



**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**January 30, 2012**

**Approved: February 27, 2012**

**PRESENT:** Les Fox, Chair Pro Tem; Frank Powers, Member; and Rebecca Neville, Member

**ABSENT:** Raid Suleiman and Christine Robinson

**ALSO PRESENT:** Selina Shaw, Town Administrator

Chair Pro Tem Fox called the meeting to order at 7:00 PM in the Town Administrator's office.

**EXECUTIVE SESSION**

- Member Neville moved to adjourn to executive session in the Town Administrator's Office for the purpose of discussing strategy with respect to collective bargaining and to reconvene in open session at 7:30 PM in the Grange Meeting Room to discuss the remaining business on the agenda. Seconded by Member Powers. **Approved 3-0 by Roll Call Vote: Powers "aye," Neville "aye," and Fox "aye."**

*Chair Pro Tem Fox stated that an open meeting may have a detrimental effect on the negotiating and bargaining positions of the Board.*

Chair Pro Tem Fox reconvened the meeting in open session at 7:30 PM in the Grange Meeting Room.

**ALSO PRESENT:** Cheryl Mahoney, Department Assistant

**ANNOUNCEMENTS**

- Chair Pro Tem Fox read the announcements.

**APPOINTMENTS**

- Housing Board Chair, Al Murphy, was present to present the revised charge of Stow Road Concept Development Committee to the Selectmen. Member Powers moved to ratify and adopt the revised draft of the "Charge to the Stow Road Concept Development Committee," dated January 24, 2012. Seconded by Member Neville. **Approved 3-0.**

*The Board took agenda items 7a & b, 5(a-e) and 6 out of order*

**OLD BUSINESS**

- Candidate for the Stow Road Concept Development Committee, Ralph Dement, spoke to his reasons for participating and the perspective he hopes he can provide as we move forward. Member Powers moved to appoint the following individuals to serve on the Stow Road Concept Development Committee for a term effective immediately and ending on December 31, 2012: Irene Boiarski, Lorraine Carvalho, Michael Fetterman, Heather Fleming, Les Fox, Susan Frederickson, Diane Friedman, Kurt Hayes, Jules Lavoie, Robert Ludovico (ex-officio), Al Murphy, Robert Zurek and Ralph Dement. Seconded by Member Neville. **Approved 3-0.**
- Police Chief, Warren Ryder, was present to discuss revisions to Police Department policies. As Chief, one of his goals has been to update the Department's procedural policies. It has been about ten years since some of these policies have been updated. He presented, the following policies, for the Selectmen's approval: Interacting with the Mentally Ill; Transportation of Detainees; Holding Facility; Detainee Processing; Detaining Prisoners; Temporary Holding Facilities; and Protective Custody. He noted many of these revisions are grammatical and/or are necessary to bring them into alignment with legislative, regulatory or "best practice" requirements. The Selectmen reviewed these policies with Chief Ryder; providing comments and potential revisions. It was determined that approval of these policies would be deferred, and Chief Ryder further revise these policies incorporating in the items discussed and additional comments, if any, will be provided to Chief Ryder.

## MINUTES

- Member Neville moved to accept the minutes for the Budget Sub-Committee meeting of January 20, 2012; Executive Sessions of January 9, 2012, January 23, 2012, & Selectmen's Contract Negotiating Team's Executive Session of January 23, 2012, as written; and the Workshop session with Finance Committee of January 14, 2012, as revised. Seconded by Member Powers. **Approved 3-0.**

## SELECTMEN REPORTS

- Member Neville reported on upcoming ABRSD FY 13 Budget events – Saturday budget workshop and discussion this Thursday which the Selectmen have been invited to attend.
- Member Powers reported on the status of the search for a building inspector. Interviews have been conducted and they have narrowed it down to two candidates. References are now being checked.
- Chair Pro tem Fox reported that BITcom continues its work on implementing VOIP. The final draft of the contract is almost ready.

## APPOINTMENTS (Continued)

- Police Chief, Warren Ryder was present to discuss the FY 13 Police Department budget. Members of the Finance Committee were also present for this discussion and remained for the subsequent budget discussions. There was discussion on the “phasing-out” of Quinn eligibility; the conditions, statutorily and contractually, under which an officer is still eligible for this compensation, and its effect on the Department's budget. Chief Ryder advised that the addition of a 10<sup>th</sup> officer in FY 12 is working out well in reducing the Department's overtime. There was discussion on shift coverage – one officer versus two officer coverage; and breaking out Details - Town Events as a new line item in FY 13. In an effort to reduce non-patrol man-hours Chief Ryder has reduced or eliminated several community/outreach events. There was discussion on the Department's participation in the Center for Restorative Justice (C4RJ) program. Chief Ryder supports the Department's continued participation in this program. Much of the funding for the Department's community/outreach programs was previously covered by grant programs, which no longer exist. Many of the community/outreach programs that the Department participates in are services that the community has asked for; however, they are unfunded mandates. Chief Ryder intends to ask the Police Community Advisory Board to do an analysis of these programs to determine their benefit and the need for them in our community. Chief Ryder explained that the Professional Development line item is higher because it covers his Masters degree enrollment; part of his contract. There was discussion on how approval of the third sergeant position will affect FY 13 salary and Quinn line items. Many increases are due to contractual obligations. Discussion turned to the Expense portion of the budget. Chief Ryder advised the station is aging so there is an increase to facility maintenance expenses. There was discussion as to the funding source in regarding major repairs. Chief Ryder explained that, though there has been a switch to a new telephone provider there are other phone line and telecommunication requirements that are mandated for public safety facilities that are outside of the new service. There was discussion on potential articles. One new cruiser is in the operating budget; however, two vehicles will be at around 100,000 miles by the end of FY 12. Chief Ryder is proposing an article to fund the refurbishment of these two vehicles. Upon discussion it was determined that Chief Ryder will present an article to refurbish one vehicle. Refurbishing is a newly developed option and Chief Ryder will use it on this vehicle to test it out. Chief Ryder noted that refurbishing is less than a new vehicle however vehicle maintenance will still be higher because the fleet is aging.
- Fire Chief, Randolph White, joined Police Chief, Warren Ryder, to discuss the FY 13 Public Safety Dispatch budget. Ryder reviewed changes to this budget. It was noted that mandated software upgrades and trainings are in this budget; however, the Chiefs intend to seek a grant funding that should cover much of the cost. Chief White discussed these new requirements, and that it is an unfunded mandate. He and public safety officials from other communities are working together to identify alternatives as they work to comply with these new requirements. Chief Ryder explained how the various public safety telephone and telecommunications systems coordinate with the other Town Departments; the changes that are being implemented and that the phone system item may be pulled from the capital plan. There was discussion on potential articles, specifically an article to cover the initial start up costs for the new EMD program.

Fire Chief, Randolph White, remained to discuss the FY 13 Fire Department budget. Chief White has gone over his budget with Selectmen Fox & Neville and FinCom member, Bill Burke. Based on these discussions 1% has been added to some of the salary line items and he is awaiting the outcome of contract discussions as to the other salary lines. Since his appointment he has been working on tracking wages, specifically what is identified as “coverage.” He explained what “coverage” is, and how it functions within the staffing structure. The Town Accountant will be instructed to create a “Coverage” salary line item. Chief White is encouraging Department's staff to get more training. Specifically, Lt. Williams needs officer training and he

would like further training for Lt. Gray, in his capacity as Fire Prevention Officer. In general he would like to provide additional training programs to other staff members both off-site and in-house. The Fire Station's actual for heating is down. The mild winter or the recent insulation may be factors. He will track and revisit in FY 14. Equipment maintenance is down. However, vehicle maintenance is up – due to an aging fleet. Specifically, there significant maintenance costs for the Ambulance; however it is scheduled in the Capital Plan for replacement in FY 14. Chief White noted that there was some savings due to the switch to a new telephone provider however, they must maintain other systems that are mandated for public safety facilities that are outside of the new phone service. Also due to issues with coverage; he is switching their mobile phone service provider. The new plan has more options and clear, uninterrupted coverage is essential for public safety providers. There was discussion on the Department's other tech needs; its overall Tech Plan and specifically the wireless cards needed for the vehicle laptops. Chief White also explained that one of his other goals is to have all staff members in uniform while on duty. The department will appear more unified, professional and will be identifiable as Boxborough Firefighters. This expense is the upfront cost in getting per-diems set up. He will re-visit this once established. There was discussion on adjustments made to other expense items. There was discussion on potential articles. He has submitted an article for a new command vehicle. The current one has over 100,000 miles on it. The Station's emergency generator is well past its usable life, however, this article may be pulled if they receive the grant funding that they applied for. Chief White also discussed installing an Air conditioning system for the working/living areas at the Station. This also is a placeholder and the cost maybe adjusted. Finally the Department's revenue numbers were reviewed.

### **NEW BUSINESS**

- Discussion was opened on John R. & Elsie G. Hammond Scholarship Fund and participation in this year's ABRHS Scholarship Ceremony. Based on the current interest being earned it was determined that the scholarship award for 2012 shall be reduced. Member Neville moved to award the John R. & Elsie G. Hammond Scholarship in the amount of \$750, to be presented by , an as yet to be determined Selectmen, at the May 29, 2012 ABRHS Scholarship Ceremony. Seconded by Member Powers. **Approved 3-0**

### **CORRESPONDENCE**

- There was discussion regarding the MBTA Advisory Board request for input on the proposed service reductions, specifically weekend commuter rail service and fare increases. A response will be prepared.
- There was discussion on the communication from the UMass Dept. of Natural Resources Conservation. It was noted that the Conservation Commission has been provided a copy of this letter.

### **ADJOURN**

- At 10:42 PM Member Neville moved to adjourn. Seconded by Member Powers. **Approved 3-0.**



**BOARD OF SELECTMEN**  
**Meeting Agenda**  
**Boxborough Town Hall**  
**Grange Meeting Room**  
**January 30, 2012**

**1. CALL TO ORDER, 7:00 PM**

**2. EXECUTIVE SESSION, TOWN ADMINISTRATOR'S OFFICE**

*Move to adjourn to executive session for the purpose of discussing strategy with respect to collective bargaining and to reconvene in open session at 7:30 PM to discuss the remaining business on the agenda* **ROLL CALL VOTE:**

NB: Chair should state, "An open meeting may have a detrimental effect on the negotiating and bargaining positions of the Board."

**RECONVENE IN OPEN SESSION AT 7:30 PM IN THE GRANGE MEETING ROOM**

**3. ANNOUNCEMENTS**

**4. APPOINTMENTS**

- a) Al Murphy, re: revised charge of Stow Road Concept Development Committee  
*Move to ratify and adopt the revised draft of the "Charge to the Stow Road Concept Development Committee," dated January 24, 2012* **VOTE:**
- b) Police Chief Warren B. Ryder
  - i. Discussion re: policies [see item 7b on page 2]
  - ii. Discussion re: FY 13 Police Department budget
- c) Police Chief Warren B. Ryder and Fire Chief Randolph T. White to discuss FY 13 Public Safety Dispatch budget
- d) Fire Chief Randolph T. White to discuss FY 13 Fire Department budget
- e) Citizens' concerns

**5. MINUTES**

- a) Executive session, January 9, 2012 **ACCEPT & POF**
- b) Workshop session with Finance Committee, January 14, 2012 **ACCEPT & POF**
- c) Budget sub-committee meeting, January 20, 2012 **ACCEPT & POF**
- d) Executive session, January 23, 2012 (BoS Contract Negotiating Team) **ACCEPT & POF**
- e) Executive session, January 23, 2012 **ACCEPT & POF**

**6. SELECTMEN REPORTS**

**7. OLD BUSINESS**

- a) Appointments to Stow Road Concept Development Committee  
*Move to appoint the following individuals to serve on the Stow Road Concept Development Committee for a term effective immediately and ending on December 31, 2012:*  
*Irene Boiarski, Lorraine Carvalho, Michael Fetterman, Heather Fleming, Les Fox, Susan Frederickson, Diane Friedman, Kurt Hayes, Jules Lavoie, Robert Ludovico (ex-officio), Al Murphy, Robert Zurek* **VOTE:**

- b) Police Department Policies
  - i. *Interacting with the Mentally Ill*
  - ii. *Transportation of Detainees*
  - iii. *Holding Facility*
  - iv. *Detainee Processing*
  - v. *Detaining Prisoners*
  - vi. *Temporary Holding Facilities*
  - vii. *Protective Custody*

**8. NEW BUSINESS**

- a) John R. & Elsie G. Hammond Scholarship Fund  
*Move to award the John R. & Elsie G. Hammond Scholarship in the amount of \$750, to be presented by Selectman...(TBD) at the May 29th ABRHS Scholarship Ceremony*

**VOTE:**

**9. CORRESPONDENCE**

**ACCEPT & POF**

- a) Internal Communications
- b) Minutes, Notices & Updates
- c) General Communications

**10. PRESS TIME**

**11. CONCERNS OF THE BOARD**

**12. ADJOURN**

## Charge to the Stow Road Concept Development Committee

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**Name of Committee:** Stow Road Concept Development Committee (SRCDC)

**Organizational Framework:** The SRCDC will report to the Boxborough Board of Selectmen (BoS) and will work closely with the Boxborough Housing Board (BHB).

### Charge to the Concept Development Task Force

#### SRCDC Objective

The BHB has purchased 13.5 acres of land, located off Stow Road, using funds provided by the Boxborough Affordable Housing Trust (BAHT). Under the restrictions on the BAHT funds, and the BHB By-Law, the land must be used to develop affordable housing. The objective of the SRCDC is to gather wide input from town residents and consituencies, and consolidate this input to articulate an overall design vision with parameters for the development. The SRCDC will do this as the first phase of a multi-phase development plan. Its work will determine options for the development of the property that are consistent with the needs and wishes of Boxborough residents.

The output product of the SRCDC will be a set of guidelines that define priorities and preferences with a precision sufficient to guide the next phase of the development, the procurement phase.

Further details concerning this property and an overview of the development plan can be found in the Appendix.

#### Key Tasks and Responsibilities

The SRCDC should develop a work plan that describes how its objectives will be achieved. Key tasks include:

- A. Gather community input by hosting a number of community forums, roundtables, and charettes, by reviewing available data from a formal Housing Needs Assessment and by funding additional professional help. Determine the population sector(s) that should be targeted by the affordable housing development.
- B. Decide whether a portion of the site should be used for a non-housing municipal purpose, and, if so, what that purpose should be. The viability of any such non-housing component depends on agreement being achieved on an appropriate return of the capital investment made by the BHB and Boxborough Affordable Housing Trust (BAHT). Negotiating such an agreement is not the responsibility of the SRCDC, but the SRCDC should include desirable options for a non-housing component as part of their output product if an agreement seems likely.
- C. Study examples of RFPs for similar projects elsewhere, gather information about funding practices, and consult appropriate regulatory agencies in order to determine the degree of specificity that is appropriate for an RFP.
- D. Consider the site's requirement for water supply and waste disposal. This may include a recommendation that the BHB and BAHT immediately fund the development of a public water supply in order to facilitate the project by reducing uncertainty.

### Composition of the SRCDC

The SRCDC will be a broad-based community-oriented team. It will be co-chaired by delegates from the BHB and BoS, who will be appointed at the onset by the BoS. It should include representation from appropriate elements of Town government, including the BoS, BHB, and Planning Board. The SRCDC can elect additional officers as it deems necessary, such as a Secretary or Information Officer.

**Deadline and Final Report**

There is no externally imposed deadline for the completion of the development of 72 Stow Road. Nevertheless, the work of the SRCDC should be conducted in an expeditious, but careful, manner. It is hoped that a preliminary final report will be available by January 2013. After review and possible modification, it is hoped that the final report will be available for presentation at Town Meeting in spring 2013.

### Project Phases

The BoS plans to appoint three ad-hoc task forces or committees to augment the Housing Board's efforts to develop the project. In addition, a fourth ad-hoc committee may need to be appointed, which will decide how best to monitor and manage the the Development on an ongoing basis. Since the characteristics of the efforts required for each phase differ substantially, each committee will have a different composition and number. The several phases are summarized below.

#### A. Concept Development

The concept-development phase is the first step and is crucial to the satisfactory outcome of the project. It is essential that we clearly express our desires for the project in terms that are broad enough that development and construction are not unduly constrained, but detailed enough that procurement and construction proceed in accordance with our intent. The determination of the appropriate level of specificity may well be one of the foremost challenges of the concept-development phase. Preliminary discussions have indicated that an overly specific RFP may limit the availability of external funding and make the project unattractive to builders.

Community input will be gathered and needs will be accessed. The recommendations of a Housing Needs Assessment will be reviewed and professional input will be solicited. The type(s) of housing that will most benefit Boxborough and the characteristics of any public building will be determined.

#### B. Procurement

During the procurement phase, the town will issue RFPs for construction proposals from qualified builders. The RFP should enable the Developer to apply his expertise and creativity in crafting proposals that will meet the town's goals and criteria that have been articulated during the concept development phase. It should also allow the Developer to invest in an economically viable market and make a profit. Achieving clarity in the RFP along these lines will be a major challenge of the Procurement Committee.

In addition, the Procurement Committee will evaluate the proposals of the respondents to the RFP and recommend the award of the contract to the BoS.

#### C. Construction

The activities of the Construction Committee will depend upon the nature of the relationship between the Developer and the Town. Most likely, the Town will be placed in an oversight role, in which the primary task will be to ensure that the Developer remains consistent with the RFP.

#### D. Long term Management

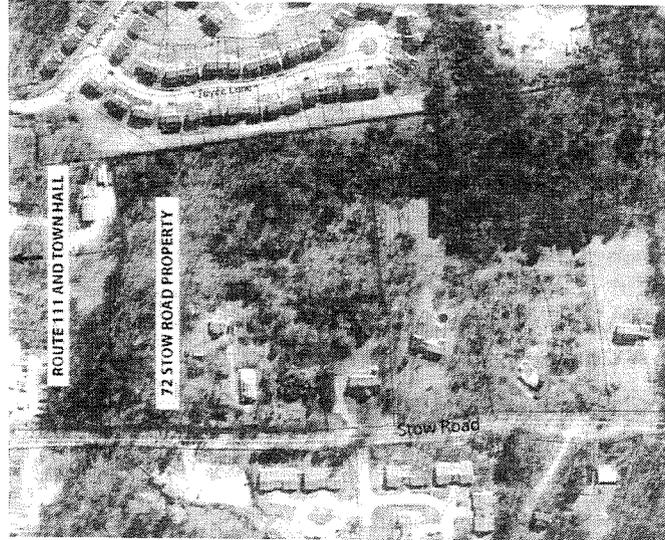
Any long-term-management burden that will be placed upon the Town by the Stow Road Project depends upon a number of factors that have yet to be clarified. If the Project is a rental project, the Town will have to create a management body to perform this role (which it presently does not have) or contract with the Developer or other agency to perform this. The role of the Long-Term Management Committee will be to determine and implement the best course of action for the Town.

**Appendix**

**BACKGROUND INFORMATION AND DEVELOPMENT PLAN**

**Background:**

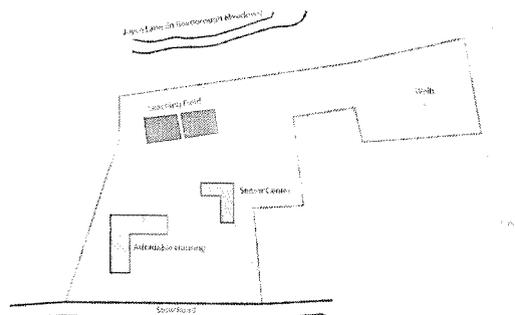
In December 2010, the Boxborough Housing Board (BHB) purchased approximately 13.5 acres of land at 72 Stow Road. The property is adjacent to the Town Center area and is across the street from Tisbury Meadows. An aerial photograph of the property is shown below.



Funds for the acquisition were provided by the BAHT. In accordance with the Bylaws for the BHB and BAHT, the purpose of the acquisition is to provide for “creation and preservation of affordable housing for the benefit of low and moderate income households.” Within these guidelines, the BHB and Town have broad latitude in the detailed execution and degree of alignment with state programs for affordable housing under MGL Ch. 40B.

Throughout the discussions concerning this property, there have been a number of suggestions that it could also be used for a public building of some sort. Examples of such buildings are a community center or a town-hall annex. Consequently, a Memorandum of Understanding was executed in connection with the purchase stating that the BHB and BAHT should be appropriately compensated for any usage other than affordable housing. The determination of this compensation was left to be thrashed out by appropriate advocates.

In 2008, Boxborough commissioned a small study that examined the possible uses for this property. Its primary purpose was to identify any problems with the property that would limit development on the land. None was found. Though the study did not entail any detailed design, it did present several conceptual plans. The sketch below shows one of these.



4a  
**Charge to the Stow Road Concept Development Committee**

**Name of Committee:** Stow Road Concept Development Committee (SRCDC)

**Organizational Framework:** The SRCDC will report to the Boxborough Board of Selectmen (BoS) and will work closely with the Boxborough Housing Board (BHB).

**Charge to the Concept Development Task Force**

SRCDC Scope of Work Objective

The BHB has purchased 13.5 acres of land, located off Stow Road, using funds provided by the Boxborough Affordable Housing Trust (BAHT). Under the restrictions on the BAHT funds, and the BHB By-Law, the land must be used to develop affordable housing. The objective of the SRCDC is to gather wide input from town residents and constituencies, and consolidate this input to articulate an overall design vision with parameters for the development. The SRCDC will do this as execute the first phase of a three-phase development plan, for 13.5 acres of land, located off Stow Road, which was recently purchased by the BHB with funds from the Boxborough Affordable Housing Trust (BAHT). Its work will determine options for the development of the property that are consistent with the needs and wishes of Boxborough residents.

The output product of the SRCDC will be a set of guidelines that define priorities and preferences with a precision sufficient to guide the next phase of the development, the procurement phase.

Further details concerning this property and an overview of the development plan can be found in the Appendix.

Key Tasks and Responsibilities

The SRCDC should develop a work plan that describes how its objectives will be achieved. Key tasks include:

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Comment [RAM1]: No change here. The additional language proposed by the Planning Board additional seems superfluous.

- A. Gather community input by hosting a number of community forums, roundtables, and charrettes, by reviewing available data from a formal Housing Needs Assessment and by seeking funding additional professional help. Determine the population sector(s) that should be targeted by the affordable housing development.
- ~~B. Develop a work plan that describes the manner in which the SRCDC's objectives will be achieved, together with procedural details.~~
- B. Decide whether a portion of the site should be used for a non-housing Town municipal purpose, and, if so, what that purpose should be. The viability of any such non-housing component depends on agreement being achieved on an appropriate return of the capital investment made by the BHB and Boxborough Affordable Housing Trust (BAHT). Negotiating such an agreement is not the responsibility of the SRCDC, but the SRCDC should include design-desirable options for a non-housing component as part of their output product if an agreement is reached seems likely.
- C. Study examples of RFPs for similar projects elsewhere, gather information about funding practices, and consult appropriate regulatory agencies in order to determine the degree of specificity that is appropriate for an RFP.
- D. Consider the site's requirement for water supply and waste disposal. This may include a recommendation that the BHB and BAHT immediately fund the development of a public water supply in order to facilitate the project by reducing uncertainty.

Comment [RAM2]: No change in order. Item C pertains to Items B and C directly above it.

**Composition of the SRCDC:**

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meeting. ~~The SRCDC will can elect a secretary~~ additional officers as it deems necessary, such as a Secretary or Information Officer.

**Deadline and Final Report**

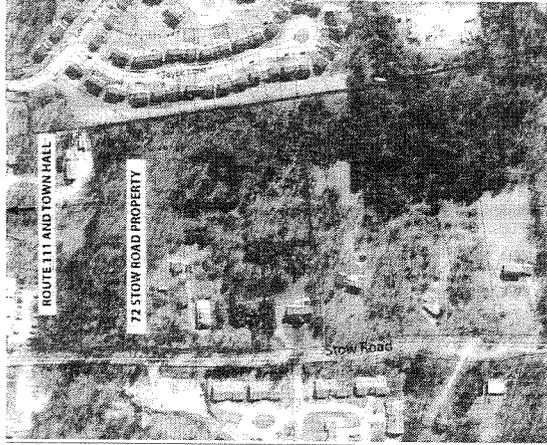
There is no externally imposed deadline for the completion of the development of 72 Stow Road. Nevertheless, the work of the SRCDC should be conducted in an expeditious, but careful, manner. It is hoped that a preliminary final report will be available by January 2013. After review and possible modification, it is hoped that the final report will be available for presentation at Town Meeting in spring 2013.

### Appendix

#### BACKGROUND INFORMATION AND DEVELOPMENT PLAN

##### Background:

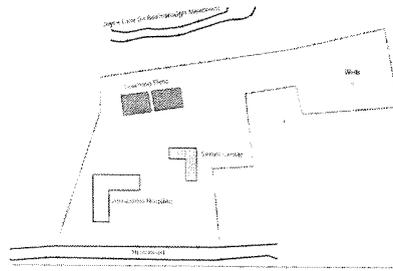
In December 2010, the Boxborough Housing Board (BHB) purchased approximately 13.5 acres of land at 72 Stow Road. The property is adjacent to the Town Center area and is across the street from Tisbury Meadows. An aerial photograph of the property is shown below.



Funds for the acquisition were provided by the BAHT. In accordance with the Bylaws for the BHB and BAHT, the purpose of the acquisition is to provide for "creation and preservation of affordable housing for the benefit of low and moderate income households." Within these guidelines, the BHB and Town have broad latitude in the detailed execution and degree of alignment with state programs for affordable housing under MGL Ch. 40B. The BAHT and BHB are jointly sponsoring the Stow Road project and will work together closely to obtain the best outcome for the town.

Throughout the discussions concerning this property, there have been a number of suggestions that it could also be used for a public building of some sort. Examples of such buildings are a community center or a town-hall annex. Consequently, a Memorandum of Understanding was executed in connection with the purchase stating that the BHB and BAHT should be appropriately compensated for any usage other than affordable housing. The determination of this compensation was left to be thrashed out by appropriate advocates.

In 2008, Boxborough commissioned a small study that examined the possible uses for this property. Its primary purpose was to identify any problems with the property that would limit development on the land. None was found. Though the study did not entail any detailed design, it did present several conceptual plans. The sketch below shows one of these.



### Project Phases

The BoS plans to appoint three ad-hoc task forces or committees to augment the Housing Board's efforts to develop the project. In addition, a fourth ad-hoc committee may need to be appointed, which will decide how best to monitor and manage the the Development on an ongoing basis. Since the characteristics of the efforts required for each phase differ substantially, each committee will have a different composition and number. The several phases are summarized below.

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Community input will be gathered and needs will be accessed. The recommendations of a Housing Needs Assessment will be reviewed and professional input will be solicited. The type(s) of housing that will most benefit Boxborough and the characteristics of any public building will be determined.

#### B. Procurement

During the procurement phase, the town will issue RFPs for construction proposals from qualified builders. The RFP should enable the Developer to apply his expertise and creativity in crafting proposals that will meet the town's goals and criteria that have been articulated during the concept development phase. It should also allow the Developer to invest in an economically viable market and make a profit. Achieving clarity in the RFP along these lines will be a major challenge of the Procurement Committee.

In addition, the Procurement Committee will evaluate the proposals of the respondents to the RFP and recommend the award of the contract to the BoS.

#### C. Construction

The activities of the Construction Committee will depend upon the nature of the relationship between the Developer and the Town. Most likely, the Town will be placed in an oversight role, in which the primary task will be to ensure that the Developer remains consistent with the RFP.

#### D. Long term Management

Any long-term-management burden that will placed upon the Town by the Stow Road Project depends upon a number of factors that have yet to be clarified. If the Project is a rental project, the Town will have to create a management body to perform this role (which it presently does not have) or contract with the Developer or other agency to perform this. The role of the Long-Term Management Committee will be to determine and implement the best course of action for the Town.

|   |             |             |             |           |             |                   |           |           |               |          |
|---|-------------|-------------|-------------|-----------|-------------|-------------------|-----------|-----------|---------------|----------|
| FY 2013 Budget Worksheet                          |             |             |             |           |             | DATE LAST REVISED |           | 01/27/12  |               |          |
| Dept #  | 210         |             |             |           |             |                   |           |           |               |          |
| Dept Name   | POLICE      |             |             |           |             |                   |           |           |               |          |
| REV 012712  |             |             |             |           |             |                   |           |           |               |          |
|   |             |             |             |           |             | FC VOTED          | Submitted | Submitted | FC VOTED      | FC VOTED |
| ACCOUNT NAME                                      | FY2011      | FY2011      | FY2012      | FY2012    | FY2013      | FY2013            | Budget    | % Change  | \$ Change     | % Change |
|   | BUDGET      | ACTUAL      | BUDGET      | ACTUAL    | BUDGET      | BUDGET            | FY13 VS   | FY13 VS   | FY13 VS       | FY13 VS  |
|   |             |             |             | 31-Dec-11 | SUBMITTED   |                   | FY12      | FY12      | FY12          | FY12     |
| Police Dept. Salary - Police Chief                | 95,000.0    | 95,000.0    | 95,950.0    | 45,935.0  | 95,950.0    | -                 | -         | 0.00%     | (95,950.0)    | -100.00% |
| Police Dept. Salary - Full Time Officers          | 495,977.0   | 484,327.0   | 536,376.0   | 253,900.0 | 549,317.0   | -                 | 12,941.0  | 2.41%     | (536,376.0)   | -100.00% |
| Police Dept. Salary - Clerical                    | 49,653.0    | 49,653.0    | 50,133.0    | 23,818.0  | 50,634.0    | -                 | 501.0     | 1.00%     | (50,133.0)    | -100.00% |
| Police Dept. Salary - Special                     | 9,780.0     | 15,644.0    | 11,427.0    | 1,323.0   | 11,541.0    | -                 | 114.0     | 1.00%     | (11,427.0)    | -100.00% |
| Police Dept. Salary - Lock up Attendants          | 7,890.0     | 6,711.0     | 2,890.0     | 4,079.0   | 5,836.0     | -                 | 2,946.0   | 101.94%   | (2,890.0)     | -100.00% |
| Police Dept. Salary -Town Details                 | -           | -           | 7,824.0     | 153.0     | 25,656.0    | -                 | 17,832.0  | 227.91%   | (7,824.0)     | -100.00% |
| Police Dept. Salary - Full Time Officers Overtime | 197,538.0   | 204,446.0   | 146,221.0   | 74,243.0  | 147,324.0   | -                 | 1,103.0   | 0.75%     | (146,221.0)   | -100.00% |
| Police Dept. Salary - Quinn Bill/Education        | 67,581.0    | 56,043.0    | 62,971.0    | 33,382.0  | 76,295.0    | -                 | 13,324.0  | 21.16%    | (62,971.0)    | -100.00% |
| Police Dept Salary - Encumbered Funds(Quinn)      |             |             |             |           |             |                   | -         | 0.00%     | -             | 0.00%    |
| Police Dept. Electricity Exp.                     | 13,000.0    | 11,093.0    | 12,000.0    | 5,193.0   | 12,360.0    | -                 | 360.0     | 3.00%     | (12,000.0)    | -100.00% |
| Police Dept. Heating/Gas Exp.                     | 4,000.0     | 3,251.0     | 3,750.0     | 407.0     | 3,863.0     | -                 | 113.0     | 3.01%     | (3,750.0)     | -100.00% |
| Police Dept. Equip/Maint. Exp.                    | 2,650.0     | 3,377.0     | 2,500.0     | 703.0     | 4,640.0     | -                 | 2,140.0   | 85.60%    | (2,500.0)     | -100.00% |
| Police Dept. Repair/Maint-Bldgs.& Grounds         | 3,000.0     | 4,770.0     | 3,000.0     | 2,930.0   | 4,000.0     | -                 | 1,000.0   | 33.33%    | (3,000.0)     | -100.00% |
| Police Dept. Repair/Maint-Vehicles                | 11,000.0    | 20,735.0    | 17,000.0    | 14,480.0  | 17,000.0    | -                 | -         | 0.00%     | (17,000.0)    | -100.00% |
| Police Dept. Physical Exams                       | -           | -           | -           | -         | -           | -                 | -         | 0.00%     | -             | 0.00%    |
| Police Dept. Mobile Units                         | 4,500.0     | 2,563.0     | 3,400.0     | 1,611.0   | 3,400.0     | -                 | -         | 0.00%     | (3,400.0)     | -100.00% |
| Police Dept IT Repair/Maint Exp                   | 4,500.0     | 1,553.0     | 4,000.0     | 2,085.0   | 4,000.0     | -                 | -         | 0.00%     | (4,000.0)     | -100.00% |
| Police Dept. Internet Access                      | 1,000.0     | 724.0       | 1,100.0     | 575.0     | 1,133.0     | -                 | 33.0      | 3.00%     | (1,100.0)     | -100.00% |
| Police Dept. Telephone Exp.                       | 15,000.0    | 13,954.0    | 12,000.0    | 6,227.0   | 12,360.0    | -                 | 360.0     | 3.00%     | (12,000.0)    | -100.00% |
| Police Dept. Office Equip. Supplies               | 6,000.0     | 7,869.0     | 7,000.0     | 5,420.0   | 7,000.0     | -                 | -         | 0.00%     | (7,000.0)     | -100.00% |
| Police Dept. Ammunition                           | 2,500.0     | 2,415.0     | 3,000.0     | 2,300.0   | 3,000.0     | -                 | -         | 0.00%     | (3,000.0)     | -100.00% |
| Police Dept. Law Book Updates                     | 1,675.0     | 2,236.0     | 1,900.0     | 1,095.0   | 1,900.0     | -                 | -         | 0.00%     | (1,900.0)     | -100.00% |
| Police Dept. Uniform Allowance - Full Time        | 15,500.0    | 13,885.0    | 16,950.0    | 8,818.0   | 16,950.0    | -                 | -         | 0.00%     | (16,950.0)    | -100.00% |
| Police Dept. Training                             | 2,000.0     | 4,550.0     | 3,500.0     | 1,756.0   | 3,500.0     | -                 | -         | 0.00%     | (3,500.0)     | -100.00% |
| Police Dept. Professional Development             | 3,600.0     | 1,665.0     | 3,600.0     | 2,895.0   | 13,500.0    | -                 | 9,900.0   | 275.00%   | (3,600.0)     | -100.00% |
| Police Dept. Cruiser Purchase                     | 37,500.0    | 37,500.0    | 39,500.0    | 39,474.0  | 34,500.0    | -                 | (5,000.0) | -12.66%   | (39,500.0)    | -100.00% |
| Police Dept - Deibrilator Maintenance             | -           | -           | 2,140.0     | -         | -           | -                 | (2,140.0) | -100.00%  | (2,140.0)     | -100.00% |
| Police Dept - Community Outreach                  |             |             |             |           | 2,500.0     |                   | 2,500.0   | 0.00%     | -             | 0.00%    |
| Police Dept Other Expenses - Encumbered Funds     |             | 3,785.0     |             |           |             |                   |           |           |               |          |
| Total Salaries - Police                           | 923,419.0   | 911,824.0   | 913,792.0   | 436,833.0 | 962,553.0   | -                 | 48,761.0  | 5.34%     | (913,792.0)   | -100.00% |
| Total Other - Police                              | 127,425.0   | 135,925.0   | 136,340.0   | 95,969.0  | 145,606.0   | -                 | 9,266.0   | 6.80%     | (136,340.0)   | -100.00% |
| Total Expenses - Police                           | 1,050,844.0 | 1,047,749.0 | 1,050,132.0 | 532,802.0 | 1,108,159.0 | -                 | 58,027.0  | 5.53%     | (1,050,132.0) | -100.00% |
| FY2013 Budget - Rev 6                             | 1,050,844.0 | 1,047,749.0 | 1,050,132.0 | 532,802.0 | 1,108,159.0 | -                 | 58,027.0  | 5.53%     | (1,050,132.0) | -100.00% |



TOWN OF BOXBOROUGH  
POLICE SALARY AND SHIFT ANALYSIS  
FY2013 BUDGET - WITH QUINN

| LEVEL STAFFING                  | REGULAR       |      | TOTAL         |               |
|---------------------------------|---------------|------|---------------|---------------|
| REV 012712                      |               |      |               |               |
| POLICE CHIEF                    | \$ 95,950.00  | \$ - | \$ 95,950.00  | \$ 95,950.00  |
| SERGEANT'S WAGES                | \$ 179,296.00 | \$ - | \$ 179,296.00 |               |
| SERGEANT'S HOLIDAY WORKED       | \$ 2,093.04   | \$ - | \$ 2,093.04   |               |
| SERGEANTS SHIFT DIFFERENTIAL    | \$ 1,547.60   | \$ - | \$ 1,547.60   |               |
| TOTAL SERGEANT'S SALARY         | \$ 182,936.64 | \$ - | \$ 182,936.64 |               |
| FULL TIME OFFICERS SALARY       | \$ 354,020.40 | \$ - | \$ 354,020.40 |               |
| FULL TIME OFF. HOLIDAY WORKED   | \$ 5,672.83   | \$ - | \$ 5,672.83   |               |
| SHIFT DIFFERENTIAL              | \$ 6,686.80   | \$ - | \$ 6,686.80   |               |
| TOTAL FULL TIME OFF. SALARY     | \$ 366,380.03 | \$ - | \$ 366,380.03 | \$ 549,316.67 |
| DEPARTMENT ASSISTANT            | \$ 50,634.00  | \$ - | \$ 50,634.00  | \$ 50,634.00  |
| EDUCATION                       | \$ 76,294.70  | \$ - | \$ 76,294.70  | \$ 76,294.70  |
| SPECIAL OFFICER COVERAGE        | \$ 4,694.40   | \$ - | \$ 4,694.40   |               |
| SPECIAL OFFICER TRAINING        | \$ 6,389.60   | \$ - | \$ 6,389.60   |               |
| COURT APPEARANCES               | \$ 456.40     | \$ - | \$ 456.40     |               |
| TOTAL SPECIAL OFFICERS          | \$ 11,540.40  | \$ - | \$ 11,540.40  | \$ 11,540.40  |
| TOWN DETAILS                    | \$ 25,656.36  | \$ - | \$ 25,656.36  | \$ 25,656.36  |
| LOCKUP ATTENDANTS               | \$ 5,836.00   | \$ - | \$ 5,836.00   | \$ 5,836.00   |
|                                 | TOTAL         |      |               |               |
|                                 | OT            |      |               |               |
| PATROLMAN                       |               |      |               |               |
| COVERAGE OVERTIME               | \$ 48,416.26  | \$ - | \$ 48,416.26  | \$ 48,416.26  |
| PATROLMAN TRAINING              | \$ 30,578.69  | \$ - | \$ 30,578.69  | \$ 30,578.69  |
| COURT PROSECUTION               | \$ 4,004.35   | \$ - | \$ 4,004.35   |               |
| COURT WAGES                     | \$ 15,926.40  | \$ - | \$ 15,926.40  |               |
| INVESTIGATIONS                  | \$ 3,640.32   | \$ - | \$ 3,640.32   |               |
| DEPARTMENT MEETINGS             | \$ 2,740.42   | \$ - | \$ 2,740.42   | \$ 26,311.50  |
| TOTAL OFFICER OVERTIME          | \$ 105,306.44 | \$ - | \$ 105,306.44 | \$ 105,306.44 |
| SERGEANT                        |               |      |               |               |
| SERGEANT COVERAGE OVERTIME      | \$ 21,349.01  | \$ - | \$ 21,349.01  | \$ 21,349.01  |
| SERGEANT TRAINING               | \$ 10,883.81  | \$ - | \$ 10,883.81  | \$ 10,883.81  |
| SERGEANT COURT WAGES            | \$ 6,226.79   | \$ - | \$ 6,226.79   |               |
| STAFF MEETINGS                  | \$ 1,186.06   | \$ - | \$ 1,186.06   |               |
| DEPARTMENT MEETINGS             | \$ 2,372.11   | \$ - | \$ 2,372.11   |               |
| PATROL COVERAGE                 | \$ -          | \$ - | \$ -          | \$ 9,784.96   |
| TOTAL SERGEANT OVERTIME         | \$ 42,017.78  | \$ - | \$ 42,017.78  | \$ 42,017.78  |
| TOTAL DEPARTMENT SALARY & WAGES |               |      |               | \$ 962,552.35 |



TOWN OF BOXBOROUGH  
POLICE SALARY AND SHIFT ANALYSIS  
FY2013 BUDGET - WITH QUINN

|                |     |  | Rate/Hour<br>Regular | Rate/Hour<br>Education | Rate/Hour<br>Total | Regular<br>Overtime | Education<br>Overtime | Total<br>Overtime |
|----------------|-----|--|----------------------|------------------------|--------------------|---------------------|-----------------------|-------------------|
| CHIEF          |     |  | \$ -                 | \$ -                   | \$ -               | \$ -                | \$ -                  | \$ -              |
| 20% DIMAURO    | 3   |  | \$ 29.07             | \$ 5.81                | \$ 34.88           | \$ 43.61            | \$ 8.72               | \$ 52.33          |
| OBRIEN         | 3   |  | \$ 29.07             | \$ -                   | \$ 29.07           | \$ 43.61            | \$ -                  | \$ 43.61          |
| 10% PELLEY     | 1   |  | \$ 28.06             | \$ 2.81                | \$ 30.87           | \$ 42.09            | \$ 4.21               | \$ 46.30          |
| 10% LAVINE     | TOP |  | \$ 25.28             | \$ 2.53                | \$ 27.81           | \$ 37.92            | \$ 3.79               | \$ 41.71          |
| 20% ROMILLY    | TOP |  | \$ 25.28             | \$ 5.06                | \$ 30.34           | \$ 37.92            | \$ 7.58               | \$ 45.50          |
| 25% LANDGREN   | TOP |  | \$ 25.28             | \$ 6.32                | \$ 31.60           | \$ 37.92            | \$ 9.48               | \$ 47.40          |
| 10% BOWOLICK   | TOP |  | \$ 25.28             | \$ 2.53                | \$ 27.81           | \$ 37.92            | \$ 3.79               | \$ 41.71          |
| 20% COLBURN    | D   |  | \$ 23.60             | \$ 4.72                | \$ 28.32           | \$ 35.40            | \$ 7.08               | \$ 42.48          |
| \$5,000 GATH   | C   |  | \$ 22.80             | \$ 2.39                | \$ 25.19           | \$ 34.20            | \$ 3.59               | \$ 37.79          |
| 20% POKORNICKI | B   |  | \$ 22.03             | \$ 4.41                | \$ 26.44           | \$ 33.05            | \$ 6.61               | \$ 39.65          |
| VEROS          | TOP |  | \$ 24.25             | \$ -                   | \$ 24.25           | \$ 36.38            | \$ -                  | \$ 36.38          |
| SPEC. OFFIC    |     |  | \$ 16.30             | \$ -                   | \$ 16.30           | \$ -                | \$ -                  | \$ -              |
| TOWN MTG       |     |  | \$ 45.49             | \$ -                   | \$ 45.49           | \$ -                | \$ -                  | \$ -              |
| LOCK UP ATTEND |     |  | \$ 14.59             | \$ -                   | \$ 14.59           | \$ -                | \$ -                  | \$ -              |

| Position            | Name    | Step | Rate per<br>Hour | No.<br>of Hours | # of Shifts<br>Paid | # of Shifts<br>Worked |               |
|---------------------|---------|------|------------------|-----------------|---------------------|-----------------------|---------------|
| <b>POLICE CHIEF</b> | RYDER   |      | \$ -             | 2,080           | 260                 | 261                   | \$ 95,000.00  |
| <b>SERGEANTS</b>    | DIMAURO |      | \$ 29.07         | 2,080.0         | 260                 | 243                   | \$ 60,465.60  |
|                     | OBRIEN  |      | \$ 29.07         | 2,080.0         | 260                 | 243                   | \$ 60,465.60  |
|                     | PELLEY  |      | \$ 28.06         | 2,080.0         | 260                 | 243                   | \$ 58,364.80  |
|                     |         |      |                  |                 |                     | 729                   | \$ 179,296.00 |

**SERGEANT'S SHIFT DIFFERENTIAL** Officers working 3PM - 11PM receive a stipend of \$ 53/hour

|                              | Rate    | No.<br>of Hours | Shifts |             |
|------------------------------|---------|-----------------|--------|-------------|
| SHIFT SERGEANT Evening Shift | \$ 0.53 | 2,920.0         | 365.0  | \$ 1,547.60 |
|                              |         |                 |        | \$ 1,547.60 |

**HOLIDAYS WORKED**

| # of<br>Holidays | # of<br>Shifts | Additional<br>Hours per shift | Total<br>Hours | Rate/Hour<br>Regular | Rate/Hour<br>Total | \$<br>Regular | # of Shifts<br>Available |
|------------------|----------------|-------------------------------|----------------|----------------------|--------------------|---------------|--------------------------|
| 11               | 15             | 4                             | 60             | \$ 34.88             | \$ 34.88           | \$ 2,093.04   | 7.5                      |
|                  |                |                               |                |                      |                    | \$ 12,093.04  |                          |

**TOTAL SERGEANT'S SALARY** \$ 182,936.64

**FULL TIME OFFICERS**

| Name    | Step | Rate per<br>Hour | No.<br>of Hours | # of Shifts<br>Paid | # of Shifts<br>Worked |              |
|---------|------|------------------|-----------------|---------------------|-----------------------|--------------|
| LAVINE  |      | \$ 25.28         | 2,088.0         | 261.0               | 245.0                 | \$ 52,784.64 |
| ROMILLY |      | \$ 25.28         | 2,088.0         | 261.0               | 245.0                 | \$ 52,784.64 |



TOWN OF BOXBOROUGH  
POLICE SALARY AND SHIFT ANALYSIS  
FY2013 BUDGET - WITH QUINN

|            |    |       |         |       |       |    |           |
|------------|----|-------|---------|-------|-------|----|-----------|
| LANDGREN   | \$ | 25.28 | 2,088.0 | 261.0 | 245.0 | \$ | 52,784.64 |
| BOWLICK    | \$ | 25.28 | 2,088.0 | 261.0 | 245.0 | \$ | 52,784.64 |
| COLBURN    | \$ | 23.60 | 2,088.0 | 261.0 | 245.0 | \$ | 49,276.80 |
| GATH       | \$ | 22.80 | 2,088.0 | 261.0 | 245.0 | \$ | 47,606.40 |
| POKORNICKI | \$ | 22.03 | 2,088.0 | 261.0 | 245.0 | \$ | 45,998.64 |

1,827.0      1,715.0

\$ 354,020.40      \$ 354,020.40

**SHIFT DIFFERENTIAL**

Officers working 3PM - 11PM receive a stipend of \$ .53/hour  
Officers working 11PM - 7AM receive a stipend of \$.88/hour

|                 | # of Shifts | Rate    | No. of Hours | Shift | Days  |
|-----------------|-------------|---------|--------------|-------|-------|
| Evening Shift   | 1           | \$ 0.53 | 2,920.0      | 8.0   | 365.0 |
| Overnight Shift | 2           | \$ 0.88 | 2,920.0      | 8.0   | 365.0 |
|                 |             |         | 5,840.0      | 16.0  | 730.0 |

\$ 1,547.60  
\$ 5,139.20

\$ 6,686.80      \$ 6,686.80

**HOLIDAYS WORKED**

| # of Holidays | # of Shifts | Additional Hours per shift | Total Hours | Rate/Hour Regular | Rate/Hour Total | \$ Regular  |
|---------------|-------------|----------------------------|-------------|-------------------|-----------------|-------------|
| 11            | 51          | 4                          | 204         | \$ 27.81          | \$ 27.81        | \$ 5,672.83 |

# of Shifts Available  
25.5

\$ 5,672.83

**TOTAL OFFICER'S SALARY**

\$ 366,380.03

**DEPARTMENT ASSISTANT**

|       |    |       |         |
|-------|----|-------|---------|
| VEROS | \$ | 24.25 | 2,088.0 |
|-------|----|-------|---------|

\$ 50,634.00

**TOTAL OFFICER/SECRETARY WAGES**

\$ 599,950.67

**EDUCATION**

|            | Salary       | Rate        | Total        |
|------------|--------------|-------------|--------------|
| DIMAURO    | \$ 60,465.60 | 20%         | \$ 12,093.12 |
| OBRIEN     | \$ 58,364.80 | 0%          | \$ -         |
| PELLEY     | \$ 58,364.80 | 10%         | \$ 5,836.48  |
| LAVINE     | \$ 52,784.64 | 10%         | \$ 5,278.46  |
| ROMILLY    | \$ 52,784.64 | 20%         | \$ 10,556.93 |
| LANDGREN   | \$ 52,784.64 | 25%         | \$ 13,196.16 |
| BOWLICK    | \$ 52,784.64 | 10%         | \$ 5,278.46  |
| COLBURN    | \$ 49,276.80 | 20%         | \$ 9,855.36  |
| GATH       | \$ 47,606.40 | \$ 5,000.00 | \$ 5,000.00  |
| POKORNICKI | \$ 45,998.64 | 20%         | \$ 9,199.73  |

**TOTAL EDUCATION WAGES**

\$ 76,294.70

\$ 76,294.70

**SPECIALS**



TOWN OF BOXBOROUGH  
POLICE SALARY AND SHIFT ANALYSIS  
FY2013 BUDGET - WITH QUINN

**SPECIAL OFFICERS  
USED FOR  
BASIC COVERAGE**

|     | Shifts | #of Hrs | Rate     |
|-----|--------|---------|----------|
| Reg | 36.0   | 8.0     | \$ 16.30 |

\$ 4,694.40

\$ 4,694.40

\$ 4,694.40

Special Officer coverage based on Special Officers working/filling three shifts per month.  
Total of 36 shifts per year.

**SPECIAL OFFICER  
TRAINING**

| Officers | #of Hrs | Rate     |
|----------|---------|----------|
| 7        | 56.0    | \$ 16.30 |

\$ 6,389.60

\$ 6,389.60

Each special officer requires the following training per year

| Hrs/Officer | 4 Officers |                                |
|-------------|------------|--------------------------------|
| 24.0        | 64.0       | Firearms Training              |
| 8.0         | 32.0       | CPR                            |
| 8.0         | 96.0       | First Responder                |
| 8.0         | 32.0       | School Active Shooter Training |
| 48.0        | 224.0      | Total Hours Required           |

**SPECIAL OFFICER  
COURT APPEARANCES**

| Officers | #of Hrs | Rate     |
|----------|---------|----------|
| 7        | 4.0     | \$ 16.30 |

\$ 456.40

\$ 456.40

Court appearances by Special Police officers.

**TOTAL SPECIAL OFFICERS**

\$ 11,540.40

\$ 11,540.40

**LOCKUP  
ATTENDANTS**

| Hours | Rate     |
|-------|----------|
| 400.0 | \$ 14.59 |

\$ 5,836.00

\$ 5,836.00

**TOWN DETAILS**

|                                     | # of Hrs | # of Officers | Rate |          |             |             |
|-------------------------------------|----------|---------------|------|----------|-------------|-------------|
| Annual Town Meeting                 | 1 night  | 4.0           | 4    | \$ 45.49 | \$ 727.84   |             |
| Annual Town Meeting                 | 3 nights | 12.0          | 2    | \$ 45.49 | \$ 1,091.76 | \$ 1,819.60 |
| Memorial Day                        |          | 4.0           | 5    | \$ 45.49 | \$ 909.80   | \$ 909.80   |
| Fifers Day                          |          |               |      |          |             |             |
| Road Race                           |          | 4.0           | 6    | \$ 45.49 | \$ 1,091.76 |             |
| Fierra Field                        |          | 4.0           | 1    | \$ 45.49 | \$ 181.96   | \$ 1,273.72 |
| Tree Lighting                       |          | 4.0           | 1    | \$ 45.49 | \$ 181.96   | \$ 181.96   |
| Community Outreach                  |          |               |      |          |             |             |
| Communities for Restorative Justice | 37       | 4.0           | 1    | \$ 45.49 | \$ 6,732.52 | \$ 6,732.52 |
| Domestic Violence Assistance        | 30       | 4.0           | 1    | \$ 45.49 | \$ 5,458.80 | \$ 5,458.80 |
| Child Car Seat Installation         | 0        | 4.0           | 1    | \$ 45.49 | \$ -        | \$ -        |



TOWN OF BOXBOROUGH  
POLICE SALARY AND SHIFT ANALYSIS  
FY2013 BUDGET - WITH QUINN

|                                   |   |     |   |          |             |             |
|-----------------------------------|---|-----|---|----------|-------------|-------------|
| Comminuty Forums                  | 4 | 4.0 | 1 | \$ 45.49 | \$ 727.84   | \$ 727.84   |
| Blanchard School Programs         | 6 | 4.0 | 1 | \$ 45.49 | \$ 1,091.76 | \$ 1,091.76 |
| Fifers Day Booth                  | 1 | 8.0 | 1 | \$ 45.49 | \$ 363.92   | \$ 363.92   |
| Flerra Summer Camp                | 4 | 4.0 | 1 | \$ 45.49 | \$ 727.84   | \$ 727.84   |
| Boyscout Projects                 | 2 | 4.0 | 1 | \$ 45.49 | \$ 363.92   | \$ 363.92   |
| Holiday Fair                      | 1 | 4.0 | 1 | \$ 45.49 | \$ 181.96   | \$ 181.96   |
| Halloween at Schoolhouse          | 1 | 4.0 | 1 | \$ 45.49 | \$ 181.96   | \$ 181.96   |
| Drug Take Back Program            | 2 | 4.0 | 1 | \$ 45.49 | \$ 363.92   | \$ 363.92   |
| Cisco Emergency Fair              | 0 | 4.0 | 1 | \$ 45.49 | \$ -        | \$ -        |
| Emergency Vehicle Day             | 1 | 4.0 | 1 | \$ 45.49 | \$ 181.96   | \$ 181.96   |
| Other Unplanned Events            | 6 | 4.0 | 1 | \$ 45.49 | \$ 1,091.76 | \$ 1,091.76 |
| <b>Blanchard Events (Traffic)</b> |   |     |   |          |             |             |
| 9 Events                          | 9 | 4.0 | 2 | \$ 45.49 | \$ 3,275.28 | \$ 3,275.28 |
| <b>Town recreation Events</b>     |   |     |   |          |             |             |
| Grange Fair                       |   | 4.0 | 2 | \$ 45.49 | \$ 363.92   |             |
| Winterfest                        |   | 4.0 | 2 | \$ 45.49 | \$ 363.92   | \$ 727.84   |

**TOTAL 104.0**

**TOTAL TOWN DETAILS & EVENTS**

**\$ 25,656.36**

**\$ 25,656.36**

**PATROL COVERAGE EARNED TIME**

|                     | <u>Vac</u><br><u>Days</u> | <u>Holidays</u> | <u>Sick</u><br><u>Days</u> | <u>Personal</u><br><u>Days</u> | <u>Berev</u><br><u>Days</u> | <u>Total</u><br><u>Days</u> |
|---------------------|---------------------------|-----------------|----------------------------|--------------------------------|-----------------------------|-----------------------------|
| DIMAURO             | 25                        | 11              | 5                          | 3                              | 1                           | 45                          |
| OBRIEN              | 25                        | 11              | 5                          | 3                              | 1                           | 45                          |
| LAVINE              | 25                        | 11              | 5                          | 3                              | 1                           | 45                          |
| ROMILLY             | 25                        | 11              | 5                          | 3                              | 1                           | 45                          |
| PELLEY              | 25                        | 11              | 5                          | 3                              | 1                           | 45                          |
| LANDGREN            | 25                        | 11              | 5                          | 3                              | 1                           | 45                          |
| BOWLICK             | 20                        | 11              | 5                          | 3                              | 1                           | 40                          |
| COLBURN             | 10                        | 11              | 5                          | 3                              | 1                           | 30                          |
| GATH                | 10                        | 11              | 5                          | 3                              | 1                           | 30                          |
| POKORNICKI          |                           |                 |                            |                                |                             |                             |
| <b>Total Shifts</b> | <b>190</b>                | <b>99</b>       | <b>45</b>                  | <b>27</b>                      | <b>9</b>                    | <b>370</b>                  |
| <b>Total Hours</b>  | <b>1,520.0</b>            | <b>792.0</b>    | <b>360.0</b>               | <b>216.0</b>                   | <b>72.0</b>                 | <b>2,960.0</b>              |

No need to cover additional officer

**TOTAL PATROL BASIC COVERAGE NEEDED FOR EARNED TIME**

Total Shifts **370**  
Total Hours **2,960.0**

Total Shifts Covered by Specials **24.0**  
Total Hours Covered by Specials **192.0**

Total Shifts Covered by Sergeants **51.0**  
Total Hours Covered by Sergeants **408.0**

Total Shifts Covered by NEW Flex **110.0**  
**UNFILLED SHIFTS 52.0**

Total Shift coverage by FT Officers **133.0**  
Total Hours Covered by FT Officers **1,064.0**

**TOTAL FT COVERAGE FOR EARNED TIME**

|       |        |                      |                    |               |
|-------|--------|----------------------|--------------------|---------------|
| Hours | Shifts | Rate/Hour<br>Regular | Rate/Hour<br>Total | \$<br>Regular |
|-------|--------|----------------------|--------------------|---------------|



TOWN OF BOXBOROUGH  
POLICE SALARY AND SHIFT ANALYSIS  
FY2013 BUDGET - WITH QUINN

|           |     |              |          |      |          |                     |           |          |           |                  |           |                  |
|-----------|-----|--------------|----------|------|----------|---------------------|-----------|----------|-----------|------------------|-----------|------------------|
| PATROLMAN | 8.0 | 133.0 \$     | 45.50 \$ | - \$ | 45.50 \$ | 48,416.26           | \$        | -        | \$        | 48,416.26        | \$        | 48,416.26        |
| SERGEANTS | 8.0 | 51.0 \$      | 52.33 \$ | - \$ | 52.33 \$ | 21,349.01           | \$        | -        | \$        | 21,349.01        | \$        | 21,349.01        |
|           |     | <u>184.0</u> |          |      |          | <u>\$ 69,765.26</u> | <u>\$</u> | <u>-</u> | <u>\$</u> | <u>69,765.26</u> | <u>\$</u> | <u>69,765.26</u> |

|   |             |
|---|-------------|
| Special Officers Used for Coverage        | 7.0         |
| Special Officers - Training Coverage      | -           |
| Patrol Shift Coverage by Special Officers | <u>24.0</u> |

**PATROL COVERAGE FOR TRAINING**

|         |                                | # of<br>Hours |              |
|---------|--------------------------------|---------------|--------------|
| DIMAURO | Firearms Training              | 32.0          |              |
|         | In-Service Training            | 40.0          |              |
|         | Specialized Training           | 8.0           |              |
|         | BT Instructor                  | -             |              |
|         | Firearms Instructor Recert     | -             |              |
|         | Baton Instructor Recert        | -             |              |
|         | Sergeants Training             | <u>24.0</u>   |              |
|         |                                | <u>104.0</u>  | <u>104.0</u> |
| OBRIEN  | Firearms Training              | 32.0          |              |
|         | In-Service Training            | 40.0          |              |
|         | Specialized Training           | 8.0           |              |
|         | BT Instructor                  | -             |              |
|         | Firearms Instructor Recert     | -             |              |
|         | Baton Instructor Recert        | -             |              |
|         | Sergeants Training             | <u>24.0</u>   |              |
|         |                                | <u>104.0</u>  | <u>104.0</u> |
| LAVINE  | Firearms Training              | 32.0          |              |
|         | In-Service Training            | 40.0          |              |
|         | Specialized Training           | 8.0           |              |
|         | BT Instructor                  | 16.0          |              |
|         | Firearms Instructor Recert     | 40.0          |              |
|         | Baton/pepper spray Recert      | -             |              |
|         |                                | <u>136.0</u>  | <u>136.0</u> |
| ROMILLY | Firearms Training              | 32.0          |              |
|         | In-Service Training            | 40.0          |              |
|         | Specialized Training           | 8.0           |              |
|         | BT Instructor                  | 16.0          |              |
|         | Firearms Instructor Recert     | 40.0          |              |
|         | Pepper Spray Instructor Recert | -             |              |
|         | Baton Instructor Recert        | -             |              |
|         | <u>136.0</u>                   | <u>136.0</u>  |              |
| PELLEY  | Firearms Training              | 32.0          |              |
|         | In-Service Training            | 40.0          |              |
|         | Specialized Training           | 8.0           |              |
|         | BT Instructor                  | -             |              |
|         | Firearms Instructor Recert     | -             |              |
|         | Baton Instructor Recert        | -             |              |
|         | Baton/pepper spray Recert      | -             |              |
|         | <u>80.0</u>                    | <u>80.0</u>   |              |



TOWN OF BOXBOROUGH  
POLICE SALARY AND SHIFT ANALYSIS  
FY2013 BUDGET - WITH QUINN

|           |                            |             |                                     |
|-----------|----------------------------|-------------|-------------------------------------|
| LANDGREN  | Firearms Training          | 32.0        |                                     |
|           | In-Service Training        | 40.0        |                                     |
|           | Specialized Training       | 8.0         |                                     |
|           | BT Instructor              | -           |                                     |
|           | Firearms Instructor Recert | -           |                                     |
|           | Baton Instructor Recert    | -           |                                     |
|           | Baton/pepper spray Recert  | -           |                                     |
|           |                            | <u>80.0</u> | <u>80.0</u>                         |
| BOWOLICK  | Firearms Training          | 32.0        |                                     |
|           | In-Service Training        | 40.0        |                                     |
|           | Specialized Training       | 8.0         |                                     |
|           | BT Instructor              | -           |                                     |
|           | Firearms Instructor Recert | -           |                                     |
|           | Baton Instructor Recert    | -           |                                     |
|           | Baton/pepper spray Recert  | -           |                                     |
|           |                            | <u>80.0</u> | <u>80.0</u>                         |
| COLBURN   | Firearms Training          | 32.0        |                                     |
|           | In-Service Training        | 40.0        |                                     |
|           | Specialized Training       | 8.0         |                                     |
|           | BT Instructor              | -           |                                     |
|           | Firearms Instructor Recert | -           |                                     |
|           | Baton Instructor Recert    | -           |                                     |
|           | Baton/pepper spray Recert  | -           |                                     |
|           |                            | <u>80.0</u> | <u>80.0</u>                         |
| GATH      | Firearms Training          | 32.0        |                                     |
|           | In-Service Training        | 40.0        |                                     |
|           | Specialized Training       | 8.0         |                                     |
|           | BT Instructor              | -           |                                     |
|           | Firearms Instructor Recert | -           |                                     |
|           | Baton Instructor Recert    | -           |                                     |
|           | Baton/pepper spray Recert  | -           |                                     |
|           |                            | <u>80.0</u> | <u>80.0</u>                         |
| POKORNIKI | Firearms Training          | -           | No need to cover additional officer |
|           | In-Service Training        | -           |                                     |
|           | Specialized Training       | -           |                                     |
|           | BT Instructor              | -           |                                     |
|           | Firearms Instructor Recert | -           |                                     |
|           | Baton Instructor Recert    | -           |                                     |
|           | Baton/pepper spray Recert  | -           |                                     |
|           |                            | <u>-</u>    | <u>-</u>                            |

|                               |       |       |
|-------------------------------|-------|-------|
| Total Training Coverage Hours | 800.0 | 880.0 |
|-------------------------------|-------|-------|

|                                |       |       |
|--------------------------------|-------|-------|
| Total Training Coverage Shifts | 100.0 | 110.0 |
|--------------------------------|-------|-------|

**TOTAL TRAINING COVERAGE**

|           | Shifts       | #of Hrs      | Rate      |           |          |                     |             |                     |                     |
|-----------|--------------|--------------|-----------|-----------|----------|---------------------|-------------|---------------------|---------------------|
|           | 100.0        | 800.0        |           |           |          |                     |             |                     |                     |
|           | 94.0         | 752.0        |           |           |          |                     |             |                     |                     |
|           |              |              | Rate/Hour | Rate/Hour | \$       | \$                  |             |                     |                     |
|           |              |              | Regular   | Total     | Regular  | Total               |             |                     |                     |
| PATROLMAN | 84.0         | 672.0        | \$ 45.50  | \$ -      | \$ 45.50 | \$ 30,578.69        | \$ -        | \$ 30,578.69        | \$ 30,578.69        |
| SERGEANTS | 26.0         | 208.0        | \$ 52.33  | \$ -      | \$ 52.33 | \$ 10,883.81        | \$ -        | \$ 10,883.81        | \$ 10,883.81        |
|           | <u>110.0</u> | <u>880.0</u> |           |           |          | <u>\$ 41,462.50</u> | <u>\$ -</u> | <u>\$ 41,462.50</u> | <u>\$ 41,462.50</u> |



TOWN OF BOXBOROUGH  
POLICE SALARY AND SHIFT ANALYSIS  
FY2013 BUDGET - WITH QUINN

**PATROL COVERAGE COURT PROSECUTION - (FT OFFICERS) - OVERTIME**

**BACKFILL**

| Total Shifts | Total Hours | Rate/Hour Regular | Rate/Hour Total | \$ Regular  | \$ Total    |
|--------------|-------------|-------------------|-----------------|-------------|-------------|
| 11.0         | 88.0        | \$ 45.50          | \$ 45.50        | \$ 4,004.35 | \$ 4,004.35 |

**TOTAL FULL TIME COVERAGE FOR COURT PROSECUTION**

\$ 4,004.35

**ADDITIONAL OVERTIME PATROL**

**COURT WAGES**

ADDITIONAL

| Hours | Regular Overtime | Total Overtime | Regular Overtime |
|-------|------------------|----------------|------------------|
| 350.0 | \$ 45.50         | \$ 45.50       | \$ 15,926.40     |

\$ 15,926.40

**INVESTIGATIONS**

| Hours | Rate/Hour Regular Overtime | Rate/Hour Total Overtime | \$ Regular Overtime |
|-------|----------------------------|--------------------------|---------------------|
| 80.0  | \$ 45.50                   | \$ 45.50                 | \$ 3,640.32         |

\$ 3,640.32

**OFFICER PRISONER WATCHES**

Full time police officers average 0 hours of prisoner watches

| Hours | Rate/Hour Regular Overtime | Rate/Hour Total Overtime | \$ Regular Overtime |
|-------|----------------------------|--------------------------|---------------------|
| -     | \$ 45.50                   | \$ 45.50                 | \$ -                |

\$ -

**DEPARTMENT MEETINGS**

We hold quarterly meetings with the entire department ( 4 times per year)

|            | # of Hours | # of Meetings | Total Hours | Rate/Hour Regular Overtime | Rate/Hour Total Overtime | \$ Regular Overtime |
|------------|------------|---------------|-------------|----------------------------|--------------------------|---------------------|
| LAVINE     | 4.0        | 2.0           | 8.0         | \$ 41.71                   | \$ 41.71                 | \$ 333.70           |
| ROMILLY    | 4.0        | 2.0           | 8.0         | \$ 45.50                   | \$ 45.50                 | \$ 364.03           |
| PELLEY     | 4.0        | 2.0           | 8.0         | \$ 46.30                   | \$ 46.30                 | \$ 370.39           |
| LANDGREN   | 4.0        | 2.0           | 8.0         | \$ 47.40                   | \$ 47.40                 | \$ 379.20           |
| BOWLICK    | 4.0        | 2.0           | 8.0         | \$ 41.71                   | \$ 41.71                 | \$ 333.70           |
| COLBURN    | 4.0        | 2.0           | 8.0         | \$ 42.48                   | \$ 42.48                 | \$ 339.84           |
| GATH       | 4.0        | 2.0           | 8.0         | \$ 37.79                   | \$ 37.79                 | \$ 302.34           |
| POKORNICKI | 4.0        | 2.0           | 8.0         | \$ 39.65                   | \$ 39.65                 | \$ 317.23           |
|            |            |               | 64.0        |                            |                          | \$ 2,740.42         |

\$ 2,740.42

**TOTAL OFFICER ADDITIONAL OVERTIME**

\$ 26,311.50

\$ 26,311.50

**ADDITIONAL OVERTIME SERGEANTS**



TOWN OF BOXBOROUGH  
POLICE SALARY AND SHIFT ANALYSIS  
FY2013 BUDGET - WITH QUINN

**COURT WAGES (SGT.'s)**

Sergeant's appear in court on an average of 42 hours per year

|         | Total         |       | Rate/Hour |      |          | Rate/Hour          |             |  |  |
|---------|---------------|-------|-----------|------|----------|--------------------|-------------|--|--|
|         | Hours         | Hours | Regular   |      |          | Total              | Regular     |  |  |
| DIMAURO | 42.0          |       | \$ 52.33  | \$ - | \$ 52.33 | \$ 2,197.69        | \$ -        |  |  |
| OBRIEN  | 42.0          |       | \$ 52.33  | \$ - | \$ 52.33 | \$ 2,197.69        | \$ -        |  |  |
| PELLEY  | 42.0          |       | \$ 43.61  | \$ - | \$ 43.61 | \$ 1,831.41        | \$ -        |  |  |
|         | <u>126.00</u> |       |           |      |          | <u>\$ 6,226.79</u> | <u>\$ -</u> |  |  |

**\$ 6,226.79**

**DEPARTMENT MEETINGS (SGT.'s)**

We hold quarterly meetings with the entire department ( 4 times per year)

|         | # of Hours | # of Meetings | Total       |       | Rate/Hour |      |          | Rate/Hour          |             |  |  |
|---------|------------|---------------|-------------|-------|-----------|------|----------|--------------------|-------------|--|--|
|         |            |               | Hours       | Hours | Regular   |      |          | Total              | Regular     |  |  |
| DIMAURO | 4.0        | 2.0           | 8.0         |       | \$ 52.33  | \$ - | \$ 52.33 | \$ 418.61          | \$ -        |  |  |
| OBRIEN  | 4.0        | 2.0           | 8.0         |       | \$ 52.33  | \$ - | \$ 52.33 | \$ 418.61          | \$ -        |  |  |
| PELLEY  | 4.0        | 2.0           | 8.0         |       | \$ 43.61  | \$ - | \$ 43.61 | \$ 348.84          | \$ -        |  |  |
|         |            |               | <u>24.0</u> |       |           |      |          | <u>\$ 1,186.06</u> | <u>\$ -</u> |  |  |

**\$ 1,186.06**

**STAFF MEETINGS (SGT.'s)**

We hold quarterly staff meetings with Chief and Sergeant's ( 4 times per year)

|         | # of Hours | # of Meetings | Total       |       | Rate/Hour |      |          | Rate/Hour          |             |  |  |
|---------|------------|---------------|-------------|-------|-----------|------|----------|--------------------|-------------|--|--|
|         |            |               | Hours       | Hours | Regular   |      |          | Total              | Regular     |  |  |
| DIMAURO | 8.0        | 2.0           | 16.0        |       | \$ 52.33  | \$ - | \$ 52.33 | \$ 837.22          | \$ -        |  |  |
| OBRIEN  | 8.0        | 2.0           | 16.0        |       | \$ 52.33  | \$ - | \$ 52.33 | \$ 837.22          | \$ -        |  |  |
| PELLEY  | 8.0        | 2.0           | 16.0        |       | \$ 43.61  | \$ - | \$ 43.61 | \$ 697.68          | \$ -        |  |  |
|         |            |               | <u>48.0</u> |       |           |      |          | <u>\$ 2,372.11</u> | <u>\$ -</u> |  |  |

**\$ 2,372.11**

**TOTAL SERGEANT'S OTHER GROSS OVERTIME**

**\$ 9,784.96**

**\$ 9,784.96**

**\$ 961,602.35**



**Town of Boxborough, Massachusetts  
Capital Outlay Special Article Request Form  
FY2013**

**General Information**

Department: **Police Department**  
Contact Person: **Warren B. Ryder**  
Phone: **978-263-2628**

Date: **01/26/2012**  
Title: **Police Chief**

Special Appropriation Request: **Police Vehicles Refurbishment**  
Anticipated Cost: **\$27,000.**

Please fill in the relevant information for your Special Article Request according to the following categories:

**Equipment Purchase Information:**

1. Recommended Acquisition Method:  Purchase                       Lease               Lease/Purchase

2. Number of Similar Items in Inventory:

3. Purpose of Expenditure (check as appropriate):

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Scheduled Replacement      | <input type="checkbox"/> Present Equipment Obsolete       |
| <input checked="" type="checkbox"/> Replace Worn-out Equipment | <input type="checkbox"/> Reduce Personnel Time            |
| <input type="checkbox"/> Expanded Service                      | <input type="checkbox"/> New Operation                    |
| <input checked="" type="checkbox"/> Increased Safety           | <input type="checkbox"/> Improve procedures, records, etc |

4. Estimated Use of Requested Item(s):

Weeks per year (Approximate months if seasonal):

Estimated useful life in years: **2-3 Years**

Average days used per week: **7**

Average hours used per day: **8-16**

5. Anticipated Cost:

|                                   |                 |
|-----------------------------------|-----------------|
| Purchase price or annual rental   | <b>\$27,000</b> |
| Plus: Installation or other costs | \$included      |
| Less: Trade-in, other discount    | \$0             |

|                                      |                 |
|--------------------------------------|-----------------|
| Total purchase or annual rental cost | <b>\$27,000</b> |
|--------------------------------------|-----------------|

6. If this is to replace equipment, please list the following:

Item:                      Make:                      Age:

Current Maintenance Costs:

7. Recommended disposal of replaced items:

- Trade-in     Sale  
 Possible use by other departments (list):  
 Other (please specify):

8. Additional Comments:

**Refurbish/Rebuild and Repair two Marked Police Vehicles (\$13,500 each)**

- Car #18, a 2006 marked police cruiser that will have 116,000 miles as of 7/1/12
- Car #15, a 2006 marked police cruiser that will have 103,000 miles as of 7/1/12

**This is a relatively new (band-aid) concept used by a few municipalities to stretch the life of a fleet vehicle. This refurbishment includes, engine, transmission, suspension, brakes. Any worn or damaged parts would be replaced during the process. I would expect we could get another two years out of the vehicles at least.**



**Town of Boxborough, Massachusetts  
Capital Outlay Special Article Request Form  
FY2013**

**General Information**

Department: **Police Department**  
Contact Person: **Warren B. Ryder**  
Phone: **978-263-2628**

Date: **01/13/2012**  
Title: **Police Chief**

Special Appropriation Request: **Police Vehicle**  
Anticipated Cost: **\$34,500**

Please fill in the relevant information for your Special Article Request according to the following categories:

**Equipment Purchase Information:**

1. Recommended Acquisition Method:  Purchase  Lease  Lease/Purchase

2. Number of Similar Items in Inventory:

3. Purpose of Expenditure (check as appropriate):

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Scheduled Replacement      | <input type="checkbox"/> Present Equipment Obsolete       |
| <input checked="" type="checkbox"/> Replace Worn-out Equipment | <input type="checkbox"/> Reduce Personnel Time            |
| <input type="checkbox"/> Expanded Service                      | <input type="checkbox"/> New Operation                    |
| <input checked="" type="checkbox"/> Increased Safety           | <input type="checkbox"/> Improve procedures, records, etc |

4. Estimated Use of Requested Item(s):

Weeks per year (Approximate months if seasonal):

Estimated useful life in years: **5 Years**

Average days used per week: **6**

Average hours used per day: **4**

5. Anticipated Cost:

|                                   |                 |
|-----------------------------------|-----------------|
| Purchase price or annual rental   | <b>\$34,500</b> |
| Plus: Installation or other costs | \$included      |
| Less: Trade-in, other discount    | \$0             |

Total purchase or annual rental cost **\$34,500**

6. If this is to replace equipment, please list the following:

Item: **Marked Police Vehicle**      Make: **Ford**      Age: **6 years (116,000 miles)**

Current Maintenance Costs:

7. Recommended disposal of replaced items:

Trade-in     Sale

Possible use by other departments (list):

Other (please specify):

8. Additional Comments:

**Replace car #18, a 2006 marked police cruiser that will have 116,000 miles as of 7/1/12**



Police Department  
Budget Narrative FY13

The FY13 Police Department budget is made up of a 0% increase in Union and Department Head salaries. There is a 1% increase factored for the employees covered under the Personnel Plan. There is a total 6.8% increase in the expense line item.

Several adjustments were made to the FY13 to correct some errors/non-inclusions in this years budget, as follows:

**Salary/Wages:**

The education benefit for the new Officer was submitted and voted at ATM last year as \$2,000. for a non-Quinn eligible AS degree. The officer slated for this position at that time accepted a position elsewhere before the July 1 start date. The Officer hired has a BS degree and is Quinn eligible. Officer Bowolick receives his AS degree this December and will be eligible for Quinn benefits. The total for education is \$76,294.70 an increase of \$13,323.77

Step (3%) and Personnel Plan (1%) increases account for increase of \$8,850. In response to identified gaps in supervision this budget includes a Patrolman's promotion to Sergeant at an increase of \$8,755.

Included in this budget is and additional \$17,832 in salaries that account for the community outreach programs that have not been included in previous budgets.

**Expenses:**

Last years TM approved \$2,140 for defribulator maintenance and this has been moved into line ...5240 (Equipment Repair/Maintenance).

Building Repair/Maintenance has been increased by \$1,000 to cover demonstrated costs with the ageing facility. Professional Development has been increased by \$9,900 to accommodate the contractual obligation to support the Chief's pursuit of a Masters Degree.

\$2,500. in new line was added to budget for the costs associated with our community outreach programs. More specifically \$1,000 fee for the Domestic Violence Victim Assistance Program, \$1,000 fee for Communities for Restorative Justice Program and \$1,000 in miscellaneous expenses (brochures, educational items, food, drink and related items).



**Additional:**

3% increase in expenses in FY13 budget (\$866.00) for utilities was added to the follow line items:

|                 |                    |                 |
|-----------------|--------------------|-----------------|
| Internet Access | (01-210-5200-5340) | \$ 33.00        |
| Telephone       | (01-210-5200-5341) | \$ 360.00       |
| Heating/Gas     | (01-210-5200-5212) | \$ 113.00       |
| Electric        | (01-210-5200-5210) | \$ 360.00       |
|                 |                    | <u>\$866.00</u> |

**Police Department Fleet:**

A police administrative vehicle will be placed in the budget for \$34,500 and police cruiser on a warrant article for inclusion at Annual Town Meeting – at \$34,500.00. The cost for the new Police Interceptor has not been set at this time.

**Total Budget Change for FY13:***Salaries*

|   |           |                  |
|---|-----------|------------------|
| Full Time Salaries & Overtime           |           |                  |
| Court Prosecution Coverage* (\$ 2,548.) |           |                  |
| Sergeant Promotion                      | \$ 8,755. |                  |
| Step/Union                              | \$ 7,838. |                  |
|   |           | <u>\$14,045</u>  |
| Admin Support 1%                        | \$ 501.   |                  |
| Special Officers 1%                     | \$ 113.   |                  |
| Lock Up Attendants 1%                   | \$ 583.   |                  |
| Lock Up added hours*                    | \$ 2,363. |                  |
| Community Outreach/Town Events          | \$17,832. |                  |
| Education Benefits                      | \$13,323. |                  |
|   |           | <u>\$48,760.</u> |

*Expenses*

|                                 |                  |
|---------------------------------|------------------|
| Utilities 3% increase           | \$ 866.          |
| Cruiser Purchase                | (\$5,000.)       |
| Repair/Maint Building & Grounds | \$ 1,000.        |
| Professional Development        | \$ 9,900.        |
| Community Outreach              | \$ 2,500.        |
|                                 | <u>\$ 9,266.</u> |

Total Budget Increase                      \$58,026.<sup>40</sup>

Cruiser Article                                      \$34,500.



Police Department Operational Information FY13Police Department Staffing (One-officer shifts):

Without factoring in the community outreach programs the FY12 budget inaccurately projected the frequency of single officer shifts.

Because of cuts to the police department budget over the last several years, we can not staff all shifts with two (2) police officers on duty. In the current FY12 budget, it was projected that there would be approximately 52 shifts staffed (throughout the year) with only one (1) officer on duty. Below, find the actual number of shifts staffed with only one (1) officer for the first half of FY12 (July 1, 2011 through January 18, 2012):

|                                    |      |
|------------------------------------|------|
| Shifts staffed with one officer:   | 49.5 |
| Weeks (First Quarter)              | 28   |
| One-officer shifts per week (avg.) | 1.8  |
| Total shift projected for FY12     | 94   |

In scheduling one-officer shifts, the majority of these shifts have been scheduled/staffed on the 11 pm-7 am time frame. This shift is statistically the least busy of all three shifts (7 am-3 pm, 3 pm-11 pm, and 11 pm-7 am). There also have been a significant number of shifts staffed with one officer on day shifts (7 am-3 pm) and a few one officer shifts staffed during the 3 pm-11 pm time frame. We have relied on mutual aid from surrounding communities in the event officers have needed backup/assistance.

Throughout FY12 there has always been at least one (1) officer on duty at all times.

In FY12 an additional officer was added to offset the overtime expenditures associated with back filling coverage. Police Overtime was reduced by \$69,912 to cover the salary and benefits for the new position. In order for the additional officer position to be cost effective he will need to cover 3.7 shifts per week, 16.2 per month or 194 per year.

Since the new officer was in field training at first, he began to cover shifts on August 25, 2011. To date the new officer has covered 73.5 shifts (3.6/week) that would have normally been covered by overtime.

Police Fine & Fee Revenue (FY11):

|                           |              |
|---------------------------|--------------|
| CMVI (citation) revenue   | \$30,965.60  |
| Ayer District Court Fines | \$ 6,475.00  |
| Parking Fines             | \$ 245.00    |
| Detail/Admin. Fees        | \$ 2,496.55  |
| Misc./Other Fees          | \$ 2,920.00  |
| Total                     | \$ 43,102.15 |



FY 2013 Budget Worksheet

Dept # 221  
 Dept Name DISPATCH  
 REV 012712

DATE LAST REVISED 01/27/12

| ACCOUNT NAME                           | FY2011    | FY2011    | FY2012    | FY2012    | FY2013    | FC VOTED | Submitted       | Submitted       | FC VOTED        | FC VOTED        |
|--|-----------|-----------|-----------|-----------|-----------|----------|-----------------|-----------------|-----------------|-----------------|
|  | BUDGET    | ACTUAL    | BUDGET    | ACTUAL    | BUDGET    | FY2013   | Budget          | % Change        | \$ Change       | % Change        |
|  |           |           |           | 31-Dec-11 |           | BUDGET   | FY13 VS<br>FY12 | FY13 VS<br>FY12 | FY13 VS<br>FY12 | FY13 VS<br>FY12 |
| Dispatch Salary - Full-Time            | 166,096.0 | 145,527.0 | 163,675.0 | 76,930.0  | 169,270.0 | -        | 5,595.0         | 3.42%           | (163,675.0)     | -100.00%        |
| Dispatch Salary - Full Time Overtime   | 33,980.0  | 55,836.0  | 35,876.0  | 18,789.0  | 36,922.0  | -        | 1,046.0         | 2.92%           | (35,876.0)      | -100.00%        |
| Dispatch Salary - Part Time            | 16,109.0  | 12,800.0  | 16,528.0  | 5,548.0   | 16,692.0  | -        | 164.0           | 0.99%           | (16,528.0)      | -100.00%        |
| Dispatch Salary - In Service Training  | 10,817.0  | 11,981.0  | 10,899.0  | 4,229.0   | 11,014.0  | -        | 115.0           | 1.06%           | (10,899.0)      | -100.00%        |
| Dispatch Salary - Encumbered Funds     |           | 109.0     |           |           |           |          |                 |                 |                 |                 |
| Dispatch Byrne Service Teletype; IMC   | 14,421.0  | 14,090.0  | 15,500.0  | 11,657.0  | 17,160.0  | -        | 1,660.0         | 10.71%          | (15,500.0)      | -100.00%        |
| Dispatch Electric                      |           | 161.0     |           | 99.0      |           | -        | -               | 0.00%           | -               | 0.00%           |
| Dispatch Telephone                     | 2,625.0   | 3,566.0   | 3,312.0   | 1,281.0   | 4,212.0   | -        | 900.0           | 27.17%          | (3,312.0)       | -100.00%        |
| Dispatch Office Supplies and Equipment | 2,000.0   | 1,381.0   | 2,000.0   | 1,931.0   | 2,000.0   | -        | -               | 0.00%           | (2,000.0)       | -100.00%        |
| Dispatch Uniforms                      | 1,400.0   | 1,311.0   | 1,400.0   |           | 1,400.0   | -        | -               | 0.00%           | (1,400.0)       | -100.00%        |
| Dispatch Training                      | 1,000.0   | 2,652.0   | 1,000.0   | 269.0     | 1,000.0   | -        | -               | 0.00%           | (1,000.0)       | -100.00%        |
| Dispatch Equipment - Repair and Maint  | 5,375.0   | 3,520.0   | 6,575.0   | 3,711.0   | 6,575.0   | -        | -               | 0.00%           | (6,575.0)       | -100.00%        |
| Dispatch Technology Related            | -         | -         | -         | -         | -         | -        | -               | 0.00%           | -               | 0.00%           |
| Dispatch - Software Upgrade            | -         | -         | 4,500.0   | 4,494.0   | 3,000.0   | -        | (1,500.0)       | -33.33%         | (4,500.0)       | -100.00%        |
| Dispatch - Encumbered Funds            | -         | 140.0     | -         |           |           |          |                 |                 |                 |                 |
| Total Salaries - Dispatch              | 227,002.0 | 226,253.0 | 226,978.0 | 105,496.0 | 233,898.0 | -        | 6,920.0         | 3.05%           | (226,978.0)     | -100.00%        |
| Total Other - Dispatch                 | 26,821.0  | 26,821.0  | 34,287.0  | 23,442.0  | 35,347.0  | -        | 1,060.0         | 3.09%           | (34,287.0)      | -100.00%        |
| Total Expenses - Dispatch              | 253,823.0 | 253,074.0 | 261,265.0 | 128,938.0 | 269,245.0 | -        | 7,980.0         | 3.05%           | (261,265.0)     | -100.00%        |
|  | 253,823.0 | 253,074.0 | 261,265.0 | 128,938.0 | 269,245.0 | -        | 7,980.0         | 3.05%           | (261,265.0)     | -100.00%        |



TOWN OF BOXBOROUGH  
DISPATCH SALARY AND SHIFT ANALYSIS  
SUMMARY  
FY2013

REV 012712  
SUPERVISOR

| Reg          | OT           |
|--------------|--------------|
| \$ 47,251.44 | \$ -         |
|              | \$ 47,251.44 |

Dispatch Salary - Full-Time  
Dispatch Salary - Full-Time  
Differential - FT

|               |      |               |
|---------------|------|---------------|
| \$ 118,368.72 | \$ - | \$ 118,368.72 |
| \$ 3,650.00   | \$ - | \$ 3,650.00   |
| \$ 122,018.72 | \$ - | \$ 122,018.72 |
|               |      | \$ 169,270.16 |

Supervisor - Overtime  
Coverage - Holiday  
Coverage of Earned Time - Non Holiday

|      |             |
|------|-------------|
| \$ - | \$ 2,987.16 |
| \$ - | \$ 5,974.32 |
| \$ - | \$ 8,961.48 |

Dispatch Full Time - Overtime  
Coverage - Holiday  
Coverage of Earned Time - Non Holiday

|      |              |
|------|--------------|
| \$ - | \$ 7,483.08  |
| \$ - | \$ 14,507.40 |
| \$ - | \$ 21,990.48 |

**TOTAL FULLTIME OVERTIME**

|      |              |              |
|------|--------------|--------------|
| \$ - | \$ 30,951.96 | \$ 30,951.96 |
|------|--------------|--------------|

Overtime - Police

|      |             |             |
|------|-------------|-------------|
| \$ - | \$ 4,368.00 | \$ 4,368.00 |
|------|-------------|-------------|

Overtime - Storm Coverage

|      |             |             |
|------|-------------|-------------|
| \$ - | \$ 1,601.76 | \$ 1,601.76 |
|------|-------------|-------------|

**TOTAL OVERTIME**

|  |              |              |
|--|--------------|--------------|
|  | \$ 36,921.72 | \$ 36,921.72 |
|--|--------------|--------------|

Dispatch Salary (PT) - Basic Operations

|           |              |      |              |
|-----------|--------------|------|--------------|
| Part Time | \$ 16,691.20 | \$ - | \$ 16,691.20 |
|           |              |      | \$ 16,691.20 |

**WAGES FOR NON BASIC OPERATIONS WORK**

Dispatch - In Service Training  
Supervisor  
Full Time

|      |             |             |
|------|-------------|-------------|
| \$ - | \$ 814.68   | \$ 814.68   |
| \$ - | \$ 2,040.84 | \$ 2,040.84 |

**TOTAL FT DISPATCHERS**

|      |             |             |
|------|-------------|-------------|
| \$ - | \$ 2,855.52 | \$ 2,855.52 |
|------|-------------|-------------|

Part-Time  
New Hire Training  
Police - OT  
TOTAL OTHER

|             |      |             |
|-------------|------|-------------|
| \$ 1,956.00 | \$ - | \$ 1,956.00 |
| \$ 6,202.80 | \$ - | \$ 6,202.80 |
| \$ -        | \$ - | \$ -        |
| \$ 8,158.80 | \$ - | \$ 8,158.80 |

**TOTAL IN SERVICE TRAINING**

|             |             |              |
|-------------|-------------|--------------|
| \$ 8,158.80 | \$ 2,855.52 | \$ 11,014.32 |
|             |             | \$ 11,014.32 |

**TOTAL**

|              |              |               |
|--------------|--------------|---------------|
| \$ 94,120.16 | \$ 39,777.24 | \$ 233,897.40 |
|--------------|--------------|---------------|

|               |
|---------------|
| \$ 233,897.40 |
|---------------|



TOWN OF BOXBOROUGH  
DISPATCH SALARY AND SHIFT ANALYSIS  
FY2013

REV 012712

|                          | STEP | Rate/ Hour<br>Regular | Rate/ Hour<br>Overtime |
|--------------------------|------|-----------------------|------------------------|
| DISPATCHER - SUPV TURNER | F    | \$ 22.63              | \$ 33.945              |
| DISPATCHER - 01 SANTUCCI | E    | \$ 19.77              | \$ 29.655              |
| DISPATCHER - 02 DELORME  | C    | \$ 18.46              | \$ 27.690              |
| DISPATCHER - 03 PFEIFER  | C    | \$ 18.46              | \$ 27.690              |
| Differential Evening     |      | \$ 0.50               | \$ 0.50                |
| Differential - Night     |      | \$ 0.75               | \$ 0.75                |
| DISPATCHER - PT          |      | \$ 16.30              | \$ 24.45               |
| FIREIGHTER S - OT        |      | \$ -                  | \$ -                   |
| POLICE - OT              |      | \$ -                  | \$ 45.50               |
| OTHER TOWN EMPLOYEES     |      | \$ 16.30              | \$ 24.45               |
| NEW HIRE TRAINING        |      | \$ 17.23              | \$ 25.85               |

|                                   | No of shifts | Hours/shift | Total Hours | Rate/ Hour<br>Regular |    |            |
|-----------------------------------|--------------|-------------|-------------|-----------------------|----|------------|
| <b>TURNER</b> Supervisor          | 243.00       | 8.00        | 2,088.00    | \$ 22.63              | \$ | 47,251.44  |
| SANTUCCI Salary - FT              | 243.00       | 8.00        | 2,088.00    | \$ 19.77              | \$ | 41,279.76  |
| DELORME Salary - FT               | 243.00       | 8.00        | 2,088.00    | \$ 18.46              | \$ | 38,544.48  |
| PFEIFER Salary - FT               | 243.00       | 8.00        | 2,088.00    | \$ 18.46              | \$ | 38,544.48  |
| <b>TOTAL</b> Salary - FT          | 729.00       |             |             |                       | \$ | 118,368.72 |
| Differential Evening              |              |             | 2,920.00    | \$ 0.50               | \$ | 1,460.00   |
| Differential - Night              |              |             | 2,920.00    | \$ 0.75               | \$ | 2,190.00   |
| <b>TOTAL DIFFERENTIAL</b>         |              |             |             |                       | \$ | 3,650.00   |
| <b>TOTAL DISPATCH SALARY - FT</b> |              |             |             |                       | \$ | 122,018.72 |



TOWN OF BOXBOROUGH  
DISPATCH SALARY AND SHIFT ANALYSIS  
FY2013

**DISPATCH COVERAGE HOLIDAY**

Holiday compensation - Full Time at Overtime

|                  | <u>Holidays</u> | <u>Shifts per day</u> | <u>Hours/shift</u> | <u>Total Hours</u> | <u>Rate/ Hour Regular</u> | <u>Rate/ Hour Overtime</u> |             |             |
|------------------|-----------------|-----------------------|--------------------|--------------------|---------------------------|----------------------------|-------------|-------------|
| SUPERVISOR       | 11.0            | 1.0                   | 8.0                | 88.0               | \$ 33.95                  |                            | \$ 2,987.16 | \$ 2,987.16 |
| SANTUCCI         | 11.0            | 1.0                   | 8.0                | 88.0               | \$ 29.655                 |                            | \$ 2,609.64 |             |
| DELORME          | 11.0            | 1.0                   | 8.0                | 88.0               | \$ 27.69                  |                            | \$ 2,436.72 |             |
| PFEIFER          | 11.0            | 1.0                   | 8.0                | 88.0               | \$ 27.69                  |                            | \$ 2,436.72 |             |
|                  |                 |                       |                    |                    |                           |                            | \$ 7,483.08 | \$ 7,483.08 |
| DISPATCHERS - PT | -               | 1.0                   | 8.0                | -                  | \$ 24.45                  |                            | \$ -        | \$ -        |
| <b>TOTAL</b>     | <b>44.0</b>     |                       | <b>8.0</b>         | <b>352.0</b>       |                           |                            |             |             |

**TOTAL DISPATCH COVERAGE HOLIDAY - OT**

\$ 10,470.24 \$ 10,470.24

**PART TIME DISPATCHERS - COVERAGE**

|  | <u>No of Shifts</u> | <u>Hours/shift</u> | <u>Total Hours</u> | <u>Rate/ Hour</u> |                           |
|--|---------------------|--------------------|--------------------|-------------------|---------------------------|
| DISPATCHERS - PT   | 128.00              | 8.00               | 1,024.00           | \$ 16.30          | \$ 16,691.20              |
| Shifts Need to fill out 4/2<br>365 X 3<br>2 per week / +24 | 1,095.0             |                    |                    |                   |                           |
|  | 128.00              | 8.00               | 1,024.00           | 16.30             | \$ 16,691.20 \$ 16,691.20 |

**Coverage Shifts Needed for earned time**

|              | <u>Vac Days</u> | <u>Sick Days</u> | <u>Personal Days</u> | <u>Bereavement</u> | <u>Total Earned time</u> |                              |
|--------------|-----------------|------------------|----------------------|--------------------|--------------------------|------------------------------|
| SUPERVISOR   | 15.0            | 5.0              | 3.0                  | 2.0                | 25.0                     |                              |
| SANTUCCI     | 10.0            | 5.0              | 3.0                  | 2.0                | 20.0                     |                              |
| DELORME      | 10.0            | 5.0              | 3.0                  | 2.0                | 20.0                     |                              |
| PFEIFER      | 10.0            | 5.0              | 3.0                  | 2.0                | 20.0                     |                              |
|              | 30.0            | 15.0             | 9.0                  | 6.0                | 60.0                     |                              |
| Total Shifts | 45.0            | 20.0             | 12.0                 | 8.0                | 85.0                     | Total shifts needed to cover |
| SUPERVISOR   | 120.0           | 40.0             | 24.0                 | 16.0               | 200.0                    |                              |
| DISPATCHER   | 240.0           | 120.0            | 72.0                 | 48.0               | 480.0                    |                              |
| TOTAL HOURS  | 360.0           | 160.0            | 96.0                 | 64.0               | 680.0                    |                              |



TOWN OF BOXBOROUGH  
DISPATCH SALARY AND SHIFT ANALYSIS  
FY2013

**Wages for Coverage of earned time**

|                            | <u>OT rate</u> | <u>Shifts</u> | <u>Hours/shift</u> | <u>Total Hours</u> | <u>OT Wages</u> | <u>Shifts backfilled</u> |              |
|----------------------------|----------------|---------------|--------------------|--------------------|-----------------|--------------------------|--------------|
| SUPERVISOR                 | \$ 33.95       | 22.0          | 8.0                | 176.0              | \$ 5,974.32     |                          | \$ 5,974.32  |
| SANTUCCI                   | \$ 29.66       | 21.0          | 8.0                | 168.0              | \$ 4,982.04     | Fulltime - Overtime 80.0 |              |
| DELORME                    | \$ 27.69       | 22.0          | 8.0                | 176.0              | \$ 4,873.44     | Part Time                |              |
| PFEIFER                    | \$ 27.69       | 21.0          | 8.0                | 168.0              | \$ 4,651.92     | Police - Overtime 50.0   |              |
|                            |                | 64.0          |                    | 512.0              | \$ 14,507.40    |                          | \$ 14,507.40 |
| <b>TOTAL OVERTIME - FT</b> |                | 86.0          |                    | 688.0              | \$ 20,481.72    |                          | \$ 20,481.72 |

|                       | <u>OT rate</u> | <u>Shifts</u> | <u>Hours/shift</u> | <u>Total Hours</u> | <u>OT Wages</u> |              |
|-----------------------|----------------|---------------|--------------------|--------------------|-----------------|--------------|
| DISPATCHERS - PT      | \$ 24.45       |               |                    | -                  | \$ -            |              |
| Fire Fighters - OT    | \$ -           |               |                    | -                  | \$ -            |              |
| Police - OT           | \$ 45.50       | 12.0          | 8                  | 96.0               | \$ 4,368.00     |              |
| <b>TOTAL OTHER OT</b> |                |               |                    |                    | \$ 4,368.00     | \$ 4,368.00  |
|                       |                |               |                    |                    | \$ 24,849.72    | \$ 24,849.72 |

**WAGES FOR NON-BASIC OPERATIONS WORK**

**DISPATCH IN SERVICE TRAINING**

(Most training must be paid at Overtime due to shifts)

|                          | <u>Reg Rate</u> | <u>OT rate</u> | <u>Reg Shifts</u> | <u>OT Shifts</u> | <u>Hours per shift</u> | <u>Reg Wages</u> | <u>OT Wages</u> |             |
|--------------------------|-----------------|----------------|-------------------|------------------|------------------------|------------------|-----------------|-------------|
| SUPERVISOR               | \$ 22.63        | \$ 33.95       | -                 | 3.0              | 8.0                    | \$ -             | \$ 814.68       | \$ 814.68   |
| SANTUCCI                 | \$ 19.77        | \$ 29.66       | -                 | 3.0              | 8.0                    | \$ -             | \$ 711.72       | \$ 711.72   |
| DELORME                  | \$ 18.46        | \$ 27.69       | -                 | 3.0              | 8.0                    | \$ -             | \$ 664.56       | \$ 664.56   |
| PFEIFER                  | \$ 18.46        | \$ 27.69       | -                 | 3.0              | 8.0                    | \$ -             | \$ 664.56       | \$ 664.56   |
|                          |                 |                |                   |                  |                        | \$ -             | \$ 2,040.84     | \$ 2,040.84 |
| <b>TOTAL DISPATCHERS</b> |                 |                |                   |                  |                        | \$ -             | \$ 2,855.52     | \$ 2,855.52 |



TOWN OF BOXBOROUGH  
DISPATCH SALARY AND SHIFT ANALYSIS  
FY2013

|                             | <u>Reg Rate</u> | <u>OT Rate</u> | <u>Reg Shifts</u> | <u>OT Shifts</u> | <u>Hours per shift</u> | <u>Reg Wages</u>   | <u>OT Wages</u> |                    |
|-----------------------------|-----------------|----------------|-------------------|------------------|------------------------|--------------------|-----------------|--------------------|
| Part Time - 1               | \$ 16.30        | \$ 24.45       | 5.0               | -                | 8.0                    | \$ 652.00          | \$ -            | \$ 652.00          |
| Part Time - 2               | \$ 16.30        | \$ 24.45       | 5.0               | -                | 8.0                    | \$ 652.00          | \$ -            | \$ 652.00          |
| Part Time - 3               | \$ 16.30        | \$ 24.45       | 5.0               | -                | 8.0                    | \$ 652.00          | \$ -            | \$ 652.00          |
| Part Time - 4               | \$ 16.30        | \$ 24.45       | -                 | -                | 8.0                    | \$ -               | \$ -            | \$ -               |
| <b>TOTAL PT DISPATCHERS</b> |                 |                |                   |                  |                        | <b>\$ 1,956.00</b> | <b>\$ -</b>     | <b>\$ 1,956.00</b> |

|                          | <u>Reg Rate</u> | <u>OT rate</u> | <u>Reg Shifts</u> | <u>OT Shifts</u> | <u>Hours per shift</u> | <u>Reg Wages</u>   | <u>OT Wages</u> |                    |
|--------------------------|-----------------|----------------|-------------------|------------------|------------------------|--------------------|-----------------|--------------------|
| New Hire Training        | 17.23           | \$ 25.85       | 45.0              | -                | 8.0                    | \$ 6,202.80        | \$ -            | \$ 6,202.80        |
| FT Police - OT           | -               | \$ -           | -                 | -                | -                      | \$ -               | \$ -            | \$ -               |
| Other Town Employ        | \$ 16.30        | \$ 24.45       | -                 | -                | -                      | \$ -               | \$ -            | \$ -               |
| <b>NEW HIRE TRAINING</b> |                 |                |                   |                  |                        | <b>\$ 6,202.80</b> | <b>\$ -</b>     | <b>\$ 6,202.80</b> |

|  |  |  |  |  |  |                    |                    |                     |
|--|--|--|--|--|--|--------------------|--------------------|---------------------|
| <b>TOTAL FT/PT DISPATCHERS AND OTHER</b> |  |  |  |  |  | <b>\$ 8,158.80</b> | <b>\$ 2,855.52</b> | <b>\$ 11,014.32</b> |
|--|--|--|--|--|--|--------------------|--------------------|---------------------|

**STORM OR EVENT COVERAGE**

|                      | <u>OT rate</u> | <u>OT Shifts</u> | <u>Hours per shift</u> | <u>OT Wages</u>    |                    |
|----------------------|----------------|------------------|------------------------|--------------------|--------------------|
| Supervisor           | \$ 33.95       | 1.0              | 8.0                    | \$ 271.56          |                    |
| FT Dispatchers       | \$ 27.69       | 3.0              | -                      | \$ -               |                    |
| PT Dispatchers       | \$ 16.30       | 5.0              | 8.0                    | \$ 652.00          |                    |
| FT Firefighters - OT | \$ -           | -                | 8.0                    | \$ -               |                    |
| FT Police - OT       | \$ 45.50       | 2.0              | 8.0                    | \$ 728.00          |                    |
| Other                |                |                  | 8.0                    | \$ -               |                    |
|                      |                |                  |                        | <u>\$ 1,601.76</u> | <b>\$ 1,601.76</b> |

|                      |                      |
|----------------------|----------------------|
| <b>TOTAL SALARY-</b> | <b>\$ 233,897.40</b> |
|----------------------|----------------------|



FY13 - Dispatch Budget

**Salaries:**

As instructed a 1% wage increase for part time employees and a 0% increase and step only for full time employees accounts for the additional \$6,919.

**Expenses:**

Service agreements on the teletype, CAD, RMS and mobile systems (including an additional Fire Mobile) has increased by \$1,660.

The telephone expense line was increased by \$900. to cover the cellular back up and two way communications additions.

Previous budget submission included Emergency Medical Dispatch. This was taken out of the budget and placed onto a Special article. Chief White is working with our paramedic service to see if there is a alternate service provider.

A Software Upgrade of \$3,000 was added to match grant funds (50%), if awarded. This will be used to replace a 12 year old digital recording system that is used to playback radio transmissions for the dispatchers.



FY13 - Dispatch Budget

**Salaries:**

As instructed a 1% wage increase for part time employees and a 0% increase and step only for full time employees accounts for the additional \$6,919.

**Expenses:**

Service agreements on the teletype, CAD, RMS and mobile systems (including an additional Fire Mobile) has increased by \$1,660.

The telephone expense line was increased by \$900. to cover the cellular back up and two way communications additions.

Previous budget submission included Emergency Medical Dispatch. This was taken out of the budget and placed onto a Special article. Chief White is working with our paramedic service to see if there is a alternate service provider.

A Software Upgrade of \$3,000 was added to match grant funds (50%), if awarded. This will be used to replace a 12 year old digital recording system that is used to playback radio transmissions for the dispatchers.



**Town of Boxborough, Massachusetts  
Capital Outlay Special Article Request Form  
FY2013**

**General Information**

Department: Dispatch

Date: January 26, 2012

Contact Person: Chief Ryder – Chief White

Title: Police Chief / Fire Chief

Phone: 978-263-2628

Special Appropriation Request: Emergency Medical Dispatch

Anticipated Cost: \$15,000 (Training, Quality Assurance and related Software)

**Additional Comments:**

As of July 1, 2012, as required by law, Boxborough Public Safety Dispatch must have a certified Emergency Medical Dispatch program in place. This requirement was established by the State 911 department in **560 CMR 5.00** that took effect July 1, 2011 **which** in part reads:

“By July 1, 2012, and thereafter, each primary PSAP, regional PSAP, and RECC shall either: 1) provide EMD through certified emergency medical dispatchers at such PSAP or RECC; or 2) arrange for EMD to be provided through a certified EMD resource.”

Additionally, this CMR establishes further training/certification requirements for dispatch personnel as well as limits the number of times a call may be transferred during an emergency 911 situation (please refer to 560 CMR 5.00). The CMR does indicate that EMD can be accomplished with one dispatcher. Additionally this CMR mandates that Boxborough Public Safety Dispatch has an established Quality Assurance program. Quality assurance means a systematic program and services consisting of medical control, medical review, call review, call tracking, deficiency identification, and remediation of emergency medical dispatch personnel, policies, and procedures.

**Town of Boxborough, Massachusetts  
Capital Outlay Special Article Request Form  
FY2013**

**Current Equipment and Building Maintenance Information**

1. Equipment or Building:
2. Maintenance to be Performed:
3. Rationale for Maintenance:



## Land Purchase Information

1. Parcel Name:
2. Parcel Location:
3. Intended Town Use:
  - Conservation Uses
  - Open Space Affordable Housing
  - Municipal Uses
  - Active Recreation
  - Passive Recreation
  - Other:
4. Anticipated Costs:

|                       |    |
|-----------------------|----|
| Purchase Price        | \$ |
| Independent Appraisal | \$ |
| Engineering Fees      | \$ |
| Legal Fees            | \$ |
| Other (explain below) | \$ |
| Total Cost:           | \$ |

5. Additional rationale, comments for purchasing this parcel:

### For Administrative Use:

- |   |   |
|---|---|
| Board of Selectmen                          | Finance Committee                           |
| <input type="checkbox"/> Recommends         | <input type="checkbox"/> Recommends         |
| <input type="checkbox"/> Does not recommend | <input type="checkbox"/> Does not recommend |

\_\_\_\_\_  
Signature of Chairman, BoS

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Chairman, FinCom

Date: \_\_\_\_\_

Written recommendations will be forwarded when written and approved.



4d

## FY 2013 Budget Summary 01-27-12

### Heating

FY 2012 budget of \$10,000.00 reduction of \$2,000.00 for FY 2013 = \$8,000.00  
**(\$2,000.00 Decreased)**

### Equipment Maintenance

FY 2012 budget of \$9,500.00 reduction of \$1,500.00 for FY 2013 = \$8,000.00  
**(\$1500.00 Decrease)**

### Vehicle Maintenance

Requesting additional funding from \$12,500.00 to \$14000.00 = **\$1500.00 Increase**

### Telephone

Cell providers increase \$80.00 per month x 12 = 960.00 = **Increase \$960**

### Uniforms

Contractually the Full-Time Fighters get \$750.00 each X 4 = \$3000.00 Fire Chief  
\$950.00 uniforms and \$500.00 dry-cleaning = \$1450.00. For a total \$4450.00 Requesting  
\$250.00 for each Call/Per-Diem Firefighter X 30 = \$7500.00 Increase **\$6450.00**

|                          |                 |
|--------------------------|-----------------|
| Boots                    | \$125.00        |
| Longs Sleeve Shirt       | \$41.00         |
| Short Sleeve Shirt       | \$38.00         |
| Polo Shirt w/ embroidery | \$54.00         |
| Job Shirt w/ embroidery  | \$79.00         |
| Pants                    | <u>\$50.00</u>  |
|                          | <b>\$387.00</b> |

### Conferences

Requesting additional funding from \$500.00 to \$900.00 = **Increase \$400.00**

### Technology

Requesting additional funding for unfunded laptop wireless cards. 3 @ \$39.99 each =  
\$119.82 per month X 12 = \$1437.84 = **Increase \$1800.00**

### Personal Protective Equipment

By contract Full-time Firefighters have their gear replaced every 5 years. Lieutenant's  
gear was last purchased in 2008 which calls for replacement in January 2013. 2 Bunker  
Coats \$2568.00 and 2 Bunker Pants \$1754.80 = **Increase \$4300.00**

### *Warrant Articles*

**New Command Vehicle**

2012 Ford Expedition = \$50,000.00

**Emergency Standby Generator**

Replace ageing generator = \$60,000.00

**Air-conditioning**

Install AC system in Day and office areas = \$20,000.00

**Fee Schedule Assessment and Revenue Estimates**

**Type of Fee/Permit**

See attached Boxborough Fee Schedule. Have Town Accountant run report from last year permit receipts. \$4195.00.

**Alternate Revenue Sources**

Annual Master Box Monitoring \$150.00 per radio box a year. 29 = \$4,350.00

**Ambulance Revenue**

Last years revenue was \$145,059.01



Approved: \_\_\_\_\_

**Town of Boxborough  
Board of Selectmen  
Minutes - Budget Meeting  
with Police & Fire Dept. Heads  
January 20, 2012**

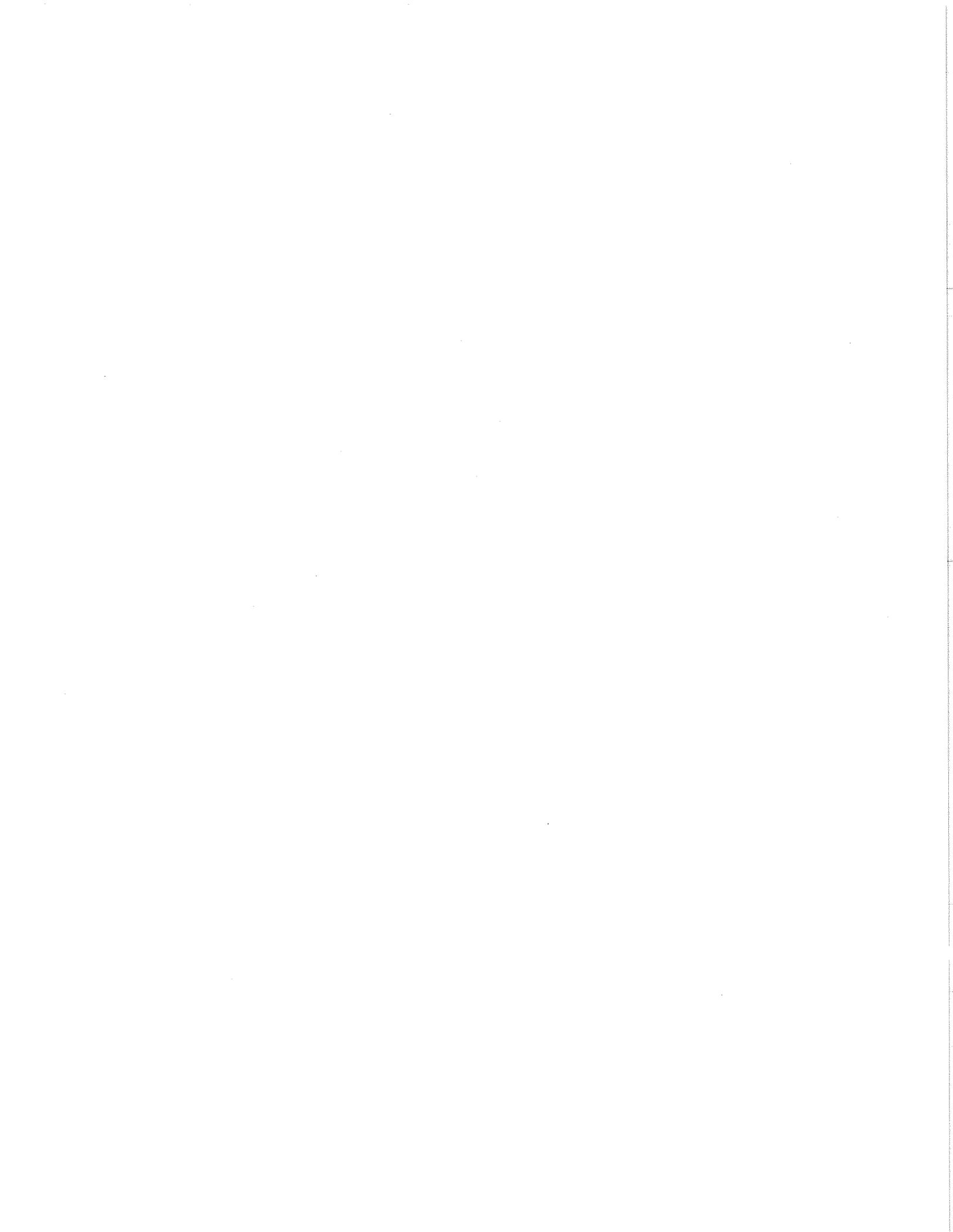
On 20 January, 2012, BOS members Frank Powers and Christine Robinson met with Police Chief Warren Ryder and Fire Chief Randy White at 8 AM to review proposed Dispatch and Police budgets for 2013.

After opening the meeting, members Powers and Robinson first discussed the submitted Dispatch budget. The majority of the proposed 6.18% increase was for step salary increases and for required new training. Chiefs Ryder and White will review training figures.

Subsequently, members Powers and Robinson discussed the submitted Police budget. The primary items addressed were the community policing figures and the proposed vehicle purchases. Key aspects of these items were:

- Chief Ryder agreed to consolidate child car seat installation with the Fire Department and request funding from Cisco for the Cisco Emergency Fair. Further he agreed to trim the community policing figures by reducing hours for, but not eliminating, support for other community policing activities.
- Vehicle replacement was discussed at some length. While replacement of the chief's vehicle seems appropriate, purchase of an additional vehicle was viewed as questionable. Chief Ryder agreed to propose vehicle refurbishment as an alternative to purchasing an additional vehicle for 2013.

The meeting was adjourned at 9:30 AM.





## ADMINISTRATION

# Memo

**To:** Board of Selectmen  
**From:** Selina Shaw, Town Administrator *MS*  
**Date:** January 30, 2012  
**Re:** Hammond Scholarship

Since the 1990's, with the exception of the period 2004 – 2007, the town has awarded the John and Elsie Hammond Scholarship to a graduating senior at Acton-Boxborough Regional High School who is a Boxborough resident and graduate of the Blanchard School. The Scholarship is funded by the interest income on a \$20,000 trust fund that was established in the memory of the Hammonds.

Except for the above-mentioned period, there has been sufficient income to award a scholarship in the amount of \$1,200. However, because of declining returns on investments over the last couple of years, there is currently only just over \$1,800 available to be expended. Assuming that interest for the current year comes in at a rate similar to 2011, \$400 would be added to the expendable balance bringing it up to \$2,200 in 2013. I respectfully request that the Selectmen consider awarding the Scholarship for 2012 in a reduced amount of \$750. This would provide an opportunity to build up the fund and allow for a continued award. We will continue to monitor the balance in the account and provide a recommendation in future years as appropriate.

Thank you for your consideration of this matter.

Acton-Boxborough Regional High School  
36 Charter Road, Acton, Massachusetts 01720  
Tel: (978) 264-4700 Web Address: ab.mec.edu/abrhs

*Together we promote respect for self, others, and learning*

January 3, 2012



Dear Mr. Suleiman

Re: John and Elise Hammond Memorial Scholarship

We welcome your participation in recognizing our students through awarding a graduating senior in the Class of 2012 with a scholarship. This year, as we prepare for graduation week activities, we would like your assistance in providing us with the information we need to begin the process.

Again, we are planning a Scholarship Reception within graduation week specifically for the presentation of scholarships. We look forward to your participation in this May 29th event which will focus attention on community support. Presenters, recipients and their families, and the community will be invited. Presenters will have the opportunity to present their awards directly to the recipients at the podium, personalizing the occasion for both. There will be a photographer on hand and there will be a reception following the formal presentation of scholarships. We continue to be excited about the more personalized approach which the scholarship reception offers. It has been well received.

I hope you will want to make an award again this year and that you will feel able to match, or increase, last year's amount. We have looked at our local scholarship program as a vehicle that has enabled us to grant aid to some of our students based on the character, qualities, activity or their attainment as a student scholar. Over the years we have been fortunate to have received support for our students from many segments of our communities including civic organizations, local businesses and booster groups.

On the enclosed sheet would you kindly make changes, if any, in the information about the scholarship, complete the data requested with regard to the presenter, and indicate your preferred method of payment. We ask that you also include an email address on the criteria form as well. A stamped, self-addressed envelope is enclosed for your convenience. Please respond by **February 7th** in order for us to have all the information available for the scholarship committee when they begin their series of meetings.

The Scholarship Ceremony will be held at 7:00 p.m. on Tuesday, May 29, 2012 in the high school auditorium. I will be in touch with you again prior to this date. However, please feel free to contact either myself or the ABRHS Local Scholarship Coordinator, Susan Sousa (978-264-4700 ext. 3405) if you have any questions.

As a reminder to all of our sponsors, only those seniors who have completed the electronic local ABRHS scholarship application by the established deadline are eligible for the scholarships to be awarded at the ceremony on May 29th.

Thank you in advance for your continued support of our ABRHS graduates.

Sincerely,

A handwritten signature in black ink that reads "Alixe Callen". The signature is fluid and cursive.

Alixe Callen, Ed.D.  
Principal



**Minutes, Notices and Updates  
January 30, 2012**

**Minutes**

1. Minutes of Finance Committee meeting held January 14, 2012.
2. Minutes of the BITcom meeting of December 13, 2011.

**Notices**

1. Notice of a Joint Meeting of the Acton/Acton-Boxborough School Committees' Negotiations Subcommittee meeting held January 27, 2012.
2. Notice of a Boxborough School Council meeting to be held January 30, 2012.
3. Notice of a Finance Committee meeting to be held January 30, 2012.
4. Notices of Board of Selectmen meetings:
  - a. Regular Meeting to be held January 30, 2012.
  - b. Executive Session to be held January 31, 2012.
  - c. Contract Negotiating Team [Executive Session]:
    - i. To be held February 7, 2012.
    - ii. To be held February 22, 2012.





**General Correspondence**  
**January 30, 2012**

1. Notification from Professor David Kittredge and Assistant Professor Paul Catanzaro of the UMass Department of Natural Resources Conversation, dated January 13, 2012, to "Friend of Forest Conservation" inviting those individuals who make the conversation difference apply to participate in their Keystone Project training program.

