0	-1815
<b>TOTAL EXPENDITURES</b>	<b>378,518</b>	<b>19,610,932</b>	<b>20,003,823</b>	<b>19,817,221</b>	<b>18,984,328</b>	<b>219,757</b>	<b>-613,136</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>-378,518</b>	<b>18,474</b>	<b>-345,417</b>	<b>-158,815</b>	<b>676,364</b>	<b>-219,757</b>	<b>615,422</b>
<b>OTHER FINANCING SOURCES (USES):</b>							
PREMIUM FROM ISSUANCE OF BONDS	0	0	0	0	0	0	0
BOND ISSUANCE COSTS	0	0	0	0	0	0	0
SALE OF CAPITAL ASSETS	0	0	0	0	0	0	0
OPERATING TRANSFERS IN	0	0	0	0	0	0	0
OPERATING TRANSFERS OUT	0	0	0	0	0	0	0
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET CHANGES IN FUND BALANCE</b>	<b>-378,518</b>	<b>18,474</b>	<b>-345,417</b>	<b>-158,815</b>	<b>676,364</b>	<b>-219,757</b>	<b>615,422</b>

**TAX COLLECTOR  
FISCAL YEAR 2011**

**REAL ESTATE TAX**

FISCAL YEAR	UNCOLLECTED AS OF 7/1/10	COMMITMENTS	TAX TITLE			OUTSTANDING AS 6/30/11
			EXEMPTIONS ABATEMENTS	COLLECTIONS	REFUNDS	
2011		\$ 16,007,475.38	\$65,429.04	\$15,843,197.80	\$18,026.06	\$116,874.60
2011 Supp		\$4,208.10	-	\$1,843.92	-	\$2,364.18
2010	\$205,165.76		\$42,863.58	\$187,164.95	\$24,862.77	-
2010 Supp	\$ 4,338.60			\$4,338.60		-
2009	\$ 20,314.87		\$38,494.64	\$7,623.13	\$25,802.90	-
2008	\$ 5,804.96		\$5,804.96	-	-	-
2009 RB*	-	\$6,411.44		\$6,411.44	-	-
2008 RB*	-	\$6,109.02		\$6,109.02	-	-
2007 RB*	-	\$5,833.08		\$5,833.08	-	-
2006 RB*	-	\$5,568.15		\$5,568.15	-	-
2005 RB*	-	\$5,509.26		\$5,509.26	-	-
	<b>\$235,624.19</b>	<b>\$16,041,114.43</b>	<b>\$152,592.22</b>	<b>\$16,073,599.35</b>	<b>\$68,691.73</b>	<b>\$119,238.78</b>

\*Roll-Back

**PERSONAL PROPERTY TAX**

FISCAL YEAR	UNCOLLECTED AS OF 7/1/10	COMMITMENTS	ABATEMENTS	COLLECTIONS	REFUNDS	OUTSTANDING AS OF 6/30/11
2010	\$543.70	-		\$543.70	-	-
	\$543.70	\$392,039.14	-	\$391,297.73	-	\$1,285.11

**MOTOR VEHICLE EXCISE TAX**

FISCAL YEAR	UNCOLLECTED AS OF 7/1/10	COMMITMENTS	ABATEMENTS	COLLECTIONS	REFUNDS	OUTSTANDING AS OF 6/30/11
2010	\$33,294.11	\$59,898.16	\$6,642.85	\$87,061.62	\$5,792.63	\$5,280.43
2009	\$8,589.60	\$108.13	\$1,543.33	\$5,070.44	\$1,543.33	\$3,627.29
2008	\$4,791.55	-		\$854.37	-	\$3,937.18
2007	\$4,773.25	-		\$477.29	-	\$4,295.96
2006	\$4,954.04	-		\$361.66	-	\$4,592.38
2005	\$3,578.26	-		\$122.50	-	\$3,455.76
2004	\$3,970.44	-		-	-	\$3,970.44
2003	\$3,780.66	-		-	-	\$3,780.66
	<b>\$67,731.91</b>	<b>\$630,465.34</b>	<b>\$17,880.11</b>	<b>\$641,274.45</b>	<b>\$12,568.60</b>	<b>\$51,611.29</b>

**ADDITIONAL REVENUES COLLECTED DURING FY 2011**

INTEREST	\$37,240.88
MUNICIPAL LIEN CERTIFICATES	\$ 7,825.00
DUPLICATE TAX BILL CHARGE	\$ 1,658.00
DEMAND FEES	\$16,520.00
DEPUTY FEES	\$9,181.00
REGISTRY CLEAR FEES (MVE)	<u>\$2,940.00</u>
<b>TOTAL</b>	<b>\$ 75,364.88</b>

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

## TOWN TREASURER

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

### RECAPITULATION

Treasurer's Cash Balance, 7/1/10	\$3,535,541.98
Treasurer's Trust Fund Balance, 7/1/10	<u>\$2,033,974.62</u>
Subtotal	\$5,569,516.60
FY2011 Receipts	\$21,232,003.07
Less FY2010 Approved Disbursements	<u>\$21,723,897.32</u>
Treasurer's Cash Balance, 6/30/10	\$5,077,622.35

General Ledger Cash Balance, 6/30/11	\$3,839,866.91
General Ledger Trust Fund Balance	<u>\$1,237,755.44</u>
	\$5,077,622.35

**TOTAL DEBT JUNE 30, 2011** **\$6,817,500.00**

### PROJECTED LONG-TERM DEBT:

	PRINCIPAL	INTEREST	TOTAL
FY2012	\$827,500.00	\$243,187.75	\$1,070,687.75
FY2013	\$750,000.00	\$212,541.25	\$962,541.25
FY2014	\$745,000.00	\$185,241.25	\$930,241.25
FY2015	\$740,000.00	\$158,141.25	\$898,141.25
FY2016	\$730,000.00	\$131,241.25	\$861,241.25
FY2017	\$725,000.00	\$104,328.75	\$829,328.75
FY2018	\$680,000.00	\$ 78,103.75	\$758,103.75
FY2019	\$345,000.00	\$ 59,166.25	\$404,166.25
FY2020	\$335,000.00	\$ 46,616.25	\$381,616.25
FY2021	\$215,000.00	\$ 34,466.25	\$249,466.25

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

### TOWN OF BOXBOROUGH FY12 DEBT SERVICE BUDGET

	Principal	Interest	Total Debt Svc.	Breakdown	Retired
Sewage Disposal Facility	\$30,000.00	\$17,677.50	\$47,677.50	3.51%	2026
Water (Sewer/Water)	\$45,000.00	\$25,270.00	\$70,270.00	5.18%	2026
Land Acquisition - Howe/Panek	\$30,000.00	\$12,630.00	\$42,630.00	3.14%	2022
Affordable Housing	\$5,000.00	\$2,521.25	\$ 7,521.25	0.55%	2024
Affordable Housing	\$16,000.00	\$694.40	\$16,694.40	1.23%	2012
Library	\$115,000.00	\$56,567.50	\$171,567.50	12.64%	2024
Ambulance	\$29,000.00	\$1,258.60	\$30,258.60	2.23%	2012
Recreation Facility	\$35,000.00	\$7,700.00	\$42,700.00	3.15%	2017
Dump Truck	\$9,000.00	\$390.60	\$9,390.60	0.69%	2012
Fire Depart./DPW Equipment	\$135,000.00	\$27,075.00	\$162,075.00	11.94%	2020
Salt Shed	\$5,400.00	\$ 234.36	\$ 5,634.36	0.42%	2012
School Debt	\$360,000.00	\$90,600.00	\$450,600.00	33.20%	2018
School Renovation	\$13,100.00	\$568.54	\$13,668.54	1.01%	2012
R. J. Grey		\$69,674.00	\$69,674.00	5.13%	2025
Acton/Boxborough High School		\$217,011.00	\$217,011.00	15.99%	2025
Total all Debt	\$827,500.00	\$529,872.75	\$1,357,372.75	100.00%	

### SHORT-TERM DEBT:

The town has no outstanding short-term debt

**Town Treasurer  
FY 2011 Receipts**

<b>Account</b>	<b>Receipts</b>	<b>Account</b>	<b>Receipts</b>
Other Taxes-		Dog Control Bylaw - Violations	580.00
Motel Hotel Room Occupancy	195,645.41	Dog License Bylaw - Fees	6,395.33
State Owned Land	2,843.00	Licenses - Auctioneers Raffles	145.00
Exemptions to Elderly	9,430.00	Planning Board Fees	1,825.00
FEMA Reimbursement	377.00	Board of Appeals Fees	1,688.88
Police Career Incentive	3,286.39	Police - Miscellaneous Fees	1,100.00
Lottery	213,357.00	Police - Training Revenue	120.00
Miscellaneous Revenue	834.28	Police - Court Fines	6,475.00
Fuel Assistance Program	21.00	Police - CMVI Fines	30,965.60
Transfer Station Fees - FY2011	129,315.00	Police - Parking Fines	245.00
Selectmen - Sale of Copies	40.00	Police - Outside Detail Admin. Fee	2,496.55
Cell Tower Rental Fee	37,939.28	Police - 94C Fines	1,700.00
Town Hall - Rental Fees	325.00	Fire Dept. - Misc. Fees	237.00
Licenses - Annual	1,090.00	Fire Dept. - Other Permits	4,050.00
Liquor Licenses - Annual	10,500.00	Fire Dept. - Ambulance Receipts	45,059.01
Transient Vendors Licenses	1,695.00	Building Dept. - Sales of Copies	204.53
Assessor - Sale of Copies	671.00	Building Dept. - Admin.Use Fees	2,851.30
Tax Liens	40,300.41	Building Dept. - Permits	60,869.71
Interest - Tax Liens	7,945.16	Building Dept. - Other Permits	875.50
Tax Lien Redemption Fees	229.32	School Aid CH70	1,287,108.00
Bad Check Fees	2.50	School Construction CH645	284,092.00
Tailings Unclaimed Checks	(25.91)	DPW-Mun. Recyl Incentive Program	426.75
Earnings on Investments	14,546.03	DPW - Permits	535.00
Personal Property - 2010	543.70	Cemetery Dept - Fees	5,300.00
Personal Property - 2011	390,754.03	Board of Health - Milk License	150.00
Real Estate - 2009	(18,179.77)	Board of Health - Permits	750.00
Real Estate - 2010	162,302.18	Recreation Comm. Fees	32,140.00
Real Estate - 2011	15,825,171.74	MosquitoControlProject Assessment	(23,299.00)
Real Estate Supplemental Tax - 2010	4,338.60	AirPollutionCont.ProjectAssessment	(1,741.00)
Real Estate Supplemental Tax - 2011	1,843.92	MAPC-Assessment	(1,532.00)
Motor Vehicle Excise - 1999	143.75	RMVNon-RenewalCharge-Assessment	(2,520.00)
Motor Vehicle Excise - 2000	107.50	MBTA-Assessment	(18,339.00)
Motor Vehicle Excise - 2001	42.50	Boston Metro Transit Dist.-Assessment	(13,803.00)
Motor Vehicle Excise - 2005	122.50	Insurance Reimbursement - TTD Benefits	4,000.00
Motor Vehicle Excise - 2006	361.66	Student Activities - Interest Revenue	40.52
Motor Vehicle Excise - 2007	477.29	Student Activities - Revenue	42,263.93
Motor Vehicle Excise - 2008	854.37	School Choice Revenue - FY2011	192,845.00
Motor Vehicle Excise - 2009	3,527.11	School Lunch Sales	79,428.35
Motor Vehicle Excise - 2010	81,268.99	Federal School Lunch Program	12,175.84
Motor Vehicle Excise - 2011	542,093.93	State School Lunch Program	2,017.85
Demand Fees	16,500.00	Extended School Serv.- Revenue	221,846.33
Interest - Property Taxes	29,586.50	Full Day Kindergarten Prog - Revenue	113,307.00
Interest - Excise Taxes	3,717.40	Title IIA Teacher Quality - FY2010	4,668.00
Payment in Lieu of Taxes	78,350.84	Title I Program - FY2010	2,031.00
Roll Back Taxes - 2005	5,509.26	SPED 94-192 - FY2011	87,419.00
Roll Back Taxes - 2006	5,568.15	Title IIA Teacher Quality -FY2011	10,359.00
Roll Back Taxes - 2007	5,833.08	Title I Program - FY2011	27,145.00
Roll Back Taxes - 2008	6,109.02	SPED Early Childhood - FY2011	5,889.00
Roll Back Taxes - 2009	6,411.44	Title IV Drug Free School - FY2011	750.00
Duplicate Tax Bill Fees	1,658.00	ARRA IDEA Stimulus - FY2011	26,464.00
Municipal Lien Certificates	7,825.00	Education Jobs - FY2011	9,941.00
M.V.E. Clear Fees	2,940.00		
Town Clerk - Sale of Copies	254.44		
Town Clerk Fees	2,736.75		

<b>Account</b>	<b>Receipts</b>
RTTT - FY2011	1,673.00
ARRA SFSF - FY2011	6,910.00
Fire MDU Grant - FY2011	2,500.00
Police 911 Grant - FY2011	15,169.00
Library Technology Capital Fund	4,373.06
Library Grant - Collection Dev.	4,630.22
Library Collection Devel - Interest	26.42
Fire Safe Grant - FY2011	3,915.00
Elder Affairs Grant - FY2011	3,500.00
ABCC Grant - Revenue	7,740.00
ABCC Interest	23.17
Dog License Bylaw - Licenses	389.67
Dog License Bylaw - Fines	1,295.00
Con. Comm - State WPA Fee Fund	1,376.60
Conserv Comm-Town Bylaw Fee Fund	2,945.00
Community Gardens Rev - Revenue	550.67
Police Outside Detail Rev. - FY2010	21,545.50
Police Outside Detail Rev. - FY2011	87,300.00
Police Dept. Pistol Permits	4,800.00
Fire Alarm System Maintenance	3,600.00
PlumbingGas Insp. Permit Fees	7,798.50
Electrical Insp. Permits Revolving	17,728.20
Blanchard Pre School - Revenue	37,625.00
Library Fines Revolving	4,964.06
GIS Assessor Maps	225.00
COA Senior Van	23,861.77
Trail Guides - Revenue	85.00
Insurance Claim Revenue - Police	4,358.55
Police C4RJ Grant - Revenue	1,392.56
Blanchard Educational Gift Fd.	200.00
Insurance Claim Revenue - School	30,941.88
LELD Grant School - Revenue	5,000.00
Insurance Claim Rev - Public Works	500.00
Stow Road scrap Metal - Revenue	537.00
COA Special Events - Revenue	1,599.43
Library Gift Fund - Rotary	500.00
Library Copy Machine Gift Fund	752.23
Verizon License - Revenue	406.50
Comcast License - Revenue	448.00
AT & T Comcast Operations - Rev	34,535.02

<b>Account</b>	<b>Receipts</b>
Verizon PEG Access Grant – Rev.	39,748.40
Educ Circuit Breaker Rev.- FY2011	105,248.00
Sale of Cemetery Lots	2,950.00
Codman Hill Condo 3C	2,800.00
Planning Board - Fair Oaks	1,250.00
Planning Board - Boxboro Prop. LLC	400.00
Planning Board - Alpha Cars	900.00
Planning Markowitz Common Drive	300.00
Hayward Farm Restaurant Consult.	500.00
P. Hall Scholarship Trust - Non Expend	10,000.00
Cemetery Perpetual Care Trust - Non Expend	4,950.00
Peter F. Whitcomb Fd. Interest	891.57
Hammonds Scholarship Fd. Interest	608.84
Conservation Fd. Interest	634.20
Conservation Trust Fund Donations	3,252.00
Law Enforcement Trust - Expendable	12,299.90
Roy F. Custance EMT Fd. Interest	54.33
P. Hall Scholarship Trust - Interest	650.60
P. Hall Scholarship Trust - Revenue	523.50
Grace Priest Cemetery Trust -. Interest	176.67
Cemetery Perpetual Care Fd. Interest	1,794.82
War Memorial Fd. Interest	30.72
Valerios Lby Fd. Interest	31.58
Reita I. Bean Lby Fd. Interest	316.46
Henry H. Brooks Lby Interest	93.51
A.W. Wetherbee Lby Interest	3.19
Siemens Lby Fd. Interest	319.45
Grace Priest Trust Library - Interest	176.66
Boxborough Affordable Housing Trust - Interest	18,459.39
Stabilization Interest	16,343.54
Group Health Insurance WH	140,135.71
Life Insurance WH	739.70
GEO TMS Fees - Revenue	3,997.01
Deputy Collector Fees	9,181.00
Hazmat Fire Outside Detail	2,092.50
Fire Department - Public Education	3,175.00
School Meals Tax	331.23
DPW Guaranteed Deposits - Interest	39.85

21,232,003.07

**TOWN TREASURER  
TRUST FUND REPORT FY2011**

**Affordable Housing Trust Fund**

In FY 2010, \$1,204,872 was transferred to the Town's trust funds. Interest of \$18,459 was earned on the fund in FY 2011 and expenditures of \$852,777 were made from it. Expenditures included \$850,000 for the purchase of land. The balance at the end of the fiscal year was \$388,546.

**Reita Bean Library Book Fund**

This fund was established in memory of the late librarian, Reita I.Bean. The sum of \$ 10,130 was given to the Town by her family and friends. The interest earned in FY 2011 was \$ 316. Expenditures of \$230 were made from the fund this year. The balance at fiscal year's end was \$12,148.

**Henry H. Brooks Library Fund**

The sum of \$ 3,000 was left to the Town by Mr. Henry F. Brooks. The interest earned on the investment of these funds can be expended for certain Library purposes. The interest earned in FY 2011 was \$94, and the fund balance at year-end was \$3,649.

**Cemetery Perpetual Care Fund**

The Cemetery Perpetual Care Fund balance at June 30, 2011 was \$72,253. Interest earned on the Fund in FY 2011 was \$1,795. An expenditure of \$100 was made from the fund in FY 2011. \$4,150 was added to the nonexpendable portion of the fund in FY 2011 bringing the current balance to \$ 44,650.

**Conservation Fund**

Contributions amounting to \$3,252 were made in memory of Paul A. Rey by his friends and family to the Conservation Fund in FY 2011. Interest earned on this fund in FY 2011 was \$634. Expenditures of \$366 were made from the fund during the year, leaving a fund balance at year-end of \$25,643.

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

Interest earnings on this fund are to be used for the purchase of a medical book for a deserving graduating high school student from Boxborough who will be pursuing a medical career. Excess interest earnings are to accumulate for expenses related to the improving and updating of the ambulance. Interest earned on this fund in FY 2011 was \$54. No expenditures were made from the fund during the year leaving a year-end fund balance of \$2,120. \$1,075 of these funds is nonexpendable.

**Patricia A. Hall Scholarship Fund**

This fund was established in memory of Patricia A. Hall. Mrs. Hall taught 5<sup>th</sup> and 6<sup>th</sup> grades at the Blanchard Memorial School from 1966 to 1986. A bond in the amount of \$10,000 with accrued interest of \$524 was given to the Town by her family in October 2010. Interest earned since its receipt was \$651. A \$500 scholarship was awarded to Lily Feinberg-Eddy in June 2011. The year-end fund balance was \$10,675.

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

The sum of \$ 20,000 was given to set up this Trust by John & Elsie Hammond. The interest income from said fund will be used towards an annual award to a resident of Boxborough who is a deserving graduating high school senior. A \$1,200 scholarship was awarded to Karen Ellen Heartlein in FY 2011. The interest earned on this fund in FY 2011 was \$609. The year-end fund balance was \$22,819 of which \$20,000 is nonexpendable.

**Grace M. Priest Memorial Fund**

The sum of \$1,120.27 was left to the Town by the family of Grace M. Priest. Subsequent donations by her family increased the nonexpendable portion of the fund to \$12,000. Interest earned may be spent

equally on cemetery and library expenses. Interest earned in FY 2011 was \$353. No expenditures were made from the fund in FY 2011. The year-end fund balance was \$13,755.

#### **Siemen's Library Fund**

The sum of \$ 10,000 was a gift to the Library, and interest earned in FY 2011 was \$319. Interest may be expended for the purchase of art-related books and materials. No expenditures were made from the fund this year. The fund balance at year-end was \$12,433.

#### **Stabilization Fund**

Interest earned on the Stabilization Fund during FY 2011 totaled \$16,344. The year-end Stabilization Fund balance was \$635,970. Expenditures from the fund require a 2/3 approval of Town Meeting and may not be for wage and salary expenses. No expenditures were made from the fund in FY 2011.

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

The sum of \$ 1,000 was given to the Town in 1986. Interest earned on the funds may be used to purchase books, and/or musical recordings on the subject of music, art, painting, sculpture, drawing or any closely related subject. Musical recordings shall be those performed by either the Boston Symphony or the Boston Pops Orchestras. Interest earned in FY 2011 was \$32. No expenditures were made this year. The fund balance at year-end was \$1,233.

#### **War Memorial Fund**

The sum of \$ 600 was left to the Town with the provision that interest income would be used to care for the War Memorial. The interest earned in FY 2011 was \$31, and the year-end fund balance was \$ 1,199.

#### **A.Winslow Wetherbee Fund**

The sum of \$ 100 was left by Mr. Wetherbee and interest earned may be spent on Library uses. Interest earned in FY 2011 was \$3. No expenditures were made from the fund this year. The fund balance at year-end was \$124.

#### **Peter F. Whitcomb Fund**

\$ 5,000 was given for Highway uses. Interest in FY 2011 totaled \$892. There were no expenditures made from the fund in FY 2011. The fund balance at the end of the year was \$ 34,691.

### **FINANCE COMMITTEE**

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

The 2011 fiscal year ended on June 30, 2011. Over the course of the year the Finance Committee approved \$145,890 in reserve fund transfers out of an appropriated budget of \$185,000 or 79% of the budgeted amount. These reserve fund transfers are proposed by department heads, approved by the appropriate elected officials, and finally either approved or not by the Finance Committee. Reserve fund transfers are used to offset unexpected expenses, accidents, emergencies or other mishaps. Some of the larger reserve fund transfers included salaries for the Fire Department, building inspector consulting fees, and fuel expenses.

Throughout FY2011, the Finance Committee engaged in numerous activities that directly or indirectly affected the financial stability of the Town. Some of the key events, points of interest, or issues during FY2011 are documented below:

- Annual budget for the Town of Boxborough for the year commencing July 1, 2011 was approved at a total amount of \$20,526,457 (including warrant articles) with \$16,949,625 raised by taxation, \$1,504,322 in cherry sheet aid and \$1,390,427 in local receipts and free cash. The tax rate was set at \$17.87 per \$1,000 of valuation.
- Presentations at the ATM on the current financial status and near term budget projections.
- Presentation to the ATM on the Boxborough Capital Plan.
- Discussion of warrant articles including, but not limited to the town budget; dump truck purchase, Blanchard School improvements, moving funds into Stabilization, Fire Department roof, additional police officer, GASB 45 Actuarial consultant, and a sense of the meeting for regionalization and unionization at Blanchard School.

The Finance Committee continues to have active liaisons to many boards in town including (but not limited to) the Boxborough School Committee, the AB Regional School Committee, the Library Trustees, the Housing Board, the Planning Board, the DPW, the Fire Department, the Police Department, and the Boxborough Leadership Forum. These liaisons review both the committee budgets and the warrant articles. The Finance Committee also has as a permanent seat on the Affordable Housing Trust. The ATM made a recent change in the Finance Committee bylaw that allows FinCom members to actively vote on town building committees. There are currently no active building committees in town.

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

### Summary of FY11 Budget – Actual vs. Approved

<b>Budget Category</b>	<b>FY11 ATM Budget</b>	<b>FY11 Actual</b>	<b>% Expended</b>
General Government	\$ 828,040	\$ 775,940	94%
Protection	\$ 2,150,141	\$ 2,181,291	101%
Blanchard School	\$ 5,442,590	\$ 5,360,590	98%
A/B Regional School	\$ 5,889,123	\$ 5,864,382	100%
Minuteman Technical School	\$ 344,924	\$ 344,924	100%
Public Works	\$ 944,926	\$ 907,877	96%
Cultural, Recreation, Library	\$ 349,857	\$ 340,759	97%
Health	\$ 88,671	\$ 83,974	95%
Reserve Fund	\$ 185,000	\$ 145,890	79%
Debt Service	\$ 1,386,207	\$ 1,386,207	100%
Employee Benefits*	\$ 2,022,139	\$ 1,938,847	96%
Total Operating Budget	\$19,631,618	\$19,309,827	98%
ATM warrant article within 2 1/2	\$ 37,558	\$ 37,558	100%
Snow and Ice Deficit	\$ 0	\$ 0	\$ 0
Overlay reserve	\$ 171,068	\$ 171,068	100%
Total budget	\$19,840,244	\$19,518,393	98.4%

\* Includes town employees and Blanchard Employees

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



**Pertinent information**

Boxborough’s bond rating from Standard and Poor’s is AAA  
Median house price was \$506,349  
Town Valuation is \$944,316,252  
Revaluation occurred in FY 2009 with the next Revaluation scheduled for FY 2013

**AIRPORT STUDY COMMITTEE**

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

During the past year, members of the ASC: (1) discussed information pertaining to the Massachusetts Conflict of Interest Law; (2) reviewed the original Order of Conditions documents submitted to the Conservation Commission (ConsCom) by MMAF; (3) attended the ConsCom meeting regarding MMAF’s submission of the revised Order of Conditions; and (4) contacted the Massachusetts Department of Transportation (Aviation Division) and Boxborough’s state legislators requesting notification on aviation related rules and regulatory activities that are scheduled to be submitted to the Massachusetts State Legislature in 2012.

Respectfully submitted,  
Anne K. Canfield, Chair

**ANIMAL CONTROL OFFICER**

During the year there were 39 calls requesting a response regarding animals and birds. These included:

Animal in Chimney	2
Bees	1
Birds	11
Coyote	2
Deer	1
Fox	2
Goat	1
Muskrat	1
Opossum	1
Raccoons	8
Sheep	2
Skunk	1
Squirrel	1
Turtles	4
Woodchuck	1

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

Donald C. Morse,  
Animal Control Officer

**ANIMAL INSPECTOR**

The annual farm animal inspection and count was conducted for the year 2011.

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

Beef Cows	35
Chickens	92
Goats	45
Horses	54
Llama	1
Pea Hens	7
Ponies	7
Rabbits	1
Sheep	149
Swine	2

A total of twenty-nine inspections were made. I also responded to numerous telephone inquires regarding livestock.

Nine dogs were quarantined for possible exposure to rabies. All were released after the proper period of time.

Donald C. Morse, Animal Inspector

**FIELD DRIVER**

Calls to put loose livestock back in their pasture in March, June, July, and September. 4

Respectfully submitted,  
Phyllis Tower, Field Driver

**DOG OFFICER**

Dogs licensed 673  
 Kennel licenses  
     \$25 1  
     \$50 1  
     \$75 2

**Dogs:**

Barking	13	Loose	80
Found out of town	2	Reported lost from town	1
Found out of town ACO found a dog	2	Reported missing from town	21
From police arrest	1	Found brought back to town	2
Hit by Vehicle	2	Missing from out of town	15
Vicious	2	From police arrest	1
Worrying Livestock	1	License question	3

**Cats:**

Lost/Found	14	Other: Sun Conure	1
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Respectfully submitted,  
Phyllis Tower, Dog Officer

## **BOARD OF REGISTRARS REPORT**

The Board of Registrars conducted the annual census. As of January 1, 2011, the population of Boxborough was 5,178. There was one session of voter registration held during the year in preparation for the annual town meeting/election. As of the last voter registration, there were 3,325 registered voters in town. The Board of Registrars met twice during the year to certify signatures on nomination papers and initiative petitions. There was one citizen's petition received.

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

There were thirty births recorded for the year 2011.  
There were eleven marriages.  
The total number of deaths recorded was nineteen.

Total receipts turned in to the Treasurer from the Town Clerk's Office: \$13,830

## **BOXBOROUGH INFORMATION TECHNOLOGY COMMITTEE**

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

The Committee currently has five members who are appointed for a term of three years. BITcom meetings are held on the second and fourth Tuesdays of the month at 7:30 pm at the Boxborough Town Hall. The meeting times and locations are posted in Town Hall and on the town website as per Open Meeting Law and are open to the public. Additional meetings that focus on a specific project or topic are scheduled as necessary at a time mutually agreeable to the participants in accordance with Open Meeting Law. This year, Tim Lundy retired from the BITcom. BITcom thanks Tim for his valuable contributions, especially his insight during the Wide Area Network (WAN) design and deployment and items related to integration of school and town's IT needs.

The Committee's focus and activities are primarily driven by the strategic IT and cable/video needs of the Town. From time to time, the Committee also takes up ad hoc requests received from town departments, boards and committees. Regular discussions with the Town Administrator, Town Hall staff, the Board of Selectmen (BoS), various departments and other town committees help us evaluate and recommend specific solutions. The Committee closely interacts and assists the Town Network and IT Technician for specific IT and cable related projects.

Current activities for BITcom are focused in several areas:

- Expanding the use of Wide Area Network across town and school facilities to carry voice calls using Voice Over IP (VOIP) telephony.
- Evaluating various current and future needs of IT systems, software and communication.
- Identifying the Town's needs with respect to cable television service and local access channels, negotiating favorable contract terms with video franchise providers (currently Comcast and Verizon) and managing relations with franchise providers to ensure quality of service.
- Assisting in operations of Boxborough's local access (PEG) channels (Comcast Ch9 and Verizon Ch39).

- Conducting MGL Ch 166 hearings on behalf of the BoS on telecommunications provider petitions on placement of poles and wires in public right of way.

Within each of these areas, specific actions are pursued as needed with close interactions 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 and recommendations, management of franchisee relationships, and communication with other committees/residents, etc.

**Significant accomplishments for the calendar year 2011 were as follows:**

- **Optimized Voice Communication Costs for the Town**  
Under the directive from the Boxborough Board of Selectman (BoS), BITcom identified significant potential savings opportunities using consolidated telephone contract and deploying advanced VOIP technology while leveraging our WAN. The proposal was made to the BoS to accrue these savings in two phases. During the first phase, BITcom solicited and received various quotations from qualified vendors for long-distance and local telephone services. BITcom worked with the Town Administrator to negotiate consolidated contracts for all current phone lines. This resulted in significant savings of over \$ 15,000 per year. For the second phase, BITcom is working with concerned department to identify and deploy VOIP services that will enable town employees to accrue technology benefits and additional savings.
- **Renewed Comcast Video Franchise License**  
Under the directive of the BoS, BITcom led the Town's response to Comcast's petition to renew their Video Services franchise license. BITcom conducted a public hearing to ascertain that the level of service that Comcast had provided over the previous nine years of license tenure met with the conditions and expectations of the Town and its residents. BITcom held various meetings with special counsel, Town Administrator and Comcast to negotiate the terms of renewal license for the next ten years to offer TV services to the Town. BITcom recommended to the BoS to accept the mutually agreed upon terms and a new franchise license was executed for Comcast.
- **Improved the Town's Use of IT, Communication and Cable Infrastructure**  
BITcom has been working with the Town's various boards, committees, and departments to effectively use IT, communication and cable infrastructure. During the year, BITcom worked with the Network and IT technician to identify additional audio and video equipment that will improve the broadcast quality of live BoS, School Committee, and Annual Town meetings. Residents are welcome to provide suggestions by sending email to [cable@town.boxborough.ma.us](mailto:cable@town.boxborough.ma.us) on how the Town can improve its cable operations.
- **Evaluated Various IT Systems, Software and Services**

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

- Continued to provide support to maintain and improve the town website and Cable TV
- Completed a new platform to migrate the town websites that leverages cost-effective, efficient and effective technologies. This new platform enables easier updates to the websites to disseminate town information to its residents. The Police Department ([www.BoxboroughPolice.Com](http://www.BoxboroughPolice.Com)) website is already migrated to this new platform and the town website is under way.
- Actively participated with departments to prepare budgets and plans for IT (equipment and services) and communication needs.
- Held public hearings for Public Right of Way related petitions under Mass Law Ch. 166 Section 22.

**Plans for 2012:**

1) Ongoing Activities:

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

2) New Activities Planned:

- Complete the second phase of telephony (VOIP) deployment for Police Department, Fire Department and Town Hall.
- Restructure the Wide Area Network architecture to consolidate ISP services, improve the ease of live video streaming, permit townwide IP telephony services, and enable off-site backups and disaster recovery plans.
- Migrate the town website (<http://town.boxborough.ma.us>) to new platform using a content management system.

BITcom is looking forward to a busy and productive year in 2012.

Respectfully submitted,  
Members of Boxborough Information Technology Committee

**BUILDING PERMITS ISSUED**

<b>New Construction</b>			<b>Fees Collected</b>
Residential/Single Family	2	Construction Cost	\$ 5,014,482
Commercial	0	Permit Fees	\$ 57,742
Telecommunications	2		
Pools	1		
Shed/Barn	5		
<b>Additions/Alterations</b>			
Residential	102		
Repairs	30		
Business	17		
<b>Change of Use</b>	1		
<b>Demolition</b>	4		
<b>Miscellaneous</b>			
Sign	8		
Woodstove	9		
Tents	4		
<b>Total Permits</b>	<b>185</b>		
<b>Stop Work Orders</b>	1		

### **ELECTRICAL PERMITS ISSUED**

I hereby submit my report for the year ending December 31, 2011:

Total permits:	167
Total fees collected:	\$ 27,376

### **PLUMBING /GAS PERMITS ISSUED**

I hereby submit my report for the year ending December 31, 2011:

Total permits:	111
Total fees collected:	\$ 7,884

### **BOXBOROUGH FIRE DEPARTMENT**

The Boxborough Fire Department experienced several changes during calendar year 2011, most notably a change in department leadership. On June 1, 2011 Chief Geoffrey Neagle retired after providing the Town of Boxborough with five years of dedicated service as Fire Chief. The members and I personally thank Chief Neagle for his service to the Fire Department and the Town. We wish him well during his retirement.

On June 1, 2011, the Board of Selectmen appointed Lieutenant Randolph White to serve as Interim Fire Chief. Over the next several months, the Board of Selectman conducted a search for a permanent replacement. At the conclusion of the search process, they named Lieutenant Randolph White to the position of Fire Chief which took effect on October 1, 2011. I was fortunate to assume the position of Fire Chief for the Town of Boxborough, for which I am grateful. I would like to extend my sincere appreciation to the fire department members, town administration and the residents of Boxborough for their overwhelming, support and cooperation.

I would like to congratulate both Eoin Bohnert and Jonathan Williams on their recent promotions. Eoin has been selected as our newest; full-time Firefighter and Jonathan has been promoted to the rank of full-time Lieutenant. We are very proud of both of these individuals who have shown much professionalism and dedication, and will continue to strive for excellence in their new positions. Please help us to welcome them into this new chapter of their careers.

This year the department was awarded \$3,915 for its S.A.F.E. (Student Awareness of Fire Education) grant from the State. The theme for this grant is to educate children about the dangers of fire and smoking. The grant money helps to defray the cost of firefighters' conducting classes, along with the purchase of promotional supplies and training equipment. For the second year in a row, Fire Department personnel have integrated CPR Training with the sixth grade science curriculum on the circulatory system. This popular lesson continues to be well received by the students and has empowered them with critical life saving skills. We would like to thank Dr. Bates and the entire Blanchard School staff for welcoming our department into their classrooms to deliver these important messages. These programs are crucial, even in a small community like Boxborough, as these lessons save lives in the event of a fire or other emergency.

In a joint effort with the Acton Fire Department we have continued to expand our program to the students of the Acton/Boxborough Regional School District. We are very proud of the efforts our dedicated personnel have given to this program.

Lt. Shawn Gray and Lt. Jason Malinowski continue to administer the Child Passenger Safety program. Residents are encouraged to make an appointment to have their car seat checked regularly to ensure it is installed properly and is the appropriate seat for their child. Appointments are available seven days a week and all services are free of charge thanks to grants that the department receives.

In September 2010, the Town of Boxborough was designated as a "Heart Safe Community" by the State of Massachusetts. The Department's CPR instructors continue to offer numerous classes to individual residents and local businesses on a regular basis. We are also continuing to work with local sports leagues to facilitate any CPR, first aid, and safety training they require.

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

This year was an exceptional year for weather-related incidents. In August we experienced the effect of Tropical Storm Irene and in October the rare snow storm that wreaked havoc through the region. In preparation for these storms the Town, for the first time opened its E.O.C. (Emergency Operations Center) and necessary preemptive measures were taken to safeguard the community. In addition, during the October snowstorm the Town opened the Blanchard Memorial School Comfort Care Center with the help of numerous town departments and volunteers. Without their collective support and teamwork we would not been able to provide this shelter for those in need. This was an educational experience which helped us evaluate our strengths and weaknesses and be better prepared in the future.

The number of fire prevention-related permits issued this past year again showed a sharp increase. 193 permits were issued for items such as smoke and CO detectors, fire alarms, blasting, oil burners, and automatic sprinkler systems. 230 inspections were performed for items ranging from code compliance to occupancy. We expect 2012 to have a greater number of inspections due to the increase of renovations at numerous large commercial buildings.

In closing, I wish to thank all the members of the Boxborough Fire Department for dedicated and professional service to this community and for routinely putting their lives on the line for us everyday. Through their hard work and perseverance, the fire department would not be where it is today. I would also like to thank the members of the Boxborough Police Department and Boxborough Public Works Department as well as all other town departments, town boards, and town officials who have helped us throughout the past year.

Respectfully Submitted,  
Randolph T. White  
Fire Chief

### Fire Department Statistics 2011

Aircraft Incident	1	Medical Assist	97
Alarm Box Maintenance	283	Medical Emergency	335
Alarm Investigation	155	Motor Vehicle Accident	60
Detail / Fire Watch	-	Mutual Aid - Ambulance	49
Fire - Brush	6	Mutual Aid - Fire Apparatus	14
Fire - Vehicle	8	Outside Smoke Investigation	4
Fire - Chimney	2	Public Education	64
Fire - Other	8	Special Service - Suspicious Item	-
Fire - Structure	1	Special Service - Other Assistance	19
Hazardous Materials Incident	2	Special Service - Lockout	10
Inspection	230	Special Service - Water problem	8
Investigation - Carbon Monoxide	12	Special Station Coverage	8
Investigation - Electrical	37	Training	38
Investigation - Natural Gas	7	Water Rescue	-
Investigation - Odor	6		
Investigation - Other	20	Total Responses	1,476

### POLICE DEPARTMENT

It is my pleasure to present the 2011 Boxborough Police Department Annual Report. The report is a collaborative effort among the staff of the police department to showcase department activities during the previous calendar year. The Boxborough Police Department is comprised of professionals dedicated to ensuring the highest quality of community safety, and providing quality police service to all residents and visitors to the Town of Boxborough. It is the employees of the Town that truly make this a special place. Partnerships with Boxborough's citizens enable us to identify, prioritize and address community concerns, effectively impacting the fear and incidence of crime and disorder. We recognize that these successes would not be possible without meaningful interaction between the Police Department and the citizens we serve. As a way of developing meaningful relationships and educating local residents, we encourage participation in our Citizens' Advisory Board. We partner with other facets of town government to participate in senior functions, youth and school events, restorative justice and victim/witness assistance. This regular interaction with the citizens of Boxborough allows us to tailor services to the ever-changing needs of our community. We consistently strive to provide exceptional, ethical and professional customer service.

Our Communications Department provides 24/7 coverage of all telephone, radio and E911 services to the Town and its emergency service providers. In 2011, dispatch handled 21,494 calls along with 1,478 calls to our seniors enrolled in the "Are you Ok?" program, a program in which preregistered individuals receive a daily phone call, originating from the dispatch center to inquire if they are Ok.

The members of the Boxborough Police Department take our role as community caretakers seriously. We consider it an honor to serve you, the citizens of Boxborough.

Respectfully Submitted,

Warren B. Ryder  
Chief of Police

**Boxborough Police Department Selected Incidents**

	<u>2009</u>	<u>2010</u>	<u>2011</u>
911 Hang-ups	92	125	142
Animal Complaints	154	158	156
Annoying Phone Calls	22	13	13
Arrests	121	129	114
Assist Citizens	927	628	755
Assist Fire/EMS	519	271	316
Aggravated Assaults	4	4	6
Breaking & Entering	24	23	24
Burglar Alarms	125	162	154
Bylaw Violation	28	31	30
Complaints (traffic problems)	409	453	351
Disturbances - General	63	39	43
Disturbance - Domestic	37	26	21
Follow-up invest.	138	76	177
Larcenies/Fraud	45	43	52
M.V. Accidents w/Injury	45	63	53
M.V. A. /Property damage	57	71	60
M.V. Theft	4	1	1
Missing Persons	6	5	8
Noise Complaints	30	15	18
Protective Custody	11	11	9
Rape	0	2	0
Robbery	0	0	1
Shoplifting	1	2	2
Summoned to Court	232	182	199
Suspicious Activity	509	638	564
Vandalism	37	32	32
Simple Assaults	1	16	8

**2011 Case Activity Statistics**

Total Offenses Committed:	920
Total Felonies:	170
Total Crime Related Incidents:	120
Total Non Crime Related Incidents:	231
Total Arrests (On View):	114
Total Arrests (Based on Incident/Warrants):	24
Total Summons Arrests:	199
Total Arrests:	337
Total P/C's:	9
Total Juvenile Arrests:	20
Total Restraint Orders:	16

**2010 Case Activity Statistics**

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

**2009 Case Activity Statistics**

Total Offenses Committed	1,016
Total Felonies:	106
Total Crime Related Incidents:	197
Total Non Crime Related Incidents:	148
Total Arrests (On View):	121
Total Arrests (Based on Incident/Warrants):	30
Total Summons:	232
Total Arrests:	383
Total P/C's:	11
Total Juvenile Arrests:	6
Total Restraint Orders:	13

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	<b><u>2009</u></b>	<b><u>2010</u></b>	<b><u>2011</u></b>
<b>Motor Vehicle Stops</b>	<b>2696</b>	<b>2392</b>	<b>2246</b>
- Verbal Warnings	2044	1725	1547
- Written Warnings	171	163	143
- Citations Issued	237	295	306
- Summoned to Court	149	135	165
- Arrested	95	74	85
- Avg. <i>OVER Speed</i>	<i>19MPH</i>	<i>18MPH</i>	<i>17MPH</i>

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**Boxborough Dispatch**

*Call Statistics and Trend Report*

**Walk In Service**

<i>2011</i>	903
<i>2010</i>	964
<i>2009</i>	1,006

**911 Calls**

<i>2011</i>	187
<i>2010</i>	141
<i>2009</i>	200

**Telephone Calls**

<i>2011</i>	3,969
<i>2010</i>	3,424
<i>2009</i>	3,181

**Calls from Radio/**

**Alarm Box/ and Other Sources**

<i>2011</i>	16,434
<i>2010</i>	14,798
<i>2009</i>	7,324

**Total Calls**

<i>2011</i>	21,494
<i>2010</i>	19,327
<i>2009</i>	11,711

## CONSTABLE REPORT

Both of our Town Constables worked at all elections held in Boxborough. In addition, the following Constable Process Services were executed.

• Annual and Special Town Meeting Warrants	1
• Notification of Town Bylaw Amendment	1
• Summary Process Summons and Complaint	2
• Subpoena Duces Tecum	1
• Writ of Execution	1
<b>Total</b>	<b>6</b>

Respectfully submitted,  
David L. Birt, Constable

## BOXBOROUGH CONSERVATION COMMISSION

### Mission

The Boxborough Conservation Commission (ConsCom) is currently a six-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.
- Striving to protect unique habitats, rare species and vernal pools.
- Holding meetings, hearings and commission deliberations as needed.
- Advising other town boards on wetland matters.
- Planning, managing and maintaining the comprehensive conservation trail system in Boxborough.
- Maintaining all conservation land in Boxborough through the Land Stewardship (LanSCom) program.

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

The Commission participated in one ad hoc committee last year. Member Charlene Golden served on the Committee to update the Open Space and Recreation Plan.

The Commission contracted with a mapping consultant to provide an updated wetlands map of the Town complete with functional GIS data. The new mapping information is available in Town Hall and serves as a useful resource for all.

**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 2011, the Commission reviewed 6 Notices of Intent and 3 Requests for Determination of Applicability (RDA) as indicated in the table below. These filings included proposed work on a mix of both commercial and residential projects. Each of the NOI and RDA filings listed below required a public hearing, deliberations and site visits. The table also lists the number of requests for Certificates of Compliance (COC) and Extensions for permits.

<u>Year</u>	<u>NOI</u>	<u>RDA</u>	<u>ANRAD</u>	<u>COC</u>	<u>Extensions</u>
2008	8	5		10	3
2009	2	2		3	2
2010	9	5		6	2
2011	6	3	2	7	1

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

The Commission established a storm damaged tree removal policy to provide for an exemption for specific clean up activity in the wake of the October snow storm.

**Conservation Land Stewardship**

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

The Commission contracted the services of New England Wildflower Society to perform a botanical inventory at Rolling Meadows. The inventory report on the plant population included the identification and location of invasive species requiring control. The Commission intends to engage in some targeted control of invasives at Rolling Meadows in 2012.

The Commission provided space to the Agricultural Commission in support of the AgCom’s effort to manage a Community Garden at Flerra Meadow. The limits of the meadow area at Flerra were also expanded in 2011 to enhance the appearance of the meadow to improve the functional habitat for ground-nesting birds.

**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 Norm Hanover for his continued effort on the trail kiosks, signs and markers. We would also like to thank Tom Garmon and the Highway Crew for their assistance on land and trail maintenance, 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.

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

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

Enforcement of the Zoning Bylaw is the duty of the Building Inspector / Code Enforcement Officer. The Board of Selectmen appoints the Building Inspector / Code Administrator 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 Town Hall. Additional meetings are planned and posted as needed. During 2011 the Board considered applications for special permits, an appeal of a decision by the Building Inspector, reviewed material for compliance with permit conditions for the Craftsman Village Comprehensive Permit, and held joint public hearings with the Planning Board on Special Permit / Site Plan applications.

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

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

Respectfully Submitted,  
Tom Gorman, Chair

## **BOXBOROUGH HOUSING BOARD**

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

### **Condominium Exchange Program**

The BHB continued to monitor the Condominium Exchange Program (CEP) in 2011.

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

#### **Boxborough Meadows**

Boxborough Meadows is a 48-unit condominium complex containing 12 affordable units that was completed in 2004. The BHB continues its role as the Monitoring Agent. Included in this responsibility are oversight for the resale and refinancing of affordable units. During the past year, because of a request to secure a home equity loan, the BHB established limits on home equity loans for affordable units along the lines of our policy on refinancing 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.

#### **Stow Road Project**

In December 2010, the BHB purchased two adjoining parcels of approximately 13.5 acres from the Lyons Family Trust. The land is located on 72 Stow Road, opposite the Sheriff's Meadow and Tisbury Meadows communities in the Town Center District. The property was acquired with funds from Boxborough's Affordable Housing Trust.

The property will be used primarily to provide affordable housing, not necessarily Chapter 40B affordable housing, that is needed and desired by Boxborough residents. The property may also be used for other municipal needs. In the past year, a memorandum of understanding (MOU) was executed that requires the compensation of the Boxborough Affordable Housing Trust for any use of the property other than affordable housing.

The BHB has held discussions with a number of individuals in order to gain a better understanding of the development process. These include advocates for a Boxborough Community Center, developers and designers, housing consultants, and representatives from commonwealth agencies. We learned that the process would likely be a long one that good communication with the community is very important, and that careful definition of the development is very important. We also realized that the BHB lacks the manpower or the breadth of representation to develop the project.

The BHB has worked with the Board of Selectmen and town administration to define a multi-phased plan to develop the land. The project will be broken down into three phases: concept development, procurement, and construction. A separate committee will execute each phase of the project. A fourth committee may also be needed to determine how to manage any rental housing. Since the characteristics of the efforts required for each phase differ substantially, each committee will have a different composition and number.

The Board of Selectmen has formed and appointed the Stow Road Concept Development Committee (SRCDC). The SRCDC will be guided by community input, advice of housing professionals, and the results of housing-needs assessment. It may also perform additional testing on the property, e.g., well testing, to better determine the property's capacities. Ultimately, it will enunciate our objectives in terms that do not unduly constrain development and construction options, but are sufficiently detailed to achieve our intent. The conclusions of the SRCDC will be delivered to a Procurement Committee, which will translate them into the specifications of a Request for Proposal.

Thank you to the volunteers for this important project.

### **Other Activities**

The BHB periodically reviews the housing market in order to best adapt our programs to current conditions. A new housing-needs assessment is required. It will provide information for the SRCDC and guide updates to the Housing Production Plan for the Massachusetts Department of Housing and Community Development (DHCD) and the Boxborough Affordable Long Range Plan. During the past year, a Request for Quotations was prepared and issued to several qualified housing professions. The responses were evaluated and work will begin early in 2012.

### **Town Support**

Colleen Whitcomb has assisted the BHB on a part-time basis during the past year. She continues to help us enormously, performing important administrative tasks and consistently providing accurate and well-written minutes. In addition, the Boxborough Housing Board is grateful for the help and support of Town Hall staff, and particularly Selina Shaw, Town Administrator and Elizabeth Hughes, Town Planner. We continue to appreciate greatly the guidance and active participation of Selectman Les Fox.

Al Murphy  
For the Boxborough Housing Board

## **PLANNING BOARD**

### **Introduction**

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

On May 9<sup>th</sup>, the Board recognized Karen Metheny for her many contributions to the Boxborough Planning Board over the past twelve years.

### **Annual Town Meeting May 2011**

Article 12 funded the purchase of a new large-format plotter for the Town Planner. The Board supported this article because the plotter is a vital piece of equipment utilized by a number of town functions, including the land use-boards and its departments, the Board of Selectmen and the Cemetery Commission. Additionally, the new plotter provides more functionality because it can also scan and copy large plans.

Article 26 allowed the Town to acquire a sidewalk easement at the corner of Massachusetts Avenue and Middle Road. As part of the Board's effort to promote safe pedestrian walkways along Massachusetts Avenue, The Board began working with the Selectmen and the Department of Public Works on the installation of two crosswalks and a new sidewalk along Middle Road to the Town Hall. To accommodate the sidewalk at the northeast corner of Massachusetts Avenue and Middle Road, the property owners offered to gift an easement to the Town. The Planning Board was supportive of this warrant article and thankful that the property owners offered the easement.

Article 31 was for the acceptance of Windermere Drive as a public way. The Board recommended that Town Meeting accept Windermere Drive as a public way because the Town already owned the road right-of-way ("fee in the road"), and over the years has been plowing it. Acceptance of Windermere Drive as a public way increased the road mileage and therefore annual highway funds credited to Boxborough under Chapter 90, allowed the Town to legally and properly maintain the roadway in the interest of public safety, and made desirable improvements to parking areas servicing the Flagg Hill conservation lands.

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

In April, the Board held a public hearing and adopted new site plan approval rules and regulations and a new fee schedule for applications.

The Board reviewed the following development plans and special permit applications in 2011:

- Markowitz Common Driveway Special Permit, 356 Burroughs Rd.: The Board approved a request for a common driveway to serve two lots.
- Gymnastics Center Site Plan, 235 Summer Rd, Bldg 3A: The Board approved a site plan to allow a new gymnastics studio.
- Haywood Farm Ice Cream Parlor & Restaurant, 34 Massachusetts Ave.: The Board held a joint public hearing with the Board of Appeals to review a site plan application. The proceedings on the application carried into 2012.
- Alpha Cars Minor Site Plan Modification, 649 Massachusetts Ave.: The Board granted a minor modification to the approved site plan to allow a change in the exterior elevation of the proposed showroom.
- Intertek Testing Site Plan, 70 Codman Hill Rd.: The Board granted approval for the construction of a new testing building in the location of a canvas building that collapsed the previous winter.
- 330 Codman Hill Rd., Minor Site Plan Modification: The Board granted a modification to the site plan conditions of approval to update the groundwater monitoring requirements so they were in compliance with Department of Environmental Protection (DEP) standards.
- Forester Millwork Site Plan, 1220 Liberty Square Road: The Board granted approval for a change in use and minor site modifications for a new millwork business.

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

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

The Board found the developer of Loreto Drive in default and voted to take possession of the remaining performance guarantee funds to complete the roadway.

The Board reaffirmed a Certificate of Release for Lot 7 on Benjamin Drive.

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

In October, the Board held a public hearing and adopted a revision to the Subdivision Rules & Regulations to incorporate a three-year time limit on the construction of a subdivision road. If the construction of a subdivision has not commenced in three years from the date of the Definitive Subdivision Plan approval, then the approval would lapse and the applicant is required to resubmit the application.

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

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

The following ANR plans were endorsed in 2011:

- 945 & 1125 Massachusetts Ave. ANR Plan: The Board endorsed a plan to allow the reconfiguration of a lot line between two existing parcels.
- 55 Codman Hill Road ANR Plan: The Board endorsed a plan to allow the combination of two existing lots.
- 649 Massachusetts Ave. ANR Plan: The Board endorsed a plan to allow the combination of two existing lots.
- 214 Hill Road ANR Plan: The Board endorsed a plan to allow the creation of a new building lot.
- 1112 Hill Road ANR Plan: The Board endorsed a plan that allows an equal land swap between two existing properties.

### Scenic Road Plans

In Boxborough, any road work that requires the removal/modification of stone walls or removal of public shade trees along designated scenic roads must receive approval from the Board under the Scenic Road Bylaw. In 2011, the Planning Board issued scenic road approval to:

- 983 Depot Rd New Driveway: The Board granted to the new property owners a Scenic Road permit to allow the construction of a new driveway.

### Long Range Planning/Other Projects

On Fifer's Day, June 18<sup>th</sup> the Garabedian Bridge, over Guggins Brook between the Blanchard Memorial School and the Sargent Memorial Library, was dedicated in memory of Charles and Elaine Garabedian. Charles and Elaine's children and grandchildren were on hand for the dedication and to cut the ribbon.



*(Picture courtesy of Frank Sibley)*

The Board continued to work on a draft Open Space Residential Development Bylaw. Following a public presentation on a draft bylaw, the Board determined that additional discussions with the Board of Health were required to address concerns with on-site sewage disposal options in a proposed development.

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

The Board worked with the Selectmen on the preparation of an application to the state under the District Local Technical Assistance Grant Program for assistance in reevaluating the Town Center Zone District. Unfortunately, the grant was not selected.

The Board participated in the preparation of an application for the establishment of a Growth District with the towns of Westford and Littleton through a regional planning effort initiated by the state. Boxborough put forth four potential projects; 1) the reevaluation of the Town Center Zoning taking into consideration

Smart Growth Initiatives, Low Impact Development drainage measures and the need for the area to be served by on-site water and sewer; 2) the potential for a public water supply to service the business community around Rt.111 and Rt. 495 and the potential for economic growth that would bring; 3) evaluations of a regional transportation center off Rt.2/Rt. 495 at the Littleton Commuter Rail Station, and; 4) an assessment of the Route 111 corridor and the development of an improvement plan to address the deteriorating condition of the road and the lack of pedestrian and bicycle accommodations.

In June, the Conservation Commission had a consultant do a wetland boundary inventory for the Town. This updated wetland boundary was incorporated into the Town's Geographic Information System so it could be compared to the Wetland & Watershed Overlay Zoning Boundary that was adopted in 1974. The Board met with the Board of Appeals to begin discussing an update to the Wetland & Watershed Overlay Zoning District.

The Town Planner coordinated with the Town's consulting engineer, Public Works Director, Police Chief and Fire Chief on a preliminary design modification to improve the safety of the intersections of Stow Road/Burroughs Road and Chester Road/Burroughs Road by reducing the amount of pavement and width of the intersection and repositioning and/or removing the current stop signs. The Board discussed Middle Road and Picnic Street as the next potential intersection improvement project.

The Town Planner participated in the 495/Metrowest Development Compact which is a collaboration of state agencies and 37 towns to create a shared framework for state, regional, and local strategies for priority development and land preservation as well as transportation and other infrastructure investments within the study area.

The Town Planner attended various workshops and training sessions to help update the Town's Geographic Information System. She continues to update various maps, including the Assessor Parcel Map and street map. Additionally, she provided GIS maps for various town departments, the Board of Selectmen, the Conservation Commission and other town departments.

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

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

Respectfully submitted on behalf of the Boxborough Planning Board

Elizabeth Hughes, Town Planner

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

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

The Minuteman Advisory Group on Interlocal Coordination (MAGIC) held nine meetings in 2011. Meeting topics included the FY 2012 Officer Elections, Work Plan, Battle Road Scenic Byway Report, updates to Metropolitan Planning Organization (MPO) structure, Local Energy Action Program, Affordable Housing in the Subregion, Transportation Finance Reform Campaign, subregional legislative priorities and updates, two legislative breakfast meetings, 495/MetroWest Development Compact Regional Study, the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), the Central Massachusetts Joint Trail/Bus way Right-of-Way Study, Sustainable Communities grant program project ideas, and Suburban Transit Mobility Study Phases I and II.

MAGIC generated several products throughout the year including a comment letter regarding Draft Amendments 2 and 3 to the FY 2011 element of the FYs 2011-2014 TIP to the Boston MPO, a

transportation priorities comment letter regarding the LRTP, FYs 2012-2015 TIP, and the FFY 2012 UPWP to the Boston MPO, the Central Massachusetts Joint Trail/Bus way Right-of-Way Study, an inventory of shared service projects in the MAGIC sub-region, a Fiscal Year 2012 Work Plan, and agendas and minutes for MAGIC meetings. The MAGIC website, [www.mapc.org/subregions/MAGIC](http://www.mapc.org/subregions/MAGIC), was regularly updated. Several e-mails announcing events, opportunities, and deadlines were sent to the MAGIC e-mail distribution list.

Other sub-regional projects were incubated as a result of MAGIC meetings and outreach to MAGIC communities, as follows: a secondary regional housing trust pilot study to include communities that were not included in the 2010 pilot, an agricultural survey of municipal officials and nonprofit organizations to understand issues and existing regulations relating to agricultural preservation and production, a follow-up agricultural forum, and the Suburban Transit Mobility Project Phase II.

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

The Metropolitan Area Planning Council (MAPC) is the regional planning agency serving the people who live and work in the 101 cities and towns of Greater Boston. With a mission to promote smart growth and regional collaboration, MAPC's work is guided by our regional plan, "MetroFuture: Making a Greater Boston Region." This year has been transformative in many ways for both MAPC and the region. With an infusion of federal dollars through HUD's Sustainable Communities Regional Planning Grant, MAPC has been honored and challenged with a great responsibility this year: to support and showcase the best smart growth projects and policies across Greater Boston, and to serve those up as models for others across the Country.

Our Metro Boston Sustainable Communities Consortium, which governs the grant, now numbers 158 member organizations, including 65 municipalities representing 80 percent of the region's 3 million residents. The Consortium's Steering Committee has already funded a number of projects that were directly included in our application to HUD. In addition, we released our first request for place-based project proposals this summer, to which we received 33 applications totaling \$1.7 million in diverse ideas. We are pleased to report that 11 new projects were selected for funding under a competitive evaluation process that emphasized our MetroFuture goals related to equity and sustainability, while aiming for geographic diversity.

Take a look at some of the exciting projects funded by Sustainable Communities:

- The Regional Housing Plan and Fair Housing Equity Assessment will outline the region's housing needs, link fair housing with a broader set of regional issues, and recommend housing development and policy goals.
- Sustainable Communities will augment the City of Boston's planning process in the Fairmount/Indigo Line Corridor, which includes some of the most underserved neighborhoods in Boston. We will also provide predevelopment support to the Community Development Corporations in the Fairmount Collaborative, and advance the need for green spaces and bicycle paths in the communities served by the new rail line.
- The Framingham Tech Park Transportation Management Plan will recommend investments in transit, infrastructure, and incentives to facilitate economic development in an old industrial park along Route 9. Goals include improved access to employment and a reduction of vehicle miles traveled in the region.
- "Community Planit" will develop an on-line social media game focused on community learning, deliberation, and participation to engage a broad range of stakeholders in decision-making. Our program will also help the Asian Community Development Corporation to engage linguistically isolated low-income Asian residents of Quincy in local development and planning activities. An

early success of the program occurred when the Town of Littleton adopted zoning to protect the future of the active farms in residential districts.

- The Everett Community Visioning Process will create an inclusive, comprehensive vision and a set of development goals for Everett's future, using innovative public engagement techniques.
- A feasibility study to redevelop Millis Town Center will explore mixed-use development opportunities at two former industrial sites: the Cliquot Club Factory and the GAF Shingle Plant.
- Pedestrian and Bicycle Network Planning will encourage accommodations for biking and walking in four community clusters: Dedham & Westwood; Quincy to Boston; Hudson, Stow, Maynard, & Marlborough; and Chelsea, Everett, Revere, Malden, Saugus, & Lynn.

### **HISTORICAL COMMISSION**

During 2011, the Historical Commission continued operation of 575 Middle Road as The Town Museum. The Historical Society arranges portions of their collection into exhibits and volunteers manned opening hours each month of the year. Work continues on historical displays and the growing artifact collection is being cataloged on a computer database. At the beginning of the summer season change-over, the upstairs air conditioning condenser failed. A new unit was procured and installed.

The Historical Commission continued work with members of the Steele Farm Advisory Committee, the Historical Society and the Trustees of Reservation on placement of preservation restrictions on the Levi Wetherbee/Steele Farm. The Commission obtained comments and conditional approval of the preservation restriction document from the state-level Massachusetts Historical Commission (MHC). The document, incorporating MHC's comments, is now in the final review and approval process.

As part of a long-standing project, the Commission procured historic signs for the Peter Wheeler and the Paul Hayward, Jr. houses located at 25 Stow Road. Both houses are now used by small businesses while retaining their historic exterior forms. The signs were procured and presented to the property owner, who installed them as directed by the commission.

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

Boxborough Historical Commission  
Mary Larson  
Alan Rohwer  
Shirley Warren

### **BOARD OF HEALTH**

During the past year, the Board of Health was served by members Bryan Lynch (2013), Frank Roth (2012), and Marie Cannon (2014). Mary Cobleigh, Secretary to the Board of Health (and Building Department) retired in July 2011 after 10 years of fantastic service to the Town. We thank her for her continued support on an as-needed basis, and wish her well in her retirement. We are pleased to have Maureen Adema, former assistant to the Town of Littleton Building Department, replace Mary on July 1, 2011. Maureen's previous experience with the Building Department has been a great asset and Maureen has managed the new additional Board of Health support role without a hitch. Thanks to both Mary and Maureen for a great transition.

In general, the continued slow economy has been evidenced by very limited new construction and permit activities. The areas of public health that the Board was involved with during 2011 include:

### **Health and Human Services**

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

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

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

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

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

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

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

### **Progress in 2011**

#### **Emergency Preparedness**

The local public health infrastructure continues to address the need for preparedness regarding potential environmental, health and safety related emergencies. The registered nurses and sanitarians with Nashoba have received intensive training to respond to the new threats. Area physicians, nurses, emergency room personnel, and other possible first responders have been trained to recognize symptoms. Epidemiological surveillance systems have been optimized to detect the earliest signs of contagion. Planning and implementing immunization programs for pandemic threats such as the Avian Influenza will continue at many levels to ensure the protection of the public health and safety.

Under the organization and direction of the local Emergency Planning Committee (LEPC), the Town maintains a Comprehensive Emergency Management Plan that was updated and certified by the Massachusetts Emergency Management Agency (MEMA) in 2003. Nashoba Associated Boards of Health also provides regional management and support for Emergency Planning and response.

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

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

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

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

### **Water Quality**

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

### **Water Supply**

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

### **Tobacco Control**

The Board is served by a collaborative that enforces local regulations which prohibit the sale of tobacco products to minors and conducts compliance checks. In 2011, compliance remained consistent and all existing tobacco permits were renewed without issue.

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

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

We request input from residents about their public health concerns to help guide us in our efforts. Any town resident interested in working on any of the areas discussed above, or other issues impacting public health, is encouraged to contact the Board.

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

## BOXBOROUGH EMERGENCY RESERVE CORPS

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

### Mission Statement

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

### Current Activities

- **Training:** Offering volunteers courses in the Incident Command System (ICS), sheltering, CPR, first aid, radio use and emergency response through the Fire Department, American Red Cross and MRC Region 4A offerings. The training this year included a joint exercise with the Littleton Volunteer Corps an Emergency Dispensing Site (EDS).
- **Recruiting volunteers:** Continuing to maintain a database of volunteers who have undergone training, CORI checks and are credentialed if they are medical volunteers. This allows public safety officials at local, regional and national levels to utilize volunteers with specific levels of training in a disaster.
- **Public education:** Exhibiting at townwide events. We have presented information on family (including pets) preparedness at Fifer's Day, the Cisco Emergency Preparedness Fair, the Public Safety Open House, and the Agricultural Fair. We continue to offer Pet ID cards for dogs at many of these events to better help pet owners prepare to take care of their pets in the face of an emergency.
- **Grants:** Using emergency management grants to acquire supplies that might be used for sheltering, volunteer training and public education.
- **Senior well-being checks:** Working with the Council on Aging to establish a list of residents who would like well-being checks in the face of a disaster. This includes setting up a framework of communication with BERC members, public safety personnel and the residents requesting well-being checks. At the request of the Boxborough Police Department, the BERC conducted checks of seniors during Tropical Storm Irene as well as the October 30 snow storm.
- **Sheltering:** Volunteering at shelters. Several volunteers gained valuable shelter experience volunteering at a shelter in Springfield in June after the spring tornadoes. In addition to the senior call down during the October snow storm, the BERC along with the fire department opened a limited overnight shelter at the Blanchard Memorial School.
- **Emergency planning:** Continued membership in the Local Emergency Planning Committee (LEPC). The LEPC as well as the BERC continue to identify resources in town available to respond to disaster. This includes working with local businesses, the school, town government and public safety officials to plan for and drill on how to handle emergencies the Town may face.

### Future needs

While we are grateful that a generator for the police station has been installed to maintain communications in town in the face of prolonged power outages, we continue to advocate for a generator for the Blanchard Memorial School to allow the school to serve as a shelter in the face of disasters such as the Ice Storm of 2008, Tropical Storm Irene and the snowstorm of October 2011.

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

## **WATER RESOURCES COMMITTEE**

The Boxborough Water Resources Committee (WRC) is a cooperative effort of several town boards working to protect and secure our water resources for current and future use. Its members are Bryan Lynch (BoH), Frank Roth (BoH), Marie Cannon (BoH), Bryon Clemence, Anne Gardulski, and Raid Suleiman (BoS). In addition, members of the FinCom and ConsComm serve as liaisons to the WRC.

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

The WRC still maintains its goals of protecting potential water supply sites as identified in the 2002 Fracture Trace Study. In kind, the WRC identifies and supports purchase and protection efforts by the Conservation Commission. In 2011 the WRC continued its support regarding the Steele Farm conservation restriction which includes the right to protect and install future water supply infrastructure on the property. The committee also continued discussions with both the Littleton and Acton water departments regarding possible future water supply integration and mutual support of water resource protection.

In 2011, the WRC collaborated with the Boxborough Board of Selectmen (BoS) to file an amendment to *Chapter 372 of the Acts of 1963 Relative to the Rights of the Water Supply District of Acton to Acquire Any Water Source in the Town of Boxborough*, which was originally authorized by the legislature in 1912. Representatives of Boxborough and Acton met on several occasions to gain input and support for language that would provide protection of Boxborough's rights and sovereignty over its water resources. Both towns approved the amendment language at their respective Town Meetings and the Boxborough BoS petitioned the General Court to adopt the legislation filed on the town's behalf by Representative Benson. As of this writing, we are aware that a public hearing was held in early 2012 with testimony submitted on behalf of the Town of Boxborough. Further updates will be provided in 2012 when available.

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

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

Respectfully submitted,  
Marie Cannon, Chair

## **NASHOBA ASSOCIATED BOARDS OF HEALTH**

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

- Maintaining the Nashoba website to provide information for the public.

- Keeping the Boxborough Board of Health up-to-date on matters of emergency preparedness planning through our involvement in the Bioterrorism Regional Coalition.
- Assisting Boxborough’s Board of Health with providing a school-located seasonal flu clinic at Blanchard Memorial School.
- Responding to health-related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.

We look forward to continuing our work with Boxborough's Board of Health. Included in the day-to-day work of Nashoba in 2011 were the following:

- Reviewed 32 Title 5 state-mandated private septic system inspections for the Boxborough Board of Health. Received, reviewed, and filed these state-mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to the Boxborough Board of Health for enforcement action.
- Through membership in the Association, Boxborough benefited from the services of Nashoba staff including: Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists

By the Boxborough Board of Health’s continued participation in the Association the Town can shape its 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).....56**  
Nashoba sanitarian is available to the public on Tuesday afternoons at the 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.....23**  
Nashoba annually mails out and receives applications from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected using an at-risk method. Where deficiencies are found a reinspection is scheduled to insure compliance. When a complaint from the public is received, an inspection is also conducted. During this inspection, health factors of food handlers are also investigated, and where appropriate, medical consultation and laboratory testing may be required.
- **Housing & Nuisance Investigations.....32**  
As agent for the Boxborough Board of Health, Nashoba inspects dwellings for conformance with the State Sanitary Code, 105 CMR 410.00, issues orders for correction, and reinspects for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are Investigated.
- **Pool/Ice Rink Inspections.....21**  
Pools are inspected upon opening and as needed thereafter to insure compliance with the State Pool Regulations.
- **Septic System Test Applications.....9**  
Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicant’s engineer.
- **Septic System Lot Tests.....25**  
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.....12**  
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.....23**

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 resubmittals by the engineer are also reviewed.

- **Septic System Permit Applications (new lots).....4**
- **Septic System Permit Applications (upgrades).....10**  
Applicants’ approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.
- **Septic System Construction Inspections.....40**  
The Nashoba sanitarian is called to the construction site at various phases of construction to witness and verify that system is built according to plans.
- **Septic System Consultations.....17**  
During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.
- **Well Permits.....2**
- **Water Quality/Well Consultations.....21**  
Private wells are regulated solely by local Board of Health regulations, The Nashoba sanitarian assists the Board of Health by reviewing well plans, securing well water samples, and interpreting water quality test results.
- **Rabies Clinics – Animals Immunized.....3**  
Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools. In addition, since the 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.

**Nursing Service & Hospice**

- **Home Health**
  - **Nursing Visits.....146**  
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..... 116**  
Nashoba’s Certified Home Care Aides provide assistance with daily activities of daily living including bathing dressing, exercises and meal preparation.
  - **Rehabilitative Therapy Visit.....77**  
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.....8**  
Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.
- **Clinics**
  - **Local Well Adult, Support Groups & Other Clinic.....330**  
Visits include well adult clinics, and immunization, cholesterol exercise, mental health and bereavement clinics.
  - **Number of patients who attended Flu Clinics held in Boxborough.....255**
  - **Number of patients who attended Well Clinics from Boxborough.....65**
- **Communicable Disease**
  - **Communicable Disease Reporting & Control**  
Nashoba’s Nursing Service & Environmental Health Department work together to meet the local Board of Health’s responsibilities under the law to do the following:
    - Investigate and control the spread of communicable diseases within (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 Chapter 111, Section 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 foodborne 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.....22**

- Communicable Disease Number of Cases
  - Babesiosis (suspected)..... 1
  - Campylobacter.....2
  - Ehrlichiosis(suspected).....2
  - Hepatitis B (probable)..... 1
  - Human Granulocytic Anaplasmosis..... 3
- Lyme Disease (suspected).....8
  - Lyme Disease (probable)..... 1
  - Toxoplasmosis (suspected)..... 1
  - Varicella..... 1
  - Varicella (suspected)1

**Health Promotion**

- **Skilled Nursing Visits .....17**

**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.....189**
- **Students Participating .....107**
- **Referred to Dentist.....22**

**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.....10**

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

The Eliot Center, dedicated to enhancing the quality of lives, offers a range of outpatient mental health services, including crisis intervention; diagnostic evaluation; individual, couple, family, and group therapy; psychopharmacological services; psychological testing; information and referral; consultation and case management services; and 24-hour emergency coverage. Our mission is to provide a continuum of high-quality, innovative services to individuals across the life span that are individualized, flexible and responsive to the communities we serve.

The funding we receive from the Town of Boxborough is used to help subsidize the fees of Boxborough residents who are in need of mental health services as well as provide case management and other forms of non-reimbursable support. What makes our services unique is our flexibility to go beyond the

traditional treatment hour and help clients obtain additional resources critical for their functioning. Ensuring access, getting rid of any unnecessary barriers and enabling people with complex problems to receive the help they need are at the heart of our services. Town support ensures that we never turn a Boxborough resident away because their health insurance has a low reimbursement rate or their plan is limited. Town support allows us to reduce or waive a person's co-payment; Town support allows us to set an affordable fee if the person is uninsured; and Town support allows us to help people obtain the additional resources and services they need to improve the quality of their lives.

For FY2011, we served 36 residents of Boxborough. 36% of these residents were children and adolescents, 28% struggled with a major psychiatric problem and 39% saw one of our psychiatrists for medication management. We provided 482 sessions and 417.50 hours of direct services. These numbers represent a 36% increase in the number of residents seen, a 21% increase in the number of sessions provided, and a 28% increase in the number of hours of service provided as compared to the previous fiscal year.

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

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

The Central Massachusetts Mosquito Control Project (CMMCP) currently provides its services to 39 cities and towns throughout Middlesex and Worcester Counties.

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

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

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

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

Bacterial larval control with Bti (*Bacillus thuringiensis*) is used to treat areas where mosquito larvae are found and where source reduction or wetland restoration is not feasible. We have an extensive database of known breeding sites, and we encourage the public to notify us of any areas they suspect could breed mosquitoes. Our field crews will investigate all requests and treat the area only if predetermined thresholds of mosquito larvae are exceeded. Bti is a naturally occurring product, and is exclusive to mosquito larvae,

preserving other aquatic organisms in their habitat. We treated 990 acres of wetland by helicopter with funding from the Board of Health in 2011. Pre- and post- monitoring showed a 90.7% decrease in mosquito larvae in the treated areas.

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

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

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

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

Timothy Deschamps, Executive Director

Timothy E. McGlinchy, Director of Operations

#### **DEPARTMENT OF PUBLIC WORKS**

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

We started the New Year with a change to our method of treating the roadways for snow and ice. We mixed liquid magnesium chloride with the salt before putting it on the roads. This mixture increases the rate at which salt begins working, increases the penetration into snow and ice pack and allows the use of salt at lower temperatures. The combination of these factors keeps the snow from sticking and reduces icy conditions. This new system will reduce the amount of salt used and has eliminated the use of sand. This in turn makes spring cleanup a much easier task. Timing is everything and the implementation of this method helped us to deal with the substantial amount of snowfall in 2011. We had 91.5 inches and were called to plow or treat roadways 40 times.

We had to deal with three weather incidents in particular that resulted in the Federal Government declaring major disasters; The January 11-12 snowstorm, Tropical Storm Irene August 27-28 and the

October 29-30 snowstorm. Each of these incidents caused considerable damage throughout the town, although we were lucky compared to our northern and western neighbors. The October storm left huge amounts of debris that took many weeks and hundreds of hours to clean up. We want to thank the residents for their patience and understanding. This was no small undertaking. We have submitted to FEMA for allowable reimbursement for January and August storms and are in the process of compiling the paperwork for the October storm.



*(photo of October 2011 Snow Storm)*

We replaced our 1979 air compressor and our 2003 Bobcat. Using Chapter 90 funds, we purchased a P185 Ingersoll Rand air compressor and a 185 Bobcat with a High Flow system and snow blower. These items will be very useful with road construction and snow removal.

After approval of Article 18 at Town Meeting, we purchased the utility trailer for the mowers. This trailer has helped us to cut down on load/unload time. It also protects the equipment from the elements.

This year we paved the top portion of Windermere, all of Kendall Road and Cedarwood. Cedarwood received a much needed overhaul. We installed four new catch basins, repaired six basins, and added 350' of perimeter drain and 300' feet of additional drainage. This was a substantial project that fixed some major drainage issues. The end of Kendall Road was raised significantly to meet the existing grade of route 111.

The top of Windermere was in a serious state of disrepair. We excavated, regraded, compacted and paved the roadway.

Reed Farm Road also received some attention. Drainage issues were addressed by installing a new catch basin. Multiple other catch basins and manholes were repaired. Spot paving was done in several places.

We obtained two new 30-yard containers for the transfer station. These replaced two that were very rusted and no longer legal for transporting goods. The station is as busy as always. 1,255 Transfer Station stickers were issued in 2011. We are looking into additional and more cost-effective methods of recycling bulk items as regulations continue to become more stringent and disposal more costly.

The finishing touches for the Garabedian Trail were completed in April. The “detector mats” were placed at the edges of the Route 111 crossing and the Library crossing. Pedestrian Crossing signs were put into place. The edges of the pathway were loamed and seeded. The final paving was completed in time for the dedication on June 18<sup>th</sup>.

I would like to commend the DPW crew for their outstanding work. This has been an exceptionally exhausting year. Once again they have performed above and beyond the normal expectations. I would also like to thank the Board of Selectmen, Police and Fire Departments, the other department heads, and the residents for their support and cooperation throughout the year. A special thank you for all the cookies and coffee that kept the guys going through the endless hours of plowing and chipping!

Respectfully submitted,  
Thomas Garmon, Director of Public Works

#### **CEMETERY SUPERINTENDENT**

In the year 2011 there were sixteen interments in the South Cemetery. One veteran was buried in the cemetery.

The usual care and maintenance was given to the North and South Cemeteries.

A large dead maple tree was removed from the South Cemetery and will be replaced in the future.

Money from the sale of lots sold throughout the year was added to the lot and grave and perpetual care funds. Please refer to the Treasurer’s report.

Anyone seeking a copy of the rules and regulations of the cemetery should contact the Town Clerk.

Donald C. Morse,  
Cemetery Superintendent/Cemetery Commissioner

#### **VETERAN’S AGENT**

The Veteran’s Service is established according to Chapter 115 of Massachusetts General Laws and is administered under state guidelines to provide information and assistance regarding benefits to veterans, veterans’ dependents, widows, and children of deceased veterans.

There was one veteran buried in South Cemetery in 2011.

There were several veterans seeking information and assistance. One veteran received benefits in 2011.

A flag was placed on each veteran’s grave.

Anyone seeking information or assistance regarding veterans may call the Town Hall, extension 115.  
Donald C. Morse, Veterans’ Agent

## COUNCIL ON AGING

The Boxborough Council on Aging (COA) is one of 348 Councils on Aging in Massachusetts. The mission of these volunteer, municipally appointed agencies is to link elder needs to available resources which enable them to remain active and stay in the community. There is a seven member board appointed by the Board of Selectmen who work together to identify senior concerns, develop programs and implement appropriate services, educate citizens and advocate on behalf of seniors and their families. It is staffed with a COA Coordinator, Van Dispatcher, Two Van Drivers and many volunteers.

Core service areas of the Council on Aging are information and referral relating to healthcare, insurance, fuel assistance, health clinics (flu shots), in-home care, scheduled social events and tax information. Providing transportation continues to be one of the most important services delivered by the Council. In 2011 the COA Van provided 1,053 rides for seniors and residents with disabilities to medical appointments, grocery shopping, social events, the library, wellness activities and other destinations in the community. While medical trips are the priority the van was also used to provide seniors with some recreational out of town daytrips. Destinations in 2011 were The Worcester Art Museum, The Harvard University Peabody Museum, The Museum of Fine Art in Boston and The Old Mill Restaurant.

The successful Senior Tax Work Off program had seniors performing 1,394 hours of work resulting in a comparable wage value of \$21,315. The Boxborough Emergency Reserve Corps (BERC) in conjunction with the COA once again promoted and expanded the call list for seniors who would like to be checked on in the event of an emergency. The RUOK (*Are You Ok?*) program provided by the Boxborough Police Department continues to offer security for seniors and their loved ones.

The Friends of the Council on Aging (FCOA) work tirelessly to provide financial support for senior programs and coordinate the Speaker Series Luncheons. The FCOA took a big step in 2011 when it donated \$3,500 to the Town of Boxborough. These funds were used to lease the new Boxborough Community Center at 30 Middle Road. The Boxborough Community Center opened its doors in mid September. Programs held at the Community Center are Tai Chi, Gentle Fitness, Beginners Spanish, Advanced Spanish, Line Dancing, Game Days, FCOA Lunches, Podiatry and Flu Clinics, COA Cafes and numerous meetings. As of the end of December there were 902 visits to the Community Center.

The Boxborough Neighbors continue the tradition of coordinating delicious monthly luncheons held at the United Church of Christ Congregational with the participation of local Boxborough organizations. The Thursday bridge group provides a stimulating day of cards and friendship. Dean Machamer has been dedicated to facilitating this program and making card players laugh.

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

## WELL-BEING COMMITTEE

### **Background**

In 2011, in response to a recommendation from the Social Services Committee, Boxborough established a new committee to deal with social services needs in the community. As outlined in the charge for this new Well-Being Committee, "... the committee forms the hub of a network that is connected to various elements of the community, assuring to the greatest extent possible, that no group, household or individual within the Boxborough community suffers from a lack of available attention and assistance that is within the town's mandate and reasonable ability to provide. At the same time, it is important to recognize that the Well-Being Committee is NOT a provider of services to people in need but rather a mechanism to identify people in need and share information among community representatives in order to

facilitate provision of assistance by appropriate organizations, both within and outside town-specific resources.”

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

### **Committee Participants**

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

### **2011 Activities**

The following were topics addressed at meetings of the Well-Being Committee during 2011:  
Friends in Need Program  
Domestic Violence Services Network  
Community for Restorative Justice Program (C4RJ)  
Exploration of grant opportunities for assistance from Community Health Network Area (CHNA)  
Hoarding Issues in Boxborough  
Statistical Data Collection on social services needs by Boxborough  
Youth Risk Surveys (6th, 8th and 9th-12th grades), in conjunction with Emerson Hospital

### **Looking Forward**

2011 was the inaugural year for the Well-Being Committee. As such, the Committee necessarily had to establish its objectives (within the scope of the charge) and a work plan to achieve its objectives. This effort will continue in 2012 as the group develops a long-term role in assisting Boxborough people in need of social services and in determining ways to enhance the overall well-being of the community.

**ACTON-BOXBOROUGH CULTURAL COUNCIL**  
P.O. Box 2291, Acton, MA 01720, 978-635-0685  
**abccinformation@gmail.com**

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

The Acton-Boxborough Cultural Council (ABCC), established in 1982, has as its mission 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. Volunteers are appointed to the Council by the selectmen of each community, but it functions as a single entity undertaking these activities:

- Review of grant applications from individuals, libraries, schools, and arts organizations and awarding MCC grant funds to projects that provide a local public benefit. The ABCC is one of 329 Local Cultural Councils (LCCs) that are funded by the Massachusetts Cultural Council through an annual appropriation by the state legislature.
- Sponsorship of cultural programs for the Acton and Boxborough communities using funds generously designated by the Town Meetings of each community. These funds have been used by

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

- Advocacy for the arts through community outreach and publicity. The ABCC’s activities take place from September-June; calendar year 2011 encompasses the second half of FY2011 (January-June) and the first half of FY2012 (September-December). This Annual Report gives results of our FY12 Grant Cycle in which we will support 29 individuals, schools, libraries and arts organizations using state funds allocated to us by the Massachusetts Cultural Council. This report will also highlight the local events, programs and collaborations the ABCC was able to undertake in 2011 thanks to the continued financial support from our towns.

**ABCC Membership**

*Leadership:* Barbara Estabrook of Acton served as Chair in 2011. Greg Hutchins of Acton served as Secretary through June of 2011. Anne Krinsky became Secretary in October 2011. Pascale Belin-White and Marion Powers, both of Boxborough, and Tse-Ming Wang of Acton were co-Grants Coordinators. Mitzi Garcia Weil of Boxborough was Treasurer through June 2011 when she was replaced by Greg Hutchins. Publicity Coordinator is Marion Powers. Suman Adishes of Acton is Webmaster.

*Acton-Boxborough Regional High School Advisory Board:* This program is in collaboration with ABRHS through Student/Faculty Support Coordinator Kay Steeves. Our students actively join in our monthly meetings and participate in and support Council events including grant application review. Four ABRHS seniors are currently active with the ABCC.

*Recruitment:* We work closely with the Acton and Boxborough Boards of Selectman on our continued membership efforts. Yanni Gou of Acton was replaced by Tse-Ming Wang of Acton.

**Mass Cultural Council (State) Funding for FY2012:**

Each fall, we are required to distribute our annual allocation from the state through a grant process. We receive applications for two kinds of grants: 1) LCC Grants that fund projects by individuals and groups; and 2) Field Trip Grants that help subsidize the cost of cultural field trips. We review each application and award monies considering the quality, originality, and creativity; planning, budget, and most importantly, community benefit of each proposed project. At the beginning of FY2012, the ABCC was allotted \$7,740 from the MCC, level with our allocation in FY2011. Also we had a rollover of funds from previous grant cycles that had to be granted in this cycle, bringing our total amount available to grant to \$8,086. It was another competitive grant season. We publicized the availability of grants through emailed and posted fliers and press releases in The Beacon and Action Unlimited. Also we provided telephone and email consultation to several first-time applicants. Applications also were available at our staffed display table at the West Acton Oktoberfest. We received 39 applications requesting a total of \$31,558.50 in funding. The number of applicants and the total amount of funding sought have been consistent over the past several years. After lengthy deliberations, the ABCC chose to fund 29 projects that give the greatest benefit to our communities.

Grantees for FY2012 are listed below.

<b>Applicant</b>	<b>Project Name</b>
John Root	Edible Wild Plants Walk at Winston-Folley Farm
Nashoba Valley Concert Band	Concert for Boxborough Agricultural Fair
Sargent Memorial Library	Imagine That, Celebrating Reading in Story & Song
Worcester Chamber Music Society	Chamber Music Concert Series 2011-2012, tickets donated to Boxborough Council on Aging
Elliot Gilfix	Photo Exhibit at Acton Memorial Library

Douglas Elementary School	Valerie Tutson, African Storyteller
Theatre with a Twist	The Jelly Bean Conspiracy
Richard Clark	Atticus from To Kill a Mockingbird at Acton Senior Center
Fitchburg Art Museum	77th Regional Exhibition of Arts & Craft
Conant School	Amazing Hero Art
McCarthy-Towne School	Leland Faulkner's World of Wonder
Iron Work Farm	Civil War Troop Demonstrations
Merry B. Post	Book: A Farm Boy in the Civil War
Robert Creeley Foundation Inc.	Robert Creeley Poetry Award
Scott Jameson	Magic and Juggling Show at Acton Memorial Library
Merriam Elementary School	Armadillo to Zebra Oaxacan Wood Sculpture
Yin Peet	Veterans Memorial Sculpture in Acton
New England Wildflower Society	The Nature Zone Family Activity Area
Merriam Elementary School	Golden Rule Stories that Teach Empathy
Sounds of Stow	2011-2012 Concert Season
Nashoba Valley Chorale	2011-2012 Performance Season
The Discovery Museum	Especially for Me
Town of Acton Recreation Department	NARA Bluegrass Festival
Theatre with a Twist	The Redcoats are Coming
Indian Hill Music Inc.	Bach's Lunch
Sunanda Sahay	Celebrate India at NARA Park
Open Door Theatre	ASL Interpretation for Fiddler on the Roof
Acton Community Chorus	Concert Season and Rehearsal 2012
The Marble Collection	Marble Collection 2012 Massachusetts high school literary magazine and website

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

ABCC was once again generously supported by both Acton and Boxborough town funds via warrant articles and line items. The dedication of the voters, boards and public officials in both towns is truly remarkable. Acton provided the ABCC with \$2,000 through a warrant article. Boxborough provided \$1,500 for exclusive use in Boxborough. Few local cultural councils enjoy this level of local support. We are extremely grateful and seek every opportunity to acknowledge the support of our two towns. We are grateful also for the physical support that the two towns provide: meeting spaces, access to the town copiers, etc. 2011 was the third year the ABCC benefitted from the excellent support of the Information Technology Department of the Town of Acton, to scan all 39 grant applications and provide online access to all Council members to the scanned documents through the town website. This saved thousands of sheets of paper and many hours of labor. Our “green” grants cycle has received statewide recognition from the MCC. We are also thankful for the continued support from our liaisons, Acton Selectman Janet Adachi and Boxborough Selectman Becky Neville.

The ABCC sponsored and collaborated on several exciting events in 2011. Details are below.

#### **1. Acton 275th Birthday Celebration and Chinese New Year, February 2011**

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

## **2. FY11 Grantee Reception – April 8, 2011**

The ABCC held its annual Grantee Reception at Sargent Memorial Library in Boxborough. This event provides a valuable opportunity for grantees to meet, to publicize their projects and to network with other arts-minded individuals and groups. In addition to our FY2011 grantees, our state and local legislators and officials were invited to attend. Each grantee had a chance to speak briefly to acknowledge supporters and collaborating artists and organizations and to highlight upcoming events. Representative James Eldridge, Representative Jen Benson, Acton Selectwoman Janet Adachi, and Boxborough Selectmen Les Fox, Becky Neville and Frank Powers attended. Performances by 2011 grantees included the Acton Music Project (AMP), Harvard pro Musical chamber singers, and Emily Sager, AB junior and first place winner of the Helen Creeley Poetry Award. We also took the opportunity to thank and celebrate retiring ABCC member Mitzi Garcia-Weil.

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

Following 2008’s year-long festival of cultures called “Our World,” and the 2009 and 2010 series of acclaimed international films for adult audiences, we showed three international films in 2011. Each international film was introduced by a local resident with special expertise about the film and its country of origin. We seek films which are not already in the collections of our Town libraries, and then purchase and donate the films to one of the libraries. Once again ABCC member Greg Hutchins coordinated the series and ABRHS Advisory Group member Hannah Sim created an eye-catching flyer. Greg Hutchins introduced the historic Russian film and ABRHS Advisory Group member Melissa Trimble introduced the French film. The third film was Czech. Showings were held at Acton Town Hall, and the films shown have been donated to the towns’ libraries for their collections. We hope to continue the series in 2012 and beyond, with the theme and slogan “May is Movie Month”. The Acton IT and Facilities Departments were especially helpful with the 2011 film series.

## **4. The Art of Recycling Workshop and Exhibit**

Many months of generating ideas, planning, and reaching out to other community organizations and individuals culminated in this fall’s Art of Recycling events sponsored by the Acton-Boxborough Cultural Council. On Saturday September 17th, we offered a free workshop at NARA Park with sculptor William Turville. A pavilion full of materials was available to older children and adult participants along with tools, glue guns, assistance and expert consultation. We were fortunate to have the assistance of Acton Public Schools art teachers Celia Knight and Anne Kress. The workshop was followed by an exhibit at the Sargent Memorial Library, October 15th through November 19th. The exhibit featured 46 works exhibited indoors and outdoors, created by professional artists, from Blanchard Memorial School and Acton Public Schools, and enthusiastic amateur sculptors. It was wonderful demonstration of ingenuity and vision. The exhibit especially benefited from our collaboration with the Art program at Blanchard Memorial School including numerous creations by fourth and fifth grade students and many contributions by art teacher Eileen Barnett. The grand opening event on October 15th featured a concert on instruments made from recycled materials by Viktor Lois and Yin Peet of Acton. The workshop, opening and exhibit were well attended and generated much positive feedback. We were very pleased to host a celebration of the visual arts for the first time in several years, and to be able to include major events in both towns. ABCC members Anne Krinsky of Acton and Pascale Belin-White of Boxborough were the lead organizers for the events and curators of the exhibit. Collaborating departments and organizations included the Acton Recreation Department, Sargent Memorial Library, Boxborough Department of Public Works, and GreenActon.

### **PUBLIC CELEBRATIONS COMMITTEE**

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

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

Fifer's Day was held in cooperation with the Boxborough District Minutemen Company and the Recreation Commission and began with the morning road race followed by the parade from the Blanchard School to Flerra Field. Our Parade Marshall was Selina Shaw, Town Administrator and portraying Luther Blanchard and Lucy Hager were Colin Lang and Erin Loonie. At the conclusion of the parade, Simon Bunyard, longtime resident and active Boxborough volunteer, was presented with the 2011 Golden Fife Award. An afternoon of fun and food followed. The weather was delightful.

The first Saturday in December brought us to the Holiday Tree Lighting on the Town Common (Hill Road at Middle Road). Flo Hanover, president of the Garden Club, who has worked to make Boxborough's gardens beautiful for over 20 years, was selected as the first recipient of the Spirit of Giving Award and accepted the honors of lighting the town tree. A great crowd of over 400 people joined in singing holiday favorites led by the Chorus and Brass Ensemble from Blanchard Memorial School. Refreshments followed at the Museum, where food pantry donations were collected as well. Thanks to our hosts the Historical Commission and Historical Society.

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

## **RECREATION COMMISSION**

The Recreation Commission (RecCom) 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, Matthew Rosner, Victor Tremblay and Bob Zurek. We are looking for new members. The Commission sponsors programs during the winter, spring and summer months for the youth of Boxborough. The winter program includes kids' games, soccer, basketball and gymnastics. These programs emphasize basic fundamentals and fun associated with participation in youth sports activities. A summer playground program is available for town preschool and elementary school age children.

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

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

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

### **Gymnastics**

The Gymnastics program runs for approximately ten weeks during January, February and March. The program is available to all Boxborough children kindergarten through fourth grade. Residents need not

attend Blanchard Memorial School to participate in the program. The program offers elementary gymnastics instruction on mats, beam and parallel bars. The program is conducted at the Boxborough Gymnastics School on a weekday afternoon. Lisa Hesch and Rob Guillmette directed this year's program and there were approximately seventeen participants.

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

A summer playground program is available to children in grades K through 6. The program consists of well-supervised games, sports and creative activities. It is held mornings during the month of July and utilizes the grounds at Flerra Field. Parents from Blanchard have run the popular program for the past three years with many local high school students working as counselors. We have had a strong volunteer program with 7<sup>th</sup> and 8<sup>th</sup> graders working for community service hours. Kate McMillan, Rob Picca, and Jan Flannery directed this summer's program. There were 286 registrants for the two sessions.

### **Adult Basketball**

The Commission sponsors an adult basketball program. The program is held at the Blanchard Memorial 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).

### **Seniors**

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

### **Future Plans**

- RecCom should investigate ways of providing greater support to the developing senior community in Boxborough. Investigation should include the value of using the senior van.
- RecCom should investigate any methods of linking youth and senior programs for the mutual benefit of both, including hiring paid youth staff to provide company/services to seniors.
- We hope to have more playing fields in the near future.
- Looking into a dog park for Boxborough.
- Looking into a basketball court in town for the Town's youth.
- Need to get more people on the Recreation Commission – three members are leaving in 2012.

## **STEELE FARM ADVISORY COMMITTEE**

Steele Farm is enjoyed year round by so many. Its sights, sounds, and trails take us all to a natural place where we all long to be – right in our own backyard.

The care and maintenance of Steele Farm is shared by many. The Department of Public Works continues to do a superior job with its regular mowing and upkeep. They also completed a much needed trail repair and did some vista pruning along Middle Road.

Last Spring, a group of ABRHS seniors doing Community Service worked with Bruce and Ed to clear brush, grade trails and clean up areas on the west side pasture. The students are always fun to work with, and many hands get much accomplished.

Donnie Morse once again hayed the fields while the Steele Farm Committee and The Friends of Steele Farm kept the tradition of farming on the property by maintaining the ever-growing Christmas trees.

The highlight of the year was the completion of the Ice House by Mark Vicik. This was Mark's Eagle Scout project and was a huge undertaking. We are indebted to Mark and all of his helpers.

It took a lot of years and a lot of human labor to originally shape Steele Farm, and it requires much of the same to continue the farm as it once was and, we hope, always will be. To that end, we continue to put the last touches on The Conservation and Historic Preservation Restriction (CHPR) which will help safeguard Steele Farm's roots. It is our hope to have the CHPR finalized in 2012.

The Steele Farm Advisory Committee (SFAC) said goodbye to two members this year – Eric Tornstrom and Keith Lyons. We thank Eric and Keith for all their valuable input and their hard work. We welcomed a new member recently, John Skinner, who after being a member of the Friends of Steele Farm, stepped up and joined the SFAC. We look forward to John's expertise in historic architecture making a valuable contribution to the farm's well-being.

#### **AGRICULTURAL COMMISSION**

The mission of the Boxborough Agricultural Commission is to represent, enhance, and sustain agriculture, farming, and related activities in town. The Commission participated in, and provided advice to several groups, including the Deer Population Study Committee, the Steele Farm Advisory Committee, the Conservation Commission, and the Board of Selectmen. Input was provided in favor of the upcoming Agricultural Preservation Restriction work for Steele Farm, and we continued our effort to review and provide input to components of the Town Master Plan, such as agricultural and soils related information. We also continued to oversee activities at the Flerra Meadow Community Garden through its very successful 2011 season. We participated in the Fall Harvest Fair, and worked with outside groups such as the New England Sustainable Farming Project to help connect new farmers with landowners in town. We have joined the Massachusetts Association of Agricultural Commissions. The Commission held monthly meetings during 2011.

#### **BOXBOROUGH ENERGY COMMITTEE**

During Fiscal Year 2011-2012, the Energy Committee's primary focus was on saving money at the transfer station and promoting recycling. The Committee applied for, and received, a grant from Massachusetts Department of Environmental Protection (MassDEP) in the form of a Municipal Assistance Coordinator, Carolyn Dann, and has conducted extensive research into a Pay as You Throw (PAYT) program to promote recycling and reduce solid waste disposal. The Committee is also working on installing compactors at the transfer station to compact the recyclables and reduce the amount of hauls taken from the transfer station. A reduction in hauls will save the Town money and in a few years offset the cost of installing compactors. The Committee has also looked into building a SWAP shed at the transfer station for residents to place good-quality items that other residents may want. During the fall, the Energy Committee conducted a successful trial of placing recycling bins at local soccer fields to collect plastic water and juice bottles. The Committee hopes to expand this project during the spring sports season. Upcoming projects will include looking into conducting an energy audit of municipal buildings, installing solar voltaic units on municipal buildings, and building a park and ride near Route 495.

#### **SARGENT MEMORIAL LIBRARY**

The Sargent Memorial Library has become a vibrant community center for residents of all ages in Boxborough. During 2011, 87,091 people visited the library. We had great crowds for many of the 176

library programs held. Some of the year's highlights included magicians Scott Jameson and Bonaparte; Otha Day "Drum to the Beat;" Mike Bent's Wacky Science Show; Mr. DJ's Ultimate Dance Party; an end of summer reading program and ice cream social with Dell Smart; Commonwealth Ballet's short Nutcracker performance; book discussions with local authors Beverly Lessard and Dana Snyder Grant; Sally Matson's performance as Susan B. Anthony; the ABRHS Madrigal Singers annual holiday music concert; and Craig John's discussion on his Mount Everest climbing expeditions. The weekly story time and craft sessions, Monday afternoon movies, student and adult book groups, getting ready for kindergarten socials, and early release day movies are just a few of the regularly scheduled programs. The library bursts with activity during school vacations and the summer reading program.

Local power outages during the summer and fall of 2011 made the library the place to go to stay cool or warm, use a computer, have access to the internet, and recharge laptops and mobile devices. Many residents took advantage of the library's services for the first time during these weather-related events. Circulation of library materials has increased each year since the new library opened with 161,774 items circulated in 2011. This number includes a growing number of EBooks and downloadable audiobooks and videos now available through the C/W MARS network.

The library meeting room is regularly used by community groups with 478 reservations this year. Our rotating art exhibit adds to the value of this wonderful space. The Boxborough Garden Club, Friends of the Library, Boxborough Conservation Commission, Boxborough Emergency Reserve Corps, Boxborough Conservation Trust, Boxborough SPED Parents group, Blanchard Community Forum, Blanchard Destination Imagination, A-B Parent Involvement Program Game Nights, Boxborough Girl Scouts, Boxborough Boy Scouts, Boxborough Teen and Police Forums, Boxborough Senior Tax Assistance, Boxborough SHINE Insurance Assistance, Boxborough Seniors' Game Days and Summer Brown Bag Lunches, Boxborough Family Network, Acton and Boxborough Sports Groups, Acton-Boxborough United Way, Boxborough Republican Town Committee, MA Municipal Groups, MA Library Groups, and the Committee for Restorative Justice sponsored by the Boxborough Police Department all held meetings at the library in 2011. Many Blanchard students were tutored here during the summer when the interior of the school was painted.

The formal dedication of the Garabedian Trail, linking Blanchard Memorial School and the Sargent Memorial Library, was held on June 19, 2011. Members of the Garabedian family and representatives from many community groups attended. The trail allows Boxborough residents safe access while walking to the library. It also makes Blanchard Memorial School visits possible. During the first year, we've had 12 class visits to the library to work on projects. The extended day classes visit the library for programs and early release day movies.

Private donations from the Sargent Memorial Library Foundation funded the purchase of several new electronic databases for library patrons. The library now subscribes to USA Business Directory, Morningstar Investment Research, and AtoZ World Travel Guides which can all be accessed remotely and from the library. We also subscribe to the genealogy database Ancestry which can be accessed from the library. The SML Foundation also funded the renewal of Consumer Reports online, Mango Languages online language learning system and donations to the Overdrive EBook collection.

Boxborough is fortunate to have an active Friends of the Library group who work tirelessly to support the library. The Friends group holds two successful book sales each year. Their efforts fund most programs, activities, and museum passes. The USS Constitution Museum and John F. Kennedy Presidential Museum in Boston, and the Higgins Armory and Ecotarium Museum in Worcester were added to our growing list of passes in 2011. 1,185 museum passes were borrowed by library patrons this year. A complete list of the 25 museums is available on the library website [www.boxlib.org](http://www.boxlib.org). Several local businesses continue to donate to the Friends of the Library to support the funding of library programs and museum passes. A full list of these businesses is on display at the library.

Library volunteers, including several in the Senior Tax Work Off program, and Acton and Boxborough students, fulfilling their school community service requirements, worked over 1,592 hours at the library in 2011. We are extremely grateful to these hardworking volunteers for their dedication to Boxborough's library.

The hard work and dedication of all library staff members are responsible for the successful year the library experienced in 2011. We wished our colleague, Heather Wilkinson, good luck in her new position as full-time Children's Librarian in Sudbury. We congratulated staff member Kathleen Taffel on the completion of her Master's in Library Science degree from Simmons College and welcomed her to her new position of Youth Services Librarian. Longtime library employees Judy Reiter, Ruth Hamilton, Ramika Shah, Joanne Parker, and Claudia Murphy, welcomed Molly Wong to our energetic staff. While all library staff members work part-time, Boxborough's library ranks number two in the state in its population group for items circulated per full-time equivalent employee.

The Board of Library Trustees bid goodbye as two of our long time members retired in 2011. Janet Glidden joined the Board in 1999. She was Co-Chair of the Building Committee along with Greg Ross. Their single minded dedication to Boxborough's idea of a new library helped make this vision a reality. Janet worked constantly on the original grant for funding from the State through the opening of the new building. She served several terms as Chair of the Board of Library Trustees. Her love of the library and generosity with her time and valuable advice will not be forgotten. Janet continues her support of the library as President of the Sargent Memorial Library Foundation. Janet Tyndall joined the Board in 2000 after several years as evening story time volunteer. Her hard work and dedication to the library during the years of change from the old library to our new building will always be appreciated. We thank both our Janets for their years of service to Boxborough's library. In June we welcomed new members of the Board of Library Trustees, Mitra Davis and Megan McCullough.

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

Respectfully submitted,  
Maureen Strapko, Library Director

#### **BLANCHARD MEMORIAL SCHOOL**

The 2010-11 school year began with a new interim leadership model of: Dr. Curtis Bates, Superintendent/Curriculum Director/Principal; Mr. David Cook, Interim Director of Pupil Services/Assistant Principal; and Ms. Clare Jeannotte, Business Manager. To assist with administrative duties, Ms. Robin Smirlock was appointed as Interim Special Education Team Leader and Ms. Gail Walsh was appointed as Interim Principal Designee.

However, during the summer Mr. Cook resigned his position as Interim Director of Pupil Services/Assistant Principal. The school's leadership model was redesigned to contract with Ms. Liza Huber, Director of Pupil Services for the Acton Public Schools and the Acton Boxborough Regional School District, to provide guidance for the special education program at Blanchard Memorial School. Ms. Robin Smirlock remained as Team Leader to focus on the day-to-day operations of the special education programming. Also, to assist with administrative duties, Dr. Karen Tower was appointed as Interim Assistant Principal.

The Blanchard Memorial School eagerly welcomed the following new staff members for the 2011-12 school year: Dr. Karen Tower, Assistant Principal; Ms. Meghan Corry, Behavior Specialist; Ms. Kelly Morrissey, Special Needs Teacher; Ms. Amy Call, Special Education Paraprofessional; Ms. Tracey

Donahue, General Education Paraprofessional; and Ms. Janice Lahey, General Education Paraprofessional.

Blanchard Memorial School is a very active and vibrant center of the Boxborough community. The excellent teachers and curriculum provide outstanding educational opportunities for the children in pre-kindergarten through sixth grade. The 2010-11 school year ended with an enrollment of 490 students. On October 1, 2011, we recorded an enrollment of 478 students. In the fall, the school hosted open houses for both the primary and intermediate grade levels.

Blanchard Memorial School continues to offer a full-day kindergarten option for parents/guardians. Parents/Guardians have the choice of enrolling their child in a fee-based, full-day program or a non-fee, half-day kindergarten program. Under the current law, all school districts in the Commonwealth must provide for a half-day session of kindergarten, therefore; fifty percent of the cost for kindergarten is funded by the school's regular operational budget. The remaining fifty percent of the cost for the full-day kindergarten program is funded by a \$3,500 tuition fee which was approved by the School Committee in January, 2008. On October 1, 2011, the kindergarten enrollment for the 2011-2012 school year was 59 students. Thirty-eight students were enrolled in the full-day kindergarten program and 11 students enrolled in the half-day program.

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

Our early childhood learning environment is a child-centered, comfortable place where children and adults interact in a secure and relaxed atmosphere. The environment is one that provides for all areas of development which include the specific social, emotional, motor and cognitive requirements of early childhood. Our kindergarten program provides these experiences, beginning at each individual level and progressing as far as possible.

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

One hundred students attend Extended Day in the morning and afternoon programs. The Extended Day Program offers activities such as: Teacher/Staff Tea; Family Fun Night; apple picking at Honey Pot Hill Orchard in Stow; and field trips to a movie theater and Ecotarium. The program also offers activities in Wicked Cool Science, bowling, yoga, basketball, tennis and Paint, Clay and More.

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

The Blanchard music program continues to be a significant part of the life of the school. We have 65 students involved in our chorus and vocal ensemble programs and 110 band members who all study their instruments with private teachers. The chorus and band programs share their musical talents twice a year with winter and spring concerts. Both musical groups also participate in performing for the Boxborough Senior Luncheon sponsored by the Blanchard PTF. The Blanchard Advanced Band earned a gold medal at the Massachusetts Instrumental and Choral Conductors Association (MICCA) Concert Festival on April 9, 2011. As a result, they performed as part of the MICCA "Stars at Symphony" Concert at Symphony Hall in Boston on April 23, 2011. In March the chorus participated in the Pan Choral Concert in Acton and in April they participated in the Big Sing Concert at St. Mark's School in Southboro.

Blanchard School continues to support active participation in the Destination Imagination program. Five teams from Blanchard participated in the Destination Imagination regional tournament in Ayer where teams demonstrate their time management, critical thinking and problem solving skills. Three of the teams were Rising Star teams that presented the solution to their challenge in a noncompetitive format. Of the two fourth grade competitive teams, one of the teams placed 2<sup>nd</sup> at regionals in the structural challenge.

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

Nancy Settle-Murphy and Leah Russell are the co-chairpersons for the Boxborough Special Education Parent Advisory Council (SEPAC). The Special Education Parent Advisory Council is a state-mandated group comprised of parents/guardians or any interested parties who advise the school district on the education and safety of students with special needs, as well as provide other resources for children with disabilities and their families

Blanchard Memorial School continues its partnership with Abitibi Consolidated Recycling Division for our paper recycling program. The entire school participates in this project-based learning experience. For this school year, Ms. Kerin Crockett, Fifth Grade Teacher, has coordinated the recycling effort by enlisting the students' help through an after school recycling club. During 2011, the school collected 19.04 tons and earned \$95.20 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. Susan Duncan and Catherine Rudolph coordinate the Blanchard Parent Volunteer Program which organizes Room Parents and Academic Volunteers for each classroom. The Parents, Teachers, Friends (PTF) organization is also a very active and supportive group. Molly Wong serves as President. This group organizes a variety of fundraisers which support programs for students at Blanchard. It also awards approximately \$15,000 in teacher grants for specific activities and enrichment programs.

The Boxborough School Committee authorized the establishment of two subcommittees to study the feasibility of job-sharing (unionization) with another school district and extending the current Acton-Boxborough Regionalization agreement to include all grades K-12. Members of the job-sharing (unionization) study committee were Mary Brolin and Maria Neyland. Members of the regionalization subcommittee were Brigid Bieber, Tina Stevens, and Bruce Sabot. Both subcommittees held community forums to gather input from Boxborough residents. The subcommittees presented their findings at the May 2011 Town Meeting for a sense of the meeting vote. At that time, Boxborough residents voted to have both subcommittees continue their respective research so that Boxborough residents could fully understand the financial and educational programming impact of both proposals.

On September 21, 2011 the Acton-Boxborough Regional School District appointed a six-member Regionalization Study Committee comprised of three members from Acton, Peter Ashton, Xuan Kong and Adria Cohen and three members from Boxborough, Malcolm Reid, Mary Brolin and Kristin Hilberg. The committee has worked diligently to evaluate the viability of regionalization of K-12 to provide residents in both communities with enough information to determine if they wish to move forward with regionalization with a sense of the meeting vote during Annual Town Meeting in the spring of 2012 in both Acton and Boxborough.

The job-sharing (unionization) subcommittee has continued its study of the viability of sharing administrative jobs. The Harvard Public School District expressed an interest in studying the viability of collaborating with the Boxborough Public School District to assess the sharing of an administrative

structure that would be beneficial for both school districts, while maintaining each school district's individual culture and programming. The subcommittees in both towns continue to prepare their findings to provide residents in both communities with enough information to determine if they wish to move forward with a mutual agreement for job-sharing (unionization).

We wish to thank and recognize the Boxborough School Committee for its leadership and guidance. These committee 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 FY2011 budget to help maintain a quality educational program.

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

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

## **Grants**

### **Funding Sources**

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

In addition to the appropriation from the town budget, the Blanchard Memorial School receives funds to support continuing programs from private grants, school choice funds, program fees, and applies for all available state and federal grants. State and federal grants for this current school year totaled **\$199,703** a decrease from \$229,049 in 2009-2010.

Recurring state and federal grants received in 2010-2011 included:

- **Teacher Quality Grant.** Used to provide professional development that will improve content knowledge and instructional practices, recruit and retain highly qualified teachers, increase the number of highly qualified teachers, fund technology and writing workshops and DIBELS and Math Concepts training.
- **Special Education Entitlement Grant.** Used to provide eligible students with activities essential for their success, and support funding for the occupational therapist for preschool, a K-6 physical therapist and part of the cost of six special education paraprofessionals.
- **Special Education Early Childhood Grant.** Used to provide-high quality programs for preschool and kindergarten students, support transitions from Early Intervention to preschool and kindergarten, and partially fund a preschool paraprofessional.
- **Title I.** Used to provide support services toward achieving the standards of the curriculum frameworks, and partially funds a math specialist.
- **Early Childhood Grant.** Used to fund the kindergarten screening.
- **Safe and Drug Free Schools Grant.** Used to help support a safe and drug-free learning environment, develop behavioral interventions as part of the classroom management, and help support the Emerson Hospital Youth Risk Survey and Middlesex Partnership for Youth Program.
- **ARRA (American Recovery and Reinvestment Act).** Used to help offset the decrease in Chapter 70 funds from the state during the economic downturn.
- **SFSF (State Fiscal Stabilization Fund).** Used to help support the investment in classroom technology for the purchase of projectors.

Grants received for the first time in 2010-2011 included:

- **Race to the Top program.** The first of three years of funding to help support the implementation of statewide evaluation frameworks.
- **Education Jobs program.** The first of two years of federal funding to help retain paraprofessional positions.

Special Education Circuit Breaker and Chapter 70 funds from the Commonwealth are subject to current state budget pressures. In 2010-2011, the school received \$105,248, reflecting a reimbursement rate of 44%, compared to \$78,051 or 42% in 2009-2010.

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

The Blanchard Memorial School has also received funding through the School Choice program for fiscal 2011 in the amount of \$192,845, a decrease from \$196,722 in fiscal 2010. These funds are used for salaries for educational staff.

Blanchard continues to offer the Extended Day Program, providing quality care before and after school. The program is fully funded through tuition. A full-day kindergarten program was started in FY2010. Tuition received is used to fund salaries of the kindergarten teachers and aides. The Early Childhood Program also provides extended learning time at a tuition rate for students.

## **Library**

(Submitted by Connie Long, Library Media Specialist)

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

Students come with their class to the library on a weekly basis to check out books and participate in lessons that integrate literature, information literacy skills, and technology skills with the school curriculum. During open blocks, the librarian works collaboratively with classroom teachers to plan and teach lessons that integrate technology. The goals of these lessons are to encourage project-based learning styles, promote ethical behavior and support the acquisition of skills including "higher order thinking," analysis, and problem solving.

The library is a well-equipped resource center with over 13,000 books and periodicals and an on-line subscription to The World Book. The librarian works to maintain a collection that is curriculum relevant, enhances classroom thematic units, and appeals to student interests. She also recruits and manages a group of over twenty volunteers whose efforts and dedication help to maintain the library. Our school is grateful to the school committee, the school administration, the PTF, and the Boxborough community for their support and for continuing to provide the resources that help to make the Library Media Center a place where students are challenged to reach their full potential in an environment that nurtures lifelong learning.

## **The Massachusetts Comprehensive Assessment System**

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

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

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

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

The Department of Elementary and Secondary Education for the Commonwealth of Massachusetts continues to reconcile aspects of the 1993 Massachusetts Educational Reform Law with the 2001 Federal reauthorization of the Elementary and Secondary Education Act (ESEA) and the requirements established under the federal legislation of *No Child Left Behind* (NCLB). 2006 was the first year that students in grades three through eight throughout Massachusetts were required to participate in English Language Arts and Mathematics assessments. The goal of the continuous yearly assessments is for each school and district to begin to develop year-to-year comparative analysis of grade level and individual student progress. In the spring of 2009, the Department of Elementary and Secondary Education eliminated the History and Social Science assessment for grade five students due to budgetary reductions.

Performance and improvement ratings for Massachusetts public schools and districts are issued every two years. The Annual Yearly Progress (AYP) ratings are based on aggregate student performance on the MCAS tests. Performance is measured using a Composite Performance Index (CPI), a measure of the distribution of student performance relative to attaining proficiency. The ratings are used to track schools' progress toward meeting the goal of all students achieving proficiency in English Language Arts and Mathematics. The 2011 English Language Arts Performance Rating for Blanchard is *On Target*. The state target was 95.1; Blanchard's CPI was 93.1. The 2011 Mathematics Performance Rating for Blanchard is *No Change*. The state target was 92.2, Blanchard's CPI was 93.6. MCAS results have been reported to parents, Blanchard staff and administration. The results have been analyzed by members of our Curriculum Committees, MCAS analysis teams, and administration to assist in identifying areas of student success and challenge.

Below are samples of the overall Blanchard Memorial MCAS scores for 2011. It is important to note that parents/guardians and teachers are provided much more detail to grade level and individual student scores, in a variety of skill and content topics and subtopics:

- 76% of our Grade 3 students scored in the *Above Proficient/Proficient* for Reading, while 2% were in the *Warning* range. The state-wide scores were 61% and 9%.
- 84% of our Grade 3 students scored in the *Advanced/Proficient* range for Math, while 3% were in the *Warning* range. The state-wide scores were 66% and 10%.
- 82% of our Grade 4 students scored in the *Advanced/Proficient* range for English Language Arts, while 6% were in the *Warning* range. The state-wide scores were 53% and 12%.
- 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 47% and 11%.

- 81% of our Grade 5 students scored in the *Advanced/Proficient* range for English Language Arts, while 1% was in the *Warning* range. The state-wide scores were 67% and 9%.
- 87% of our Grade 5 students scored in the *Advanced/Proficient* range for Math, while 2% were in the *Warning* range. The state-wide scores were 59% and 15%.
- 77% 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 15%.
- 92% of our Grade 6 students scored in the *Advanced/Proficient* range for English Language Arts, while 4% were in the *Warning* range. The state-wide scores were 68% and 9%.
- 90% of our Grade 6 students scored in the *Advanced/Proficient* range for Math, while 8% were in the *Warning* range. The state-wide scores were 58% and 16%.

In the Fall of 2009, the Commonwealth of Massachusetts’ Department of Elementary and Secondary Education issued a report that describes a new method of interpreting student achievement using the results of the Massachusetts Comprehensive Assessment System (MCAS). “The Student Growth Percentiles (SGPs) were designed to measure how much a student’s or groups of students’ achievement has grown or changed over time. For K–12 education in Massachusetts, the phrase “growth model” describes the method of measuring individual student progress on statewide assessments by tracking student scores from one year to the next. Each student in grades 4 through 8 and 10 with at least two consecutive years of MCAS scores will receive a student growth percentile, which measures how much the student gained from one year to the next relative to other students statewide with similar MCAS test score histories. Student growth percentiles range from 1 to 99, where higher numbers represent relatively higher growth and lower numbers represent relatively lower growth.” (DESE, October 2009)

Blanchard Memorial School’s 2011 District Summary for Student Growth Percentiles are:

Grade Four English Language Arts	Median SGP	57.5%
Grade Four Mathematics	Median SGP	69.0%
Grade Five English Language Arts	Median SGP	61.0%
Grade Five Mathematics	Median SGP	57.5%
Grade Six English Language Arts	Median SGP	68.0%
Grade Six Mathematics	Median SGP	49.0%

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

In Boxborough, the review of MCAS test scores and now the Student Growth Percentiles are seen as one of many ways to assess student progress and the success of our educational program. We will continue to take a systematic and disciplined approach to curriculum alignment and student instruction for the MCAS. Areas of improvement are identified and the MCAS analysis teams, committees, and administration design ways to implement research based “best practice” adjustments to the curriculum or

instructional methods. We continue to align our curriculum with the Massachusetts Common Core State Standards and provide the knowledge and skills students need to be successful in all areas of academics, as well as standardized testing. The reasoned approach to data driven adjustments to curriculum and instructional methods is afforded to us because of an outstanding faculty and staff with a history of educational success, a supportive community, and children who respond positively to the quality education that the community of Boxborough expects. It is our hope that the Town of Boxborough will continue to support the quality education it has valued in the past, and that students' academic and social growth will continue to thrive.

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

(Submitted by Molly Wong, President)

The Blanchard PTF is a volunteer organization comprised of parents, teachers, and friends of Blanchard. It has two primary roles. The first role is to provide programs and materials that enhance the educational, cultural, and social experiences of the children at the Blanchard Memorial School. The second role is to serve as a liaison between the home, school, and community. The PTF strives to accomplish this by maintaining open and consistent communication between the PTF and the Superintendent and other administrators, teachers, and school staff. The Blanchard PTF is a nonprofit organization with all revenue generated by fundraising and donations supporting a comprehensive array of enrichment programs and materials used in every grade level throughout the school. Fundraising programs for the 2010-2011 school year generated \$19,706 and included: the spring Get Out and Move event, Boxtops for Education, online shopping, and family donations. Family donations for 2010-2011 were \$8,455.

The Blanchard PTF funds a variety of enrichment opportunities including science, art, music, technology, the school library and the Destination Imagination Program. Arts enrichment events included: Potato Hill Poetry with Poet in Residence, Black and White Photography, and Adam Ezra. Science enrichment events included: Tide Pools, Mr. Money fossils program, Audubon Ark, Drumlin Farm field trip and ecology presentation, Reason for Seasons, Green Machine, Acton Under the Stars, Museum on Science Motion: Forces and Work, Creature Teacher, WBZ TV Meteorologist visit, Museum of Science Cryogenics: Heat and Temperature, traveling Planetarium, Pyramids and Pharaohs, Brain Pop, and more.

In addition, the PTF contributes financial support to the PTF Grants Program. The PTF Grants Program, which was established in 2000, awards grants in response to worthy written proposals submitted by members of Blanchard community. Grant proposals may be submitted for one of three deadlines during the school year (usually, October, January and April), and can be for any educational purpose, such as classroom enrichment activities (as opposed to core curriculum that is publicly funded by state and local resources), special equipment or supplies not found in the school operating budget, or professional development. Each year, a Grants Review Committee is elected and is comprised of two teachers, three parents and two members of the PTF Board of Directors. The Committee meets to review all grant proposals and issues written responses to all applicants within 30 days of the grant proposal deadlines. During the 2010-2011 school year, the PTF Grants Program awarded grants totaling \$12,164. Among the grants awarded were: 12 Flip Ultra Video Cameras and accessories, 35 Logitech Stereo Headsets for computer lab, 3 Apple iPod nanos with universal dock and iTunes Card, 7 Apple iPads 2s with iTunes Card and/or accessories, 3 classroom subscriptions to Raz-Kids, 1 Dance to Advance software program, 1 programmable floor robot, School Principals' Association Workshop for Special Educators (3 attendees), National Geographic Atlas Traveling Map of Asia for three days, Second Grade Artist in Residence for Picture Writing Workshop and art supplies, Nutrition lesson planning materials and the purchase and installation of ceiling mount for art room InFocus Machine and Smartboard.

The Blanchard PTF, which became incorporated in 2003, is led by an elected Board of Directors and holds regular scheduled general meetings throughout the school year. There is no membership fee and all Blanchard parents, teachers and friends in the Boxborough community are welcome and encouraged to attend all meetings and events. One purpose of the meetings is to provide participants the opportunity to

exchange ideas and concerns with other members and with the Superintendent and other members of the Blanchard staff. At each meeting, the PTF budget is reviewed and discussed. A vote is taken, when necessary, to allocate PTF funds for specific requests. Upcoming social and fundraising events are also discussed as well as other pertinent PTF business. In addition, various guest speakers are invited to address the participants and may present information on a variety of topics, including existing or new academic programs, the MCAS exams, the school budget, and health issues.

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

Another way in which the PTF supports the community is by presenting scholarships to Blanchard alumni who graduate from the Acton-Boxborough Regional High School and who have made significant contributions to the Boxborough community. In 2010-2011, the PTF awarded two \$1,000 scholarships.

Approximately once a month, the PTF publishes an electronic newsletter, *The Blanchard Bits*, which serves as its main instrument of communication between school and home. The 2010-2011 school year constitutes its sixteenth year of publication. It contains valuable information regarding school programs, important school news, upcoming events and townwide notices, as well as articles contributed by the Superintendent, School Committee and members of the Blanchard staff, the PTF, and various community groups. Copies of the newsletter are available online at the PTF's web site [www.blanchardptf.org](http://www.blanchardptf.org). Developed by parent volunteers, the PTF launched its website in 2008 to expand communications with the Blanchard community. The PTF also publishes an annual school directory as a convenience for Blanchard staff, students and their families. New in 2010, the PTF created a Facebook group to reach Blanchard parents. The Facebook group is closely monitored to make sure its members are Blanchard parents or friends, and no student information (including photos) is posted to the Facebook group.

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

### **Parent Volunteer Program**

(Submitted by Susan Duncan, and Cathy Rudolph, Academic Volunteer Coordinators)

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

One of our major goals is to involve a cross-section of adults in the program including mothers and fathers as well as interested family members or friends. There are varied opportunities to assist before and after school as well as during school hours. There are also tasks which may be completed from

home. Volunteers have traditionally brought a broad range of skills and talents to Blanchard. We consider ourselves very fortunate! These volunteers help to ensure that our academic programs remain vital and continue to grow.

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

Many volunteer opportunities also exist within the school community, and we encourage everyone to consider volunteering in areas other than in the classroom. This provides an ideal way to get to know the faculty and staff as well as the student population. These areas include, but are not limited to, the library, health office, technology, physical education, and the art room. In addition, volunteers provide support managing the Lost and Found, and special events like the Smokehouse or other activities throughout the year. We are confident that our volunteer program allows our teachers and staff to focus more of their time and energy on developing and implementing an enriched curriculum, and is one of the reasons for Blanchard Memorial School's excellence. If you are interested in volunteering at Blanchard, please contact the school office.

### **Professional Development**

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

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

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

For the 2011-2012 school year, the majority of Blanchard Memorial faculty and support staff are participating in an 18-hour, training workshop for Six Traits Writing. Participants are learning how to incorporate modes of six-traits writing instruction to improve outcomes for students with different ability levels in writing. The Six Traits Writing program focuses on the development of: 1. Ideas – they make up the content of writing, the heart of the message; 2. Organization – the internal structure of the writing piece, the thread of meaning, the logical pattern of the ideas; 3. Voice – the soul of the writing piece, makes the writer's style singular, as his or her feelings and convictions come out through words; 4. Word Choice – includes the use of rich, colorful, precise language that moves and enlightens the reader; 5. Sentence Fluency – the flow of the language, the sound of word patterns, the way the writing plays to the ear, not just the eye; and 6. Conventions – the writing piece's level of correctness, the extent to which the writer uses grammar and mechanics with precision.

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

- Emergent Curriculum – a curriculum that builds upon the interests of children. Topics for study are captured from the talk of children, through community or family events.
- Project Work – in-depth studies of concepts ideas, and interests, which arise within the group.
- Representational Development – consistent with Howard Gardner’s notion of schooling for multiple intelligences, the Reggio Emilia approach calls for the integration of the graphic arts as tools for cognitive, linguistic, and social development.
- Collaboration – group work, both large and small, is considered valuable and necessary to advance cognitive development.
- Teachers as Researchers – the role of teacher is first and foremost to be that of a learner alongside the children.
- Documentation – documentation of children’s work in progress is viewed as an important tool in the learning process for children, teachers, and parents/guardians.
- Environment – environment is considered the “third teacher”. Space is carefully organized for small and large group projects and small intimate spaces for one, two or three children.

In 2011, we continued to work on 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. Professional development opportunities have provided staff with the chance to work together in professional learning communities and present their work at building-based meetings.

### **School Council**

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

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

The 2011-2012 School Council Members are:

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

The 2010-2011 School Council recommended four goals in the area of Learning Environment for the 2011-2012 school year. These goals are the result of needs perceived within the staff and administration and from the School Council itself.

- To continue to develop and implement the protocol for the 3-tiered Response to Intervention (RtI) instructional model for literacy.
- To continue to develop and implement the protocol for the 3-tiered Response to Intervention (RtI) instructional model for mathematics.
- To use a student Bullying Reflection Survey to assess the needs of students.
- To explore and implement the use of online curriculum and Internet resources to support instruction and the new Massachusetts Common Core State Standards.

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

### **Special Education**

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

The Boxborough Public School's Special Education Department is under the interim direction of Ms. Liza Huber, Director of Pupil Services for the Acton Public and Acton-Boxborough Regional School Districts and Ms. Robin Smirlock, Team Chairperson. The program provides for the needs of students with disabilities from ages three through sixth grade. In 2011, approximately 13.8% of Boxborough's students were eligible for special education services. Of these students with identified special needs, approximately 87% of them received their special education and related services at Blanchard Memorial School. All of the students were assigned to general education homerooms and most of the students spent the majority of their school day in the general education setting. In addition, all of the students continued to have access to physical education, music, art and library.

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

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

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

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

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

have social, emotional, and/or behavioral needs. The students and staff of the class are a wonderful part of our school community.

## **Technology**

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

Technology continues to play an important role in helping shape the education of all Blanchard Memorial School students. This school year began with some new challenges as we endeavored to upgrade hardware and operating systems, as well as productivity and educational software. A very generous donation of 150 identical three-year-old Dell laptops was accepted, allowing for the upgrade of many staff and student computers, and increased access for students to classroom computers. Deployment of such a large number of computers was a significant challenge for the technology department.

Other major projects managed during the school year include:

- Implementation of a “Windows Deployment System” to allow rapid imaging of Windows-7 systems.
- Development of a standardized Windows 7/Office 2010 computer image.
- Refurbishment of two COW (computers on wheels) carts, computer lab and several classrooms with donated laptops.
- Relocation of the computer lab and tech office to connecting rooms protected by Blanchard’s security system.
- Replacement of high cost inkjet printers with efficient black and white network laser printers.
- Installation of a trouble ticketing system to better track system issues and help requests.

Several classrooms were equipped with ceiling-mounted projectors and document cameras, allowing seamless integration of multimedia and technology. The technology department plans to upgrade all remaining classrooms by the 2012-2013 school year. A Littleton Electric Light Department grant funded two new SMARTBoards, one in a 1st grade classroom, and one in a 2nd grade classroom. A PTF-funded SMARTBoard was installed in the music room. The school library will also be upgraded from a portable SMARTBoard to a larger, wall-mounted board. All but four grade-level classrooms now have interactive whiteboards.

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

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

The technology department is promoting the preliminary use of iPads, with the goal of investigating and implementing the use of electronic tablets in the classroom. During this school year several classroom teachers and specialists have begun using iPad Apps for classroom management, student projects, and

skill practice. iPads are also used by the technology department for the administration and tracking of the trouble ticketing system.

After a complete redesign during 2010-2011, the Boxborough Public School District website continues to provide up-to-date access to resources and information for staff, students, families, and community members, supporting the goal of enhanced home-to-school communications. One year after initial implementation, PowerSchool, a web-based student information system, has proven to be an efficient tool for streamlining student data management, reporting, and home/school collaboration. All classroom teachers and administrative staff use PowerSchool on a daily basis.

Despite the challenges of rapidly evolving technologies, ever-increasing demands for improved access to computers and new devices, and budget constraints, the Boxborough Public School District is successfully supporting student learning in the 21<sup>st</sup> century. The large donation of laptops and the generous support of LELD and PTF have allowed for funding of equipment that encourages staff to integrate technology, and provides students with essential access to computers and relevant educational resources.

**Blanchard Memorial School Staff**

<b>Name</b>	<b>Position</b>	<b>Date of First Appt.</b>	<b>Educational Background</b>
Barnett, Eileen	Art	09/99	Southern Conn. State College, B.S.
Baron, Sandra	Grade 4	09/00	Fitchburg State, B.S.
Bates, Dr. Curtis	Superintendent/Principal/ Curriculum Director	07/06	Boston College, Ed.D. Fitchburg State College, M.Ed. Fitchburg State College, B.S.
Boudreau, Carol	Kindergarten	09/97	Worcester State College, B.S.
Callaghan, Margaret	Music/Chorus	09/02	Central Michigan University, B.A.
Cammarano, Tracey	Occupational Therapist	2/08	Washington University, M.S. Calvin College, B.S.
Corry, Meghan	Behavior Specialist	8/11	Simmons College, M.S. Boston College, B.A.
Crockett, Kerin	Grade 5	9/04	Fitchburg State College, M.Ed. Bridgewater State College, B.S.
Daniel, Katherine	School Nurse	12/01	University of Lowell, B.A. Westbrook College, A.S.
Dimen, Jason	Grade 6	9/03	Seattle University, M.A. Boston University, B.S.
Flaherty, Karen	Reading Support	09/98	University of Lowell, B.A.
Flannery, Jeanette	Grade 1	07/10	Fitchburg State College, B.S. Lasell Junior College, A.S.

Frost, Matt	IT/Network Technician	07/10	Univ. of MA, Lowell, B.B.A.
Garcia, Christine	Psychologist	09/02	University of Tampa, B.A.
Geran Julia	Grade 1	09/73	University of Vermont, B.S., Ed.
Goehring, Luanne	Reading Support	09/99	Univ. of MA, Lowell, B.S. Univ. of MA, Lowell, M.Ed
Grady, Lauren	Grade 2	09/00	University of Massachusetts, B.A. Lesley College, M.Ed.
Guerin, Tara	K-2 Head Teacher, Ext. Day Program	08/11	Dowling College, M.S. Western New England College, B.S.
Guilmette, Robert	Physical Education	09/99	Bridgewater State College, B.S.
Harrison, Patricia	Special Education Teacher	09/02	Boston College, B.A. Southern Connecticut State College, M.A. Boston College, M. Ed.
Harvey, Peggy	Instructional Technology Specialist	10/11	Lesley University, M.Ed. Boston College, B.A.
Higgins, Maribeth	Extended Day Program Director	09/08	Salem State College, B.S.
Hogan, Mary	Kindergarten	09/94	California State College, B.A.
Hulbert, Faith	Grade 3	11/85	St. Michael's College, B.A.
Ingham, Marga	Special Education Teacher	09/00	Providence College, B.A.
Jeannotte, Clare	Business Manager	07/10	Bentley College, B.S.A.
Kilcommins, Kristen	Kindergarten	09/08	Salem State College, B.S.
LaVigne, Janet	Grade 6	09/00	Regis College, M.A. Merrimack College, B.A.
Long, Constance	Librarian	09/06	Salem State College, M.Ed. University of Oregon, B.S.
Luck, Phyllis	Grade 4	09/97	Fitchburg State College, B.S.
McLean, Deb	Early Childhood Program	09/04	Wheelock College, M.A. Salve Regina College, B.A.
McMaster, Susan	Math Support	09/01	Lesley College, M.Ed. Univ. of MA, Amherst, B.A.

McMillan, Katherine	Grade 6	09/02	Lesley College M.Ed. Lesley College B.S.
Melbourne, Nancy	Grade 6	09/06	Mt. Holyoke College, B.A.
Morrissey, Kelly	Special Education Teacher	08/11	Lesley University, M.Ed. Roger Williams University, B.S.
Neuman, Jill	Grade 1	09/99	University of Maryland, B.S. Hofstra University, M.A.
Noke, Rebecca	Grade 5	09/99	Framingham State College, B.A.
Owen, Sheila	Grade 4	09/03	Lesley University, M.Ed. Framingham State, B.A.
Pavlik, Mary	Grade 2	11/92	Lesley College, B.S.
Phillips, Lisa	Speech/Language Pathologist	09/07	Northeastern University, M.S. Assumption College, B.A.
Plunkett, Cynthia	Grade 2	09/83	Framingham State College, B.S.
Sands, Jessica	Grade 5	09/06	Lesley University, M.Ed. Stonehill College, B.A.
Shanahan, Dan	Physical Education	09/07	University of Maine, B.S.
Smirlock, Robin	Special Education Teacher & Team Chair	09/93	Lesley College, M.Ed. University of Hartford B.S.
Sperazzo, Mary	Grade 3	09/98	Lesley College, M.Ed. Fitchburg State College, B.S.
Sullivan, Ellen	Occupational Therapist	09/02	Springfield College, M. Ed. Fitchburg State College, B.S.
Thoman, Elizabeth	Grade 3	09/01	University of Lowell, M.S. Framingham State College, B.A.
Twomey, Lannon	Speech/Language Pathologist	09/07	MGH Institute of Health Professions, M.S. Providence College, B.A.
Tower, Dr. Karen	Assistant Principal	08/11	Boston University, Ed.D. Harvard University, M.Ed. Tufts University, B.A and M.A.
Walsh, Gail	Guidance Counselor	09/04	Cambridge College, M.A. Skidmore College, B.A.
Weisberg, Jennifer	Speech/Language	09/02	University of Massachusetts, B.A. Northeastern University, M.A.

Whyte, Erin	Grade 4	09/00	Lasell College, B.A.
Yauckoes, Leslie	English Language Learner	09/08	Univ. of MA, Lowell, M.Ed. Univ. of MA, Lowell, B.A.

## **ACTON-BOXBOROUGH REGIONAL SCHOOLS**

### **Education Report, September 2010 – August 2011**

The 2010-2011 school year included a myriad of activities that added to the learning experiences of all our students. As an educational community committed to excellence in all our endeavors, the Acton-Boxborough Regional School District (ABRSD) continued to research, develop, and further enhance our curricular and instructional skills and course offerings. With a culture that believes in continuous improvement and in supporting all learners, we are proud of our accomplishments over the past year.

### **Enrollment**

The October 1, 2010 enrollment, at the junior high school decreased by 24 students, from 991 to 967, with nine school choice students. Thirteen were special education students attending out-of-district schools. The high school enrollment increased from 1,999 to 2,034, a difference of 35 students. There were 37 school choice students at the high school – a decrease of 8 students from the previous year. Of the total number enrolled, forty were special education students attending out-of-district schools.

### **Personnel**

Staffing changes for the 2010-11 school year were affected by the June 2010 retirement of eight Acton-Boxborough Regional School District teachers. Leaves of absence for five ABRSD teachers were granted, and six AB resignations were received. The 12.8 ABRSD full-time-equivalent new teachers who were hired filled these vacancies and additional openings.

### **Curriculum**

“It’s All About Instruction,” and it takes all of us to provide high-quality instruction to our students in every school, every classroom, and every day. This message pervaded all of our work in the 2010-2011 school year, beginning with the Leadership Institute held during the summer of 2010 and continuing throughout the year in schools and departments. It also guided the initial work of the Long-Range Strategic Planning Committee as they, with input from the district’s staff and Acton and Boxborough communities, articulated the mission and value statements for the Acton-Boxborough Regional School District.

### **Mission**

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

### **Values**

As a community, we value:

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

- Educational policy and resource decisions informed by research and evidence.

The following initiatives were generated at the 2010 Leadership Institute and implemented throughout the school year.

**Pilot Teacher-to-Teacher Initiative:** This new professional learning opportunity, a collaborative effort supported by the Pupil Services, Personnel, and Curriculum Departments, provided all educators the opportunity to conduct a peer observation guided by a protocol from the National School of Reform Faculty. Educators used this opportunity to:

- Learn about themselves as teachers, about their students, and about instruction in their districts.
- Form new questions or insights related to teaching and learning.
- Gain insight into questions they framed about their own teaching.
- Enhance their collective understanding of their practices.

Providing educators more time to collaborate was the goal of this initiative; the district is committed to supporting the collaborative work of teachers with time and resources. At the June School Committee Meeting, the impact on student learning for this initiative was shared with committee members and the district's administrative teams. The Teacher-to-Teacher Initiative was just one way in which teachers shared their work and expertise this year . . .

- At ABRHS, a science teacher created the structure of a Teacher Work Group. Each group consists of four to five cross-disciplinary educators who observe each other's teaching on one day and then meet to question and discuss their observations.
- Calendar changes at the high school were made to allow for more department collaborative time for the 2011-12 school year

We know our educators value this type of collaborative work, as this year's Professional Development survey indicated:

- 80% of educators (of the 323 educators who completed the survey) felt that the district only sometimes or rarely provides ample time for colleagues to examine student work or analyze assessment in order to revise curriculum or instruction.
- 88% of respondents indicated that they would like time to work collaboratively with colleagues in their grade, department, or team.
- 90% of respondents indicated that they are somewhat to very interested in observing another teacher's instruction as a way of improving their own.

**Draft document of "Effective Instruction":** Throughout the year, the Leadership Institute Planning Committee continued the work on creating a document about effective instruction. The committee incorporated feedback from schools and departments into the original draft. A "preamble" was also written to explain the purpose and use of the document.

**Focus on Formative Assessment:** Conversations about formative assessment at RJ Grey and ABRHS took place during department meetings and resulted in some uses of this type of assessment. A session during the Leadership Institute in June 2011 focused on a Balanced Assessment Program, and next year's district wide Professional Development Day will focus on formative assessment as a means to provide students with feedback about their learning.

**Increase frequency of Administrators, Building Department Leaders, Regional Department Leaders, and Directors in classrooms:** At RJ Grey, the Principal followed a student’s schedule periodically throughout the year, attending all classes and specials, and the Assistant Principals, Building Department Heads and Directors found more time to visit classrooms. This was also true at ABRHS. At a minimum, the Principal visited all first-year teachers and was able to visit many veteran classrooms as well. The Director of Curriculum and Assessment regularly met with Building and Regional Department Leaders and Directors before visiting a few classes of each discipline. The Superintendent of Schools spent a full day teaching social studies at RJ Grey and a full day teaching AP History at ABRHS.

**Create a resource for teachers and administrators to collaboratively view video clips of instruction:** A “wiki-like” resource was created in Teachers Domain; it includes video clips of instruction not only in the United States but also from countries around the world, including Australia, Czech-Republic, Hong Kong, Japan, the Netherlands, and Switzerland.

**Provide information about alternative observation ideas:** This two-part goal included a presentation by Kim Marshall to over fifty teachers and the creation of a task force to begin work on our teacher and administrator evaluation tool and process. At the 2011 Summer Leadership Institute, Kim Marshall led a session entitled “Feedback” that links educator evaluation to student learning. The progress of the task force and the MA Department of Secondary and Elementary Education’s (DESE) new evaluation process will also be shared.

Two other major initiatives were undertaken this year to support the message that “It’s All About Instruction.”

- The Teaching and Learning Committee, following the MA DESE protocol for creating such a plan, developed a District Literacy Plan. This process included assessing the current and new Common Core literacy standards, curriculum, assessments, instructional practices, and family and community involvement. Ongoing literacy goals, either in progress or to be addressed through the FY12 Budget, included developing consistent reading assessment outcomes, creating more developed reading assessment tools and procedures, hiring a reading specialist and developing interventions at RJ Grey, and aligning curriculum with the new MA ELA and Literacy Frameworks. Two new literacy goals emerged from the work of the committee and the results of a district wide survey: 1) increase classroom literacy instruction for all students and 2) increase the use of assignments that include an authentic audience.
- A task force was formed to begin evaluating the structure and offerings of our professional development program to determine if it meets the needs of the district’s, schools’ and staffs’ goals. They conducted a survey in which over 300 educators responded to the strengths and weaknesses of our existing Professional Development Program. The results of this survey will inform the work of the Professional Development Summit as we work with Dr. Barry Fishman, Associate Professor of Learning Technologies at the University Of Michigan School Of Education.

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

PIP continued to offer high-quality science; technology, engineering, and mathematics (STEM) learning experiences. A PIP event is curriculum-centered and “hands-on.” A major PIP event is the Discover STEM event, a “reverse science fair” that takes place every other year. Exhibitors include engineers, scientists, technology professionals, and AB students who specialize in engineering, robotics, green energy and banking technology.

### **School-Business Partnership**

The following represents a sampling of activities:

- Job Shadowing – Over 150 high school students visited over thirty business sites to learn about careers and the workplace.
- Career Speakers – Over 500 high school students listened to speakers who shared information about their work place and career paths for their fields.
- Senior Internship – Seventy-three students (an increase of ten students from past year) participated in a three-week, thirty-hours per week, and “hands-on” experience in a work site during the last three weeks of their senior year. There were 25 students who completed summer internships or work at their sites after graduation.

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

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

R. J. Grey (RJG) began the 2010-2011 school year with 953 students: 475 in the seventh grade and 478 in the eighth grade based on October 1 data. This was a decrease of 22 students from the enrollment of October 1, 2009. As school began, the administrative team (Principal Craig Hardimon, Assistant Principal Allison Warren, and Assistant Principal Andrew Shen) welcomed new seventh graders and returning eighth graders to R. J. Grey.

To ensure a positive transition to the start of the school year for both seventh and eighth graders, an “Opening Days of School” Feedback Form was distributed on Parents’ Night. The survey results were overwhelmingly positive; students felt comfortable and supported, and parents felt included and well informed. It was an outstanding start to the school year.

Teaming is the fundamental core of RJG. The team model enables staff to create a strong web of support to enhance student success. A large school becomes a smaller school. With consistent communication among team teachers, issues are addressed early and students have an opportunity to develop close relationships with their teachers, as well as with a familiar peer group. Moreover, teaming is the ideal format through which we can deliver those programs and values we most believe in, as expressed in our Statement of Purpose: meeting the needs of the young adolescent, maintaining curricular quality and interdisciplinary opportunities, creating a sense of community, and promoting citizenship.

During the 2010-2011 school year, seventh and eighth grade students were distributed among four “full” teams at each grade level. Each full seventh grade team had approximately 108 students supported by five core academic teachers (English, Social Studies, Math, Science, and Spanish and/or French). In addition, grade seven also had a half team, with approximately fifty students and three teachers (English/Social Studies, Math/Science, and World Language). The addition of the half team provided additional structure and supports for the district’s highly specialized and successful Connections program, reduced overall seventh grade team sizes, enhanced communication between core curricular teachers, and increased home/school communication.

In grade eight, each team averaged 120 students and five core academic teachers (Math, Science, English, Social Studies, and Spanish and/or French). On an ongoing basis, teachers planned integrated curricular activities that helped students see the relationships between various subjects.

It is important to note that all teams provide the same level of academic rigor and social opportunities. Similar supports and resources are provided as well. Specifically, all students participate in English, Social Studies, Math, Science, and Physical Education/Health. The curriculum demonstrates the core values of reading (the English program is literature-based), writing (although skills are primarily taught in English classes, the other academic subjects have adopted the “Writing Across the Curriculum” approach, which provides students with a more consistent writing approach), math (with the added skill development of reading mathematical language), and our physical (Science) and cultural (Social Studies) world. Most of our students also take a world language, with twice as many taking Spanish as French.

Seventh graders participate in an “exploratory program” that consists of Study Skills, Art, Music, and Minuteman Technology Lab I, each of which meets every other day for half the year. Exploratory courses for the eighth graders include Art, Minuteman Technology Lab II, Life Skills/Health, Drama, and Study Skills Technology; these classes last for one-fifth of the year. In addition to the core curriculum, students elect to participate in band, chorus or “grey-block,” a combination of curriculum-related mini-courses and structured study halls with team teachers.

In October 2010, R. J. Grey (as well as the high school and elementary schools) received the results of the state-mandated MCAS (Massachusetts Comprehensive Assessment System) tests from the previous spring. We continue to be proud that our students’ scores compared favorably with the top-performing schools in the state. This is a result of the high quality of teachers and teaching, an excellent curriculum, fine students, and the supportive families who make education a priority for their children. With that said, there is some variation in scores from year to year as students change at a particular grade level. Our test results indicated that for our Special Education subgroup we had not met the goal established for Annual Yearly Progress in the area of math. To address this specific issue, the school created a “Turnaround Team,” which was charged with examining the issue and identifying specific strategies to support students in this particular subgroup. During the year, the school engaged in a number of different strategies, including but not limited to: administering the mock MCAS math exam to ALL special education students, providing increased accuracy in identifying students in need of support; using the mock test scores to identify trends and patterns related to students who shared specific disabilities and challenges (i.e., performance of students with anxiety, with social/emotional difficulty, etc.); developing and implementing appropriate supports and remediation programs to support varied needs; implementing different models of tutoring support and incentives; and identifying and implementing specific strategies and measures during the actual administration of the MCAS exam (optimal grouping and testing environments, new accommodations for individual students).

For many students, learning and connecting with members of the R. J. Grey community took place through our extracurricular programs. The interscholastic athletic program included teams in cross country, soccer, field hockey, basketball, softball, track, and baseball. All participants on these teams paid an activity fee that helped to support these programs. The intramural program was available to all students, meeting either before or after school. These intramurals included basketball, lacrosse, and strength training. Other after-school activities included the Ski Club, Adopt-a-Grandparent, Jazz Band, Speech and Debate Team, Chess/Board Games Club, Math Counts, and the Yearbook. The school musical, “The Music Man,” involved over 150 students and 200 parents. We continued the tradition of the Rotunda Project, where each student created a small, self-representative piece of art. These individual drawings were then hung in the rotunda area on three-dimensional displays painted the color of each team.

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

Through the involvement of the Student Council, students connect with each other in a number of ways. This group helped to plan school wide activities, dances, and service learning projects. In addition to our annual community service learning projects, such as the Coat Drive, where hundreds of coats were collected and distributed to families in need, or our involvement in collecting holiday Toys for Tots, our students led a school wide sneaker drive. Over 200 pairs of gently used sneakers for men, women and children were donated to local area shelters and thrift shops. Some shoes were also boxed and shipped to a village in Kenya to help support aspiring athletes.

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 sixth grade parents who attended these discussion forums as part of their children's transition to the junior high school. The School Council, consisting of four parents, one community person-at-large, two staff members, and the principal, also addressed a wide variety of relevant issues and made recommendations to the administration that were very helpful. The School Council continued to have a strong voice in the development of the school and the overall school climate. An active Parent Teacher Student Organization (PTSO) organization (for families in grades seven through twelve) planned, organized, and assisted with many events at R. J. Grey. Parents/guardians were invited to attend monthly noontime informational meetings with both the RJG and ABRHS principals, who presented reports and answered questions. The PTSO also sponsored evening programs designed to provide information about the schools.

Another R. J. Grey highlight was our annual Project Wellness Day. Project Wellness is a daylong conference for seventh grade students and a parent or guardian, designed to empower parents and teenagers in addressing the variety of issues faced by today's families and to develop, maintain, or improve adult-teenager open communication. This event brought seventh grade students and adult family members together at Merrimack College on March 23, 2011 to learn about ways to communicate with each other about difficult issues and sensitive topics, ranging from time management to nutrition to navigating relationships. Approximately 850 students, family members, and staff participated in this event.

Over the course of the school year, R. J. Grey staff continued with initiatives that promoted learning, mutual respect, and opportunities for professional growth. In response to parent, staff, and student feedback, building-based professional development opportunities focused on addressing and responding to incidents of bullying, teasing, and harassment for both staff and students, including but not limited to promoting respect for self and others, becoming a more active bystander, and ensuring concurrent responses for both victims and aggressors. In addition, during the November 2010 district wide Professional Development Day, the faculty and staff of RJG worked with Cynthia Mata Aguilar, Senior Project Director and Adolescent Literacy Specialist at the Education Development Center (EDC), to begin the process of developing a broader understanding of adolescent literacy and the ways in which these concepts can enhance instruction in all curricular areas.

At the end of the 2010-2011 school year, two veteran staff members, Susan Probolus and Sandy Egnatz, 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 2011 was comprised of 505 students; of these, 93% enrolled at four-year schools, while 5% continued their education at two-year colleges, prep and technical schools.

**Standardized Test Results:** Average SAT scores for the 2011 senior class again exceeded those of state and national populations. An increase from 92% to 93% of seniors took the SATs, well above the state average of 89%. Our average combined score for the SAT was 1877, down 11 points from last year's seniors and 351 points higher than the average combined Massachusetts score of 1526.

**National Merit Scholarship Competition:** Twelve members of the Class of 2011 achieved semi-finalist recognition; 54 others received letters of commendation.

**National Honor Society:** Ninety-two members of the class of 2012 were inducted into the NHS in April 2011.

**National Latin Exam:** In 2011, 31 students received gold medals in the National Latin Exam and seven received silver; eleven students received magna cum laude recognition, and six students received cum laude recognition.

**Academic Decathlon Team:** During the 2010-2011 season, the team of nine regulars and eleven alternates won the Massachusetts State Championship for the 19th time in the past 20 years. A total of 45 Massachusetts high schools competed. In addition, the team placed 9th overall in the country at the USAD National Championship.

**Mathematics Team and Competitive Activities:** In the 2010-2011 season, the AB math team finished second in the monthly competition in the Massachusetts Mathematics League. The team continued on to the state competition run by the Massachusetts Association of Mathematics Leagues in April 2011 and placed second among large schools in Massachusetts. They then competed in the New England Association of Mathematics Leagues Competition in May 2011 and placed first among large schools in New England.

In addition to the team competition, eight students were finalists in the Massachusetts Mathematics Olympiad exam – Xiaoyu He with a perfect score, as well as Nihal Gowravaram, Leo Shapiro, Eric Tao, Alan Chiao, Martin Ma, David Fin, and Sinan Zhang. In the National AMC, twelve students placed in the top 10% nationwide, and two of these – Xiaoyu He and Alan Chiao – advanced to the 3<sup>rd</sup> level of this competition: the USAMO (United States of America Mathematics Olympiad).

**Speech and Debate:** The team, composed of over fifty students from grades 9-12, competed in twelve local and national tournaments. Students participate in a variety of events, ranging from student congress to dramatic interpretation and poetry reading; all team members prepare original pieces and research relevant topics to present and be judged at tournaments. Competing in the Massachusetts Forensics League and the Massachusetts Catholic Forensics League, the team is matched against teams from schools across the state and consistently places in the medal rounds. The team's top competitors also compete at Harvard University's Speech and Debate Invitational, the National Forensics League National Qualifying Tournament, and the Catholic Forensics League National Tournament.

**Athletics:** During the 2010-11 school year, participation in athletics remained consistent, with over 1,800 students in grades 7-12 taking part. League Championships were won by boys' cross country, field hockey, girls' soccer, boys' basketball, gymnastics, boys' indoor track, softball, girls' tennis and boys' spring track.

In the fall season, field hockey was a north divisional finalist. In the winter, the girls' ice hockey team was a state finalist in a game played at the TD Bank Garden and the girls' gymnastics team was crowned the north divisional champion. Boys' indoor track won the 4 x 800 New England Championship; the boys also captured the 4 x 400 State Championship. The girls' basketball team was a divisional finalist in yet another contest held at the Garden. In the spring, the girls' softball team won the Division 1 North Championship; boys track were state Class A champs; tennis and baseball both were divisional finalists. Individual athletes also were highly recognized: Janis Konkle (gymnastics), state individual gymnastics' champion, placed 2<sup>nd</sup> at the national championship. Curt Owen (track) was the 800-meter state champion. Chris Pulleritis (track) won the state 400-meter intermediate hurdles championship. Nithila Asokaraj (tennis) won the north individual tennis championship. Elizabeth Belanger (girls' basketball) scored the 1000<sup>th</sup> point of her career in March.

**Proscenium Circus:** Proscenium Circus (PC), the student drama group at the high school functions as a teaching and working theater. In addition to offering outstanding professional instruction in technical theater, acting, movement, scenic design, scenic painting, costume design, hair and makeup, playwrighting and stage management, PC produced 23 outstanding award-winning shows throughout the year. The productions for the 2010- 2011 year included the fall play, "Witches," by Roald Dahl; "Urinetown" as the winter production, which won six awards at the Theater At the Mount Competition, including best director, best choreography, best ensemble, and three acting awards. The semi-finalist play for the State Drama Guild was "Alice in War," written by local playwright Steven Bogart. In addition, AB actors won both first and second places in the scene competition and second place in the monologue competition of the State Drama Guild. Rounding out the year were the competitive class plays and the festival of 10-minute plays.

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

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

**Student Council:** This primary student government group consists of more than 45 students: elected representatives of their classes and also walk-on members. Student Council is responsible for organizing 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, essays, narratives, translations, and art. Students write, edit, design, print, assemble, publicize, and distribute the magazine. Students write creatively every week to generate submissions for the magazine; the magazine welcomes and encourages students not participating in the club to submit their art and writing for consideration for publication. Art students also meet weekly to create art or illustrations for specific pieces of writing for the magazine. *Window Seat* students work in conjunction with the Robert Creeley Foundation to host the annual Robert Creeley poetry reading and the Helen Creeley student poetry prize, a competition for student poets that awards the winning students a cash prize and the honor to be an opening reader for the Robert Creeley award-winning poet.

**Idiosyncrasy:** The high school topical magazine, *Idiosyncrasy*, began years ago when a group of enthusiastic students approached English teacher Dennis Kavanagh with the idea. The magazine puts out two to three issues per year. *Idiosyncrasy* is a thematic magazine that highlights a unique cultural aspect in every issue with each writer approaching it from a different perspective. The magazine encourages and celebrates the diversity of our world and the people in it. *Idiosyncrasy* is composed of editorial and factual articles that are intended to educate and inspire readers. Students conduct research, analysis, and synthesis in order to produce each issue.

**Harvard Model Congress:** Seven juniors represented ABRHS at this four-day government simulation. The Acton League of Women voters generously underwrote their participation. Those representing were: Chris Caro, Ken Davidson, Maya Hardimon, David Mulcahy, Devansh Shah and Diana Watson.

**Career Exploration Activities:** Beginning in November, approximately 115 students made one-day job shadowing visits to a variety of work sites. This program owes its success to the support of the Middlesex West Chamber of Commerce School-Business Partnership Committee and to parents and other local residents willing to host students. At three Career Breakfasts during the year, career speakers talked to groups of students interested in their fields of work. Over 180 students attended each of the three events. Seventy-two members of the senior class completed three-week full-time internships at the end of the school year. Other career exploration activities included the Senior Seminar course, the Work Study program, speakers who visited classrooms, and a website listing employment opportunities.

**Senior Community Service Day:** On April 29, the Class of 2011 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 seventeenth year that the senior class has organized a Senior Community Service Day.

**Community Service Activities:** The school's "Accept the Challenge Program" encourages every student to become involved in some way in volunteer activities, either during the school year, during the summer, or both. The school held its eleventh Community Service Awards Night on January 17, 2011. At this ceremony 655 students received recognition for their volunteer efforts.

**Pupil Services:** The Acton-Boxborough Regional School District received the results of the Department of Education's Coordinated Program Review where the Acton-Boxborough Regional School District was commended for having a significant and positive impact on the delivery of educational services for enrolled students. Specific to Pupil Services, the following areas were evaluated during on-site visits that occurred during the fall of 2010: Special Education, English Language Education (ELE), Civil Rights, and Other General Requirements such as health education, counseling and psychological services, and more.

The Essential Health Grant (ESHS), in its fourth year of funding, has provided leadership and resources for the Health and Nursing Department. SNAP continues to be the electronic record-keeping system of choice for the health and nursing department and has been integrated seamlessly into all schools. SNAP allows building-based nurses to gather required statistical data regarding a range of health issues and, most importantly, allows building staff to meet the ongoing (and often new) medical needs of students in a coordinated way. The health and nursing department has developed a specific website and offered on-line Life Threatening Allergy training to all district staff. Funding further allowed for extensive professional development and an increase in medical equipment and technology.

Special Education Departments at the Acton-Boxborough Regional Schools consist of special educators, speech/language specialists, occupational therapists, and physical therapists – a cohesive group of talented and dedicated staff. Educational and therapeutic disciplines communicate regularly, and highly effective services are provided. Each department has developed long-range goals that are thoughtfully integrated with district goals and provide direction for the departments. Individual departments are highly organized, providing a continuum of services across all elementary schools.

Regarding counseling and psychological services, all building-based departments continue to work as a team to meet the academic, social-emotional, and career goals of students. Counseling groups are extensive and available to address topics such as divorce, adoption, substance issues, chronic illness, and social skill development. Parent evenings are offered across schools; some examples include stress management, bullying prevention, and promoting respect, as well as college planning and financial aid.

Pupil Services continues to place the highest value on student achievement and respects that each child has a unique set of skills for learning. In this regard, classroom teachers, specialists and clinicians have worked closely together through the "Teacher to Teacher" initiative. Mutual understanding of the needs of students with disabilities, as well as English Language needs, have improved communication and opportunities for increased inclusion and participation in regular education settings. Focused development on learning strategies for literacy and math has also been emphasized. Many professional development opportunities are available to keep staff current in their practice; these include a variety of updated training for cognitive and academic assessment and service delivery.

Parent outreach and communication within Pupil Services continue to be paramount, ensuring that open dialogue between parents/guardians and the school is accomplished through the compilation of targeted workshops that address a range of student needs. In this regard, the 5<sup>th</sup> Annual Parent Workshop Day focused on stress management and bullying prevention and intervention. The OnTeam Communique, written by the Director of Pupil Services, continues to be a viable mechanism for communication. The Special Education Parents Advisory Committee (SpEd PAC) is an integral part of the Pupil Services organization, offering parents/guardians resources and family support. Specifically, the PAC has worked to provide practical information regarding special education regulations, home activities, summer camp ideas, and transitional guidance.

## **Performing Arts**

At the Acton-Boxborough Regional High School, the band and chorus programs continued to flourish as they performed in and around our community, and elsewhere. In addition to marching in our own Acton Memorial Day Parade, the band marched in a number of parades outside of our community, including the Marlborough Labor Day Parade, the Boston Columbus Day Parade, and the Quincy Christmas Parade (where they took 1st place overall). The ABRHS Chorus travelled to Costa Rica and performed an exciting and rewarding concert tour where they had an opportunity to sing in various schools and beautiful performance venues! A number of our choral ensembles sang at West Acton's Oktoberfest and at a number of senior citizen events. The choral department put on an outstanding talent show, traditionally known as "Cabaret." Twenty-two of our student musicians from band, chorus and orchestra were selected to perform at the MMEA Eastern District Festival held in January; thirteen of these earned All-State recommendations. Our Madrigal Singers put on a Madrigal Dinner for the community, at which they performed a renaissance-style dinner theater.

At the R. J. Grey Junior High School, the eighth grade band and chorus each participated in the Great East Music Festival, held at West Springfield High School in May. Each received Gold Medals for their performances. The RJG musical, "The Music Man," had a terrific run of performances with a huge cast of approximately 80 students involved. Twenty-eight students were selected to perform in the concert band, orchestra or chorus at the MMEA Eastern Junior District Music Festival held in March. The seventh and eighth grade band marched in the Boxborough Memorial Day Parade.

## **Visual Arts**

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

In the highly competitive Boston Globe Scholastic Art Awards, ABRSD students (41 high school and nine junior high) received a total of 50 state-level awards. These awards included: sixteen Gold Key Awards, fourteen Silver Key Awards, and twenty Honorable Mention Awards. The Gold Key and Silver Key student work was exhibited at the State Transportation Building in Boston during January and February. Award-winning students were recognized at an awards ceremony at Hancock Hall in Boston. Student work receiving Gold Key Awards was sent to New York for the National Scholastics judging. The K-12 Visual Arts Director serves on the Massachusetts Scholastics Advisory Board.

One ABRHS senior was one of three students in the country who received \$1,000 Creativity and Citizenship Scholarships awarded at the national level of the Scholastics Art and Writing Awards. This student also received a Gold Medal Award for a painting, which was exhibited at the World Financial Center Courtyard Gallery in Lower Manhattan in June. Gold Medals are awarded to the most outstanding works in the nation. Gold Medal and Scholarship winners were honored at a ceremony at Carnegie Hall in New York City in May.

One ABRHS junior who applied to Art All-State at the Worcester Art Museum was selected for the program. This AB junior was one of 145 high school juniors statewide who were selected to participate in the competitive program at the Museum, held in May. Art All-State is a weekend-long program for high school art juniors to work with their peers and with practicing artists who serve as mentors. Selection is based upon digital images of student work, a written application, and an interview with a team of art educators. The K-12 Visual Arts Director serves on the Art All-State Steering Committee.

Senior students in the ABRHS Portfolio class prepared and exhibited their work in a show entitled "Elections," which was held at the Acton Memorial Library in April.

The photography work of Acton-Boxborough students was included in a photography show at the State Transportation Building in Boston, sponsored by the Massachusetts Education Association.

AB Portfolio class students participated in year three of an interdisciplinary unit of study between the English and Visual Arts departments. Collaboration included multigrade levels of students in English and Visual Arts classes working together and connecting with the community-based Robert Creeley Foundation. Portfolio students created broadside designs to accompany Creeley Foundation Award Winning Poet Bruce Weigl's work. One student's artwork was chosen for the broadside design, which was printed in a limited edition.

Students in Modern Art History, Advanced Drawing/Painting, and Junior/Senior Portfolio classes visited the Museum of Modern Art in New York City in the fall. Students and their teacher chaperones traveled by bus for this one-day field trip.

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

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

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

Visual Arts staff participated in the third year of a curriculum review. High School and Junior High Art faculty completed a revision of units of study for Visual Arts courses, grades 7-12.

## **Technology**

### **Educational Technology**

The Department of Educational Technology (EDTech) was created in 2010-2011, with the hiring of Amy Bisiewicz as Director, to combine infrastructure, data management, and desktop support services with on-site technology integration and instruction to meet the needs of all members of our learning community. Understanding that learning powered by technology can help transform education, the department now looks to ensure seamless integration of technology into the curriculum while enabling all students with the twenty-first century skills needed to compete in our global society.

### **2010-2011 Educational Technology S.M.A.R.T. Goals**

Under the direction of the Superintendent, all departments annually create S.M.A.R.T. goals that are presented and voted upon by the school committee. The goals are aligned with district wide curriculum objectives. The complete set of S.M.A.R.T. goals is online at <http://www.ab.mec.edu/curriculum/goals.shtml>. In June, departments submit their results, which are used to assist the school committee in the yearly evaluation of the Superintendent's performance.

### **"It's All About Instruction"**

In aligning with the Superintendent's message, "It's All About Instruction," technology leaders actively participated on the 2010-2011 Teaching and Learning Committee to define effective instruction, create a shared understanding of teaching and learning, and determine literacy goals. Within this collaboration, measurable, long-term technology goals were established and communicated to the learning community.

- **Goal 1:** Enhance the student-learning environment to ensure 21st century readiness for every student
- **Outcome:** By 2012, 85% of all students will meet the updated version of the Massachusetts 12 Technology Literacy Standards, which incorporate the recommendations of the Partnership for the 21st-Century Skills Standards.
- **Goal 2:** Ensure that all teachers are proficient in the use and integration of technology into instruction.

- **Outcome:** By 2013, at least 85% of district staff will have participated in 45 hours of high-quality professional development that includes technology skills and the integration of technology into instruction. To help meet these projected outcomes, the department set forth on a yearlong assessment to help determine future strategies and planning.

### **Technology Integration and Literacy**

Using 2009 assessment data, teachers reported having successfully integrated technology into performing daily operational and administrative tasks, with 100% reporting daily computer use to perform such tasks as lesson planning, communications, and/or collaboration.

Although all teachers did identify using technology on a daily basis, data collected from the district developed Teacher Technology Self-Assessment surveys demonstrated various proficiency levels among instructional staff. In the Acton-Boxborough Regional School District, 5% of teachers felt that they were at the early technology level. Thirty-five percent of staff identified with having developing technology skills. Proficiency level of skills was identified in 50% of the staff, with 10% indicating an advanced level of technology skills.

While there has been measured progress, there is still work to be done in using technology for instructional purposes. Acton-Boxborough reported 50% of instructional staff using technology on a daily basis for instructional purposes. Twenty-five percent of the staff reported using technology either on a weekly or monthly basis. There were no teachers that reported having never used technology at some point during the school year.

### **Student Information and Communications Technologies (ICT) Literacy**

The Acton-Boxborough Regional School District performed a technology literacy assessment based on the 2007 ISTE NETS-S standards for students at the Acton-Boxborough Regional High School and Raymond J. Grey Junior High. Out of 80 high school seniors who took the ETS iSkills assessment based on the seven skills areas: Define, Access, Evaluate, Manage, Integrate, Create, and Communicate, 79 test takers completed the test. Overall, students from both schools performed above state average on all of the competencies, with full results disclosed in the 2010-2013 technology plan. (<http://ab.mec.edu/departments/technology/pdf/2010technologyplan.pdf>)

The results demonstrate that students are acquiring twenty-first century skills. However, results from informal student surveys report dramatic inconsistencies in the overall use of technology throughout their learning experience, as teachers utilized technology to varying degrees. Addressing this issue is pertinent in order to meet expected outcomes as determined by the Teaching and Learning Committee.

### **Operational Efficiencies**

On October 16, 2010, Department of Energy Resources Commissioner Phil Giudice joined local and state officials to present six communities, including Acton, with Green Communities grants, which fund projects to reduce energy use and costs. The grant provided the district with an energy adviser who helped to assess the technology carbon footprint of the department. In conjunction with the district's "Power Down!" initiative, the department worked to modify current desktop configurations and help minimize energy consumption. Desktop computers were set to automatically shut down monitors when not in use; night-time backup processes and anti-virus scans were rescheduled to daytime events; and a print assessment was completed to help analyze annual spending on toner, paper, service, and maintenance. The department looks forward to more collaborative opportunities with these groups to further enhance our energy efficiency.

### **IT Hardware/Software Standards and Purchasing**

Looking to consistently provide updated technology to staff and students, the department reviewed and updated the technology standards to meet district, business, and classroom requirements. As the proliferation of cloud-based, Internet services continued to grow in 2010-2011, the department approved cost-effective netbooks as an additional model for purchase, providing more technology resources at a

lower cost. High school and junior high students can expect to have increased access to technology in the 2011-2012 school year.

### **Cyberbullying and Internet Safety**

Our school community is committed to providing a safe learning environment for all members of the learning community. Our students are digital natives; however, we cannot assume they completely understand responsible online behavior. In 2010, the department supplemented each school's unique bullying programs with cyberbullying and online safety curriculum materials. Using i-Safe ([www.isafe.org](http://www.isafe.org)), a research-based publisher of media literacy and digital citizenship, our district was able to meet state mandates and provide teachers with robust instructional tools.

### **Department of Educational Technology Staff**

The Acton Public Schools and the Acton-Boxborough Regional Schools share an infrastructure maintained by the department. Among the staff are the full-time positions of Director of Educational Technology, Systems Administrator, and Data Information Manager; part-time positions include desktop support technicians, technology integration specialists, administrative support, and the webmaster.

In 2010, the technology team supported more than 1,700 cross-platform computer devices, 15% of which were older than five years. Each Desktop Support Specialist supported 187 computers in the Acton-Boxborough Regional School District. The district's Technology Integration Specialists provided school-based support, with each school having 19 hours of dedicated instructional technology assistance. The district is working toward meeting the recommended staffing guidelines per the Department of Elementary and Secondary Education <http://www.doe.mass.edu/edtech/techplan/07-10guidelines.pdf>. It utilized PowerSchool Premier for its student information system and E-Sped for its special education needs, both of which are hosted off-site. These tools provided scheduling, attendance, grading, and reporting tools essential for efficient school administration.

### **Summer School**

The Acton-Boxborough Regional School District Summer School had another successful year in 2011. With our enrollment of 510 students, we served ten fewer students than in 2010. Eight percent of our students came from seven other districts. Several Math, Science, and Physical Education courses reached capacity much later in the summer, forcing us to turn away fewer students not currently enrolled in the Acton-Boxborough Regional School District than in 2010.

Summer School course changes included the addition of an art course and the addition of a middle school math preparatory course: Math Counts. The low enrollment of the Elementary Program collapsed the three elementary classrooms into a single class. This in turn decreased the number of AB faculty positions to 18 from 21 in 2010.

The number of student scholarships increased by 7% from 2010. Increased need for financial services directly from the Student Scholarship Program came as a result of other community outreach/campership programs not having the resources to meet the increasing community needs.

Tuition receipts continue to allow us to function as a self-sustaining educational program. We continue to serve Acton, Boxborough, and several outlying communities with first-rate, summertime, grades 1-12 educational opportunities.

### **Community Education**

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

**Day and Evening Classes:** Each year, Community Ed. offers nearly 2,000 classes for children, teens and adults. Classes and other programs are posted on the Community Ed. website: <http://comed.ab.mec.edu> and advertised in *INTERACTION*, the course catalog that is mailed four times a year to over 20,000 area homes. More than 10,000 students enroll in classes annually.

**Summer Day Program:** Located at the Administration Building, this program offers week-long sessions to an average of 88 children per week in grades K-6. Activities include: Arts and Crafts, Music and Drama, Cooperative Games, Red Cross Swim Lessons, Free Swim, and Special Events.

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

**Youth Basketball League:** Over a 12-week period almost 900 boys and girls in grades 3 and up participate in weekly practices and league play. More than 150 paid and volunteer coaches, timers, and referees staff the league.

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

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

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

**Scheduling Use of School Fields:** Little League, Softball, Pop Warner, Youth Lacrosse, and Youth Soccer, as well as individuals, businesses and community organizations, receive permits for school field use through Community Ed. Fees charged are returned to the school district to support the facilities.

**Scheduling Use of School Buildings:** Use of the seven school buildings outside of school hours is scheduled through Community Ed. Community Education receives no funding from the school districts or towns and runs all programs on a self-sustaining basis. Moneys are returned to the districts to use for space and equipment. For more information about Community Education and the programs that it offers, call (978) 266-2525.

### **Facilities and Transportation**

School District managed to fund several capital projects over the 2011 summer after completing a very efficient fiscal year. Through the implementation of productive energy conservation and education program and the successful planning and implementing of a sound capital project program, we have seen a steady reduction in our energy spending. This has created budget capacity that has contributed to the Districts' ability to fund end-of-the-year turn backs to free cash and E and D, as well as critical technology and other curricula tools and our own much-needed capital maintenance projects.

There were two major projects at the High School: the new Field House gym floor and extensive pool work. These projects bring additional benefit to the community through Community Education recreational offerings and certainly enhance the experience of our student population. The pool got a major facelift by draining it and giving it an acid wash; we even had our vendor grind out all the 25-year old grout and regROUT the surface. It came out great, as did the new gym floor that speaks for itself as soon as you walk in.

As always we had an eye on energy, and with the assistance of NSTAR we were able to change all of our outdoor lighting on campus to high-efficiency induction lighting. The lighting looks cleaner; ongoing maintenance is reduced by four times; and electrical consumption is drastically reduced. In fact the project pays for itself in a single year.

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

## **In Conclusion**

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

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

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

Stephen E. Mills  
Superintendent of Schools  
On Behalf of the School Committees

## **Minuteman Regional Vocational Technical School District**

### **About Minuteman**

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

### **Boxborough Enrollment**

As of October 1, 2011, seven (7) high school students and one (1) post graduate student were enrolled at Minuteman providing a full time equivalent (FTE) of eight (8) residents of Boxborough. Minuteman experienced a 7% increase in the freshman class resulting in the largest freshman class in 12 years. The "Benefits of Minuteman" are clear:

- **Experience the Modern American High School.** Minuteman offers a distinctly modern learning experience where students venture beyond a traditional high school curriculum to explore their interests and discover their passions, whether it is bio-technology, robotics, environmental technology, or something else entirely from among our twenty majors.
- **Believe in Yourself.** Students graduate from Minuteman with an enduring self-confidence that they can achieve anything they set out to do, no matter how high the hurdle, how long the road, how loud the skeptics.
- **Prepare for College and Life.** Minuteman equips students with the academic foundation and study skills to succeed in college and the industry certifications and acumen to succeed in business, affording students a unique flexibility upon graduation to pursue their dreams.
- **Learn from Experts.** Minuteman's teachers are demonstrated experts in their respective fields, injecting a depth of knowledge and experience into their classes that is rarely found in public or private schools.
- **Be More Than Just Another Student.** There is no such thing as "just another student" at Minuteman – instead, teachers and staff personally invest themselves in truly knowing each student and working closely with them to realize their full, individual potential.

- **Make a Fresh Start.** From their very first day of school, Minuteman students are given the opportunity to make fresh start among new friends and new teachers who will see them as they are and not as who they once were.

### **Acton - Boxborough Regional High School and Minuteman Half-Day Program**

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

Minuteman offers postgraduate programs to Boxborough residents of any age who are seeking to enhance their skill development. Postgraduate students are charged tuition to offset operating costs.

### **2011 Boxborough Graduates and Awards**

Matthew Gordon, Carpentry  
Edward Mahoney, Robotics

At the 2011 graduation, Edward Mahoney was awarded the Minuteman Parent Association Community Service Award.

### **SkillsUSA**

<u>Student</u>	<u>Competition</u>	<u>Category</u>	<u>State Results</u>
Edward Mahoney		Robotics	Bronze Medalist

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

### **Class of 2011 Graduate Achievement Highlights**

- 73% went on to college or advanced technical training, 12% started a career and 4% entered the military.
- Overall, graduates achieved an 89% positive placement rate.
- 100% of dental graduates passed the National Dental Board examination.
- 90% of those completing the early education and care program were certified by the Massachusetts Department of Early Education and Care.
- 78% of cosmetology graduates passed the state board examinations.
- Health Occupation graduates achieved 78% in college acceptance.
- 86% of environmental technology graduates earned the Massachusetts Grade II Municipal Wastewater Treatment Plant Operator License.
- Valedictorian Michael Breen, a biotechnology graduate from Bolton, is attending the University of Rochester, in Rochester, NY. Salutatorian Benjamin Basseches, a pre-engineering graduate from Lexington, is attending Brown University in Providence, RI.

### **Capital Projects**

The Lexington Water Department required the replacement of several major components of the school's water supply system. This work was completed in December 2011; the estimated total cost of \$120,000 is covered out of our FY 2012 budget.

An emergency \$475,000 capital project was successfully completed. The Town of Lexington issued an order at the end of June 2011 in regards to the area of the school known as the Trades Hall. The order restricted access and occupancy to the Trades Hall immediately. Minuteman had to obtain a waiver from DCAM to hire a design architect, demolish the interior area and rebuild the area under current building codes in order to open school in the fall.

Massachusetts School Building Authority (MSBA) Update: Minuteman is in the “pipeline” of the Vocational School Repair and Renew program announced by the State Treasurer’s office in 2010. The Feasibility Study financing was unanimously approved by all 16 member towns in 2010. The School Building Committees will review various models to accommodate member community enrollment, as well as various levels of nonmember enrollment. A final project model is expected by 2014.

### **Curriculum and Instruction**

Since 2008 all 9th grade students have studied English and math every day, rather than a “week-on-week-off” schedule, thus providing more consistent and concentrated instruction as well as project-based learning.

The Educational Program planning process has identified several new programs that offer students increased choices in career majors, including criminal justice, bio-security, animal science and technical theater arts. Two programs phased out in 2010 included office technology and auto body repair. Drafting and design visual communications will be phased out by 2014.

### **Professional Development**

The Minuteman staff has created academic and Career and Technical Education (CTE) goals that emphasize formative assessment practices, teacher-to-teacher peer observations, executive function support, reading consultancies, and academic career and technical curriculum integration. The integration of technology to enhance student learning is an ongoing commitment.

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

- An executive function initiative was launched last year. Minuteman provides students with resources to enhance their planning and organization skills.
- Minuteman continues to support a full-time reading specialist. In addition to working with the students on his own caseload, the reading specialist consults with academic and CTE teachers toward the development and application of a school-wide reading program.
- The Special Education department successfully implemented the Student Learning Center (SLC). The SLC allows students to understand their disabilities, develop skills, and techniques to minimize the impact of the student’s disability, and promote independence and personal responsibility. The SLC supports the transition to college.
- Minuteman offers 16 sports with three levels (varsity, junior varsity and freshman) throughout the school year. Over the past seven years the number of participants has doubled in many of the sports offered. Students have more than 20 clubs and activities.
- The Minuteman Parent Association (MPA) meets monthly and supports all aspects of the Minuteman community. In addition, the Grant-a-Wish program supports numerous initiatives and incentives for student achievement.

**TOWN OF BOXBOROUGH  
SPECIAL/ANNUAL TOWN MEETING  
MAY 9 & 10, 2011  
LIST OF ARTICLES**

**SPECIAL TOWN MEETING**

1. **AMEND FY 2011 OPERATING BUDGET**

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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. **SENSE OF THE MEETING – BOXBOROUGH SCHOOL DISTRICT/BLANCHARD  
ELEMENTARY SCHOOL ADMINISTRATIVE STRUCTURE - CONTINUE EXPLORATION  
OF JOB SHARING<sup>ΔΔ</sup>**
7. **SENSE OF THE MEETING – BOXBOROUGH SCHOOL DISTRICT/BLANCHARD  
ELEMENTARY SCHOOL ADMINISTRATIVE STRUCTURE – CONTINUE EXPLORATION  
OF K - 12 REGIONALIZATION WITH ACTON<sup>ΔΔ</sup>**
8. **SENSE OF THE MEETING – HUNTING ON TOWN-OWNED LAND<sup>ΔΔ</sup>**
9. **AN ACT AMENDING CHAPTER 372 OF THE ACTS OF 1963 RELATIVE TO THE RIGHTS  
OF THE WATER SUPPLY DISTRICT OF ACTON TO ACQUIRE ANY WATER SOURCE IN  
THE TOWN OF BOXBOROUGH**
10. **TRANSFER TO STABILIZATION FUND**
11. **POLICE DEPARTMENT – ADDITIONAL POLICE OFFICER**
12. **CAPITAL EQUIPMENT ACQUISITION - TOWN HALL – PRINTER PLOTTER**
13. **TOWN HALL - GASB 45 ACTUARIAL CONSULTANT**
14. **CAPITAL IMPROVEMENTS – POLICE STATION**
15. **CAPITAL EQUIPMENT ACQUISITION - TOWN HALL, DISPATCH, POLICE AND FIRE  
TELEPHONE SYSTEMS**
16. **CAPITAL EQUIPMENT ACQUISITION - FIRE DEPARTMENT COMMAND VEHICLE**
17. **CAPITAL IMPROVEMENTS – FIRE DEPARTMENT – REPLACE ROOF AND INSULATION**
18. **CAPITAL EQUIPMENT ACQUISITION – DEPARTMENT OF PUBLIC WORKS -  
LAWNMOWER & EQUIPMENT TRAILER**
19. **CAPITAL EQUIPMENT ACQUISITION – DEPARTMENT OF PUBLIC WORKS – ONE-TON  
DUMP TRUCK**
20. **CAPITAL EQUIPMENT ACQUISITION – REPLACE TWO DUMPSTERS**
21. **BLANCHARD MEMORIAL SCHOOL - FIRE SAFETY ENGINEERING CONSULTANT**
22. **CAPITAL IMPROVEMENTS - BLANCHARD MEMORIAL SCHOOL GYMNASIUM STAGE  
FLOORING**

23. CAPITAL IMPROVEMENTS - BLANCHARD MEMORIAL SCHOOL – CLASSROOM CARPETING
24. CAPITAL IMPROVEMENTS - BLANCHARD MEMORIAL SCHOOL - PLAYGROUND SAFETY IMPROVEMENTS
25. CAPITAL IMPROVEMENTS – SARGENT MEMORIAL LIBRARY - PAINTING
26. ACQUISITION OF SIDEWALK EASEMENT
27. CONSERVATION TRUST FUND
28. AMEND NOTICE OF TOWN MEETING BYLAW
29. AMEND FINANCE COMMITTEE BYLAW
30. AMEND FIRE ALARMS AND PROTECTIONS SYSTEM BYLAW
31. ROAD ACCEPTANCE – WINDERMERE DRIVE
32. ADJUST SENIOR CITIZEN TAX WORK-OFF ABATEMENT\*\*
33. CLOSE OUT OLD ARTICLES\*\*
34. PERSONAL REAL ESTATE EXEMPTIONS\*\*
35. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\*
36. REVOLVING FUNDS\*\*

**LEGEND**

- ΔΔ SENSE OF THE MEETING**  
**\*\* CONSENT AGENDA**

**BOXBOROUGH SPECIAL TOWN MEETING**

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 9, 2011 at 7:00 p.m. to act on Article 1 of this Special Town Meeting Warrant.

The Moderator John Fallon called the Annual Town Meeting to order at 7:00pm. There were 126 registered voters in attendance. He made some introductory remarks and recognized various town employees in attendance. The Blanchard Vocal Ensemble, led by Margie Callahan, Blanchard music teacher, with Blanchard School student Tiffany Chen on piano, sang the “Star Spangled Banner”. Blanchard School student Alessandra Brolin led the meeting in the “Pledge of Allegiance”. Mr. Fallon outlined how he planned to conduct town meeting.

Frank Powers moved that any adjourned sessions of Annual Town Meeting will be held on Tuesday, May 10th; Thursday, May 12th; Wednesday, May 18th and Thursday, May 19th. And further, that no debate will begin on any new article after 10:30 p.m. The motion carried unanimously.

Mr. Powers moved that on town meeting matters requiring a two-thirds vote by statute, a count need not be taken unless seven or more registered voters immediately question the vote so declared by the Moderator. The motion carried unanimously.

Mr. Powers moved to postpone consideration of articles 6, 7 & 8 until Tuesday, May 10 as the first order of business at the adjourned session of the Annual Town Meeting. The motion carried unanimously.

Mr. Powers moved to adjourn ATM until after Special Town Meeting. That motion passed unanimously. The Special Town Meeting was convened at 7:20pm.

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**ARTICLE 1 AMEND FY 2011 OPERATING BUDGET**

**(Majority vote required)**

Gary Kushner moved that the Town transfer from Free Cash the sum of Eighty-Two Thousand Dollars (\$82,000) to provide for the operations and expenses of the Town for the fiscal year beginning July 1, 2010 by amending the operating budget as voted under Annual Town Meeting Article 5 on May 10, 2010 by increasing line item # 300, Total Expenses – Blanchard School, as printed in the Special Town Meeting warrant under Article 1.

Line Item #	Description	Appropriated at ATM 5/10/10	Proposed Increase/ <Decrease> Appropriation	Total FY 11 Allocation
300	Total Expenses – Blanchard School	\$5,360,590	\$82,000	\$5,442,590

**The School Committee recommends unanimously (5 – 0).**

Mary Brolin provided the background on the motion. The Boxborough School Committee voted unanimously to support the appropriation of \$82,000 to be added to the FY '11 school operating budget to address an unexpected Special Education tuition and to fix the budget as some grants were inadvertently included twice in the FY2011 budget. A new out-of-district placement became necessary that was not budgeted at a cost of \$79,000.

**The Finance Committee recommends (5 - 0).**

During the FY2011 budgeting process some grants were inadvertently included twice in the budget. This issue was discovered by the current business manager during the FY2012 budget process. We believe that this is a necessary expense. This item will be funded by free cash.

**Action on the motion under Article 1, May 9, 2011: The motion carried unanimously.**

**At 7:30pm, Frank Powers moved to dissolve the Special Town Meeting. That motion carried unanimously.**

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

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 22, 2011.

**Board of Selectman**

Francis J. Powers, Chairman

Raid M. Suleiman, Clerk

Leslie R. Fox

Rebecca R. Neville

Christine L. Robinson

## BOXBOROUGH ANNUAL TOWN MEETING

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 9, 2011 at 7:00 p.m. to act on Articles 2 through 36 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Monday the 16<sup>th</sup> day of May, 2011 at 7:00 a.m. for the Election of Town Officers pursuant to Article 1. The polls will be open continuously until 8:00 p.m. when they shall be closed.

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### CONSENT AGENDA

In an effort to streamline Town Meeting and therefore make it more inviting to voters, the Board of Selectmen has decided to continue the use of the Consent Agenda. This agenda speeds the passage of articles which the Selectmen feel, in consultation with Town Counsel, the Moderator and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate. **The selectmen have voted unanimously (5 – 0) to recommend all those articles on the Consent Agenda (#32 through #36, inclusive).** The articles to be taken up on the Consent Agenda are indicated by a double asterisk (\*\*).

**Additionally, on this year's warrant are three sense of the meeting motions, indicated by a double triangle. It is intended that these motions will be discussed at the beginning of the second night of Town Meeting.**

### ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

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

**Two Board of Selectmen** members, 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

**ACTION ON ARTICLE 1**, May 16, 2011: Specimen Ballots and Cards of Instruction were posted as required by law. The Ballot Box was examined and found to be empty and in order, and the keys were held by the Constable. The Election Officials, all duly sworn in before beginning their duties, were Wardens: Mary Cobleigh, Christine Doucette and John Fallon; Constables: David Birt and Richard W. Golden; Clerk: Virginia B. Richardson; Tellers: Barbara Wheeler, Ellen Landry, Jini Vockel, Lisa St. Amand, Connie Brown, Helen Argento, Charlotte Priest, Sue Reuther, Simon Bunyard, Susan Bak and Joan Rudenko. The counters were Charlene Golden and Barry Harsip. Mary Cobleigh opened the polls at 7:00 a.m. and closed the polls at 8:00 p.m. Out of

3,325 registered voters, there were 163 ballots cast, including 7 absentees and 3,325 registered voters. The count was completed at 9:00 p.m. The results of the election are as follows:

**MODERATOR, One Year**

John G. Fallon	144
Blanks	19

**SELECTMAN, Three Years**

**Vote for Two**

Leslie Fox	137
Raid Suleiman	120
Blanks	69

**SCHOOL COMMITTEE, Three Years**

**Local and Regional**

**Vote for One**

Maria Neyland	132
Blanks	31

**PLANNING BOARD, Three Years**

**Vote for not more than TWO**

Nancy Fillmore	135
Julie A. Carroll	112
Blanks	79

**LIBRARY TRUSTEES, Three Years**

**Vote for not more than TWO**

Mitra Davis	84
Megan McCullough	110
Linda Sabot	81
Blanks	51

**BOARD OF HEALTH, Three Years**

Marie Cannon	132
Blanks	31

**ARTICLE 2 HEAR AND RECEIVE REPORTS**

**(Majority vote required)**

Frank Powers moved to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2010 Annual Town Report.

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

**The Finance Committee recommends (8 – 0).**

**Action under Article 2, May 9, 2011: The motion carried unanimously.**

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

(Majority vote required)

Frank Powers moved to fix the salaries and compensation of various officials for the fiscal year beginning July 1, 2011 as printed in the Annual Town Meeting warrant under Article 3.

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$59,473.87/year
Town Clerk	\$40,144.86/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 (8 – 0).**

**Action under Article 3, May 9, 2011: The motion carried unanimously.**

**ARTICLE 4 PERSONNEL ADMINISTRATION PLAN CHANGES**

(Majority vote required)

Rebecca Neville moved to amend Compensation of Positions (Schedule B) as printed in the Annual Town Meeting warrant under Article 4.

**Summary**

Ms. Neville provided the background for the recommendation. Schedule B has been revised to reflect a 1% cost of living increase with the exception of the following positions on the Intermittent Schedule, which are indicated by highlighting:

The compensation for Registrar Chairperson, Clerk of Elections, Election Worker and Registrar Member has been maintained at the FY 2011 level.

The compensation for Lead Counselor, Counselor, Counselor-in-Training, Intern (Town Hall), Library Page and Junior Library Page has been reduced to levels consistent with other Massachusetts communities.

In the past several years, the compensation for the above-mentioned positions had continued to increase at the same rate as all positions generally, and as a result, the compensation for these positions had grown out-of-step with the norm.

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

The Board of Selectmen recommends the proposed changes to the Personnel Plan. The BoS feels the 1% increase to the majority of positions is fair. We applaud the Personnel Board for researching and adjusting a number of seasonal and intermittent staff salaries.

**The Finance Committee recommends (8 – 0).**

**The Personnel Board recommends (3 – 0).**

**Action under Article 4, May 9, 2011: The article carried unanimously.**

FY 2012 Compensation of Positions - Schedule B

Position Title	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>	<u>Step G</u>
<b><u>Salaried (Exempt) Employees</u></b>							
Grade 60	55,639.39	57,586.76	59,602.30	61,688.38	63,847.47	66,082.14	68,395.01
Inspector of Buildings/Code Administration Officer							
Town Accountant							
Town Assessor							
Town Planner							
Town Treasurer							
Grade 50	48,382.03	50,075.40	51,828.04	53,642.02	55,519.49	57,462.67	59,473.87
Grade 40	43,195.91	44,707.77	46,272.54	47,892.08	49,568.30	51,303.19	53,098.81
Grade 30	38,571.25	39,921.25	41,318.49	42,764.64	44,261.40	45,810.55	47,413.92
Grade 20	34,435.21	35,640.45	36,887.86	38,178.94	39,515.20	40,898.23	42,329.67
Grade 10	31,310.69	32,406.56	33,540.79	34,714.72	35,929.73	37,187.27	38,488.83
<b><u>Hourly (Non-Exempt) Employees</u></b>							
Grade 60	\$26.74	\$27.68	\$28.65	\$29.65	\$30.69	\$31.76	\$32.88
Grade 50	\$23.27	\$24.08	\$24.93	\$25.80	\$26.70	\$27.64	\$28.61
Council on Aging Coordinator							
DPW Foreman							
Grade 40	\$20.77	\$21.49	\$22.24	\$23.02	\$23.83	\$24.66	\$25.53
Youth Services Librarian							
Conservation Agent							
Grade 30	\$18.54	\$19.19	\$19.86	\$20.56	\$21.28	\$22.02	\$22.79
DPW Worker							
Department Assistant							
Technical Services Librarian							
Grade 20	\$16.55	\$17.13	\$17.73	\$18.35	\$19.00	\$19.66	\$20.35
Bldg. & Grounds Maint. Worker							
DPW Semi-Skilled Worker							
Transfer Station Operator I							
Senior Library Assistant							
Grade 10	\$15.06	\$15.59	\$16.13	\$16.70	\$17.28	\$17.89	\$18.51
Library Assistant							
Secretary							
Van Dispatcher							
<b><u>Per Diem Schedule (No Steps)</u></b>							
Fire Lieutenant/EMT	17.77						
Call Fighter/EMT	16.14						
Call Firefighter	16.14						
Special Police Officer	16.14						
Dispatcher	16.14						
<b><u>Intermittent Schedule (No Steps)</u></b>							
Cemetery Superintendent	8,476.34						annually
Cemetery Laborer	10.63						
Registrar Chairperson	900.34						annually
Clerk of Elections	11.43						
Election Worker	10.17						
Registrar Member	270.12						annually
Veterans' Agent	15.01						
Call Fire Chief	41.64						
Deputy Fire Chief	19.52						
Fire Captain	18.64						
Fire Lieutenant	17.78						
Call Firefighter/EMT	16.14						

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

Fire Department Chaplain	16.14
Call Building Inspector	41.64
Special Police Officer	16.14
Lock-up Attendant	14.45
Dispatcher	16.14
Seasonal Maintenance Worker	13.17
Snow Plower	20.87
Seasonal Conservation Worker	12.34
Assistant Building Inspector	25.67
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	10,683.61 annually
Assistant Dog Officer	10.46 4 hour call min
Animal Control Officer	2,602.43 annually
Animal Inspector	958.78 annually
Fence Viewer	40.00 annually
Field Driver	45.00 annually
Director of Summer Playground	18.79
Director of Gymnastics	18.10
Director of Winter Programs	18.10
Lead Counselor	12.50
Counselor	9.25
Counselor-in-Training	min wage [currently \$8.00]
Intern (Town Hall)	min wage [currently \$8.00]
Library Page	min wage +.50, i.e. 8.50
Junior Library Page	min wage [currently \$8.00]
Van Driver	12.86

**NOTE**

\*Fee maximum is 1% of FY11 levy (or \$163,995.26)

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

**Department Heads**

		<b>FY 2011</b>	<b>FY 2012</b>
DPW Director	Contract expires 6/30/11	76,508.00	77,273.08
Fire Chief	Contract expires 6/30/12	88,267.21	TBD
Library Director	Contract expires 12/31/11	70,070.00	TBD
Police Chief	Contract expires 6/30/11	95,000.00	95,950.00
Town Administrator	Contract expires 6/30/13	90,021.37	91,000.00

**Union Employees**

Police Sergeant (Steps 1-3)	28.47	28.98	29.50				
Police Officer (Steps A1/A2-F)	20.87	21.60	22.35	23.14	23.95	24.79	25.65
Fire Lieutenant (Step A)	27.68						
Firefighter/EMT (Steps A-F)	20.81	21.54	22.29	23.07	23.88	24.71	
Dispatch Supervisor (Steps A-F)	19.06	19.72	20.42	21.13	21.87	22.63	
Dispatcher (Steps A-F)	17.23	17.83	18.46	19.11	19.77	20.47	

**Elected Positions**

	<b>FY 2011</b>	<b>FY 2012</b>
Selectman	400.00 annually	400.00 annually
Board of Health Member	166.67 annually	166.67 annually
Planning Board Member	109.00 annually	109.00 annually
Library Trustee	0.00 annually	0.00 annually
Moderator	0.00 per meeting	0.00 annually
Constable	3.00 /warrant posted/location	3.00 /warrant posted/location
Tax Collector (Grade 50)	58,885.01	59,473.87
Town Clerk (Grade 50)	38,403.27	40,144.86

**ARTICLE 5            TOWN OPERATING BUDGET**  
**(Majority vote required)**

Karim Raad moved that the Town appropriate the sum of

**\$19,856,428**

for the operations and expenses of the Town during the fiscal year beginning July 1, 2011, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 5 of the Annual Town Meeting warrant, under the heading FY2012 Budget,

and to meet this appropriation that an amount of \$38,468 be transferred from Free Cash

and that the balance be raised by taxation.

**The Finance Committee recommends (8 – 0).**

The Finance Committee recommends this article unanimously. See the Finance committee report in the back of the warrant for more detail.

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

The Board of Selectmen and the Finance Committee worked very hard to develop financially prudent budgets that provide a level of service we believe will serve the Town well.

Mr. Raad and Neal Hesler made the Finance Committee presentation. They described the skills of the FinCom members and provided more detail into how the budget was developed. They also described the financial picture of the town in terms of cash reserves, debt, pension liability and retiree health care. Gary Kushner provided an update on the capital plan, which was initiated last year.

Mr. Fallon proceeded through the budget line by line.

Item 131: Mr. Owen Neville, Middle Rd., asked why the Reserve Fund was given the same line item number as the Finance Committee. Selina Shaw, Town Administrator, explained that there was a typo in the warrant and that the Reserve Fund number should be 132. He asked why the Reserve Fund line item was out of numerical order. Keshava Srivastava, former FinCom member, said that because the reserve fund cuts across all line items, it was put at the end of the budget. Duncan Brown, Hill Rd., asked why not renumber the item. Ms. Shaw said that the state accounting system dictates the numbers of various line items.

Item 179: Phil Kicelemos, Picnic St., said that he was glad to see we have an Agricultural Commission. He wanted to know what the commission does. Mr. Neville, commission member, described the mission of the commission, saying that it represents and advocates for the interests of agriculture in the town.

Item 292: Casey Cornett, Picnic St., noticed that the Dog Officer was not a full-time position. He asked how that worked. Les Fox, BOS member, described how Dispatch would contact the Dog Officer to round up a stray dog. He explained how the position differed from the animal control officer, who deals with wild animals. He also stated that the Field Driver handled issues with all non-dog or cat domesticated animals, such as horses and sheep.

310 Minuteman Vocational High School: Cheryl Mahoney, Boxborough representative to the Minuteman Regional School Committee, asked to have Jim Lafferty, Minuteman Superintendent, speak to the Minuteman budget. Mr. Lafferty explained that the objective was to develop a level-service budget. The total Minuteman budget was up 1.8% vs. year ago. However, since the number of Boxborough students increased to 16 from 14 last year, the assessment was up 6.7%. Mr. Cornett asked about per-pupil cost vs. other programs. Mr. Lafferty said that vocational high schools' per-pupil costs were 1.5 times that of a regular high school. Andrew Gruskay,

Daniel's Way, wanted an update on the establishment of a stabilization fund that was voted last year. Mr. Lafferty said that it was not set up because 100% of communities did not support it.

Item 429: Channing Wagg, Hill Rd., wanted to know what is in the fuel budget. Mr. Raad said it was all the fuel used by all town vehicles. Mr. Powers pointed out that fuel for town vehicles is not taxed.

Item 431: Marie Cannon, Littlefield Rd., wanted to know if there was a plan for hazardous waste collection. She said the Board of Health did not want to see hazardous waste collection eliminated. Mr. Powers said that the plan was to offer the service in alternate years. Mr. Cornett asked what metrics were used to decide this and was BOH consulted. Mr. Powers said that it was pushed to every other year because of lack of volume. He cited other locations with permanent hazardous waste disposal operations.

Item 523: Ms. Cannon, as chair of the Board of Health, moved that the Town increase Department 523, Total Other – Mental Health Services to Seven Thousand Dollars (\$7,000), and to meet this appropriation, that an additional amount of Seven Thousand Dollars (\$7,000) be transferred from Free Cash. Ms. Cannon said that the funding is for the Eliot Center, which is a non-profit, 501(c)(3) agency that provides mental health services to the general public, regardless of insurance or ability to pay. Boxborough residents have access to the center in Concord. The Center receives governmental funding, as well as grants from the AB United Way and local town community chests to close the gap between insurance reimbursements and actual costs of care. The BOH has funded the center since 1984.

Amy Burke gave the FinCom recommendation against funding the Eliot Center. She pointed out that services are provided to Boxborough residents whether the town funds them or not.

Speaking for himself, Mr. Powers said that the Social Services Committee found an increase in the use of social services, including mental health, among Boxborough residents. Mr. Powers said that the net cost of the services received by Boxborough residents is much more than the \$7,000 contributed by the town. Eliot may not cut back on services to Boxborough in the short run, but it would be reasonable to assume that that could not continue indefinitely. He urged support of the amendment.

Duncan Brown spoke in favor of the amendment. He pointed to the 2010 Town Report that described the program at Eliot and the services provided. He was on the BOH when they decided to join with Eliot because the Nashoba BOH was not able to provide mental health services. Mr. Raad said that services would be provided regardless of our contribution. He believes that a 501(c)(3) organization should not receive town funding. He feels that town residents are free to contribute if they want to.

Speaking as a citizen, Amy Burke said that she understands how important mental health services are, but does not believe the town should be allocating tax dollars to a non-profit.

Dave Follet, Cobleigh Rd., wanted to know if there is an impact on Eliot due to the fact that we now have universal health coverage since, theoretically, more people have access to health care through the private providers. Ms. Cannon said that mental health benefits are not covered in the same way that basic medical is covered. Channing Wagg, Hill Rd., said that mental health is a difficult area with labor-intensive services. Ms. Cannon pointed out that a previous opinion of town counsel was that towns could make donations to 501(c)(3) organizations. Rita Grossman, Depot Rd., pointed out that there are a lot of 501(c)(3)'s in need of funding, but if the town is referring residents to Eliot Center (police, fire, school) that would make a difference. Ms. Cannon asked Curtis Bates, School Superintendent to speak to that. He read a statement from the Blanchard School guidance counselor, Gail Walsh. She said that parents call frequently for assistance with mental health issues and that she has made numerous referrals to Eliot Center. Rebecca Neville moved the question. The motion to end debate carried by a 2/3 majority, as declared by the moderator.

**The motion to amend line item 523 from \$0 to \$7,000 carried by majority vote.**

Item 610: Janet Glidden moved that the Town increase Department 610, Total Salaries - Library by One Thousand Four Hundred and Three Dollars (\$1,403), and to meet this appropriation that the Town decrease Department 610, Total Other - Library by One Thousand Four Hundred and Three Dollars (\$1,403). Ms. Glidden said that in March the Trustees met with the FinCom who recommended a reduction in the budget. The Board of Library Trustees subsequently voted to reduce the total budget for the library to the FinCom number, but wanted the Library Trustees to manage how the library budget is allocated. Neal Hesler presented the FinCom position. He said that the proposed amendment would result in a 3% increase to the library director's salary, which was outside the BOS guidelines of 1%. The FinCom looked at library directors in other towns and found that our director's salary is in the top 10% for towns our size. He also pointed out that the library director's salary has increased 27% in the last five years.

Ms. Glidden said that in FY 08 the Trustees gave a large increase to bring the position into line with comparable communities. Ms. Glidden pointed out that the small towns looked at by the FinCom are mostly in the western part of the state where the cost-of-living is lower. She pointed out that many smaller towns have library directors who do not have a degree in library science, while the Boxborough library director has her MLS. She also said that the salaries in the FinCom survey include part-time positions. Ms. Glidden compared the director's salary to more local communities.

Mr. Raad said that the library director is already highly compensated and to give her 3% when everyone else is getting 1% did not seem right.

Greg Ross, Guggins Lane, spoke in favor of the motion as a former member of the Library Trustees. He pointed out that the library director in Boxborough wears three hats: professional librarian, building administrator and finance director. Mr. Ross pointed to other Town department heads on contracts who are receiving more than 1%. He said that since the library director took no raise last year, this means she would be getting 1.5% over two years.

Mr. Cornett spoke in favor of the motion. He said that as a community we made a large investment in the library and need a strong professional in charge.

Eric Michnovetz, Flagg Hill Rd., asked what we give up when we move money from one line to another. Ms. Glidden said that the interest from trust funds will be used to fund the salary increase.

Brigid Bieber, Emanuel Dr., moved the question. The motion to end debate carried by a 2/3 majority, as declared by the moderator. The moderator called for tellers to be sworn to do a hand count of the vote on the amendment to Item 610. Tellers were sworn by the town clerk.

**The motion to amend item 610 carried by a majority: YES: 56 NO: 32**

Item 751: Mr. Follett wanted to know how debt service worked. It was explained.

Item 915: Mr. Kicelemos wanted to know if the BOS had ever considered the feasibility of self-insurance. Mr. Powers said the town is self-insured by a consortium Minuteman Nashhoba Health Group. Rates are claims driven, but recent high claims have caused large increases in the past few years.

**Action under Article 5, May 9, 2011:**

Karim Raad moved that the Town appropriate the sum of:  
\$19,863,428

for the operations and expenses of the Town during the fiscal year beginning July 1, 2011, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 5 of the Annual Town Meeting warrant, under the heading FY2012 Budget, except for

Department 523, Total Other – Mental Health Services, \$0 is increased to \$7,000,

Department 610, Total Salaries - Library, \$196,039 is increased to \$197,442,

Department 610, Total Other – Library, \$113,000 is decreased to \$111,597,

that an amount of **\$45,468** be transferred from Free Cash

and that the balance be raised by taxation.

**Action on Article 5, May 9, 2011: The budget, as amended, carried by majority vote.**

	<u>ACCOUNT NAME</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY12 VS</u>	<u>FY12 VS</u>
					<u>FY11</u>	<u>FY11</u>
114	Total Salaries - Moderator	\$ -	\$ -	\$ -	\$ -	0.00%
114	Total Other Expenses - Moderator	\$ 50	\$ 50	\$ 50	\$ -	0.00%
114	Total Expenses - Moderator	\$ 50	\$ 50	\$ 50	\$ -	0.00%
119	Total Salaries - Town Constable	\$ -	\$ -	\$ -	\$ -	0.00%
119	Total Other Expenses - Town Constable	\$ 97	\$ 175	\$ 175	\$ -	0.00%
119	Total Expenses - Constable	\$ 97	\$ 175	\$ 175	\$ -	0.00%
122	Total Salaries - Selectman	\$ 1,800	\$ 2,000	\$ 2,000	\$ -	0.00%
122	Total Other Expenses - Selectman	\$ 2,835	\$ 2,735	\$ 2,671	\$ (64)	-2.34%
122	Total Expenses - Selectman	\$ 4,635	\$ 4,735	\$ 4,671	\$ (64)	-1.35%
123	Total Salaries - Town Administrator	\$ 88,691	\$ 90,022	\$ 91,000	\$ 978	1.09%
123	Total Other Expenses- Town Administrator	\$ 2,625	\$ 2,500	\$ 2,550	\$ 50	2.00%
123	Total Expenses - Town Administrator	\$ 91,316	\$ 92,522	\$ 93,550	\$ 1,028	1.11%
131	Total Salaries - Finance Committee	\$ -	\$ -	\$ -	\$ -	0.00%
131	Total Other Expenses- Finance Committee	\$ 173	\$ 450	\$ 450	\$ -	0.00%
131	Total Expenses - Finance Committee	\$ 173	\$ 450	\$ 450	\$ -	0.00%
135	Total Salaries - Accountant	\$ 64,780	\$ 67,719	\$ 68,396	\$ 677	1.00%
135	Total Other Expenses- Accountant	\$ 24,935	\$ 24,936	\$ 25,736	\$ 800	3.21%
135	Total Expenses - Accountant	\$ 89,715	\$ 92,655	\$ 94,132	\$ 1,477	1.59%
141	Total Salaries - Assessor	\$ 36,838	\$ 34,200	\$ 34,200	\$ -	0.00%
141	Total Other Expenses-Assessor	\$ 9,225	\$ 13,025	\$ 9,600	\$ (3,425)	-26.30%
141	Total Expenses - Assessor	\$ 46,063	\$ 47,225	\$ 43,800	\$ (3,425)	-7.25%
145	Total Salaries - Treasurer	\$ 68,048	\$ 68,718	\$ 69,396	\$ 678	0.99%
145	Total Other Expenses-Treasurer	\$ 11,229	\$ 13,585	\$ 12,560	\$ (1,025)	-7.55%
145	Total Expenses - Treasurer	\$ 79,277	\$ 82,303	\$ 81,956	\$ (347)	-0.42%
146	Total Salaries - Tax Collector	\$ 59,302	\$ 59,886	\$ 60,475	\$ 589	0.98%
146	Total Other Expenses-Tax Collector	\$ 15,877	\$ 15,877	\$ 16,761	\$ 884	5.57%
146	Total Expenses - Tax Collector	\$ 75,179	\$ 75,763	\$ 77,236	\$ 1,473	1.94%
151	Total Salaries - Legal	\$ -	\$ -	\$ -	\$ -	0.00%
151	Total Other Expenses-Legal	\$ 62,719	\$ 64,000	\$ 64,000	\$ -	0.00%
151	Total Expenses - Legal	\$ 62,719	\$ 64,000	\$ 64,000	\$ -	0.00%
	141 - Assessor Other- Decrease in consulting fees					
	145 - Treasurer Other - Decrease in Tax Title Foreclosure					

	ACCOUNT NAME	FY2010 ACTUAL	FY2011 BUDGET	FY2012 BUDGET	\$ Change FY12 VS FY11	% Change FY12 VS FY11
152	Total Salaries - Personnel Board	\$ -	\$ -	\$ -	\$ -	0.00%
152	Total Other Expenses-Personnel Board	\$ 200	\$ 260	\$ 260	\$ -	0.00%
152	Total Expenses - Personnel Board	\$ 200	\$ 260	\$ 260	\$ -	0.00%
161	Total Salaries - Town Clerk	\$ 38,024	\$ 39,404	\$ 41,145	\$ 1,741	4.42%
161	Total Other Expenses-Town Clerk	\$ 2,182	\$ 2,000	\$ 2,250	\$ 250	12.50%
161	Total Expenses - Town Clerk	\$ 40,206	\$ 41,404	\$ 43,395	\$ 1,991	4.81%
162	Total Salaries - Elect & Regist	\$ 3,225	\$ 4,936	\$ 3,461	\$ (1,475)	-29.88%
162	Total Other - Elect & Regist	\$ 4,088	\$ 5,202	\$ 5,735	\$ 533	10.25%
162	Total Expenses - Elect & Regist	\$ 7,313	\$ 10,138	\$ 9,196	\$ (942)	-9.29%
171	Total Salaries - Conservation Comm	\$ -	\$ -	\$ -	\$ -	0.00%
171	Total Other - Conservation Comm	\$ 1,576	\$ 2,150	\$ 2,150	\$ -	0.00%
171	Total Expenses - Conservation Comm	\$ 1,576	\$ 2,150	\$ 2,150	\$ -	0.00%
175	Total Salaries - Planning Board	\$ 67,756	\$ 68,263	\$ 68,941	\$ 678	0.99%
175	Total Other - Planning Board	\$ 4,013	\$ 4,522	\$ 4,672	\$ 150	3.32%
175	Total Expenses - Planning Board	\$ 71,769	\$ 72,785	\$ 73,613	\$ 828	1.14%
176	Total Salaries - Zoning Board	\$ -	\$ -	\$ -	\$ -	0.00%
176	Total Other - Zoning Board	\$ 289	\$ 335	\$ 335	\$ -	0.00%
176	Total Expenses - Zoning Board	\$ 289	\$ 335	\$ 335	\$ -	0.00%
179	Total Salaries - Agricultural Comm	\$ -	\$ -	\$ -	\$ -	0.00%
179	Total Other - Agricultural Comm	\$ 175	\$ 200	\$ 200	\$ -	0.00%
179	Total Expenses - Agricultural Comm	\$ 175	\$ 200	\$ 200	\$ -	0.00%
192	Total Salaries - Town Hall	\$ 164,628	\$ 184,825	\$ 180,873	\$ (3,952)	-2.14%
192	Total Other - Town Hall	\$ 56,039	\$ 55,865	\$ 56,348	\$ 483	0.86%
192	Total Expenses - Town Hall	\$ 220,667	\$ 240,690	\$ 237,221	\$ (3,469)	-1.44%
199	Total Salaries - Energy Committee	\$ -	\$ -	\$ -	\$ -	0.00%
199	Total Other - Energy Committee	\$ -	\$ 200	\$ 200	\$ -	0.00%
199	Total Expenses - Energy Committee	\$ -	\$ 200	\$ 200	\$ -	0.00%
	Total Salaries - Town Government	\$ 593,092	\$ 619,973	\$ 619,887	\$ (86)	-0.01%
	Total Other - Town Government	\$ 198,327	\$ 208,067	\$ 206,703	\$ (1,364)	-0.66%
	Total Expenses - Town Government	\$ 791,419	\$ 828,040	\$ 826,590	\$ (1,450)	-0.18%
	162 - Elect & Regist Salaries - Decrease due to only 2 elections					
	162 - Elect & Regist Other - Increased technology cost					

	ACCOUNT NAME	FY2010 ACTUAL	FY2011 BUDGET	FY2012 BUDGET	\$ Change FY12 VS FY11	% Change FY12 VS FY11
210	Total Salaries - Police	\$ 920,901	\$ 923,419	\$ 930,272	\$ 6,853	0.74%
210	Total Other - Police	\$ 90,556	\$ 127,425	\$ 134,690	\$ 7,265	5.70%
210	Total Expenses - Police	\$ 1,011,457	\$ 1,050,844	\$ 1,064,962	\$ 14,118	1.34%
220	Total Salaries - Fire	\$ 709,158	\$ 693,596	\$ 712,641	\$ 19,045	2.75%
220	Total Other - Fire	\$ 100,158	\$ 95,900	\$ 96,550	\$ 650	0.68%
220	Total Expenses - Fire	\$ 809,316	\$ 789,496	\$ 809,191	\$ 19,695	2.49%
221	Total Salaries - Dispatch	\$ 220,177	\$ 227,002	\$ 226,978	\$ (24)	-0.01%
221	Total Other - Dispatch	\$ 31,720	\$ 26,821	\$ 34,287	\$ 7,466	27.84%
221	Total Expenses - Dispatch	\$ 251,897	\$ 253,823	\$ 261,265	\$ 7,442	2.93%
241	Total Salaries - Building Insp	\$ 32,367	\$ 42,315	\$ -	\$ (42,315)	-100.00%
241	Total Other - Building Insp	\$ 6,956	\$ 1,400	\$ 41,923	\$ 40,523	2894.50%
241	Total Expenses - Building Insp	\$ 39,323	\$ 43,715	\$ 41,923	\$ (1,792)	-4.10%
292	Total Salaries - Dog Officer	\$ 10,474	\$ 10,578	\$ 10,684	\$ 106	1.00%
292	Total Other - Dog Officer	\$ 1,596	\$ 1,625	\$ 1,625	\$ -	0.00%
292	Total Expenses - Dog Officer	\$ 12,070	\$ 12,203	\$ 12,309	\$ 106	0.87%
299	Total Salaries - Field Driver	\$ 45	\$ 45	\$ 45	\$ -	0.00%
299	Total Other - Field Driver	\$ -	\$ 15	\$ 10	\$ (5)	-33.33%
299	Total Expenses - Field Driver	\$ 45	\$ 60	\$ 55	\$ (5)	-8.33%
	Total Salaries - Protection	\$ 1,893,122	\$ 1,896,955	\$ 1,880,620	\$ (16,335)	-0.86%
	Total Other - Protection	\$ 230,986	\$ 253,186	\$ 309,085	\$ 55,899	22.08%
	Total Expenses - Protection	\$ 2,124,108	\$ 2,150,141	\$ 2,189,705	\$ 39,564	1.84%
	221- Dispatch Other - Increased training, teletype service, telephone and SW upgrade expenses					
	241 - Building Insp Other - Increase due to change from salaried emp to shared position with Groton					

	<u>ACCOUNT NAME</u>	<u>FY2010</u> <u>ACTUAL</u>	<u>FY2011</u> <u>BUDGET</u>	<u>FY2012</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY12 VS.</u> <u>FY11</u>	<u>% Change</u> <u>FY12 VS.</u> <u>FY11</u>
300	Total Salaries - Blanchard School	\$ 4,056,398	\$ 4,066,524	\$ 4,237,917	\$ 171,393	4.21%
300	Total Other - Blanchard School	\$ 1,277,191	\$ 1,294,066	\$ 1,305,497	\$ 11,431	0.88%
300	Total Expenses - Blanchard School	\$ 5,333,589	\$ 5,360,590	\$ 5,543,414	\$ 182,824	3.41%
310	Total Salaries - Minuteman Vocational HS	\$ -	\$ -	\$ -	\$ -	0.00%
310	Total Other - Minuteman Vocational HS	\$ 361,704	\$ 344,924	\$ 367,906	\$ 22,982	6.66%
310	Total Expenses - Minuteman Vocational HS	\$ 361,704	\$ 344,924	\$ 367,906	\$ 22,982	6.66%
320	Total Salaries - ABRS Assessment	\$ -	\$ -	\$ -	\$ -	0.00%
320	Total Other - ABRS Assessment	\$ 5,756,036	\$ 5,889,123	\$ 5,890,838	\$ 1,715	0.03%
320	Total Expenses - ABRS Assessment	\$ 5,756,036	\$ 5,889,123	\$ 5,890,838	\$ 1,715	0.03%
	Total Salaries - Education	\$ 4,056,398	\$ 4,066,524	\$ 4,237,917	\$ 171,393	4.21%
	Total Other - Education	\$ 7,394,931	\$ 7,528,113	\$ 7,564,241	\$ 36,128	0.48%
	Total Expenses - Education	\$ 11,451,329	\$ 11,594,637	\$ 11,802,158	\$ 207,521	1.79%

	<u>ACCOUNT NAME</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY12 VS.</u>	<u>FY12 VS.</u>
					<u>FY11</u>	<u>FY11</u>
422	Total Salaries - Public Works	\$ 421,477	\$ 459,059	\$ 463,071	\$ 4,012	0.87%
422	Total Other - Public Works	\$ 215,204	\$ 223,896	\$ 227,490	\$ 3,594	1.61%
422	Total Expenses - Public Works	\$ 636,681	\$ 682,955	\$ 690,561	\$ 7,606	1.11%
423	Total Salaries - Snow & Ice	\$ 32,010	\$ 53,222	\$ 53,853	\$ 631	1.19%
423	Total Other - Snow & Ice	\$ 105,631	\$ 107,664	\$ 107,033	\$ (631)	-0.59%
423	Total Expenses - Snow & Ice	\$ 137,641	\$ 160,886	\$ 160,886	\$ -	0.00%
424	Total Salaries - Street Lighting	\$ -	\$ -	\$ -	\$ -	0.00%
424	Total Other - Street Lighting	\$ 2,580	\$ 3,191	\$ 3,000	\$ (191)	-5.99%
424	Total Expenses - Street Lighting	\$ 2,580	\$ 3,191	\$ 3,000	\$ (191)	-5.99%
425	Total Salaries - Hager Well Maintenance	\$ -	\$ -	\$ -	\$ -	0.00%
425	Total Other - Hager Well Maintenance	\$ 14,000	\$ 14,000	\$ 20,000	\$ 6,000	42.86%
425	Total Expenses - Hager Well Maintenance	\$ 14,000	\$ 14,000	\$ 20,000	\$ 6,000	42.86%
429	Total Salaries - Fuel	\$ -	\$ -	\$ -	\$ -	0.00%
429	Total Other - Fuel	\$ 58,009	\$ 67,000	\$ 80,500	\$ 13,500	20.15%
429	Total Expenses - Fuel	\$ 58,009	\$ 67,000	\$ 80,500	\$ 13,500	20.15%
431	Total Salaries - Hazardous Waste Coll	\$ -	\$ -	\$ -	\$ -	0.00%
431	Total Other - Hazardous Waste Coll	\$ 5,678	\$ 7,500	\$ -	\$ (7,500)	-100.00%
431	Total Expenses - Hazardous Waste Coll	\$ 5,678	\$ 7,500	\$ -	\$ (7,500)	-100.00%
491	Total Salaries - Cemetery	\$ 8,309	\$ 8,394	\$ 8,477	\$ 83	0.99%
491	Total Other - Cemetery	\$ 4,610	\$ 1,000	\$ 1,000	\$ -	0.00%
491	Total Expenses - Cemetery	\$ 12,919	\$ 9,394	\$ 9,477	\$ 83	0.88%
	Total Salaries-Public Works & Facilities	\$ 461,796	\$ 520,675	\$ 525,401	\$ 4,726	0.91%
	Total Other - Public Works & Facilities	\$ 405,712	\$ 424,251	\$ 439,023	\$ 14,772	3.48%
	Total Expenses-Public Works - Facilities	\$ 867,508	\$ 944,926	\$ 964,424	\$ 19,498	2.06%
	425 - Hager Well Maintenance Other - Increase in maintenance supplies					
	429 - Fuel Other - Increased fuel costs					
	431 - Hazardous Waste Other - No collection day in FY 12					

	<u>ACCOUNT NAME</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY12 VS.</u>	<u>FY12 VS.</u>
					<u>FY11</u>	<u>FY11</u>
510	Total Salaries - Landfill Monitoring	\$ -	\$ -	\$ -	\$ -	0.00%
510	Total Other - Landfill Monitoring	\$ -	\$ 5,250	\$ 6,000	\$ 750	14.29%
510	Total Expenses - Landfill Monitoring	\$ -	\$ 5,250	\$ 6,000	\$ 750	14.29%
511	Total Salaries - Board of Health	\$ 500	\$ 501	\$ 501	\$ -	0.00%
511	Total Other - Board of Health	\$ 16,666	\$ 16,990	\$ 16,990	\$ -	0.00%
511	Total Expenses - Board of Health	\$ 17,166	\$ 17,491	\$ 17,491	\$ -	0.00%
519	Total Salaries - Environmental Services	\$ -	\$ -	\$ -	\$ -	0.00%
519	Total Other - Environmental Services	\$ 9,345	\$ 9,345	\$ 9,345	\$ -	0.00%
519	Total Expenses - Environmental Services	\$ 9,345	\$ 9,345	\$ 9,345	\$ -	0.00%
522	Total Salaries - Nursing Services	\$ -	\$ -	\$ -	\$ -	0.00%
522	Total Other - Nursing Services	\$ 2,395	\$ 2,395	\$ 2,395	\$ -	0.00%
522	Total Expenses - Nursing Services	\$ 2,395	\$ 2,395	\$ 2,395	\$ -	0.00%
523	Total Salaries - Mental Health Svices	\$ -	\$ -	\$ -	\$ -	0.00%
523	Total Other - Mental Health Services	\$ 7,000	\$ 7,000	\$ -	\$ (7,000)	-100.00%
523	Total Expenses - Mental Health Services	\$ 7,000	\$ 7,000	\$ -	\$ (7,000)	-100.00%
541	Total Salaries - Council on Aging	\$ 38,112	\$ 39,843	\$ 41,652	\$ 1,809	4.54%
541	Total Other - Council on Aging	\$ 2,724	\$ 3,050	\$ 3,050	\$ -	0.00%
541	Total Expenses - Council on Aging	\$ 40,836	\$ 42,893	\$ 44,702	\$ 1,809	4.22%
543	Total Salaries - Veterans	\$ 177	\$ 190	\$ 190	\$ -	0.00%
543	Total Other - Veterans	\$ 205	\$ 250	\$ 250	\$ -	0.00%
543	Total Expenses - Veterans	\$ 382	\$ 440	\$ 440	\$ -	0.00%
599	Total Salaries - Inspect of Animals	\$ 940	\$ 950	\$ 959	\$ 9	0.95%
599	Total Other - Inspect of Animals	\$ -	\$ -	\$ -	\$ -	0.00%
599	Total Expenses - Inspect of Animals	\$ 940	\$ 950	\$ 959	\$ 9	0.95%
600	Total Salaries - Animal Control Officer	\$ 2,552	\$ 2,577	\$ 2,603	\$ 26	1.01%
600	Total Other - Animal Control Officer	\$ 393	\$ 330	\$ 330	\$ -	0.00%
600	Total Expenses - Animal Control Officer	\$ 2,945	\$ 2,907	\$ 2,933	\$ 26	0.89%
	Total Salaries-Health Services	\$ 42,281	\$ 44,061	\$ 45,905	\$ 1,844	4.19%
	Total Other - Health Services	\$ 38,728	\$ 44,610	\$ 38,360	\$ (6,250)	-14.01%
	Total Expenses-Health Services	\$ 81,009	\$ 88,671	\$ 84,265	\$ (4,406)	-4.97%
	510 - Landfill Monitoring Other - Increased					
	523 - Mental Health Services Other - FinCom voted to eliminate funding; Board of Health to recommend reinstatement in full at ATM					

	<u>ACCOUNT NAME</u>	<u>FY2010</u> <u>ACTUAL</u>	<u>FY2011</u> <u>BUDGET</u>	<u>FY2012</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY12 VS.</u> <u>FY11</u>	<u>% Change</u> <u>FY12 VS.</u> <u>FY11</u>
610	Total Salaries - Library	\$ 181,772	\$ 189,934	\$ 196,039	\$ 6,105	3.21%
610	Total Other - Library	\$ 113,991	\$ 114,014	\$ 113,000	\$ (1,014)	-0.89%
610	Total Expenses - Library	\$ 295,763	\$ 303,948	\$ 309,039	\$ 5,091	1.67%
630	Total Salaries - Recreation Comm	\$ 28,515	\$ 30,280	\$ 25,954	\$ (4,326)	-14.29%
630	Total Other - Recreation Comm	\$ 7,945	\$ 9,800	\$ 9,600	\$ (200)	-2.04%
630	Total Expenses - Recreation Comm	\$ 36,460	\$ 40,080	\$ 35,554	\$ (4,526)	-11.29%
691	Total Salaries - Historical Comm	\$ -	\$ -	\$ -	\$ -	0.00%
691	Total Other - Historical Comm	\$ 2,180	\$ 3,164	\$ 3,164	\$ -	0.00%
691	Total Expenses - Historical Comm	\$ 2,180	\$ 3,164	\$ 3,164	\$ -	0.00%
692	Total Salaries - Public Celebration	\$ -	\$ -	\$ -	\$ -	0.00%
692	Total Other - Public Celebration	\$ 481	\$ 665	\$ 665	\$ -	0.00%
692	Total Expenses - Public Celebration	\$ 481	\$ 665	\$ 665	\$ -	0.00%
693	Total Salaries - Steele Farm	\$ -	\$ -	\$ -	\$ -	0.00%
693	Total Other - Steele Farm	\$ 496	\$ 500	\$ 500	\$ -	0.00%
693	Total Expenses - Steele Farm	\$ 496	\$ 500	\$ 500	\$ -	0.00%
699	Total Salaries - A/B Cultural Council	\$ -	\$ -	\$ -	\$ -	0.00%
699	Total Other - A/B Cultural Council	\$ 1,499	\$ 1,500	\$ 1,500	\$ -	0.00%
699	Total Expenses - A/B Cultural Council	\$ 1,499	\$ 1,500	\$ 1,500	\$ -	0.00%
	Total Salaries - Culture & Recreation	\$ 210,287	\$ 220,214	\$ 221,993	\$ 1,779	0.81%
	Total Other- Culture & Recreation	\$ 126,592	\$ 129,643	\$ 128,429	\$ (1,214)	-0.94%
	Total Expenses - Culture & Recreation	\$ 336,879	\$ 349,857	\$ 350,422	\$ 565	0.16%
	610 - Library Salaries - FinCom recommends 1% increase in Director's salary; Library Trustees may recommend increase to 3% at ATM					

	<u>ACCOUNT NAME</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY12 VS</u>	<u>FY12 VS</u>
					<u>FY11</u>	<u>FY11</u>
710	Total Salaries - Maturing Debt Principal	\$ -	\$ -	\$ -	\$ -	0.00%
710	Total Other - Maturing Debt Principal	\$ 718,000	\$ 835,000	\$ 827,500	\$ (7,500)	-0.90%
710	Total Expenses - Maturing Debt Principal	\$ 718,000	\$ 835,000	\$ 827,500	\$ (7,500)	-0.90%
751	Total Salaries - Maturing Debt Interest	\$ -	\$ -	\$ -	\$ -	0.00%
751	Total Other - Maturing Debt Interest	\$ 584,238	\$ 551,207	\$ 529,873	\$ (21,334)	-3.87%
751	Total Expenses - Maturing Debt Interest	\$ 584,238	\$ 551,207	\$ 529,873	\$ (21,334)	-3.87%
	Total Salaries - Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Other - Debt Service	\$ 1,302,238	\$ 1,386,207	\$ 1,357,373	\$ (28,834)	-2.08%
	Total Expenses - Debt Service	\$ 1,302,238	\$ 1,386,207	\$ 1,357,373	\$ (28,834)	-2.08%
830	Total Salaries - County Ret. Assessment	\$ -	\$ -	\$ -	\$ -	0.00%
830	Total Other - County Ret Assessment	\$ 467,683	\$ 488,729	\$ 475,394	\$ (13,335)	-2.73%
830	Total Expenses - County Ret Assessment	\$ 467,683	\$ 488,729	\$ 475,394	\$ (13,335)	-2.73%
912	Total Salaries - Other Benefit Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
912	Total Other - Other Benefit Insurance	\$ 69,594	\$ 75,472	\$ 67,865	\$ (7,607)	-10.08%
912	Total Expenses - Other Benefit Insurance	\$ 69,594	\$ 75,472	\$ 67,865	\$ (7,607)	-10.08%
915	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
915	Total Other - Employee Benefits	\$ 1,267,332	\$ 1,365,757	\$ 1,467,500	\$ 101,743	7.45%
915	Total Expenses - Employee Benefits	\$ 1,267,332	\$ 1,365,757	\$ 1,467,500	\$ 101,743	7.45%
945	Total Salaries -Liability Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
945	Total Other - Liability Insurance	\$ 83,712	\$ 92,181	\$ 85,732	\$ (6,449)	-7.00%
945	Total Expenses - Liability Insurance	\$ 83,712	\$ 92,181	\$ 85,732	\$ (6,449)	-7.00%
	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Other- Employee Benefits	\$ 1,888,321	\$ 2,022,139	\$ 2,096,491	\$ 74,352	3.68%
	Total Expenses- Employee Benefits	\$ 1,888,321	\$ 2,022,139	\$ 2,096,491	\$ 74,352	3.68%
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>FY2010 ACTUAL</u>	<u>FY2011 BUDGET</u>	<u>FY2012 BUDGET</u>	<u>\$ Change FY12 VS. FY11</u>	<u>% Change FY12 VS. FY11</u>
<b>SALARIES</b>					
Town Government	\$ 593,092	\$ 619,973	\$ 619,887	\$ (86)	-0.01%
Protection	\$ 1,893,122	\$ 1,896,955	\$ 1,880,620	\$ (16,335)	-0.86%
Public Works & Facilities	\$ 461,796	\$ 520,675	\$ 525,401	\$ 4,726	0.91%
Health Services	\$ 42,281	\$ 44,061	\$ 45,905	\$ 1,844	4.19%
Cultural & Recreation	\$ 210,287	\$ 220,214	\$ 221,993	\$ 1,779	0.81%
<b>Total Town</b>	<b>\$ 3,200,578</b>	<b>\$ 3,301,878</b>	<b>\$ 3,293,806</b>	<b>\$ (8,072)</b>	<b>-0.24%</b>
Education	\$ 4,056,398	\$ 4,066,524	\$ 4,237,917	\$ 171,393	4.21%
Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Fund	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL SALARIES</b>	<b>\$ 7,256,976</b>	<b>\$ 7,368,402</b>	<b>\$ 7,531,723</b>	<b>\$ 163,321</b>	<b>2.22%</b>
<b>OTHER EXPENSES</b>					
Town Government	\$ 198,327	\$ 208,067	\$ 206,703	\$ (1,364)	-0.66%
Protection	\$ 230,986	\$ 253,186	\$ 309,085	\$ 55,899	22.08%
Public Works & Facilities	\$ 405,712	\$ 424,251	\$ 439,023	\$ 14,772	3.48%
Health Services	\$ 38,728	\$ 44,610	\$ 38,360	\$ (6,250)	-14.01%
Cultural & Recreation	\$ 126,592	\$ 129,643	\$ 128,429	\$ (1,214)	-0.94%
<b>Total Town</b>	<b>\$ 1,000,345</b>	<b>\$ 1,059,757</b>	<b>\$ 1,121,600</b>	<b>\$ 61,843</b>	<b>5.84%</b>
Education	\$ 7,394,931	\$ 7,528,113	\$ 7,564,241	\$ 36,128	0.48%
Employee Benefits	\$ 1,888,321	\$ 2,022,139	\$ 2,096,491	\$ 74,352	3.68%
Debt Service	\$ 1,302,238	\$ 1,386,207	\$ 1,357,373	\$ (28,834)	-2.08%
Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 11,585,835</b>	<b>\$ 12,181,216</b>	<b>\$ 12,324,705</b>	<b>\$ 143,489</b>	<b>1.18%</b>
<b>TOTAL EXPENSES</b>					
Town Government	\$ 791,419	\$ 828,040	\$ 826,590	\$ (1,450)	-0.18%
Protection	\$ 2,124,108	\$ 2,150,141	\$ 2,189,705	\$ 39,564	1.84%
Public Works & Facilities	\$ 867,508	\$ 944,926	\$ 964,424	\$ 19,498	2.06%
Health Services	\$ 81,009	\$ 88,671	\$ 84,265	\$ (4,406)	-4.97%
Cultural & Recreation	\$ 336,879	\$ 349,857	\$ 350,422	\$ 565	0.16%
<b>Total Town</b>	<b>\$ 4,200,923</b>	<b>\$ 4,361,635</b>	<b>\$ 4,415,406</b>	<b>\$ 53,771</b>	<b>1.23%</b>
Education	\$ 11,451,329	\$ 11,594,637	\$ 11,802,158	\$ 207,521	1.79%
Employee Benefits	\$ 1,888,321	\$ 2,022,139	\$ 2,096,491	\$ 74,352	3.68%
Debt Service	\$ 1,302,238	\$ 1,386,207	\$ 1,357,373	\$ (28,834)	-2.08%
Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
<b>TOTAL EXPENSES</b>	<b>\$ 18,842,811</b>	<b>\$ 19,549,618</b>	<b>\$ 19,856,428</b>	<b>\$ 306,810</b>	<b>1.57%</b>
Budget Prior to Reserve Fund Calculation	\$ 18,842,811	\$ 19,364,618	\$ 19,671,428	\$ 306,810	1.58%

**Blanchard Memorial School  
FY 2012 Budget Account Summary**

<u>Code</u>	<u>Description</u>	<u>FY2010 ACTUAL</u>	<u>FY2011 VOTED</u>	<u>FY2011 PROPOSED</u>	<u>FY2012 PROPOSED</u>	<u>\$ Change FY12 v. FY11</u>	<u>% Change FY12 v. FY11</u>
1100	School Committee	\$ 14,306	\$ 10,838	\$ 10,838	\$ 7,588	\$ (3,250)	-29.99%
1200	Superintendent Office	184,553	214,762	135,953	138,320	2,367	1.74%
1400	Business Office	114,139	114,197	114,193	113,726	(467)	-0.41%
2100	Special Ed Office	130,521	145,192	87,941	73,079	(14,862)	-16.90%
2200	Principal Office	149,772	46,991	183,050	185,976	2,926	1.60%
2250	Building Technology	125,598	115,332	56,103	36,798	(19,305)	-34.41%
2300	Teaching	3,672,281	3,538,410	3,538,410	3,647,223	108,813	3.08%
2300	Teaching-correct budget			165,245	-	(165,245)	-100.00%
2350	Prof. Development	81,303	68,100	67,800	83,550	15,750	23.23%
2400	Textbooks	8,316	6,000	6,000	-	(6,000)	-100.00%
2451	Instructional Tech.	44,160	-	59,229	111,387	52,158	88.06%
2500	Library & Media	61,187	67,375	67,375	70,778	3,403	5.05%
2700	Guidance/Psych	101,426	106,870	107,570	112,878	5,308	4.93%
3200	Health Services	53,921	55,978	55,978	58,210	2,232	3.99%
3300	Transportation	310,154	397,599	397,602	422,300	24,698	6.21%
3400	Food Services	58,849	38,138	38,138	38,230	92	0.24%
4130	Utilities	135,673	182,938	182,938	179,937	(3,001)	-1.64%
4220	Maintenance	240,711	210,298	210,298	233,070	22,772	10.83%
4400	Technology Admin	53,800	56,602	56,602	20,266	(36,336)	-64.20%
5100	Retirement	-	49,229	49,229	105,394	56,165	114.09%
6300	Civic Activities	5,410	5,616	5,616	5,714	98	1.75%
7000	Capital Exp.	41,940	30,040	30,040	31,240	1,200	3.99%
9000	Tuition to other districts	564,873	425,640	425,640	407,482	(18,158)	-4.27%
	<b>TOTALS</b>	<b>\$ 6,152,893</b>	<b>\$ 5,886,145</b>	<b>\$ 6,051,788</b>	<b>\$ 6,083,146</b>	<b>\$ 31,358</b>	<b>0.52%</b>
Less Funding sources:							
	School Choice	225,000	208,324	208,324	130,000	(78,324)	-37.60%
	Circuit Breaker	202,255	91,431	91,431	96,415	4,984	5.45%
	Grants	229,049	120,800	154,100	178,317	24,217	15.72%
	Fee Programs	163,000	105,000	129,000	135,000	6,000	4.65%
	Budget Freeze			26,343	-	(26,343)	-100.00%
	<b>Totals</b>	<b>\$ 819,304</b>	<b>\$ 525,555</b>	<b>\$ 609,198</b>	<b>\$ 539,732</b>	<b>\$ (69,466)</b>	<b>-11.40%</b>
	<b>Town Appropriation</b>	<b>\$ 5,333,589</b>	<b>\$ 5,360,590</b>	<b>\$ 5,442,590</b>	<b>\$ 5,543,414</b>	<b>\$ 100,824</b>	<b>1.85%</b>
STM Budget increase FY 2011				\$ 82,000			

**The vote on Articles 6, 7 and 8 was postponed to Tuesday, May 10.**

**ARTICLE 9            AN ACT AMENDING CHAPTER 372 OF THE ACTS OF 1963 RELATIVE TO THE RIGHTS OF THE WATER SUPPLY DISTRICT OF ACTON TO ACQUIRE ANY WATER SOURCE IN THE TOWN OF BOXBOROUGH**

**(Majority vote required)**

Raid Suleiman moved to rescind the authorization granted by Town Meeting under Article 7 on May 10, 2010 and to authorize the Board of Selectmen to petition the General Court for the purpose of adopting legislation entitled *An Act Amending Chapter 372 of the Acts of 1963 Relative to the Rights of the Water Supply District of Acton to Acquire Any Water Source in the Town of Boxborough*, as printed in the Annual Town Meeting warrant under Article 9.

An Act Amending Chapter 372 of the Acts of 1963 Relative to the Rights of the Water Supply District of Acton to Acquire Any Water Source in the Town of Boxborough

Section 1. Section 1 of Chapter 372 of the Acts of 1963 is hereby amended by deleting the text of said section and inserting in place thereof the following: Notwithstanding any provision of chapter three hundred and twenty-six of the acts of nineteen hundred and twelve, no ground water sources in the town of Boxborough shall be used by the Water Supply District of Acton until the district and the town of Boxborough, acting through its board of selectmen, jointly file a petition with the water resources commission for a finding, and the water resources commission so finds that there exists in said town a source or sources of ground water adequate for the future needs of said town. If such an adequate supply is found within said town, then said water supply district may use the excess for said district. The provisions of this section shall not prohibit any agreement by said town and said district to the contrary.

Section 2. This act shall take effect upon its passage.

The General Court may only make clerical or editorial changes of form to the bill, unless the Selectmen approve amendments to the bill before enactment by the General Court. The Selectmen are hereby authorized to approve amendments which shall be within the scope of the general public objectives of the petition.

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

Earlier acts of the legislature had granted rights to the Water Supply District of Acton to Boxborough's water resources, while excluding any input on the matter by the Town of Boxborough. At last year's town meeting, the voters authorized the BOS to petition the General Court for the purpose of adopting legislation that would effectively deny Acton any rights to Boxborough's water. As the BOS pursued this action, it became apparent that the constraints in the special legislation as originally proposed were unreasonably restrictive. For example, Acton would have been prohibited from buying water from Boxborough under any circumstances. The special legislation was opposed by Acton authorities and would very likely have failed to pass on Beacon Hill.

For those reasons, in the spirit of cooperation and taking into consideration the unique relationship between the towns of Acton and Boxborough, the selectmen sought input from Acton to develop language that would be acceptable to the two towns and at the same time would protect Boxborough's rights and sovereignty. Members of Acton and Boxborough's Board of Selectmen, the Water Supply District of Acton and the two Town Administrators met over a period of a few weeks to draft language that is agreeable to both towns. The language in the newly drafted special act provides an avenue for Acton's input and more importantly, gives Boxborough total control over its water resources. Additionally, the proposed language does not restrict Boxborough's ability to enter into an agreement with any other water district. The Board of Selectmen recommends this article fully as it offers Boxborough the needed protection and sovereignty over its resources.

**The Finance Committee recommends (8 - 0).**

**Action under Article 9, May 9, 2011: The motion carried unanimously.**

**ARTICLE 10      TRANSFER TO STABILIZATION FUND**

**(Two-thirds vote required)**

Karim Raad moved to transfer the sum of One Hundred Eight-Two Thousand Four Hundred and Twenty-one Dollars (\$182,421) from Free Cash to the Stabilization Fund.

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

**The Finance Committee recommends (8 - 0).**

Mr. Raad spoke for the FinCom: For the first time, the Town has a comprehensive Capital Plan that allows a predictable estimate of future capital requirements. It is prudent at this time to begin to reserve funds to support the capital requirements. A healthy stabilization fund protects the town and is a strong factor in the Town's bond rating. Expenditures from the stabilization fund require a higher level of scrutiny (2/3 votes of ATM) to utilize these funds which is appropriate for large expenditures.

**Action on Article 10, May 9, 2011: The motion carried unanimously.**

**ARTICLE 11      POLICE DEPARTMENT – ADDITIONAL POLICE OFFICER**

**(Majority vote required)**

Frank Powers moved to transfer from Free Cash the sum of Three Thousand Four Hundred and Nine Dollars (\$3,409), said sum to be added to the amounts appropriated pursuant to Article 5 of the 2011 Annual Town Meeting for the purpose of funding an additional Police Officer for the Police Department; and further that the following adjustments be made to the FY 2012 budget:

Department 210, Total Salaries – Police: **Decrease** by the sum of Sixteen Thousand Four Hundred and Eighty Dollars (\$16,480),

Department 210, Total Other – Police: **Increase** by the sum of One Thousand Six Hundred and Fifty Dollars (\$1,650),

Department 915, Total Other - Employee Benefits: **Increase** by the sum of Eighteen Thousand Two Hundred and Thirty-nine Dollars (\$18,239).

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

One of the principal objectives of the Board of Selectmen for our new Police Chief was reduction in overtime expenses for the department. These overtime expenses have grown over a number of years to a level that is not sustainable. In response to this challenge, Chief Ryder has developed a plan to operate his department with one additional officer, making a complement of 10 officers supporting the Chief.

From a salary and overtime perspective, there are basically 3 configurations to operate the police department:

1. Keep the number of officers we now have (i.e., 9) and use overtime as needed to fill shift requirements. The "standard" shift complement is 2 officers per shift.
2. Reduce shift coverage from 2 officers per shift to 1 for select shifts.
3. Add an additional officer to provide a larger pool of available officers for shifts.

We have been operating for many years in configuration #1, using 9 officers and overtime as needed. Configuration #2 reduces shift coverage and, as a consequence, exposes the department and the town to potentially dangerous situations. The solution proposed by Chief Ryder is to change to configuration #3 by adding an additional officer, enabling the Chief to reduce the department's overtime expenses while maintaining adequate shift coverage.

The economics of the new officer configuration are as follows:

- **Decrease** in police salaries (new officer salary and reductions in other salary items, including overtime): \$16,480
- **Increase** in other expenses: \$1,650
- **Net decrease** in operating costs: \$14,830

It is important to note that these figures do not include any employee benefits (i.e., health insurance, life insurance, long-term disability and Medicare). The "worst case" benefits scenario considers all of these elements including health care for a family rather than for an individual. This article identifies an appropriation of \$3,409 which accounts for the "worst case" total benefit amount, \$18,239 minus the net decrease in operating costs, \$14,830. In reality, the most likely situation is that a new officer would be provided a lower benefit amount and the result is actually likely to be a small cost savings rather than this appropriation amount. However, this figure of \$3,409 is included to ensure that the "worst case" situation would be covered.

In summary then, adding an additional officer is essentially a no-cost or very low cost action that improves Chief Ryder's ability to operate his department with adequate shift coverage and at the same time control his overtime expenses.

The Board of Selectmen therefore recommends an affirmative vote on this article.

### **The Finance Committee recommends (5 - 3).**

#### **Majority**

Dilip Subramanyam spoke for the majority: The majority of the Police Department budget (87%) is the costs associated with staffing, with salary and overtime as the key cost components. Adding an additional police officer will decrease the FY12 Police compensation budget by \$16,500 or 2%. This is the result of an overtime reduction of \$57,900 (28%) partially offset by increased salary costs of \$44,500 (9%) reflecting the cost of the additional officer. However, it should be noted that the benefit costs associated with this additional position (which are reflected elsewhere in the town budget) will be slightly higher than reduced compensation costs.

Despite this slight increase in overall costs to the town, it is recommended that the town approve this proposal as it will enable Chief Ryder to more easily and productively "back fill" for officers that are away on earned time, testifying in court, attending training, etc. thereby reducing overtime costs. In addition, this proposal will allow the Chief to more efficiently deploy his officers to address the safety needs of the town.

#### **Minority**

Mr. Raad spoke for the minority: The biggest cost to our Town is currently people cost, and being in the worst economic times we ever faced, adding head count is truly not the appropriate thing to do at this time. Although there is currently a reduction in the overtime budget to cover this position, there are increases in the expenses as well as benefits, and this is for the first year only. Projecting this position over the next 5 years, there will be automatic additions to the budget in the form of raises and expenses, and there are absolutely no guarantees that the overtime budget line will not increase. The solution in the future to deal with those increases will likely be layoffs, which, in our experience, is something the Town of Boxborough has not been willing to do. If approved, this item will be funded by free cash.

**Discussion:** Mr. Powers asked that Chief Ryder be permitted to make a presentation to explain the rationale for the new officer. Chief Ryder made a brief presentation.

Andrew Gruskay, Daniel's Way, wanted to know what prevents overtime from being used even with a new officer. Chief Ryder said that he as chief would be responsible for managing overtime. Mr. Powers said that if the BOS does not see a reduction in overtime, they would have no problem letting the officer go.

Mr. Cornett asked how much overtime would have been saved if they had had the extra officer last year. The Chief said 500 hours of overtime would have been saved (10%). Mr. Kicelemos congratulated the Chief on the reduction in speeding on his street. He asked why officers are still on details—where does the money go. The Chief asked for the Town Accountant to respond. The Town Administrator said the money that comes in goes to pay the officers. 10% goes to the town for administration fee.

**Action on Article 11, May 9, 2011: The motion carried unanimously.**

**ARTICLE 12 CAPITAL EQUIPMENT ACQUISITION - TOWN HALL – PRINTER PLOTTER  
(Majority vote required)**

Christine Robinson moved to transfer from Free Cash the sum of Eleven Thousand Dollars (\$11,000) for the purpose of acquiring a printer plotter for the Town Hall.

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

The Board of Selectman recommends the purchase of a new printer plotter to replace the current nine year old printer. This is a vital piece of equipment utilized by a number of town functions, including the land use boards and its departments, the Board of Selectmen and the Cemetery Commission. There have been many technological advances in the nine years since we purchased the existing unit. The additional processing memory will provide more flexibility related to the size and type of maps. In the long-term, the replacement will also enable us to print plans in-house, increasing productivity and decreasing outside vendor costs. Furthermore, the capability of this new printer plotter to digitize files will also help decrease paper files, therefore aiding the environment and decreasing paper storage needs at Town Hall.

**The Finance Committee recommends (6 - 0).**

The Finance Committee unanimously supports this request from the Town Planner to replace the existing printer/plotter which, after 9 years, is well past its useful life of 5 years. The new unit will be capable of the copying, scanning, printing and digitizing of large plans and maps to support many town boards and departments. This item was on the FY2012 Boxborough Capital Plan. If approved, this article will be paid out of free cash.

**The Planning Board recommends unanimously.**

**Action on Article 12, May 9, 2011: The motion carried unanimously.**

## **ARTICLE 13 TOWN HALL GASB 45 ACTUARIAL CONSULTANT**

**(Majority vote required)**

Christine Robinson moved to transfer from Free Cash the sum of Nine Thousand Five Hundred Dollars (\$9,500) for the purpose of hiring a consultant to provide an actuarial study for continued compliance with GASB 45.

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

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. Under the 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 town is required to update the numbers every three years.

**The Finance Committee recommends (6 - 0).**

The Governmental Accounting Standards Board (GASB) established a standard, known as GASB 45, which requires that government entities: 1) disclose the potential cost of post-retirement health care and life insurance benefits as a liability on their financial statements and 2) update the amount of the liability every three years. Our last actuarial study was completed in fiscal 2009 which provided the town with a detailed analysis of the unfunded liability for other post-employment benefits for active and retired employees and totaled \$7,300,000. If approved, this article will be paid out of free cash.

**Discussion:** Marie Cannon, Littlefield Rd. asked if the scope was limited to benefits. Ms. Robinson said yes and that it is mandated that an actuarial consultant be used.

**Action on Article 13, May 9, 2011: The motion carried unanimously.**

## **ARTICLE 14 CAPITAL IMPROVEMENTS – POLICE STATION**

**(Majority vote required)**

Frank Powers moved to transfer from Free Cash the sum of Five Thousand (\$5,000) for the purpose of painting the exterior of the police station and replacing gutters and fascia boards.

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

There are three items included in this article: painting the police station, repairing/replacing rotted fascia boards as necessary and lastly replacing worn gutters on the front and back sides of the building. The gutters are the original ones on the building and are bent and leaking, causing rot on several fascia boards.

Our DPW will do the painting and fascia board replacement and will contract for the gutter replacement. This appropriation will cover the cost of paint and materials for the building and also the gutter replacement contract.

**The Finance Committee recommends (8 - 0).**

The exterior of the building's fascia is rotting and the paint is worn and peeling. This item was on the FY2012 Boxborough Capital Plan. If approved, this article will be paid out of free cash.

**Action on Article 14, May 9, 2011: The motion carried unanimously.**

**ARTICLE 15 CAPITAL EQUIPMENT ACQUISITION - TOWN HALL, DISPATCH, POLICE AND FIRE TELEPHONE SYSTEMS**

**(Majority vote required)**

Les Fox moved to transfer from Free Cash the sum of Seven Thousand Five Hundred Dollars (\$7,500) for the purpose of acquiring capital equipment necessary for conversion to voice-over-IP (VOIP) telephone systems for the Dispatch Center, Police and Fire Stations and Town Hall.

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

This article will fund deployment of voice-over-IP (VOIP) systems at the Fire Department, Police Station, Dispatch Center and Town Hall to permit the town to realize further savings in cost of telephony services beyond what has already been achieved through the consolidated purchasing of departmental rate plans as recommended by the BITCom. The existing phone PBX phone switch serving Police and Dispatch must be replaced anyway as it is defective and causing electromagnetic interference with the emergency communications radio systems. This article will provide all necessary network switches and wiring, VOIP phones and accessory devices to maintain the same or better level of telephony and emergency response services while lowering future cost of operations – all at less capital outlay than would be required to replace the PBX switch alone to only eliminate the interference problem.

**The Finance Committee recommends (8 - 0).**

The Boxboro Information Technology Committee has done an extensive review of the Town's needs. This article starts the process of consolidating the Town's infrastructure which will bring the phone costs under control. This item was on the FY2012 Boxborough Capital Plan. If approved, this article will be paid out of free cash.

**Action on Article 15, May 9, 2011: The motion carried by majority vote.**

**ARTICLE 16 CAPITAL EQUIPMENT ACQUISITION - FIRE DEPARTMENT COMMAND VEHICLE**

**(Two-thirds vote required, if from stabilization fund)**

Les Fox moved to pass over Article 16.

**Action on Article 16, May 9, 2011: The motion to pass over Article 16 carried unanimously.**

**ARTICLE 17 CAPITAL IMPROVEMENTS – FIRE DEPARTMENT – REPLACE ROOF AND INSULATION**

**(Majority vote required)**

Les Fox moved to appropriate the sum of Fifty Thousand Dollars (\$50,000), for the purpose of replacing the flat roofs and insulation over the apparatus bays at the Fire Station, by transferring the sum of Forty-Seven Thousand Two Hundred and Seventy-eight Dollars and eleven cents (\$47,278.11) from remaining bond proceeds authorized by vote of Town Meeting on May 13, 2002 under Article 21, *Purchase of Affordable Housing Restrictions on Condominium Units*, and by transferring from Free Cash the balance of Two Thousand Seven Hundred and Twenty-one Dollars and eighty-nine cents (\$2,721.89).

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

This article is to replace the old portion of the fire station roof, and is budgeted in the capital plan for FY12. The roof has developed significant leaks, and inspection revealed corrosion and failure of a number of metal panels,

and water infiltration into the insulation. The insulation, metal panels and rubber membrane need to be replaced. During this necessary replacement, the two equipment bay heater chimney stacks will be relocated to provide more efficient heater operation. The central ventilation fan hood will also be eliminated and covered with flat continuous roof to eliminate that weakness and potential source of future leaks. With the recently installed Plymovent automatic exhaust extraction system, the old hood system and its roof vent are no longer needed.

**The Finance Committee recommends (6 – 0).**

The Finance Committee recommends the \$50,000 expenditure for the new roof. Recent leaks and the age of the existing roof provide sufficient evidence that a timely replacement is in order to prevent further damage and avoid even greater costs in the near future. This item was scheduled in the Capital Plan for FY2014, but the recent leaks require an acceleration of the scheduled event. If approved, this item will be paid out of unexpended bond proceeds and free cash.

**Discussion:** Mr. Kicelemos thought it was too expensive due to Prevailing Wage laws.

**Action on Article 17, May 9, 2011: The motion carried by majority vote.**

**ARTICLE 18 CAPITAL EQUIPMENT ACQUISITION – DEPARTMENT OF PUBLIC WORKS –  
LAWNMOWER & EQUIPMENT TRAILER**

**(Majority vote required)**

Raid Suleiman moved to transfer from free cash the sum of Ten Thousand Dollars (\$10,000) for the purpose of acquiring an enclosed trailer to house the stander mowers, and grounds maintenance tools and equipment.

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

The DPW is in need of an enclosed trailer, which will also allow the department to house the Stander mowers and all the tools and equipment necessary to perform the grounds maintenance. At this time, the DPW crew has to load and unload all items, mowers, rakes, shovels, chainsaws, gas cans, barrels, blowers, brooms, weed wackers, etc. every time they head out to work. An enclosed trailer will enable all items to be permanently stored in the trailer, eliminating wasted time; it will provide more stable transport to job sites, protection from weather and theft, and will allow for more storage room in the highway barn for other items. The existing trailer had to be modified in order to load the mowers; the gate is broken and frame is showing signs of stress. Additionally, the existing trailer no longer suits the needs of the DPW expanded duties.

**The Finance Committee recommends (6 – 0).**

The FinCom supports the request from the DPW for a covered trailer. Currently the DPW stores the Town's large lawnmowers in an open shed where other materials are stored. Due to shortage in storage space, these lawnmowers are often moved and not kept in a safe storage location. Also, when needed, this equipment is moved onto a truck for transport to the different fields around town. The proposed trailer will be used as a permanent storage location for all the lawn mowing equipment, solving the storage issue, as well as allowing the DPW to be more efficient when this equipment is in need, as it will be already loaded into the trailer. This item was on the FY2012 Boxborough Capital Plan. If approved, this article will be paid out of free cash.

**Action on Article 18, May 9, 2011: The motion carried unanimously.**

**ARTICLE 19 CAPITAL EQUIPMENT ACQUISITION – DEPARTMENT OF PUBLIC WORKS – ONE-TON DUMP TRUCK**

**(Two-thirds vote required)**

Raid Suleiman moved to transfer from the Stabilization Fund the sum of Fifty Thousand Dollars (\$50,000) for the purpose of acquiring a one-ton dump truck for the DPW to replace the Department's one-ton pick-up truck.

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

The one-ton dump truck will replace the 2001 Ford F350 which was purchased used in 2006. This 10-year old one-ton pick up is showing considerable rust and has needed frequent repairs; most recently, the leaf springs had to be replaced. The transmission was replaced in January of 2008 and will most likely need to be replaced again as this truck is used to plow snow. We have spent over \$8,000 on repairs since we obtained this vehicle in 2006.

The Selectmen believe that replacing this vehicle with a new, gas driven, one-ton dump truck will be a wise choice. A dump truck will be a more versatile piece of equipment, in part due to the larger capacity, dumping capability and stronger durability. We have two other dump trucks, one of which has a spreader, the other tows the chipper. A dump truck will enable the DPW to transport trees, brush, stone, soil, patch and other necessary job related items in a more efficient manner (less man power off loading).

**The Finance Committee recommends (4 - 2).**

**Majority**

Mr. Raad spoke for the majority. The FinCom supports the request for the one-ton dump truck. This new dump truck will replace a 2001 F150 utility truck that is currently showing a good level of wear and tear. DPW over the past year or so has spent \$7,000 in repairs on the current truck and foresee additional repairs in the near future. The current F150 truck is not an industrial grade truck and does not satisfy all the needs of the DPW. Having the dump truck will allow the DPW to be more productive in its use, particularly in the winter.

**Minority**

Mr. Subramanyam presented the minority opinion. The town has been very supportive of the DPW in recent years as evidenced by the purchase of vehicles in 2006 (backhoe and dump truck), 2007 (pick-up truck), 2008 (pick-up truck) and 2009 (dump truck and bucket truck). These trucks have a lot of useful life left on them. The town currently has two dump trucks that are operational. The stated reason for the purchase of the third dump truck is to replace a pickup truck that does not have dumping capability. This is a luxury and does not prevent the department from effectively carrying out its duties. We therefore believe that in the current environment, it would be prudent to hold back this year on the purchase of yet another dump truck.

This item was on the FY2012 Boxborough Capital Plan. If approved, this item will be paid out of the stabilization fund.

**Discussion:** Mr. Cornett asked if the new truck could be used as a plow. DPW Director, Tom Garmon said it would. Mr. Garmon asked the FinCom why the funds were coming out of the stabilization fund. Mr. Raad said because it was a capital item and the FinCom wanted a 2/3 vote. Mr. Suleiman said that BOS thought it was too much for it to come out of Free Cash.

**Action on Article 19, May 9, 2011: The motion carried by 2/3 as declared by the Moderator.**

**ARTICLE 20 CAPITAL EQUIPMENT ACQUISITION – REPLACE TWO DUMPSTERS**  
**(Majority vote required)**

Raid Suleiman moved to transfer from Free Cash the sum of Twenty Thousand Dollars (\$20,000) for the purpose of replacing two 50-yard dumpsters at the Transfer Station.

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

Four of the six 30-yard barn top recycling containers at the Transfer Station were purchased in 1996. The bottoms are rusted and require frequent welding to stop leakage. These containers are hauled to recycling centers approximately every two weeks. We are required to provide sealed containers so that no spillage occurs during transport. The DPW would like to replace all of the dumpsters over time, starting with the two worst ones.

**The Finance Committee recommends (6 - 0).**

The FinCom supports the request from the DPW for the purchase of the dumpsters for the Transfer Station. The new dumpsters will be replacing 2 old ones that are currently rusting, particularly from the bottom. The new dumpsters are larger than the existing dumpsters. This item was on the FY2012 Boxborough Capital Plan. If approved, this article will be paid out of free cash.

**Action on Article 20, May 9, 2011: The motion on Article 20 carried unanimously.**

**ARTICLE 21 BLANCHARD MEMORIAL SCHOOL - FIRE SAFETY ENGINEERING  
CONSULTANT**

**(Majority vote required)**

Bruce Sabot moved to transfer from Free Cash the sum of Twenty Thousand (\$20,000) for the purpose of hiring a consultant to evaluate and make recommendations on the safe operation of the fire suppression chamber at the Blanchard Memorial School and to implement emergency repairs to the fire suppression chamber and/or equipment.

**The School Committee recommends unanimously (5 – 0).**

The Boxborough School Committee supports this article based on the seriousness of the concern, the safety needs of the Blanchard community, and input from the Boxborough Fire Department. Further, we are concerned about spending large sums of money year after year to address immediate problems without a longer-term understanding of ways to properly maintain the fire suppression chamber and safety equipment. Approval of this article will enable us to hire a consultant to provide a professional recommendation as to the repairs that need to take place immediately and guidance on our longer-term options, which will ensure safety and fiscal responsibility.

**The Finance Committee recommends (8 – 0).**

The chamber is underground and the mechanisms are failing. The consultant will provide guidance to the School Committee on a long term fix. This item was on the FY2012 Boxborough Capital Plan. If approved, this article will be paid out of free cash.

**Discussion:** Mr. Follett asked if emergency repair costs were included. Ms. Brolin said they were.

**Action on Article 21, May 9, 2011: The motion carried unanimously.**

**ARTICLE 22 CAPITAL IMPROVEMENTS - BLANCHARD MEMORIAL SCHOOL GYMNASIUM  
STAGE FLOORING**

**(Majority vote required)**

Mary Brolin moved to transfer the sum of Seven Thousand Five Hundred Dollars (\$7,500) from remaining bond proceeds authorized by vote of Town Meeting on May 9, 2006 under Article 9, *Capital Expenditure – Blanchard Memorial School - Renovations*, for the purpose of removing and replacing the flooring of the Blanchard Memorial School gymnasium stage.

**The School Committee recommends unanimously (5 – 0).**

The Boxborough School Committee unanimously supports this article. The stage flooring is currently peeling up and presents a safety hazard to the students. As the stage is routinely used by the Blanchard community, this improvement will allow us to continue to use this resource and prevent future injuries.

**The Finance Committee recommends (6 – 0).**

The Blanchard School was renovated back in 1995. At that time the stage floor in the gym was redone with linoleum tile rather than with ceramic tile. The current tiles are starting to peel up and could cause a tripping hazard to the students. We believe the right course of action is to replace the floor. This item was on the FY2012 Boxborough Capital Plan. If approved, this article will be funded out of unexpended bond proceeds.

**Action on Article 22, May 9, 2011: The motion carried by majority vote.**

**ARTICLE 23 CAPITAL IMPROVEMENTS - BLANCHARD MEMORIAL SCHOOL –  
CLASSROOM CARPETING**

**(Majority vote required)**

Mary Brolin moved to transfer the sum of Nine Thousand Nine Hundred and Ninety-Nine Dollars (\$9,999) from remaining bond proceeds authorized by vote of Town Meeting on May 9, 2006 under Article 9, *Capital Expenditure – Blanchard Memorial School – Renovations*, and to transfer the sum of Two Thousand Five Hundred and One Dollars (\$2,501) for the purpose of removing and replacing classroom carpeting at the Blanchard Memorial School.

**The School Committee recommends unanimously (5 – 0).**

The Boxborough School Committee unanimously supports maintaining our classrooms appropriately by replacing classroom carpeting.

**The Finance Committee recommends (6 – 0).**

There are a number of carpets in Blanchard that have worn out. The carpets are in need of replacement. This item was on the FY2012 Boxborough Capital Plan. If approved, this article will be funded out of unexpended bond proceeds of \$9,999 and free cash of \$2,501.

**Action on Article 23, May 9, 2011: The motion carried unanimously.**

**ARTICLE 24 CAPITAL IMPROVEMENTS - BLANCHARD MEMORIAL SCHOOL -  
PLAYGROUND SAFETY IMPROVEMENTS**

**(Majority vote required)**

Mary Brolin moved to transfer from Free Cash the sum of Ten Thousand (\$10,000) for the purpose of implementing playground safety recommendations at the Blanchard Memorial School as provided in the *MIAA Playground Inspection Report*, dated December 8, 2010.

**The School Committee recommends unanimously (5 – 0).**

Based on the professional assessment provided by the MIAA playground safety report, the Boxborough School Committee believes that the recommended improvements are necessary to improve the safety of the playground to prevent injuries.

**The Finance Committee recommends (8 – 0).**

The Finance Committee has limited information, but understands that MIAA has issued a report which recommends improvements to address safety needs to the playground. If approved, this article will be paid out of free cash.

**Action on Article 24, May 9, 2011: The motion carried unanimously.**

**Annual Town Meeting was adjourned at 10:30pm.**

**May 10, 2011: Mr. Fallon called Annual Town Meeting to order at 7:00pm. There were 122 registered voters in attendance.**

**ARTICLE 6 SENSE OF THE MEETING – BOXBOROUGH SCHOOL DISTRICT/BLANCHARD  
ELEMENTARY SCHOOL ADMINISTRATIVE STRUCTURE – CONTINUE  
EXPLORATION OF JOB SHARING**

**(Non-binding vote)**

Mary Brolin moved to adopt the following non-binding sense of the meeting resolution:

It is the sense of the town meeting that the Boxborough School Committee continues to explore job sharing opportunities for administrative/front office positions with the school district of another community.

**Summary**

As presented at last year's Town Meeting, the Boxborough School Committee is currently exploring changes to administrative structure of the Boxborough School District/Blanchard Elementary School as a way to save money. The School Committee is assessing three models:

- (1) The model that was in place for the 2009/2010 school year with the positions of Superintendent/Curriculum Director, Principal, Director of Pupil Services and a Business Manager.
- (2) Job sharing some of the administrative/front office positions with another community where any positions that are shared would be partially funded by the Boxborough School District; a Union School Committee would be created to oversee the shared positions. The Boxborough School District would maintain control over all other aspects of its school district. There would be a full-time principal with this model.
- (3) Regionalizing with Acton from kindergarten through 12th grade. Currently, we regionalize with Acton for 7th through 12th grade; this option would add in the kindergarten through 6th grades. Blanchard would have a full-time principal.

The Boxborough School Committee would like to get a sense of Town Meeting's support to continue exploring job sharing opportunities.

**The Finance Committee finds they have not enough information to make a recommendation.**

Ms. Brolin made a slide presentation outlining some pros and cons for each model.

**Discussion:** A number of residents expressed interest in the idea of job sharing.

**Action on Article 6, May 10, 2011: The motion on Article 6 carried by majority vote.**

**ARTICLE 7            SENSE OF THE MEETING – BOXBOROUGH SCHOOL DISTRICT/BLANCHARD  
ELEMENTARY SCHOOL ADMINISTRATIVE STRUCTURE – CONTINUE  
EXPLORATION OF K - 12 REGIONALIZATION WITH ACTON**

**(Non-binding vote)**

Maria Neyland moved to adopt the following non-binding sense of the meeting resolution:

It is the sense of the town meeting that the Boxborough School Committee continues to explore regionalization for kindergarten through 12<sup>th</sup> grade with Acton.

**Summary**

As presented to you at last year's Town Meeting, the Boxborough School Committee is currently exploring changes to the administrative structure of the Boxborough School District/Blanchard Elementary School. The School Committee is assessing three models:

- (1) The model in place for the 2009/2010 school year with a Superintendent/Curriculum Director, Principal, Director of Pupil Services and a Business Manager;
- (2) Job-sharing some of the administrative/front office positions with another community where any positions that are shared would be partially funded by the Boxborough School District; a Union School Committee would be created to oversee the shared positions. The Boxborough School District would maintain control over all other aspects of its school district
- (3) Regionalizing with Acton from kindergarten through 12<sup>th</sup> grade. Currently, we regionalize with Acton for 7<sup>th</sup> through 12<sup>th</sup> grade; this option would add in the kindergarten through 6<sup>th</sup> grades.

The Boxborough School Committee would like to get a sense of Town Meeting's support to continue exploring regionalization for kindergarten through 12<sup>th</sup> grade with Acton.

**The Finance Committee did not feel that they had enough information to make a recommendation.**

**Discussion:** Rebecca Neville, Middle Rd., spoke against regionalization. She asked for the minority opinion of the Boxborough School Committee. Maria Neyland read the minority opinion which was against regionalization with Acton.

Mac Reid, Flagg Hill Rd., former Principal of R.J Grey, former Superintendent/Principal of Blanchard and current Superintendent of Shirley spoke in favor of continuing to explore regionalization. He said a regional agreement could be crafted to protect Boxborough.

Jennifer Campbell, Depot Rd., spoke against regionalization. She doesn't like how much pressure for fundraising is put on Acton PTO's to fund staff positions.

Amy Burke supported exploring the option further. She asked for the estimates on the savings from regionalization. She said there is some legislation that may offer incentives to regionalize. She also said that the regional agreement could address many of Boxborough's concerns. Mary Brolin said that there were no reliable estimates on the cost savings that could arise from regionalization.

Casey Cornett, Picnic St., asked about the design capacity of the school. Maria Neyland said 650. He noted that the building is operating at half-capacity. He asked how you would go about unravelling a region. No one had that answer. He asked about the process for making the decision. He was in favor of exploring regionalization further. He was not in favor of precluding other options.

Rachel Rodman, Depot Rd., had a question on transportation reimbursement. How would that work with school choice between Acton and Boxborough. Brigid Bieber said that would have to be worked out. Acton has its own buses, Boxborough contracts out for transportation. Acton would have to go through the regionalization process as well.

Andrew Gruskay, Daniel's Way, asked if there were any alternatives for school choice. Mary Brolin said that Blanchard is participating in choice. We can also contract out with specific towns so we are exploring that with Acton. This would keep us from adding out-of-town students to the region.

Kurt Hayes, Meadow Ln., spoke in favor of exploring regionalization further. He has some concerns about loss of local control but feels we can learn from other regional agreements on how to mitigate this.

Nathaniel Stuntz, Davidson Rd., likes having the option to choose different models of education for different children. He is very positive about regionalizing to expand options.

Pam Fleming, Depot Rd., wonders about choosing a school. Could Boxborough get first dibs on Blanchard. Ms. Brolin said it depends on the agreement. Ms. Fleming would hate to lose the music program or have to send her kids to Acton. Likes it the way it is.

John Markiewicz, Patch Hill Rd., wondered if a separate regional agreement with Acton that just deals with K-6 would be an option. Ms. Neyland is not sure we could do a separate agreement. She thought it would make things more complicated.

Rita Grossman, Depot Rd., asked if there would be any attempt to look at what the impact would be on real estate values. Ms. Neyland said that the study committee could look at that.

Mr. Hayes said that the education budget would be an assessment if Boxborough went forward with regionalization. He noted that the regional assessment only went up .6% vs 4.2% for Blanchard.

Anne Canfield, Stow Rd., said the biggest reason to vote yes is because there are so many unanswered questions. She felt a study committee could take advantage of the talents of community members to spread the work load. She likes the idea of school choice. While it's true that people came to Boxborough for the schools, the taxes are keeping people away.

**Sue Reuther moved the question. The motion to end debate passed unanimously.**

**Action on Article 7, May 10, 2011: The motion on Article 7 carried by majority vote.**

## **ARTICLE 8        SENSE OF THE MEETING – HUNTING ON TOWN-OWNED LAND**

**(Non-binding vote)**

Rebecca Neville moved to adopt the following non-binding sense of the meeting resolution:

It is the sense of the town meeting that the Board of Selectmen continues to explore opening selected parcels of municipal land to deer hunting by archery, and that the Conservation Commission explore opening selected parcels of conservation land to limited deer hunting by archery, in an effort to reduce the town's deer herd, and to reduce the incidence of Lyme disease, the number of deer/vehicle collisions, and the damage to local crops and landscaping.

### **Summary**

In 2009, in response to concerns raised by the Agricultural Commission and the Board of Health, the Board of Selectmen established an ad hoc Deer Control Committee to better understand issues relating to the town's deer herd. The Committee held a number of meetings and heard from a number of experts, including the Mass. Division of Wildlife. As a result of these meetings, the Committee made several recommendations to the Selectmen, including:

- Set a goal to decrease the deer population to approximately 8 deer/forested square mile (current estimate is approximately 20), to reduce the incidence of deer/vehicle collisions and incidence of Lyme disease
- Increase education on deer, Lyme disease and other tick-borne diseases
- Improve trails in town to separate hikers from ticks
- Encourage hunting on private land in town
- Consider opening selected parcels of town land to controlled hunting

The Committee reviewed a number of alternatives, including fencing and deer birth control methods. These were not considered to be practical, as fencing is prohibitively expensive and no deer birth control method has received FDA approval.

Currently, hunting occurs in town on privately owned and on state land. However, hunting on town land is not presently allowed by policy of the Board of Selectmen and the Conservation Commission. The town has over the years purchased a number of parcels and the purchase has made those parcels off limits to hunting, reducing the land in town available to hunting as a means to control the town's deer herd. The purpose of this sense of the meeting discussion is to assist the selectmen in gauging the town's desire to open selected parcels of town land to controlled hunting.

David Kembel, Deer Control Committee, gave a slide presentation on the background of the motion. He emphasized that allowing hunting on town land will not solve the Lyme disease problem in the short term and probably not in the long term. He would like everyone to become educated about the tick/Lyme Disease cycle.

David Follett gave the Conservation Commission perspective. He said that the Commission has no position on the motion. Hunting is recognized by the state as a valid recreational activity on town land. The Commission sees no evidence that deer are damaging the ecosystem in Boxborough. They are concerned about multi-use conflicts if hunting is permitted. He was also concerned that the public would think hunting will eliminate Lyme Disease. He cited state statistics that indicate the deer population in our area peaked in 2002 and is declining. The Commission recommended voting based on personal feelings about deer and hunting as no other basis is warranted.

**The Finance Committee recommends (8 - 0).**

**Discussion:** Jim Moss, Bicentennial Way, likes hunting and would like to see some parcels opened up for bow hunting.

Rachel Rodman, Depot Rd., was concerned about hunting on town land abutting private property. Mr. Kembel said that a hunter must be 500 feet from a house based on state law. She's worried about what parameters would be set. Ms. Neville said that public safety would be of paramount concern.

Owen Neville, Middle Rd., said that the Agricultural Commission communicated concern about deer damage to crops to the Deer Committee. He also has witnessed several deer/car collisions. He also believes there is damage to the forest vegetation. He was in favor of the motion.

Susan Kenyon, Old Harvard Rd., doesn't see the negative impact of deer. Her impression is that the impetus for this is crop/shrub damage and vehicle collisions. She is opposed to hunting and would not want it on public property that her tax dollars pay for. She also feels there is a safety issue and that hunting would not be compatible with other uses.

Al Murphy, Hill Rd., takes his dog off leash walking in the woods every day. He is concerned that his dog could possibly be a target. Mr. Kembel said statistically hunting is safer than many other activities that currently take place on conservation properties.

Walter Van Roggen, Patch Hill Rd., spoke in favor of the motion.

Kristen Sandhock, Middle Rd., was against bow hunting as a cruel method of hunting deer. She can see no reason to allow hunting that would justify the cruelty.

Maria Neyland moved the question. The motion to end debate carried by two-thirds vote, as declared by the moderator.

**Action on Article 9, May 10, 2011: The motion failed. YES: 46 NO: 56**

**ARTICLE 25 CAPITAL IMPROVEMENTS – SARGENT MEMORIAL LIBRARY - PAINTING  
(Two-thirds majority vote required)**

Janet Glidden moved to transfer from the Stabilization Fund the sum of Twenty-Five Thousand (\$25,000) for the purpose of power washing, caulking and painting the exterior of the Sargent Memorial Library.

**The Library Board of Trustees recommends unanimously.**

The Library Trustees voted unanimously to recommend the appropriation of \$25,000 for the purpose of power washing and painting the exterior of the library. The library was last painted in 2004; the surface has mildew and is peeling. The Trustees feel it is very important to maintain and protect this important town asset.

Ms. Glidden made a slide presentation in support of the motion. The library is 6 years old the paint is peeling, joints need caulking, etc. Current bids are below \$25,000 and if references check out. Pushing it off till next year will not make it cheaper

**The Finance Committee does not recommend (5 – 1).**

**Majority**

After inspecting the building the majority of the FinCom does not believe that painting is required. They do believe that a power washing will do as well as minor touch up to the existing paint.

**Minority**

When the library was built using wood siding rather than brick, we knew that we would be required to paint the building every 5 to 7 years. The building has not been painted since it was built and a minority of the FinCom believes that the Town should paint the building in FY2012 rather than wait another year.

**Discussion:** Mr. Follett asked if the DPW director had an opinion. Mr. Garmon thought the painting could wait a year. Mr. Bunyard said that it's important to maintain buildings before problems get too large.

Brad Dye, Leonard Rd., spoke against the motion. He suggested we look into options that don't need to be maintained as frequently. Ms. Glidden said that bricks were too expensive. The surface is not wood—it is hardy plank and should hold paint longer.

Greg Ross, Guggins Ln. asked why a maintenance item needed a 2/3 vote. Mr. Raad said the FinCom wanted more people to have to weigh in on big ticket items even if they're not capital. Mr. Ross was in favor of doing the maintenance this year.

Ms. Neyland, Picnic St. pointed to the \$750,000 in the capital plan for next year. She thought painting should be done now. Mr. Raad said that he had taken the time to inspect the outside of the library. It could use a power wash and there are some areas that are peeling but overall was in good shape.

**Action on Article 25, May 10, 2011: The motion on Article 25 failed to get the required two-thirds majority for passage of monies from the Stabilization Fund. Vote Count: YES: 52 NO: 38**

**ARTICLE 26 ACQUISITION OF SIDEWALK EASEMENT**  
**(Majority vote required)**

Nancy Fillmore moved to authorize the Board of Selectmen to acquire by gift an easement for sidewalk purposes as shown on a plan entitled *Easement Exhibit, #709 Massachusetts Avenue, Boxborough, Massachusetts*, dated 3/31/11 and prepared by Goldsmith, Prest & Ringwall, Inc.

**Summary**

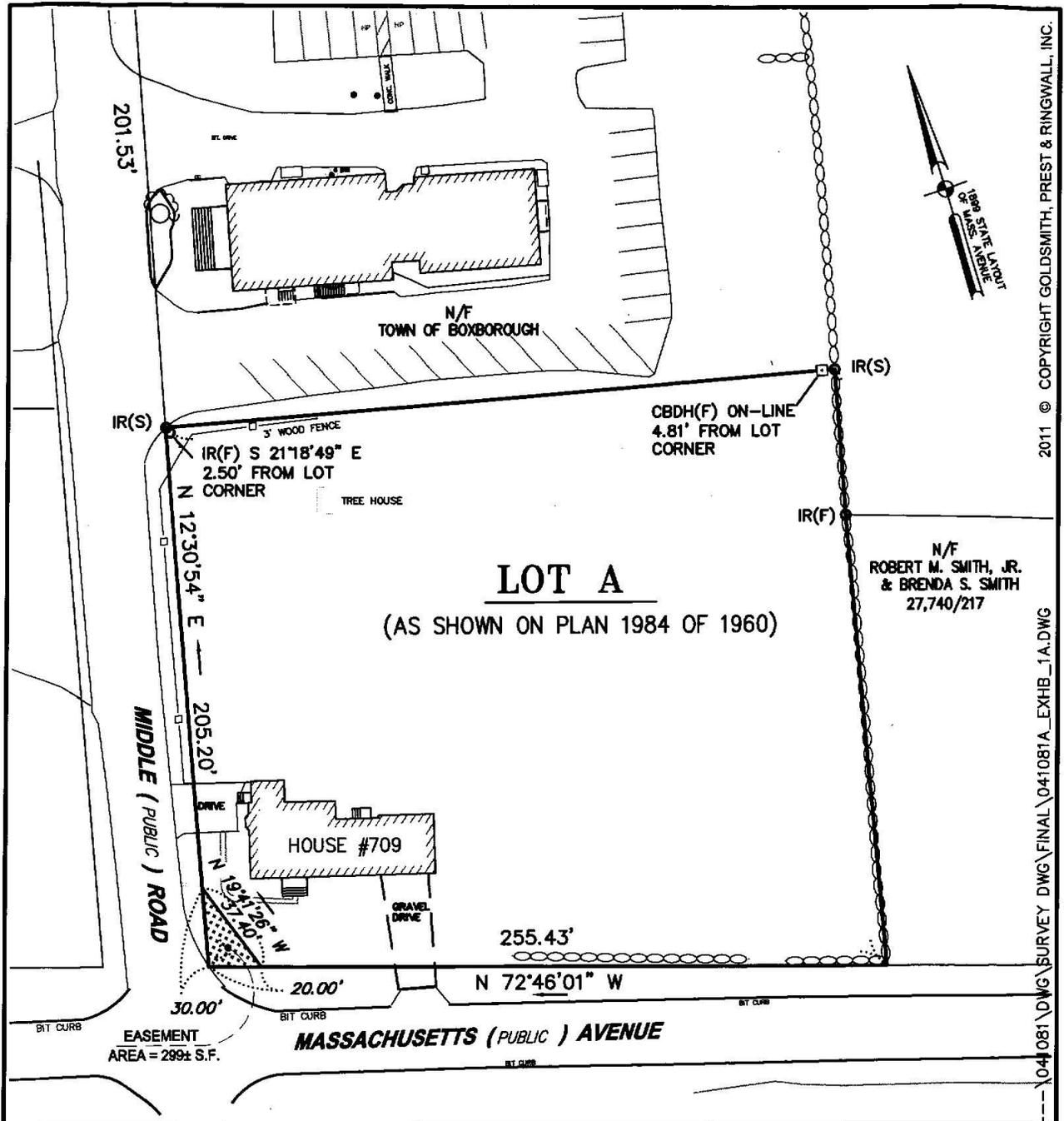
There has been a significant increase in pedestrian traffic along Massachusetts Avenue (Route 111) with the development of the 48 residential units in Boxborough Meadows and the sidewalk between Stow Road and the Blanchard Elementary School. Now that the trail between the School and the Library is complete, it is highly likely that there will be even more pedestrian traffic. Additionally, a significant number of children cross Massachusetts Avenue in two locations: at Middle Road, in order to get to Flerra Field, and at Loring Avenue to reach the shopping plaza.

The Town has received a permit extension from MassDoT for the installation of crosswalks in both of these locations. As part of the Planning Board's effort for safe pedestrian walkways along Massachusetts Avenue, the Board will be working with the Selectmen and the Department of Public Works on the installation of the two crosswalks and a new sidewalk along Middle Road to the Town Hall. To accommodate the sidewalk at the northeast corner of Massachusetts Avenue and Middle Road, the property owners have offered to gift to the Town an easement. The Planning Board is supportive of this warrant article and thankful that the property owners have offered the easement. The easement is needed because there is not enough land for a sidewalk without it.

**The Board of Selectmen recommends unanimously (5 – 0) and thanks the generosity of the donor.**

**The Finance Committee recommends (8 – 0).**

**Action on Article 26, May 10, 2011: The motion on Article 26 carried unanimously.**



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PLAN REF: 1984 OF 1960 FROM THE MIDDLESEX COUNTY SOUTH DISTRICT, REGISTRY OF DEEDS

SCALE: 1" = 50'

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 BOXBOROUGH, MASSACHUSETTS

**EASEMENT EXHIBIT**

JOB: 041081-A  
 BY: DSB | CHK: DEM  
 DATE: 3/31/11  
**EXHB-1**

## **ARTICLE 27      CONSERVATION TRUST FUND**

### **(Majority vote required)**

Dennis Reip moved to transfer from Free Cash the sum of Five Thousand (\$5,000), said sum to be transferred to the Town's Conservation Trust Fund.

### **Summary**

The appropriation is intended to fund anticipated capital needs related to conservation of land in Boxborough.

### **Justification and Need**

1. The Conservation Trust Fund was established under the Conservation Commission Act in 1957 and is intended to provide funds for the following purposes:
  - Purchase of Land
  - Capital Improvement of Land
  - Expenses related to land purchases such as appraisals, title searches etc.
  - Improvement of conservation land.
  - Monitoring of Conservation restrictions
  - Cost of preparing open space plans and maps
  -
2. The Conservation Trust Fund has the following upcoming anticipated expenses:
  - Review of Land Acquisition Opportunities - There are a number of parcels (both in and out of Chapter) that may be offered to the Town. Typical due diligence for review of acquisition opportunities (before bringing a potential acquisition to Town Meeting) incurs costs on the order of \$10,000 for appraisals, title searches, and engineering and/or environmental review.
  - Control of Invasive Plants on Conservation Land - Implementation of invasive control plans will involve the cost of contracted labor and equipment.
  - Improve the Monitoring of Conservation Restrictions - Preparation and recording of baseline documentation will involve the cost of contracted consultant services.
3. The Conservation Trust Fund currently has a balance of approximately \$25,000. An estimated working balance of \$30,000 is proposed in order to adequately meet the anticipated expenses.

### **Background Information**

1. From 1990 to 1999 Town Meeting appropriated an average of \$5,000/year to the Conservation Trust Fund.
2. From 2000 to 2010 only one appropriation for \$15,000 was made.
3. Operations and maintenance are funded separately.
4. Other sources of funds available to the Conservation Commission such as state and town filing fees are limited to covering expenses associated with reviewing and protecting wetland resource areas and land with wetlands interests. The Conservation Trust Fund may be directed toward broader range Conservation land interests independent of wetland resource protection.

### **Arguments in Favor of a \$5,000 appropriation to the Conservation Trust Fund:**

1. Providing this appropriation to the Conservation Trust Fund is consistent with the town's current Capital Planning efforts and objectives.
2. The Conservation Trust Fund will provide an immediate and dedicated source of money to pay for anticipated needs, and avoids the need for ad hoc funding out the town's annual operating budget.

**Arguments Against a \$5,000 appropriation to the Conservation Trust Fund**

1. The anticipated expenses are uncertain, and should be considered and paid as the needs arise.

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

The Board of Selectmen supports the Commission in its request to increase the fund by \$5,000 to a level of \$30,000. The Conservation Trust Fund enables the Conservation Commission to carry out a variety of prudent activities including land value assessment, engineering and other services in support of potential land acquisition that might otherwise not happen due to the time constraints of the opportunity.

**The Finance Committee does not recommend (5 – 1).**

The majority of FinCom did not approve this article and feels that adding \$5K every year to the Conservation Trust Fund does not really address the Conservation Commission’s goals for using such funds. There are enough monies in the Special Funds and Trust Fund accounts over which the Commission has control to fund any studies that the Commission wants to conduct. This item was on the FY2012 Boxborough Capital Plan. If approved, this article will be paid out of free cash.

**The Conservation Commission recommends (4 – 0).**

**Discussion:** Rita Grossman, Depot Rd., said that \$5,000 was very frugal. Conservation easements need monitoring and if a property in chapter comes up for sale, money is needed quickly for engineering studies before a purchase decision could be made. Invasives control also costs money if an effort wants to be made to really tackle the problem.

Charlene Golden, Hill Rd., wanted people to understand that current funds under ConsComm control are for Wetlands Bylaw issues. If a piece of chapter land comes, the town only has 120 days to respond. Need to be able to act quickly.

Michael Toups, Flagg Hill Rd., had some concerns. He asked why a reserve fund transfer couldn’t be used to address the immediate needs for a quick land appraisal. He was hesitant to put money away in a dedicated fund. Mr. Raad said that a reserve fund transfer could be used for that purpose.

K.C. Donovan, Flagg Hill Rd., felt that establishing a fund of this sort was long overdue.

Brigid Bieber moved the question. The motion to end debate carried by 2/3 majority as declared by the moderator.

**Action on Article 27, May 10, 2011: The motion carried by majority vote.**

**ARTICLE 28 AMEND NOTICE OF TOWN MEETING BYLAW  
(Majority vote required)**

Rebecca Neville moved to amend the *Notice of Town Meeting Bylaw* by striking the last sentence of the Bylaw as written in the Annual Town Meeting warrant under Article 28 so that the Bylaw will now read:

*The Board of Selectmen shall give notice of all Town Meetings by posting attested copies of the Warrant calling the same, in not less than five (5) public places in the Town at least fourteen (14) days before the time of holding the Meeting.*

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

The Board of Selectmen recommends amending the *Notice of Town Meeting Bylaw*. The printing and mailing of the annual town meeting warrant costs about \$5,000. Town residents would be informed several weeks before

town meeting of the date warrants would be available. At least fourteen days prior to the start of town meeting, the warrant would be posted electronically on the town's website and printed copies would be made available to anyone who requests one. Printed copies would also be available at the Town Hall and Sargent Memorial Library. We currently print 1,900 copies of the warrant, mailing approximately 1,650, and would be able to reduce that number significantly. Along with the financial benefit to the town, there is also an environmental benefit of not printing and mailing all the warrants.

**The Finance Committee recommends (8 - 0).**

This article has a positive financial impact to the town as we do not need to print and mail the copies.

**Discussion:** Owen Neville, Middle Rd. spoke against the motion. He wasn't worried about long-time residents remembering to attend town meeting but felt new residents deserve to be invited. Mr. Cornett agreed with Mr. Neville. He thought at least an invitation should be mailed, if not the actual warrant. Ms. Neville said the BOS discussed sending a post card to everyone. Mr. Raad reminded the meeting that the motion is to amend the bylaw which does not require that a warrant be mailed, just a "summary". Town Counsel responded that a summary is more than listing of warrant articles. Mr. Dye appreciated the intent of the amendment but believes it should be defeated. He thinks the warrant should be mailed to every resident. He thinks the lack of attendance at town meeting is a call to reach out even more.

Ms. Neville moved to amend the main motion by adding after the words "in not less than five (5) public places in the town" the following words: "and by mailing notification of said town meeting to each place of residence in the town where one or more registered voters reside."

Mr. Fox spoke against the amendment. He said the town should inform the voters of the complete business of the town. Mr. Cornett said amendment is inadequate. Ms. Canfield thought 14 days would not be adequate if only a post card were mailed out.

**Action on the amendment: The motion to amend Article 28 carried by majority vote.**

Mr. Fox spoke against the amended motion. Mr. Bunyard agreed with Mr. Dye. We need to look at ways to engage town residents in the business of the town. Hugh Fortmiller, Sargent Rd., also agreed with Mr. Dye. He suggested that the BoS make an effort to make people aware of what is at stake at town meeting by highlighting the important articles.

Mr. Raad said that short of door prizes, attendance is not going to change. He pointed out that the full warrant was mailed and still the attendance was low.

Ms. Fillmore moved the question. Motion to end debate carried by 2/3 majority as declared by the moderator.

**Action on amended motion under Article 28, May 10, 2011: The amended motion failed.**

**Ms. Neville moved to reconsider Article 5 for the purpose of increasing the Town Hall (Other) line item by \$3,000 to cover the cost of printing and mailing the warrant.**

Sue Reuther, Reed Farm Rd., moved the question. The motion to end debated carried by 2/3 majority, as declared by the Moderator.

Ms. Neville moved to transfer from Free Cash the sum of Three Thousand Dollars (\$3,000), said sum to be added to the amounts appropriated pursuant to Article 5 of the 2011 Annual Town Meeting for the purpose of funding and mailing the town meeting warrants; and further that the following adjustments be made to the FY 2012 budget:

Department 192, Total Other – Town Hall: Increase by the sum of Three Thousand Dollars (\$3,000).

Ms. Reuther moved the question. The motion to end debate carried by 2/3 majority, as declared by the Moderator.

**Action on the motion to amend Article 5, May 10, 2011:** The motion to amend Article 5 passed by majority vote.

Karim Raad moved that the Town appropriate the sum of:

**\$19,866,428**

for the operations and expenses of the Town during the fiscal year beginning July 1, 2011, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 5 of the Annual Town Meeting warrant, under the heading FY2012 Budget, except for

Department 192, Total Other – Town Hall, is increased by \$3000,

Department 523, Total Other – Mental Health Services, \$0 is increased to \$7,000,

Department 610, Total Salaries - Library, \$196,039 is increased to \$197,442,

Department 610, Total Other – Library, \$113,000 is decreased to \$111,597,

that an amount of **\$48,468** be transferred from Free Cash

and that the balance be raised by taxation.

**Action on the motion to amend the final appropriation, May 10, 2011:** The motion carried by majority vote.

## ARTICLE 29 AMEND FINANCE COMMITTEE BYLAW

(Majority vote required)

Karim Raad moved to pass over Article 29. With the failure of passage of Article 28 there was no longer a need to amend the Finance Committee Bylaw.

Action on Article 29, May 10, 2011: The motion to pass over Article 29 carried unanimously.

## ARTICLE 30 AMEND FIRE ALARMS AND PROTECTIONS SYSTEM BYLAW

(Majority vote required)

Les Fox moved to amend Sections 1, 4, 10 and 12 of the *Fire Alarms and Protection System Bylaw* as printed in the Annual Town Meeting warrant under Article 30.

### Section 1

The proliferation of fire alarm systems monitored by the Boxborough Fire Department has imposed an increasing burden on said Department. In addition, the erroneous and mistaken use of fire alarm systems and those that are not installed, maintained or operated properly has resulted in increased **responses and associated costs** by the Boxborough Fire Department and is creating a hazard to the members of said Department and to the general public. The purpose of this chapter is to regulate the use of said alarm systems and to reduce the incidence of false alarms.

### Section 4

After due notice and a public hearing, the Board of Selectmen, upon recommendation from the Fire Chief, may from time to time adopt and amend a fee schedule associated with this bylaw, a copy of which shall be filed in the office of the Town Clerk **and posted on the town's website**. Said schedule shall include registration and permit fees, annual fire alarm service fees, reconnection fees, penalties for false alarms and fines associated with violations of any provisions of this bylaw.

### Section 10

- (b) The following fines and charges shall be imposed upon the alarm system permit holder for activation of an alarm system by error, mistake or malfunction, as the case may be, in violation of subsection (a) hereof:
- (1) Up to **three (3)** such false fire alarms may occur in **a one year period** without the imposition of a penalty.
  - (2) The **fourth (4th)** such false alarm and every such subsequent false fire alarm during any one year period shall result in a fine per false alarm in an amount specified in the *Schedule of Fees and Penalties*.
  - (c) **As soon as possible after** the **second (2nd) such** false alarm, **and if** time permits, a registered written warning shall be sent by the Department to the alarm system permit holder.
  - (d) **Upon occurrence of** the **third (3rd)** such false alarm, a written order from the Department **requiring the alarm system to be inspected and the Department notified of corrective action taken** shall be issued to the alarm system permit holder.

### Section 12

- (a) A written notice will be issued by the Fire Chief to the offender. The notice shall include the following:
- (1) direct the offender to appear before the clerk-magistrate of the local district court within twenty-one (21) days;
  - (2) as an alternative, pay a specified fine within twenty-one (21) days; or
  - (3) as an alternative, request a hearing on the violations.

Hearings will be held either before a judge, a clerk or assistant clerk. The Town will present its case and a decision will be rendered by the court.

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

The proposed changes to the Fire Alarms and Protections System Bylaw will place increased onus on owners of fire alarm systems to properly maintain and operate them to minimize the number of accidental, non-intentional false alarms, which have been occurring at an increasing rate in recent years. The penalty amounts for false alarms can set at the discretion of the Fire Chief, but a Bylaw change is required to lower the false-alarm penalty threshold from four incidents to three in one year. Minor changes to language will also clarify the process for proper notifications and owner responsibilities for corrective action. Approval of the Bylaw amendments will improve the ability of the Fire Chief to address the problem of too many false alarms.

A duly noticed public hearing on the proposed amendments was held on March 28, 2011.

**The Finance Committee recommends (8 - 0).**

This item does have a positive financial impact to the town.

**Action on Article 30: The motion on Article 30 carried unanimously.**

**ARTICLE 31 ROAD ACCEPTANCE – WINDERMERE DRIVE  
(Majority vote required)**

Les Fox moved to accept as a public way Windermere Drive, laid out by the Board of Selectmen as shown on the plan endorsed by the Planning Board “Subdivision Approval Not Required,” entitled Plan of Land in Boxborough, MA, dated June 22, 1998, recorded with the Middlesex South District Registry of Deeds as Plan No. 646 of 1998 (two sheets) in Book 28741, Page 193, which plan has been filed with the Town Clerk.

**The Board of Selectmen recommends (4 – 1).**

Approval of this article will close out an incomplete action that should have taken place years ago, but fell through the cracks. The town and public will benefit from approval of this article.

Windermere Drive leads from Flagg Hill Road to a private residence and set of town trail systems accessing the Flagg Hill conservation land. The town currently owns the road right-of-way (“fee in the road”), and over the years has been plowing it in the interest of public safety, according to policy of the Selectmen. Although Windermere Drive was designed and established under the Subdivision Control Law the road was never presented to town meeting for acceptance as a public way. On March 14, 2011, as a first step in due process to reach closure, the Selectmen voted to formally lay out the road by reference to the June 22, 1998 ANR (Approval Not Required) plan. The layout order has been delivered to the Town Clerk, and this acceptance article placed on the warrant. Since the town already owns the road fee and the selectmen have approved the layout, acceptance by town meeting is all that remains. No funds are required to complete the acceptance.

Acceptance of Windermere Drive as a public way will increase the road mileage and therefore annual highway funds credited to Boxborough under Chapter 90. More importantly, it will allow the town to legally and properly maintain the roadway in the interest of public safety, and to make desirable improvements to parking areas servicing the Flagg Hill conservation lands.

**The Finance Committee recommends (7 – 1).**

**Discussion:** Mr. Donovan pointed out that the road is surrounded by conservation land. Why would the town want Windermere to be a town road when it leads to one home. Mr. Fox asked the Town Planner to speak to the question. Ms Hughes said the road was built as a subdivision road. When the developer went bankrupt, it was

laid out as a private road. The town purchased some of the former lots and acquired the fee in the road in 2006. The state lays out the requirements for accepting a road as a public way.

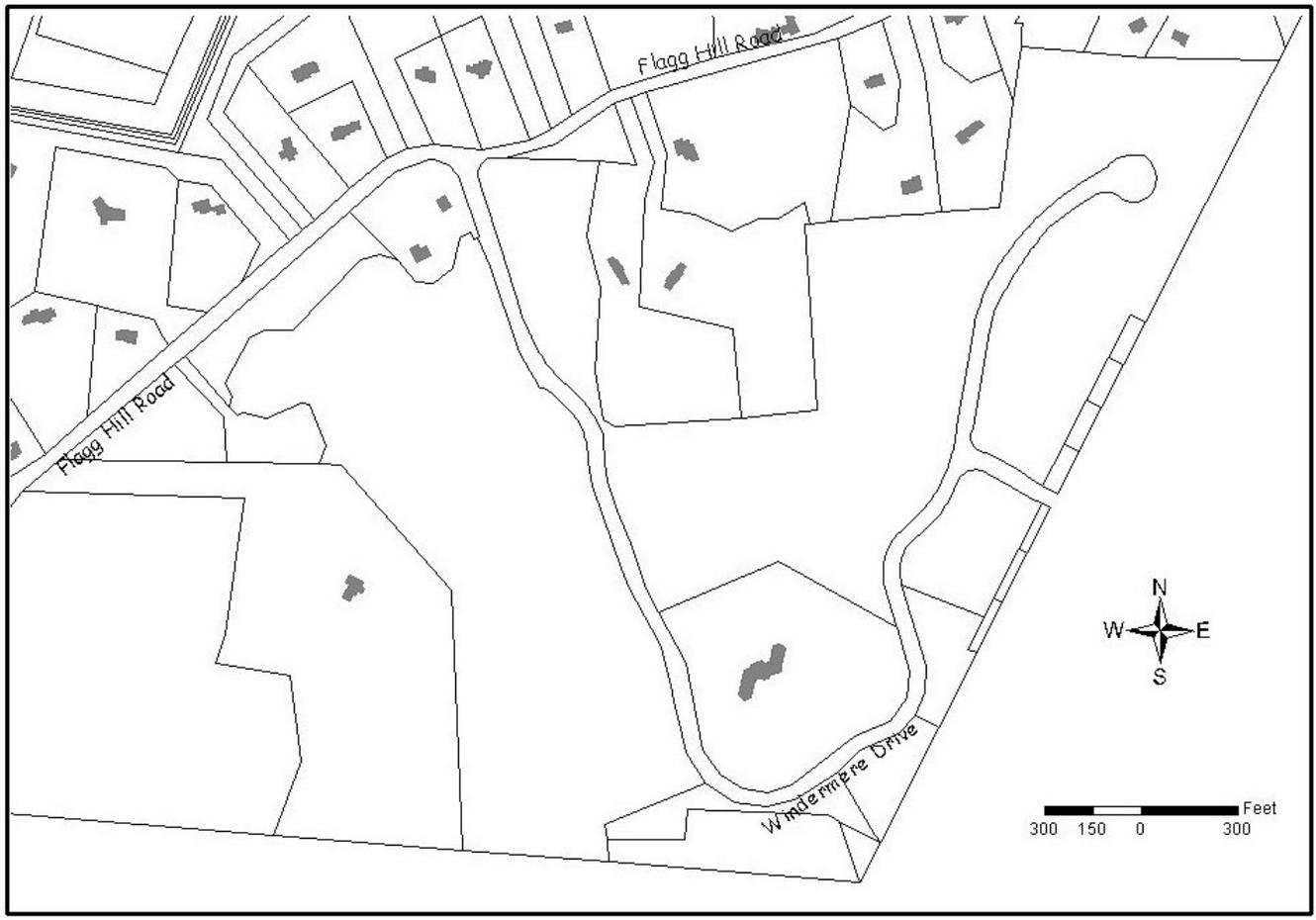
Mr. Cornett asked whether the town accepted the responsibility for maintenance when we acquired the fee-in-the-road. The town is one of two property owners with rights to the road. The town cannot use chapter monies for maintenance of this road.

Noting the time, the Moderator asked for a motion to table discussion in order to act on a motion to extend discussion of new articles after the 10:30pm deadline. It was moved and seconded to table discussion on Article 31. Les Fox made a motion to extend past 10:30pm. The motion to extend discussion of new articles past the 10:30pm deadline carried. There was a motion to take Article 31 off the table. That motion carried.

Mr. Cornett continued with his remarks and wondered if the town were taking responsibility for maintaining someone's long driveway. A Houghton Lane resident asked for the minority report of the BOS. Ms Neville said that she felt the homeowner should take some responsibility for maintenance.

Ms. Reuther asked to move the question. The motion to end debate carried by 2/3 majority.

**Action on Article 31, May 10, 2011: The motion on Article 31 carried by majority vote.**



Frank Powers moved to approve the Consent Agenda, Articles 32 through 36, inclusive, as written in the Annual Town Meeting warrant under articles 32 through 36 inclusive.

**Action on the motion: The motion carried unanimously.**

**ARTICLE 32 ADJUST SENIOR CITIZEN TAX WORK-OFF ABATEMENT\*\***

**(Majority vote required)**

To see if the Town will vote pursuant to the provisions of clause 2 of Section 43 of Chapter 188 of the Acts of 2010, amending Chapter 59 Section 5K of the General Laws, to adjust the maximum abatement allowed under the senior citizen property tax work-off program established by the Board of Selectmen, to be based upon 125 volunteer service hours in a given tax year; or take any other action relative thereto.

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

Boxborough has been using the senior tax write-off program since 2001 when the state granted municipalities the opportunity to implement this program. In summary, we allow seniors to conduct necessary work projects for various departments in the town and in return, their taxes are reduced. The effective rate of “pay” for seniors is minimum wage (\$8 per hour). Until recently, the maximum limit for any senior’s tax write-off in a given year was \$750. In 2010, the state law was modified to increase this limit subject to approval by individual municipalities to be based upon 125 maximum number of service hours, which is \$1,000, at the current minimum wage.

Our COA Coordinator manages this program and ensures that the program is administered fairly to provide optimal benefit to both seniors and to the town. She evaluates support requests from Department Heads and allocates tasks to seniors who have volunteered. This program has been tremendously worthwhile in Boxborough, benefiting BOTH the town (saving roughly \$10,000 per year) and the participating seniors. In general, most participating seniors accrue a tax benefit well below the current limit (\$750) but, in a few cases, there is a bona fide need to use seniors with special skill sets (e.g., a strong information technology background or a strong accounting/finance background) to a greater extent than the current limit. For that reason we propose to increase the program to the maximum service hours allowed by the state, i.e. 125 hours. The COA Coordinator will ensure that this new maximum limit will be used only for those seniors who have legitimate special skills warranting extra work assignments.

**The Finance Committee recommends (8 - 0).**

**Action on Article 32, May 10, 2011: The motion on Article 32 carried unanimously as part of the motion on the Consent Agenda.**

**ARTICLE 33 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 One Thousand Seven Hundred Sixty-One Dollars and fifty-four Cents (\$1,761.54), more or less, as voted by past Town Meetings, or take any other action relative thereto.

The articles to be closed are indicated below:

<b>Article #</b>		<b>Description</b>	<b>Amount</b>
Article 9	May 2008 (ATM)	Police Dept - Defibrillators	\$261.40
Article 8	May 2010 (ATM)	Fire Dept. – Prior year bill	.14
Article 14	May 2010 (ATM)	Town Clerk – Notice Board	<u>1,500.00</u>
Total:			\$1,761.54

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

**The Finance Committee recommends (8 - 0).**

**Action on Article 33, May 10, 2011: The motion on Article 33 carried unanimously as part of the motion on the Consent Agenda.**

**ARTICLE 34 PERSONAL REAL ESTATE EXEMPTIONS\*\***

**(Majority vote required)**

To see if the Town will vote to accept Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, providing for an increase of up to 100% of the underlying statutory amount in certain property tax exemptions for qualifying senior citizens, disabled veterans, and other individuals; or take any other action relative thereto.

**Summary**

Under this annual optional exemption provision, a city or town may accept the new law each year by vote of the local appropriating authority, which is defined as a majority vote at town meeting. “Other individuals” includes surviving spouse, surviving spouse minor children, blind persons, service persons injured in combat, police & firefighter killed in line of duty. Anyone with questions or who might wish to take advantage of these tax exemptions should contact the Town Assessor, Duane Adams, at 263-1116, Ext. 109 or by e-mail to: duane.adams@town.boxborough.ma.us.

**The Board of Selectmen recommends unanimously (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 (8 - 0).**

**Action on Article 34, May 10, 2011: The motion on Article 34 carried unanimously as part of the motion on the Consent Agenda.**

**ARTICLE 35      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.**

Passage of said article would enable the Town to raise and appropriate funds necessary to make highway improvements for roads throughout the Town under the authority of Massachusetts General Law Chapter 90. Said funds raised and appropriated by the Town would be reimbursed by the Commonwealth of Massachusetts.

**Action on Article 35, May 10, 2011: The motion on Article 35 carried unanimously as part of the motion on the Consent Agenda.**

**ARTICLE 36 DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION\*\***

**(Majority vote required)**

To see if the Town will vote to reauthorize revolving accounts previously established by vote of the Town under Massachusetts General Laws, Chapter 44, Section 53E ½, for the following purposes: electrical inspection fees; plumbing/gas inspection fees; firearms permits fees; library fees, fines and penalties, dog licensing fees and penalties; sale of trees and other wood, farm products & leasing and rental fees; integrated preschool tuition; fees associated with the regulation of the local Wetland Bylaw; fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels; fares and reimbursement from Montachusett Regional Transit Authority (MART); annual fire alarm service fees; and rental of Community Gardens' plots; said fees of the revolving accounts to be expended by the authorized entity without further appropriation; or take any other action relative thereto.

<b>Revolving Fund</b>	<b>Authority to Spend Funds</b>	<b>Revenue Source</b>	<b>Use of Funds</b>	<b>FY 12 Spending Limit</b>	<b>Disposition for FY 12 Fund Balance</b>
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	\$50,000	Carryover to FY 2013 to pay for inspections for permits not yet completed
Plumbing & Gas Inspection	Building Inspector	Plumbing/gas inspection fees	To pay the Plumbing/Gas Inspector for inspections conducted by him	\$15,000	Carryover to FY 2013 to pay for inspections for permits not yet completed
Firearms Permits	Police Chief	Firearms Permits fees	To defray expenses for cost of administering firearms licensing program	\$2,000	Carryover to FY 2013 to pay for expenses not yet completed
Library Fines	Library Director	Library fees, fines & penalties	To defray costs of library material acquisitions/ services	\$7,500	Carryover to FY 2013 to pay for expenses not yet completed
Dog License Fees	Town Clerk	Dog licensing fees & penalties	To defray expenses related to licensing, damage to livestock and fowl, and penalties paid to Dog Officer	\$4,000	Carryover to FY 2013 to pay for expenses not yet completed
Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees	To defray related expenses of the Steele Farm	\$10,000	Carryover to FY 2013 to pay for expenses not yet completed

<b>Revolving Fund</b>	<b>Authority to Spend Funds</b>	<b>Revenue Source</b>	<b>Use of Funds</b>	<b>FY 12 Spending Limit</b>	<b>Disposition for FY 12 Fund Balance</b>
Integrated Preschool Program	Blanchard Memorial School Business Manager under direction of Boxborough School Committee & Blanchard Memorial School Superintendent	Tuition	To defray Program expenses	\$44,000	Carryover to FY 2013
Conservation Commission	Conservation Commission within the administrative procedures established by the Board of Selectmen, and by majority vote of the Commission	Fees associated with the regulation of the local Wetland Bylaw	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	\$20,000	Carryover to FY 2013 to pay for expenses not yet completed
GIS Assessor Maps	Town Administrator	Fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels	To defray expenses associated with the updating of the GIS Assessor maps	\$5,000	Carryover to FY 2013 to pay for expenses not yet completed
Senior Van	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)	To defray expenses associated with the operations of the senior van	\$4,000	Carryover to FY 2013 to pay for expenses not yet completed
Fire Alarm System Maintenance	Fire Chief	Annual fire alarm service fees	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	\$4,100	Carryover to FY 2013 to pay for expenses not yet completed
<u>Community Gardens</u>	Agricultural Commission, by majority vote	Rental of plots	Management & care of Community Gardens	\$2,000	Carryover to FY 2013 to pay for expenses not yet completed

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

**The Finance Committee recommends (8 - 0).**

**Action on Article 36, May 10, 2011: The motion on Article 36 carried unanimously as part of the motion on the Consent Agenda.**

**Mr. Neville moved to dissolve the Annual Town Meeting at 10:30pm.**

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

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 22, 2011.

**Board of Selectmen**

Francis J. Powers, Chairman

Raid M. Suleiman, Clerk

Leslie R. Fox

Rebecca R. Neville

Christine L. Robinson

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*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\*
- Boxborough Emergency Reserve Corps (BERC)
- 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\*
- Permanent Building Committee
- Personnel Board
- Planning Board\*
- Public Celebrations and Ceremonies Committee
- Recreation Commission
- School Committee\*
- Steele Farm Advisory Committee
- Water Resources Committee
- Zoning Board of Appeals

The filling out of this form 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

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## 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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## **MEETINGS**

## **DAY & TIME**

## **LOCATION**

Annual Town Meeting	2nd Monday in May	Blanchard School
Annual Town Election	3rd Monday in May	Town Hall
Appeals, Board of	1st & 3rd Tuesday, 7:15 p.m.	Town Hall
Boxborough Housing Board	Wednesdays as posted	Town Hall
Boxborough Information Tech Comm	Tuesdays as posted	Town Hall
Conservation Commission	1st & 3rd Wednesday, 7:30 p.m.	Town Hall
Council on Aging	As posted	Town Hall
EMTs	1st Tuesday, 7:00 p.m.	Fire Station
Finance Committee	As Posted	Town Hall
Fire Department	2nd & 4th Tuesday, 7:00 p.m.	Fire Station
Health, Board of	Wednesdays as posted, 7:30 p.m.	Town Hall
Historical Commission	As posted	Town Hall
Library Trustees	2nd Wednesday, 7:30 p.m.	Sargent Memorial Library
Personnel Board	As posted	Town Hall
Planning Board	As posted	Town Hall
Public Celebrations & Ceremonies Comm	As posted	Town Hall
Recreation Commission	As posted	Town Hall
School Committee, Local	2nd Thursday, 7:30 p.m.	Blanchard School Library
School Committee, Regional	1st Thursday, 7:30 p.m.	R.J. Grey Jr. High School
Selectmen, Board of	Mondays as posted, 7:30 p.m.	Town Hall

All meetings are posted with the Town Clerk, on the Town Hall Bulletin Board and the Town's website located at: [www.town.boxborough.ma.us](http://www.town.boxborough.ma.us). If interested, call ahead for appointment to be placed on the agenda.

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### ***Town Hall Office Hours***

General Phone Number: 978-263-1116  
Monday through Thursday: 8:00 a.m. – 4:00 p.m.  
(other times by appointment)

### ***Albert J. Sargent Memorial Library***

General Phone Number: 978-263-4680  
Monday & Wednesday: 10:00 a.m. – 6:00 p.m.  
Tuesday & Thursday: 10:00 a.m. – 8:00 p.m.  
Saturday: 10:00 a.m. – 3:00 p.m. (Sept–June only)

### ***Town Clerk***

Mon. 10:00 a.m. – 2:00 p.m. and 7:00 p.m. – 9:00 p.m.  
Tues., Wed., Thurs. 9:00 a.m. – 2:00 p.m.

### ***Building Department***

Mon. – Thurs 7:30 a.m. – 4:00 p.m.  
Monday evenings 4:00 p.m. – 7:00 p.m.

### ***Assessor***

Monday until 7:00 p.m.

### ***Nashoba Board of Health Agent***

Tues. 1:30 p.m. -3:30 p.m.

**NOTE:** Town Hall is closed to the public on Fridays

**NO SCHOOL ANNOUNCEMENTS:** Air on WBZ-1030 AM Radio; WCVB-TV CH5; WBZ-TV CH 4; & WRKO-TV CH7



## TOWN PHONE DIRECTORY

In order to serve you more efficiently, Town Hall phones are now answered by an auto attendant. You may contact your party directly by dialing an extension from the list below. Phone numbers for other town departments are also listed.



### Boxborough Town Hall Extensions by Department 978-263-1116

Assessor	109	Duane Adams
Assessor Support	110	Debbie Walsh
Board of Health Support	115	Maureen Adema
Building Inspector	114	John Jennings
Conservation Commission Support	111	Mary Nadwairski
Council on Aging	106	Laura Arsenault
Inspectional Services Support (Building, Electrical & Plumbing)	115	Maureen Adema
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	
Town Planner	112	Elizabeth Hughes
Town Treasurer	104	Margaret Dennehy
Van Dispatcher	118	Marcia McNeil
Zoning Board of Appeals Support	111	Mary Nadwairski
Personal Assistance	0	

ALL TOWN HALL DEPARTMENTS MAY ALSO BE CONTACTED BY EMAIL BY FOLLOWING THIS SIMPLE CONVENTION:

**firstname.lastname@town.boxborough.ma.us**

e.g., Town Planner's email address is:

elizabeth.hughes@town.boxborough.ma.us

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

#### ADDITIONAL TOWN DEPARTMENT BUSINESS PHONE NUMBERS

Fire	978-263-7546	Randolph White, Fire Chief
Police	978-263-2628	Warren B. Ryder, Police Chief
Department of Public Works	978-263-1600	Tom Garmon, DPW Director
Blanchard Memorial School	978-263-4569	Dr. Curtis Bates, Superintendent
Sargent Memorial Library	978-263-4680	Maureen Strapko, Library Director

**All Emergency Services Call 911**

