



BOARD OF SELECTMEN
Meeting Minutes
February 13, 2012

Approved: April 23, 2012

PRESENT: Raid Suleiman, Chair; Christine Robinson, Clerk; Frank Powers, Member; Rebecca Neville, Member and Les Fox, Member

ALSO PRESENT: Selina Shaw, Town Administrator and Cheryl Mahoney, Department Assistant

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

Chair Suleiman called the meeting to order at 6:35 P.M. in the Grange Meeting Room of Town Hall.

APPOINTMENTS

- Member Powers announced that John J. Jennings III has been chosen to fill the position of Inspector of Buildings/ Code Administration Officer for the Town of Boxborough. Member Powers provided an overview of the search team's efforts and summary of Mr. Jennings' qualifications. Further to the recommendation of the BICAO search team, Member Powers moved to appoint John J. Jennings III, as Inspector of Buildings/Code Administration Officer for a term effective immediately until June 30, 2013. Seconded by Member Neville. **Approved 5-0.**
- Ms. Rachel Brown, of Stone Consulting, appeared before the Board to review the results of the salary and benefits survey of town management positions (Police Chief, Fire Chief, DPW Director, Town Administrator and Library Director). Some department heads and members of various boards were present for this discussion. Stone Consulting has, previously, worked with the Town on other personnel surveys. Ms. Brown spoke to her background, her firm's processes and the metrics used. She provided perspective on the differences and similarities between private and public management models. She spoke to the summary report; providing an overview of the determining factors in each analysis and recommendations. Follow up questions will be provided to TA Shaw. She will then compile them and forward them to Ms. Brown.

ANNOUNCEMENTS

- Chair Suleiman read the announcements.

The board took items 7b, 4 a&b, 5 out of order.

NEW BUSINESS

- Energy Committee Chair, Francie Nolde; other members of the committee and some residents were present for the discussion of Energy Committee matters. Member Neville moved to accept with regrets and place on file the resignation of Kirsten Holmes from the Energy Committee effective immediately. Seconded by Member Powers. **Approved 5-0.**

APPOINTMENTS (Continued)

- EnCom Chair Nolde introduced Santiago Tapia-Perez as a candidate for appointment to the Energy Committee. He will be taking over the remaining part of Kirsten's term. Mr. Tapia-Perez spoke to his participation in the community and what he hopes to contribute to the Energy Committee. Further to the recommendation of the Energy Committee, Member Neville moved to appoint Santiago Tapia-Perez to the Energy Committee effective immediately to complete the unexpired term of Kirsten Holmes until June 30, 2014. Seconded by Member Powers. **Approved 5-0.**
- Energy Committee Chair Nolde and members of the Committee remained to discuss their proposed SMART fka PAYT program for the Transfer Station. Chair Nolde provided an overview on the history of the Energy Committee; their goals and efforts on behalf of the Town. The Energy Commission, working along with DPW Director Tom Garmon and with the assistance of DEP's Carolyn Dann, has been developing a proposal to implement a SMART or what was previously known as

“Pay As You Throw” (PAYT) program for waste disposal. Based on the data gathered the Energy Committee has been able to identify another potential cost saving opportunity. They would like to propose that the Town investigate making improvements to the Transfer Station. K.C. Donovan and Simon Bunyard, took over the presentation and spoke to a hand-out they distributed. The Transfer Station currently provides “single-stream” recycling in non-compactable bins. The increased usage has resulted in a greater volume of recyclables. The unintended consequence is the Town now pays more, by volume, for transporting recyclables than solid waste. EnCom proposes that the processes, equipment and configuration at the Transfer Station be studied to see if improvements could be made. One such improvement would be the installation of compacting bins for recyclables. The potential costs savings were reviewed. Information on the potential savings if the Town implemented a SMART program was also provided. There was also a review of some of the potential costs and obstacles that may be faced if these improvements are implemented. The Energy Commission requested that the placeholder for their SMART “Sense of the Meeting” article be pulled and replaced with an article to fund an engineering study of the Transfer Station. They intend to continue work on the SMART proposal while this was taking place. They apologized for the short notice on this proposed change in direction but this opportunity only became evident to them in the last week. They have discussed this new proposal with DPW Dir. Garmon. It was determined that Dir. Garmon would present this article at Town Meeting. EnCom was told to get the hard data to FinCom as soon as possible so FinCom can evaluate for the warrant.

The board took items 7b, 4 a&b, 5 out of order.

NEW BUSINESS (Continued)

- Member Neville moved to forward to the Finance Committee for approval the request to transfer \$15,210.00 from the Reserve Fund to account #01-241-5100-5110, Building Inspectors – Salary. Seconded by Member Powers. **Approved 5-0.**

MINUTES

- The Selectmen passed over approval of the Regular Session minutes of January 23, 2012.
- Member Neville moved to accept the minutes for the Executive Session of – February 7, 2012 (BoS Contract Negotiating Team), as written. Seconded by Member Powers. **Approved 5-0.**

SELECTMEN REPORTS

- Member Neville had no meetings.
- Member Powers reported that he and Member Fox participated in the Insurance Advisory Committee discussions regarding the Town’s proposed [Insurance] Mitigation Plan. The collective bargaining units are evaluating the proposed terms. Their responses are due by March 22, 2012. This is a complex process; with various contingent timelines, requirements & concerns. As further required, a Public Employee Committee has also been formed.

He reported that he has been participating in negotiations with the UCC to set lease terms for Boxborough Community Center space for FY 13. He anticipates having a dollar amount for the February 27th meeting.

Member Powers also reported that he has met with Chief Ryder to discuss adding Special Officers to the department, as a means to reduce additional overtime.

- Member Robinson reported that she also participated in these discussions with Chief Ryder.
- Member Fox noted, as reported by Member Powers, he had attended the recent IAC meeting. He further reported that some of the unions have already responded.
- Chair Suleiman reported the only meeting he attended was with the Energy Committee and they have already presented on those items that were discussed.

OLD BUSINESS

- The Selectmen re-opened discussion on Annual/Special Town Meeting proposed warrant articles. The EnCom placeholder for the PAYT is gone; replaced with a reconfiguration study of the Transfer Station. This article will now be presented by the DPW not the Energy Committee. Member Powers will be providing the amount for the Community Center lease article. There was discussion on the School Committee’s “Sense of the Meeting” Article. School Committee member, Maria Neyland, was present for this discussion. Given that choosing a new administrative model will affect 2/3 of the Town’s budget the Selectmen would like the School Committee’s consent to provide input on this article. Neyland clarified that, by law, unionizing (job

sharing) does not require Town Meeting approval, but regionalization does. There was discussion on the Planning Board's "Build-out analysis" article. It was determined that the Citizen's Petition filed by Kicelemos will be placed in the warrant as written. Chief White should be hearing back soon on whether they will be awarded a grant for a new generator, so this article may be pulled. Final language on articles is due by February 26th.

NEW BUSINESS (Continued)

- Dave Wilson, representing the *Friends of the Lower Fields (FOLF)*; ABRSD Superintendent, Dr. Steven Mills; members of the Finance Committee; School Committee and other interested parties were present for a presentation on the proposed ABRSD *Lower Fields* project. Dr. Mills advised that A/B District has now taken a lead role in this project. Dave Wilson took over, speaking to a Powerpoint presentation on this proposal. The intention is to present this project as a warrant article at both the Acton and Boxborough Town Meetings. The proposal is to create a multi-purpose recreational complex – with both sport facilities and infrastructure improvements. These improvements would result in an increased amount of playable time and would generate income from outside groups renting field time. Our own school and youth sports organizations would have priority over these outside groups. An overview of potential expenses and also the realized cost savings were discussed. Wilson broke down the proposed funding mechanism. This proposal and the proposed ATM articles are being reviewed by bond counsel. The A/B Regional School Committee has voted \$275,000 as the capital costs for this project. It was confirmed that A/B District has identified this as a construction project and as such Boxborough would realize a five percent (5%) discount on the funding of this project.

OLD BUSINESS (Continued)

- The Selectmen re-opened discussion on the proposed FY 13 Budget. Many of the budget related concerns were addressed earlier in the evening. There was a question on the latest A/B School assessment number. The Town Accountant will be asked to clarify. School Committee member Neyland requested that any questions/concerns on School's warrant articles or budget be provide to the School Committee in advance of the School Committee's budget presentation at the joint Selectmen and Finance Committee meeting on February 27th.

CONCERNS OF THE BOARD

- Chair Suleiman offered to represent the Selectmen at this year's presentation of the Hammond Scholarship.
- It was determined that the February 27th meeting would start at 7:00 PM
- There was a discussion on the proposed timeline for the completion of department head performance reviews.

ADJOURN

- At 9:22 PM Member Neville moved to adjourn. Seconded by Member Powers. **Approved 5-0.**

SELECTMEN'S ANNOUNCEMENTS

FEBRUARY 13, 2012

The necessary contact information is available at the end of these announcements.

- The Boxborough Police Department would like to remind residents to **be wary of phone scams**. Criminals use the phone to commit many different types of fraud, including sweepstakes and lottery frauds, loan fraud, buying club memberships, and credit card scams. They are good at what they do. Saying anything and targeting everyone to cheat us out of money. They have use many tricks including implying that they work for a company you trust. They also send out mailing or place ads trying to convince you to call them. Go to the Boxborough Police Department's website to access helpful links to find out how you can protect yourself against this type of fraud.

- This Wednesday, February 15th is the **final day to register to vote** or to change parties in order to be eligible to vote **in the Presidential Primary** to be held on Tuesday, March 6th. The Town Clerk's office will be open on Wednesday, until 8:00 p.m.

- **The annual street listing/census forms have been mailed to residents.** Voters who do not complete their census form will be put on the inactive voter list. Please contact the Town Clerk, Liz Markiewicz if you have not received your census form or if you have any questions about the census or your voting status.

- **Boxborough's Annual Town Meeting** will be held on **Monday, May 14th**. More details will be provided in the coming months.

- **The FY 2013 budget process has begun. The current draft budget is available on the Town’s website (Home page, under “NEWS”).** You are encouraged to attend Selectmen, Finance Committee, School Committee and Library Trustee meetings at all times, but especially during the budget season. Please check the web calendar for meeting dates. Your input is important.

- **Nomination papers are now available for elected town offices** at the Town Clerk’s office, Boxborough Town Hall, 29 Middle Road. The annual Town Election will be held May 21st. Offices that will be on this year’s ballot are:
 - 2 seats on the Board of Selectmen, and
 - 2 seat on the Library Board of Trustees.There is also one seat available on the:
 - Board of Health
 - Planning Boardand the Local School Committee, and on both the Regional and Local Committees. The positions of:
 - Tax Collector, andTown Moderator will also be on the ballot. The last day to file completed papers is Monday, March 26th at 5:00 PM.

- The **Boxborough Historical Society will hold its Annual Pot Luck Supper** on Sunday, February 26th at 5:00 PM in the Grange Room at Boxborough Town Hall. Jim Gorman will be presenting “Handguns in New England: A Social and Manufacturing History from the Revolution to the Roaring 20’s”. Admission is free and all are welcome. Please call John Fallon to volunteer to bring something to the Supper.

- **The Boxborough Museum** at 575 Middle Road will be open from 2:00 to 4:00 pm on Sunday, March 11th. Admission is free, all are welcome, and members of the Boxborough Historical Society will be on hand to discuss Boxborough's history and the exhibits. Brochures for the Boxborough Town Center Walking Tour will be available, and arrangements can also be made for private tours.
- Town Departments welcome your questions and feedback on services. Please contact them through the email hyperlink appearing on each department's web page, give them a call or stop in to chat. If you are unable to stop in during normal office hours, don't hesitate to call and make an appointment for a mutually convenient time outside of normal hours.
- The Selectmen want to hear from you and invite residents to contact them regarding issues of concern. The Board can be contacted via e-mail from the link on the Selectmen's webpage.
- The Board of Selectmen continues to look for volunteers willing to serve on the various Town boards and committees, many of which have openings. Please consider participating. You will find it to be a worthwhile and rewarding experience. No matter what your knowledge or interest is, we can use your help in making Town government work.

- Contact information is available on the town website: <http://www.town.boxborough.ma.us> or you may call Town Hall at 978-263-1116 if you have any questions.
- The Selectmen can be contacted directly at selectmen@town.boxborough.ma.us.
- If you wish to find out more about volunteer opportunities on Town boards or committees contact Town Administrator Selina Shaw Selina.shaw@town.boxborough.ma.us
- For more information and to access helpful links on how you can protect yourself against telephone scams go to the Boxborough Police Department's website: www.BoxboroughPolice.com .
- For more information on the Annual Street Census, Registering to vote or the Annual Town Election go to the Town Clerk's webpage or you may call Town Clerk, Liz Markiewicz at 978-263-1116 extension 117.
- Please contact John Fallon, of the Boxborough Historical Society, at 978-264-0069 if you wish to arrange a private tour of the **Boxborough's Historic Town Center**.
- Please contact John Fallon at 978-264-0069 to volunteer to bring something to the **Historical Society's Annual Pot Luck Supper**.



BOARD OF SELECTMEN
Meeting Agenda
Boxborough Town Hall
Grange Meeting Room
February 13, 2012

1. CALL TO ORDER, 6:30 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

- a) John J. Jennings III, candidate for appointment as Inspector of Buildings/Code Administration Officer

Further to the recommendation of the BICAO search team, move to appoint John J. Jennings III, as Inspector of Buildings/Code Administration Officer for a term effective immediately until June 30, 2013

VOTE:

- b) Rachel Brown, Stone Consulting, to review the results of salary survey for management positions

- c) Santiago Tapia-Perez, candidate for appointment to the Energy Committee

Further to the recommendation of the Energy Committee, move to appoint Santiago Tapia-Perez to the Energy Committee effective immediately to complete the unexpired term of Kirsten Holmes until June 30, 2014

VOTE:

- d) Francie Nolde, Energy Committee Chair; Carolyn Dann, MassDEP Municipal Assistance Coordinator and Tom Garmon, DPW Director re: PAYT

- e) Dave Wilson, *Friends of the Lower Fields*; Steve Mills, ABRSD Superintendent and other interested parties re: proposed *Lower Fields* project

- f) Citizens' concerns

4. MINUTES

- a) Regular session, January 23, 2012

- b) Executive session, February 7 (BoS Contract Negotiating Team)

ACCEPT & POF

ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

- a) FY 13 Budget

- b) Annual/Special Town Meeting

7. NEW BUSINESS

- a) Resignation of Kirsten Holmes from the Energy Committee

Move to accept with regrets and place on file the resignation of Kirsten Holmes from the Energy Committee effective immediately

NB: Please take out of order, prior to item 3c

ACCEPT & POF

- b) Reserve Fund Transfer - Building Inspectors - Salary

Move to forward to the Finance Committee for approval the request to transfer \$15,210.00 from the Reserve Fund to account #01-241-5100-5110, Building Inspectors - Salary

VOTE:

8. CORRESPONDENCE

ACCEPT & POF

- a) Internal Communications

- b) Minutes, Notices & Updates

c) General Communications

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. ADJOURN



ADMINISTRATION

Memo

To: Board of Selectmen
From: Selina Shaw, Town Administrator *MS*
Re: Appointment of Inspector of Buildings/Code Administration Officer
Date: February 10, 2012

After seven and a half months of flux in the Building Department, while we worked on a solution which would provide the best service to meet the needs of the community's residents, businesses and town staff, I am pleased to bring forward John Jennings III for appointment as Inspector of Buildings/Code Enforcement Officer. John's background, education and thirty years of varied experience as a carpenter, construction supervisor, local inspector and facilities director provide an excellent match to the town's needs.

We received resumes from seventeen interested applicants. Of those, we shortlisted six to interview and the "interview team," comprised of Selectman Frank Powers, Acton Building Commissioner Frank Ramsbottom and myself selected John as our first choice to bring forward to the Board of Selectmen for appointment. I have extended an offer to John, subject to the board's ratification of the appointment on the 13th.

We look forward to welcoming John to round out our Town Hall team.

Thank you for your consideration of this matter.



BOXBOROUGH BOARD OF SELECTMEN
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 263-1116 · Fax: (978) 264-3127
www.town.boxborough.ma.us

Raid M. Suleiman, Chair Christine L. Robinson, Clerk Leslie R. Fox Rebecca R. Neville Francis J. Powers

February 8, 2012

Mr. John I. Jennings III
[REDACTED]

Dear John,

I am pleased to formally extend to you an offer to fill our Inspector of Buildings/Code Administration Officer vacancy in the Town of Boxborough, subject to the Board of Selectmen's ratification of the appointment at 6:30 PM on Monday, February 13. Your background experience and education provide an excellent match to our needs. I know that you will find your work in Boxborough very satisfying and the Town employees a wonderful group with whom to work.

As we had discussed and agreed, you will begin your employment with the town on Monday, February 13, 2012. The initial pay for this twenty-five hour per week position will be set at \$29.65 per hour (Step D, Grade 60 on our FY 2012 Salary Schedule). The salary schedule for FY13 has not yet been set, but you will remain on Step D for the year beginning July 1, 2012.

After reviewing the workflow of the office with Maureen Adema, the Department Assistant who provides support to you as well as the Board of Health, I am proposing the following hours for the position:

- Monday: 12 PM – 7:00 PM
- Tuesday: 7:30 AM – 1:30 PM
- Wednesday: 10:30 AM – 4:30 PM
- Thursday: 7:30 AM – 1:30 PM

These hours should provide adequate support to our residents and businesses as well as provide for meeting time with town staff as needed.

The position is governed by the town's Personnel Bylaw, and as all positions in Boxborough, has a six-month probationary period. If during that time your service were considered unsatisfactory, you would be separated from employment in Boxborough. You can find a copy of the bylaw on the town's website at <http://www.town.boxborough.ma.us/boxborough/PersAdminPlan.pdf>. We will give you a hard copy on the 13th, along with the "new employee package" which the Treasurer has compiled and will review with you. You have already been provided with a copy of the job description for the position.

On Monday, you will have the opportunity to meet Town staff and Maureen will help you get settled in to the office and get acquainted with the Town's bylaws, etc. Craig Martin, the Building Commissioner in the neighboring town of Stow, has been helping the town out over the last couple of months. He will stop in on Wednesday at 4 PM to review items with you.

Thank you for your verbal acceptance of the offer. We look forward to welcoming you aboard on Monday.

Selina S. Shaw, Town Administrator
selina.shaw@town.boxborough.ma.us

3c

Selina S. Shaw

From: Frances Nolde [Francie126@comcast.net]
Sent: Thursday, February 02, 2012 1:06 PM
To: Selina Shaw
Cc: Santiago Tapia-Perez
Subject: Re: New Member for Energy Committee

Hi Selina,

I believe Santiago is traveling this week, so let's plan on having him go to the Feb. 13th meeting at 7:30. I will accompany him to introduce him to the Selectmen.

Thanks for accommodating us!

Have a great weekend, Francie

On Jan 31, 2012, at 8:53 PM, Selina Shaw wrote:

Greetings, Francie.

Would you like the BoS to do this on the 13th (how's 7:30?) when you come in to discuss PAYT, or on the 6th?

Look forward to hearing from you.

Regards,
Selina

Selina S. Shaw
Town Administrator
29 Middle Road
Boxborough, MA 01719
978-263-1116, ext. 101
978-264-3127 (fax)
<http://www.town.boxborough.ma.us>

When writing or responding, please be aware that the Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential.

On Jan 31, 2012, at 9:10 AM; Jan 31, Frances Nolde wrote:

Hi Selina,

We are fortunate to have Santiago Tapia-Perez join the Energy Committee. He will attend our February 7th meeting.

Could you please let me know which Monday (and time) the BoS could speak with him and then have Liz induct him?

Thanks very much, Francie



Energy Committee – Advanced Recycling Overview

- I. Save Energy and Lower Costs with Increased Recycling
- II. Transfer Station Inefficient (outmoded)
 - a. Sorting Recyclables
 - b. Bulk collection
 - c. Organic Waste
- III. Recycling Efficiency Improvements
 - a. Single Stream, Bulk Waste, Swap Area
 - b. Compacting Recyclables (up to 6x fewer hauling trips)
 - c. Bulk Waste Curbside Service (third party)
 - d. Future Organic Waste Considerations
- IV. DPW Efficiency Plan
 - a. Install Recycling Compactors
 - b. Rework traffic flow
 - c. Have Engineering Plan created for Improvements
 - d. Leverage vendors support to defray costs
 - e. Energy Committee 100% support for DPW Plan
- V. Increase Recycling
 - a. Once recycling efficiency established, drive its use
 - b. Democratized Waste Processing Plan (equitable to all taxpayers)
 - c. SMART – Saving Money And Reducing Trash
- VI. Plan Outcomes
 - a. Increase town's recycling and lower solid waste processing (typically by 50-100%)
 - b. Less hauling of Recyclables (Up to six times fewer trips)
 - c. Less Solid Waste processed
 - d. Less hauling = Lower costs
 - e. Less Solid Waste Disposal (Tip fees) = Lower costs
 - f. Less hauling = Lower carbon emissions (air pollution)
 - g. Lower average household waste processing costs
 - h. Less energy, less air pollution, less road wear, less litter, less incineration = All Good!

Summary:

Lower costs, less energy, increase recycling of reusable wastes, improved environment, greater quality of life...

Energy Committee – Advanced Recycling Implementation Timeline and Cost Reductions

Potential Implementation Steps

1. 2012 ATM approves funds needed for an Engineering Plan to Up Date Transfer Station for efficient Waste Processing (recycling compactors, work flow, etc.)
2. 2013 ATM approves funds needed for the cost of implementing the Engineering Plan
3. 2013/2014 Selectmen enact SMART program to further lower or eliminate Transfer Station costs (after Transfer Station redesign is complete)

Plan Savings Realized from Current Level of Recyclables:

State of Processing Recyclables

Current:

335 Tons of Recycling (FY12)
 2 tons hauled per trip on average*
 167.5 Round trips made
 \$236.54 Cost per one round trip haul
 \$39,620 Cost of Recycling Transportation (FY12)**

With Compacted Recyclables:

335 Tons of Recycling
 12 tons hauled per trip on average*
 28 Round trips made
 \$236.50 Cost per one round trip haul
 \$6,623 Cost of Recycling Transportation

One Year Potential Savings = \$32,997

* DEP- compacted recyclables use up to 6 times less volume

** Includes RW Processing, but NOT Transfer Station labor or operating costs

Further Plan Savings Realized with S.M.A.R.T (Save Money And Reduce Trash)

SMART Converts Solid Waste (SW) into Recyclable Waste (RW):

Currently:

1,019 tons of Solid Waste
 \$33,706 Hauling of SW
 \$71,330 Disposal of SW (tip fee)
 \$105,036 SW Processing Total***

Potential With SMART:

510 tons of Solid Waste*
 \$16,853 Hauling diverted to RW**
 \$35,665 Disposal of SW (tip fee)
 \$69,371 SW Processing Total

One Year Potential Savings = \$35,665

* SMART is Projected to cut Solid Waste in half (industry average)

** 50% less hauling fees will be converted to Recyclables

*** Includes SW Processing, but NOT Transfer Station labor or operating costs

TOTAL COMPENSATION ASSESSMENT MANAGEMENT POSITIONS

TOWN ADMINISTRATOR

| | Current 5 weeks' vacation | Proposed Target 1 4 weeks' vacation | Proposed Target 2 5 weeks' vacation |
|-----------------------|--------------------------------------|--|--|
| Base salary (current) | \$91,000 | Base salary (target) \$110,700 | Base salary (target) \$108,750 |
| Vacation (5 weeks) | 8,750 | Vacation (4 weeks) 8,515 | Vacation (5 weeks) 10,457 |
| Health | 6,489 | Health 6,489 ¹ | Health 6,489 ¹ |
| Total: | \$106,239 | Total: \$125,704 | Total: \$125,696 |

Target 1: 4 weeks vacation

| Minimum | 1/3 | Midpoint | 2/3 | Maximum |
|----------------|------------|-----------------|------------|----------------|
| \$88,560 | \$103,320 | \$110,700 | \$118,080 | \$132,840 |

Target 2: 5 weeks vacation

| Minimum | 1/3 | Midpoint | 2/3 | Maximum |
|----------------|------------|-----------------|------------|----------------|
| \$87,000 | \$101,500 | \$108,750 | \$116,000 | \$130,500 |

POLICE CHIEF

| | Current 5 weeks' vacation | Proposed Target 1 4 weeks' vacation | Proposed Target 2 5 weeks' vacation |
|-----------------------|--------------------------------------|--|--|
| Base salary (current) | \$95,950 | Base salary (target) \$115,600 | Base salary (target) \$113,500 |
| Vacation (5 weeks) | 9,226 | Vacation (4 weeks) 8,892 | Vacation (5 weeks) 10,913 |
| Health | 6,489 | Health 6,489 ¹ | Health 6,489 ¹ |
| Total: | \$111,665 | Total: \$130,981 | Total: \$130,902 |

It should also be noted that as the Board of Selectmen and Finance Committee review the proposed budget for FY2013, that any funds that are approved for the Police Chief to pursue a Master's Degree should be considered part of the total compensation package.

Target 1: 4 weeks vacation

| Minimum | 1/3 | Midpoint | 2/3 | Maximum |
|----------------|------------|-----------------|------------|----------------|
| \$92,480 | \$107,893 | \$115,600 | \$123,307 | \$138,720 |

Target 2: 5 weeks vacation

| Minimum | 1/3 | Midpoint | 2/3 | Maximum |
|----------------|------------|-----------------|------------|----------------|
| \$90,800 | \$105,933 | \$113,500 | \$121,067 | \$136,200 |

FIRE CHIEF

| Current 5 weeks' vacation | | Proposed Target 1 4 weeks' vacation | | Proposed Target 2 5 weeks' vacation | |
|--------------------------------------|-----------|--|--------------------|--|--------------------|
| Base salary (current) | \$88,000 | Base salary (target) | \$90,000 | Base salary (target) | \$88,500 |
| Vacation (5 weeks) | 8,462 | Vacation (4 weeks) | 6,923 | Vacation (5 weeks) | 8,510 |
| Health | 6,489 | Health | 6,489 ¹ | Health | 6,489 ¹ |
| Total: | \$102,951 | Total: | \$103,412 | Total: | \$103,499 |

Target 1: 4 weeks vacation

| Minimum | 1/3 | Midpoint | 2/3 | Maximum |
|----------------|------------|-----------------|------------|----------------|
| \$72,000 | \$84,000 | \$90,000 | \$96,000 | \$108,000 |

Target 2: 5 weeks vacation

| Minimum | 1/3 | Midpoint | 2/3 | Maximum |
|----------------|------------|-----------------|------------|----------------|
| \$70,800 | \$82,600 | \$88,500 | \$94,400 | \$106,200 |

DPW DIRECTOR

| Current 4 weeks' vacation | | Proposed Target 1 4 weeks' vacation | | Proposed Target 2 5 weeks' vacation | |
|--------------------------------------|----------|--|-----------|--|--------------------|
| Base salary (current) | \$77,273 | Base salary (target) | \$90,000 | Base salary (target) | \$88,500 |
| Vacation (5 weeks) | 5,944 | Vacation (4 weeks) | 6,923 | Vacation (5 weeks) | 8,510 |
| Health | 6,489 | Health | 6,489 | Health | 6,489 ¹ |
| Total: | \$89,706 | Total: | \$103,412 | Total: | \$103,499 |

Target 1: 4 weeks vacation

| Minimum | 1/3 | Midpoint | 2/3 | Maximum |
|----------------|------------|-----------------|------------|----------------|
| \$72,000 | \$84,000 | \$90,000 | \$96,000 | \$108,000 |

Target 2: 5 weeks vacation

| Minimum | 1/3 | Midpoint | 2/3 | Maximum |
|----------------|------------|-----------------|------------|----------------|
| \$70,800 | \$82,600 | \$88,500 | \$94,400 | \$106,200 |



LIBRARY DIRECTOR

| Current 4 weeks' vacation | | Proposed Target 1 4 weeks' vacation | | Proposed Target 2 5 weeks' vacation | |
|--------------------------------------|-----------------|--|-----------------|--|-----------------|
| Base salary (current) | \$72,172 | Base salary (target) | \$68,700 | Base salary (target) | \$67,200 |
| Vacation (weeks) | 5,552 | Vacation (4 weeks) | 5,285 | Vacation (5 weeks) | 6,462 |
| Health | 6,489 | Health | 6,489 | Health | 6,489 |
| Total: | \$84,213 | Total: | \$80,474 | Total: | \$80,151 |

Target 1: 4 weeks vacation

| Minimum | 1/3 | Midpoint | 2/3 | Maximum |
|----------------|------------|-----------------|------------|----------------|
| \$54,960 | \$64,120 | \$68,700 | \$73,280 | \$82,440 |

Target 2: 5 weeks vacation

| Minimum | 1/3 | Midpoint | 2/3 | Maximum |
|----------------|------------|-----------------|------------|----------------|
| \$53,760 | \$62,720 | \$67,200 | \$71,680 | \$80,640 |



***Lower Fields Project
Update - February 2, 2012***

- **Community Preservation Committee (CPC)
Presentation done January 26, 2012**
- **Conclusion: too many financial, political and
legal entanglements to move ahead with the
intergovernmental agreement**
- **That agreement called for the use of \$757,000 in
CPC money**
- **Lower Fields Committee met this morning; Steve
Mills, Dave Wilson, Chip Orcutt, Steve Desy, Erin
Bettez, Tess Summers, Brigid Bieber, John
Petersen, JD Head**

Recommendations

- **ABRSD and FOLF continue this initiative
together.**
- **FOLF is very confident that they can pursue
\$1,000,000 loan.**
- **ABRSD would bond approximately \$1,500,000
over 15 years.**
- **All ABRSD and FOLF agreements, such as
scheduling of the fields, remain in effect
unchanged.**

The Superintendent recommends moving ahead with this initiative at this time because:

- FOLF has generated tremendous political capital, good will and momentum with town youth groups.
- FOLF continues to have approximately \$250,000 in immediate available revenue.
- FOLF is ready at this time to sign guarantee lease agreements with potential tenants that will ensure income to cover expenses.
- ABRSD has \$275,000 allocated in FY13 budget.
- Facilities Director has spent approximately \$50,000 on site design.

Next Steps

- **Prepare final detailed financial analysis for the March 1st Regional School Committee Meeting**
- **Prepare warrants for the Acton and Boxborough Town Meetings**
- **Steve Mills and Dave Wilson will present at the Boxborough Board of Selectmen's meeting on February 13th**
- **Potential benefits far outweigh the potential risks**
- **Success more likely by moving ahead now rather than later**

The Old Capital Plan

- **Total cost of installation: \$3.1M (inclusive of TJ O'Grady)**
- **\$1.77M FOLF \$980K CPA/\$325K ABRSD***
 - \$213K "equity" to be raised from Youth Soccer, Youth Lacrosse, Pop Warner AB Soccer Boosters and other private sources
 - \$1.6M of debt, amortized by field rental
 - \$980K to be financed via CPA funds
 - \$325K to be financed via capital funds from ABRSD

▪ **Final numbers to be determined based on additional engineering, bidding and bank loan terms.*

The New Capital Plan

- **Total cost of installation: \$3.0M (exclusive of TJ O'Grady)**
- **\$1.2M FOLF \$0K CPA/\$300K ABRSD***
 - \$213K "equity" to be raised from Youth Soccer, Youth Lacrosse, Pop Warner AB Soccer Boosters and other private sources
 - \$1.0M of debt, amortized by field rental
 - \$0K to be financed via CPA funds
 - \$283K to be financed via capital funds from ABRSD
 - \$1.5M bonding over 15 years by ABRSD

▪ ** Final numbers to be determined based on additional engineering, bidding and bank loan terms.*

Cash Flow: Fields will generate \$241K per season conservatively

- Target revenue to reach on a 1.0M loan is \$175K per year.
- 1st tenant wants ~\$100k of time per year;
- 2nd tenant we meet with this weekend, but anticipate the ~75K of time per year;
- 3rd tenant wants Friday and Saturday nights = ~\$16K per year
- Charge to Youth Programs under programming agreement = \$50k per year

Return on Investment

- For a \$3.0M* asset, approximately \$1.8M of local tax dollars are required or 60 cents on the dollar
- Put another way, every local tax dollar we invest provides and immediate return of 66%.
- At the end of the day, this will be a \$1.2M single transfer of benefit to ABRSD

**Final numbers to be determined based on additional engineering, bidding and bank loan terms.*

6a

Potential STM/ATM Articles – May 2012

STM Minuteman Regional Amend FY 12 Assessment \$15,176
 [add'l capital share of Trades Hall remediation project]

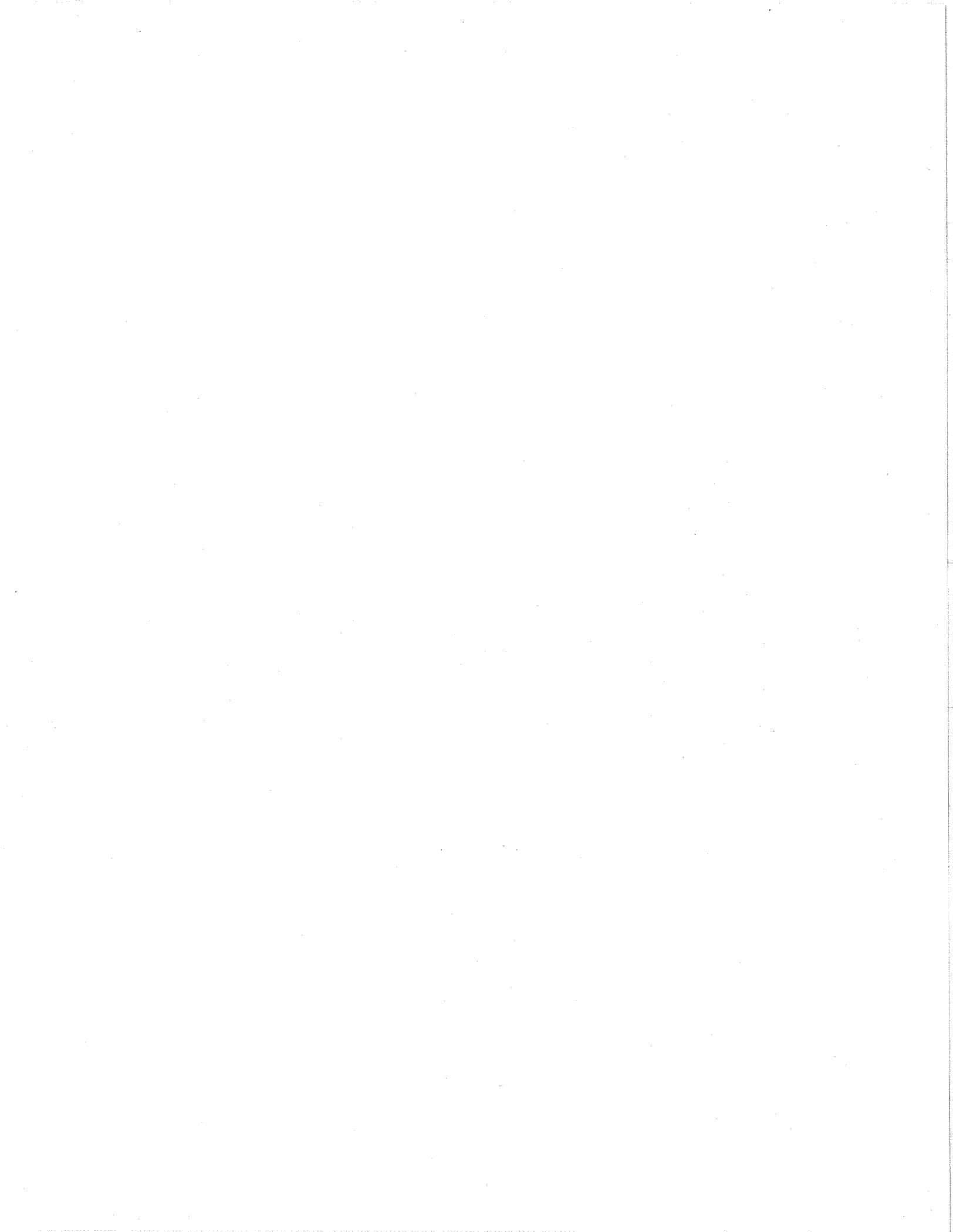
| # | Department/Board | Nature of Article | Est. Appropriation | Proposed Funding Source/ Comments |
|-----|--|---|--------------------|-----------------------------------|
| 1. | | Choose Town Officers | | |
| 2. | | Receive Reports | | |
| 3. | | Set Salaries and Compensation of Officers | | |
| 4. | Personnel Board | Amend Schedule B | | |
| 5. | Finance Committee | Approve the cost items of the collective bargaining agreement between the Town and the police union | \$TBD | |
| 6. | Finance Committee | Approve the cost items of the collective bargaining agreement between the Town and the fire union | \$TBD | |
| 7. | Finance Committee | Approve the cost items of the collective bargaining agreement between the Town and the dispatch union | \$TBD | |
| 8. | Finance Committee | Town Operating Budget | \$TBD | |
| 9. | Finance Committee | Transfer \$ from Free Cash to Stabilization Fund | \$TBD | |
| 10. | AB Regional S. C. | Lower Fields | \$TBD | |
| 11. | Board of Selectmen | Generators – Hager Well & Blanchard Memorial School | \$69,000 | |
| 12. | Board of Selectmen (Fire Department) | Generator – Firs Station | \$60,000 | |
| 13. | Board of Selectmen (DPW) | Generator – Public Works | \$TBD | |
| 14. | Board of Selectmen (Town Hall) | Capital Improvements: Painting exterior | \$TBD | |
| 15. | Board of Selectmen (Police Department) | Refurbish/rebuild a 2006 marked police cruiser | \$13,500 | |
| 16. | Board of Selectmen (Fire Department) | Install AC system in day room and office areas | \$20,000 | |
| 17. | BoS (Fire Department) | Emergency Response Vehicle (CP) | \$50,000 | |
| 18. | BoS (Public Safety Dispatch) | Emergency Medical Dispatch – Training, Quality Assurance & Related Software | \$15,000 | |
| 19. | Blanchard School | Capital Improvements: | \$TBD | |
| 20. | Sargent Memorial Library | Capital Improvements: Paint exterior (CP) | \$20,000 | |
| 21. | Planning Board | Consultant to conduct build-out analysis | \$10,000 | |

Potential STM/ATM Articles – May 2012

| # | Department/Board | Nature of Article | Est. Appropriation | Proposed Funding Source/ Comments |
|-----|--------------------------------|--|--------------------|-----------------------------------|
| 22. | Conservation Commission | Transfer to ToB Conservation Trust Fund | \$5,000 | |
| 23. | CoA | Lease of community center from UCC | \$TBD | |
| 24. | Blanchard School | Sense of the Meeting – Unionization/regionalization | | |
| 25. | Energy Committee | Sense of the meeting - PAYT | | |
| 26. | Petition Article (P.Kicelemos) | All funding articles to be approved by election (in addition to Town Meeting vote) | | |
| 27. | Planning Board | To acquire by eminent domain an easement for sidewalk purposes (Middle Road from Mass Ave to Town Hall) NB: Need to take by eminent domain. Acquisition was approved last year, but motion was for it to be gifted... | | |
| 28. | Board of Selectmen | Establish Revolving fund for field permit fees – to be used to help offset field maintenance expense | | |
| 29. | Board of Selectmen [Consent] | Close out old articles: | <\$TBD> | Transfer to general fund |
| 30. | Board of Selectmen [Consent] | Road acceptance – Hughes Lane | | |
| 31. | Board of Selectmen [Consent] | Revolving Fund - GIS Assessor Map (for the payment and expenditure of fees to update the GIS Assessor Map) (\$5,000) – amend to include collection of fees from copying to be used for plotter supplies expense | | |
| 32. | Board of Selectmen [Consent] | Reauthorize Revolving Funds: <ul style="list-style-type: none"> • Community Gardens (\$2,000) • Electrical Inspection (\$50K) • Plumbing and Gas Inspection (\$15K) • Fire Arms Permits (\$2,000) • Library Fines (\$7,500) • Dog License Fees (\$4,000) • Steele Farm (\$10,000) • Integrated Preschool Program (\$44,000) • ConsComm Wetland Bylaw (\$20,000) • Senior Van (for expenses and revenues associated with operation of the van) (\$4,000) • Fire Alarm System Maintenance (\$4,100) | | |
| 33. | [Consent] | Personal real estate exemptions – increase in exemptions (purely housekeeping... each year need to accept Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988) | | |
| 34. | [Consent] | Chapter 90 appropriation (Reimbursable) | | |

Potential STM/ATM Articles – May 2012

| | |
|----------------------|----|
| Borrow (within 2 ½): | \$ |
| Free Cash: | \$ |
| Stabilization Fund: | \$ |
| Capital Exclusions: | \$ |
| Prop 2 ½: | \$ |
| Debt Exclusions: | \$ |
| Total: | \$ |



7a

Selina S. Shaw*awaiting e-mail of resignation*

From: Kirsten Holmes [kirstenh@h3web.com]
Sent: Wednesday, December 07, 2011 11:46 AM
To: 'Selina S. Shaw'
Cc: 'Francie Nolde'
Subject: RE: leave of absense from the energy committee

Hi Selena,

I would like to get involved again soon, but I do not want jeopardize En Comms ability to make a quorum. I think I should resign and continue on as a participant rather than a full-fledged member.

Thanks so much,
 Kirsten

From: Selina S. Shaw [mailto:selina.shaw@town.boxborough.ma.us]
Sent: Wednesday, December 07, 2011 9:38 AM
To: 'Kirsten Holmes'
Cc: Francie Nolde
Subject: RE: leave of absense from the energy committee

Greetings, Kirsten,

Life here is busy, but all is well. Looking forward to the holidays and a break...

Sounds like you are indeed busy. I certainly understand, as I am sure the EnComm does. I am in awe of the tireless efforts put in by our town volunteers, especially when they are also juggling family and job. Thank you so much for everything you do.

I see two possible options...

- If you think that you may be able to serve in the not-to-distant future, and the Energy Committee doesn't have a problem making a quorum, then you could stay on (your term expires June 30, 2014)
- If the first option is unrealistic, then you should probably resign so the BoS can appoint a new member.

Please let me know what you think will work best for you... or if you think of another option.

Best wishes for the holidays.

Regards,
 Selina

Selina S. Shaw
 Town Administrator
 29 Middle Road
 Boxborough, MA 01719
 978-263-1116, ext. 101
 978-264-3127 (fax)
<http://www.town.boxborough.ma.us>

When writing or responding, please be aware that the Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential.

2/8/2012

From: Kirsten Holmes [<mailto:kirstenh@h3web.com>]
Sent: Wednesday, December 07, 2011 8:17 AM
To: selina.shaw@town.boxborough.ma.us
Subject: leave of absense from the energy committee

Hi Selena,

I hope you are well. My life has recently changed drastically—I have gone from doing consulting work to taking on a full-time, all-consuming corporate management position. Until my family and myself adjusts to this new schedule I need to take a break from En Comm. I don't want to disrupt their work or need for a quorum—do you have any suggestions?

Thanks so much,
Kirsten Holmes



Reserve Fund Transfer Request

Date: February 13, 2012

It is requested by the undersigned that the sum of \$ 15,210.00 be transferred from the Reserve Fund to:

UMAS Acct. # 001-241-5100-5110

(Fund # - Dept. # - Object - Detail)

Description (i.e. Selectmen's expenses) Building Inspectors - Salary

The balance in the line item as of February 10, 2012 (Date) is \$ 230.69. An amount of \$ 0.00 was originally budgeted/appropriated, and on August 8, September 19, October 24, November 21 and December 19, reserve fund transfers were approved in the respective amounts of \$ 2,807.70, \$ 800.00, \$ 1200.00, \$ 1,200.00 and \$ 1,801.00. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

When the FY 2012 budget was submitted and subsequently approved by Town Meeting in May 2011, the position of Building Inspector/Code Administration Officer was expected to be paid through consulting fees (an "other expense") as part of an Intermunicipal Agreement for a shared position with the town of Groton, and not through a salary line item. Since July, the vacant position has been covered by three Interim Inspectors, who have been paid through the salary line item as (part-time) employees.

Through the pay period ending February 1, one worked 132.75 hours @\$28.65/hour; the second worked 77 hours @ \$32.88/hour and our current Interim Inspector worked 40.5 hours @ \$30.69/hour for a total combined amount of \$7,578.01. I have estimated 20 additional hours through mid-February for the current Interim Inspector, for an amount of \$613.80.

I am pleased to say that I have extended an offer to fill the position at a rate of \$29.65 per hour. The individual will be working 25 hours per week. With 20 weeks remaining in the fiscal year, this will bring the requirement to fund the position to \$14,825. Coupled with the need to pay the Interim Inspector at \$613.80, and considering the balance currently available in the salary line item, there will be an expected shortfall of \$15,210 (rounded) through June 30, 2012. If coverage is required for time away, or if there is an emergency evening call, a subsequent request could be necessary, but is not foreseen at this time. Therefore, I respectfully ask that you approve this request for a transfer from the Reserve Fund in the amount of \$15,201.

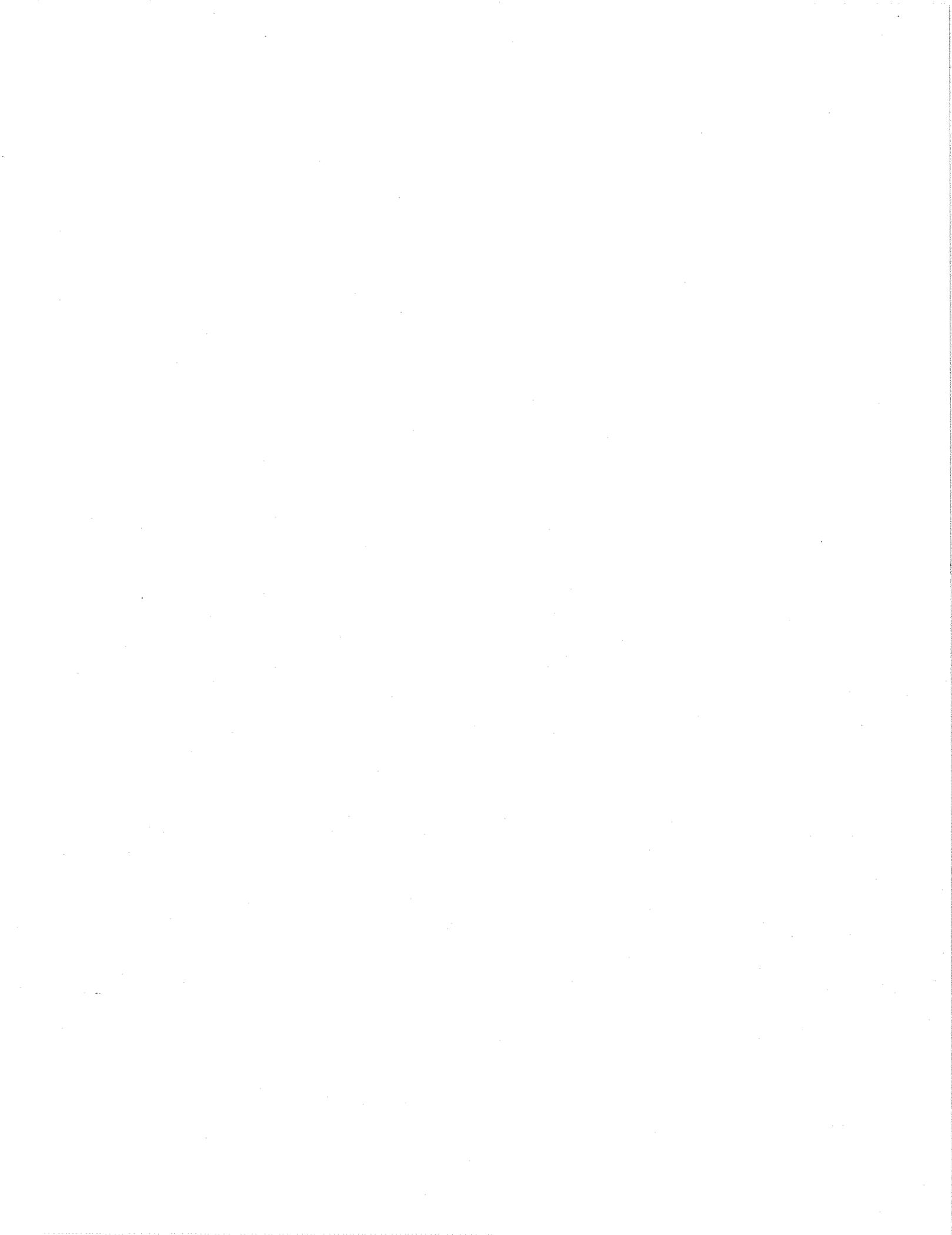
This request is for extraordinary or unforeseen expense and has been voted upon and approved by the majority of board or commission members, or in the case of a department, by the department head and Town Administrator, as indicated by the signatures below. Please also indicate name of board or commission.

[Signature] (Signature) Town Administrator (Title)
____ (Signature) _____ (Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ _____ from the Reserve Fund to UMAS Acct. # _____ to be used for the purposes and in the amounts indicated above.

Board of Selectmen Date: _____ Finance Committee Date: _____

| Copy to: | Initial Distribution Date Sent: | Notification of Finance Committee Action Date Sent: |
|--------------------|---------------------------------|---|
| Finance Committee | _____ | _____ |
| Department Head | _____ | _____ |
| Board of Selectmen | _____ | _____ |
| Town Administrator | _____ | _____ |
| Town Treasurer | _____ | _____ |
| Town Accountant | _____ | _____ |



TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 07/01/11 To 02/29/12

| Account Number | Account Name | Original Budget Adjustments | Current Budget | Payments This Period | Receipts This Period | Payments To Date | Receipts To Date | Payments to Date-Net | Ending Balance | Percent Expended |
|---------------------------|--|-----------------------------|------------------|----------------------|----------------------|------------------|------------------|----------------------|------------------|------------------|
| Building Inspector | | | | | | | | | | |
| 001-241-5100-5110 | Building Inspectors Salary | 0.00 | 7,808.70 | 7,578.01 | 0.00 | 7,578.01 | 0.00 | 7,578.01 | 230.69 | 97.05% |
| 001-241-5200-5246 | Building Insp Vehicle Repair and Maint. | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00% |
| 001-241-5200-5306 | Building Insp - Consulting | 40,523.00 | 40,523.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 40,523.00 | 0.00% |
| 001-241-5400-5420 | Building Insp Other Office Equipment | 500.00 | 500.00 | 146.13 | 0.00 | 146.13 | 0.00 | 146.13 | 353.87 | 29.23% |
| 001-241-5400-5421 | Building Insp - Office Equipment Expense | 50.00 | 50.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50.00 | 0.00% |
| 001-241-5400-5422 | Building Insp Stationary and Forms | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00% |
| 001-241-5400-5482 | Building Inspector - Fuel Expense | 0.00 | 0.00 | 15.00 | 0.00 | 15.00 | 0.00 | 15.00 | -15.00 | N/A |
| 001-241-5700-5716 | Building Insp Training and Seminars | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.00% |
| Sum | Building Inspector | 41,923.00 | 49,731.70 | 7,739.14 | 0.00 | 7,739.14 | 0.00 | 7,739.14 | 41,992.56 | 15.56% |

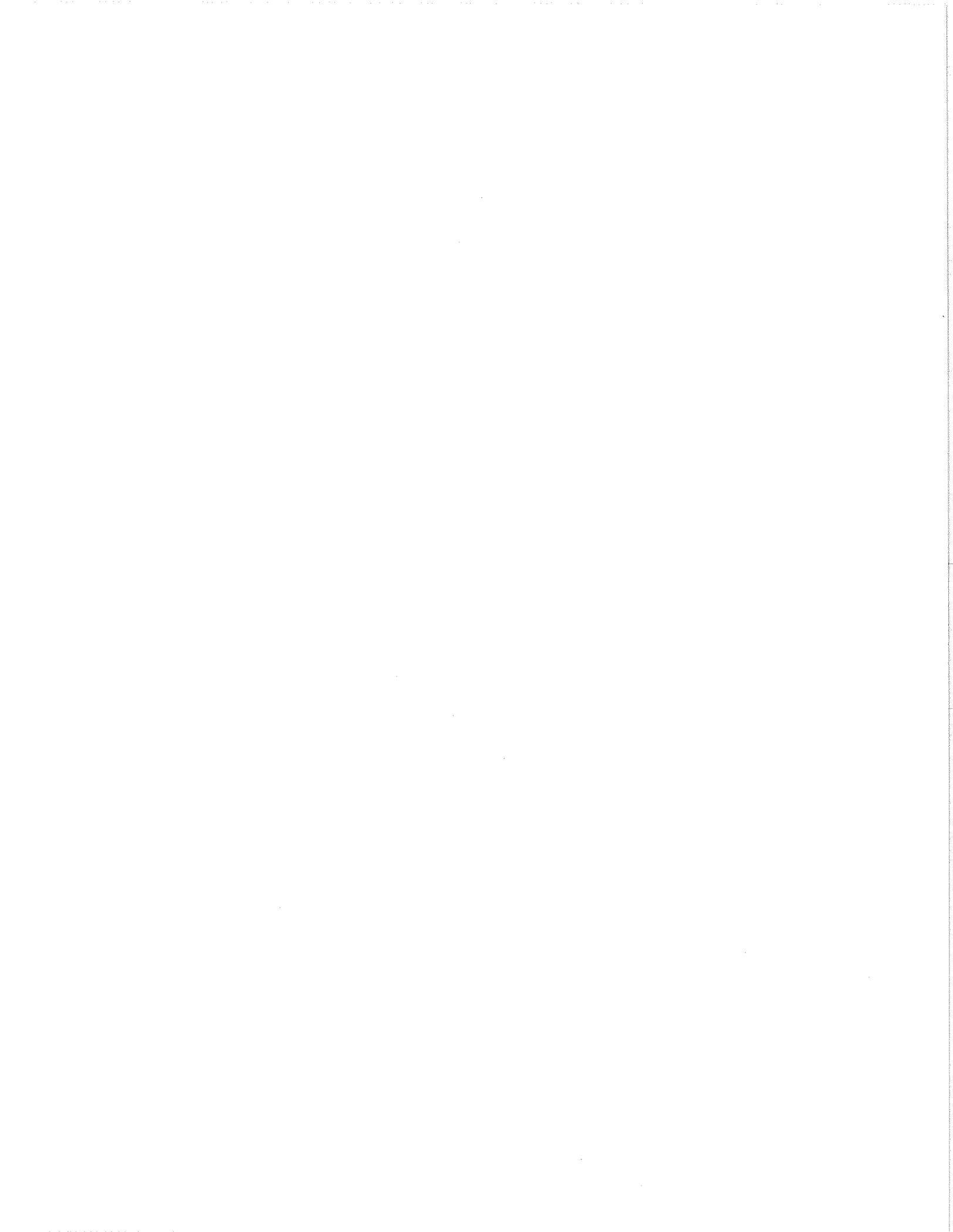
| WARRANT NO | POST DATE | EMPLOYEE | HOURS | | AMOUNT | |
|------------|--------------|----------|--------|----------|-------------|---------|
| 12-1001 | 7/13/2011 | MB | - | | \$ - | |
| 12-1002 | 7/27/2011 | MB | 14.00 | \$ 28.65 | \$ 401.10 | |
| 12-1003 | 8/10/2011 | MB | 28.00 | \$ 28.65 | \$ 802.20 | |
| 12-1004 | 8/24/2011 | MB | 4.25 | \$ 28.65 | \$ 121.76 | |
| 12-1004 | 8/24/2011 | FR | 12.25 | \$ 32.88 | \$ 402.78 | |
| 12-1005 | 9/7/2011 | MB | 21.50 | \$ 28.65 | \$ 615.98 | |
| 12-1005 | 9/7/2011 | FR | 1.75 | \$ 32.88 | \$ 57.54 | |
| 12-1006 | 9/21/2011 | MB | 12.00 | \$ 28.65 | \$ 343.80 | |
| 12-1006 | 9/21/2011 | FR | 3.83 | \$ 32.88 | \$ 125.93 | |
| 12-1007 | 10/5/2011 | MB | 18.00 | \$ 28.65 | \$ 515.70 | |
| 12-1007 | 10/5/2011 | FR | 8.00 | \$ 32.88 | \$ 263.04 | |
| 12-1008 | 10/19/2011 | MB | 5.75 | \$ 28.65 | \$ 164.74 | |
| 12-1008 | 10/19/2011 | FR | 6.00 | \$ 32.88 | \$ 197.28 | |
| 12-1009 | 11/2/2011 | MB | 7.75 | \$ 28.65 | \$ 222.04 | |
| 12-1009 | 11/2/2011 | FR | 7.00 | \$ 32.88 | \$ 230.16 | |
| 12-1010 | 11/16/2011 | MB | 9.75 | \$ 28.65 | \$ 279.34 | |
| 12-1010 | 11/16/2011 | FR | 10.42 | \$ 32.88 | \$ 342.61 | |
| 12-1011 | 11/30/2011 | MB | 8.00 | \$ 28.65 | \$ 229.20 | |
| 12-1011 | 11/30/2011 | FR | 8.00 | \$ 32.88 | \$ 263.04 | |
| 12-1012 | 12/14/2011 | MB | 3.75 | \$ 28.65 | \$ 107.44 | 3803.20 |
| 12-1012 | 12/14/2011 | FR | 19.75 | \$ 32.88 | \$ 649.38 | 272.75 |
| 12-1013 | 12/28/2011 | CM | 10.50 | \$ 30.69 | \$ 322.25 | |
| 12-1014 | 1/11/2012 | CM | 8.00 | \$ 30.69 | \$ 245.52 | |
| 12-1015 | 1/25/2012 | CM | 10.00 | \$ 30.69 | \$ 306.92 | |
| 12-1016 | 2/8/2012 | CM | 12.00 | \$ 30.69 | \$ 368.28 | 1242.97 |
| 12-1017 | 2/22/2012 | MB | | | \$ - | |
| 12-1018 | 3/7/2012 | MB | | | \$ - | |
| 12-1019 | 3/21/2012 | MB | | | \$ - | |
| 12-1020 | 4/4/2012 | MB | | | \$ - | |
| 12-1021 | 4/18/2012 | MB | | | \$ - | |
| 12-1022 | 5/2/2012 | MB | | | \$ - | |
| 12-1023 | 5/16/2012 | MB | | | \$ - | |
| 12-1024 | 5/30/2012 | MB | | | \$ - | |
| 12-1025 | 6/13/2012 | MB | | | \$ - | |
| 12-1026 | 6/27/2012 | MB | | | \$ - | |
| 12-1027 | 7/11/2012 | MB | | | \$ - | |
| 12-1028 | 7/25/2012 | MB | | | \$ - | |
| | | | 250.25 | | 7,578.01 | |
| | RESERVE FUND | | | | \$ 7,808.70 | |
| | SHORTFALL | | | | \$ 230.69 | |
| | | MB | 132.75 | \$ 28.65 | \$ 3,803.31 | |
| | | FR | 77.00 | \$ 32.88 | \$ 2,531.76 | |
| | | CM | 40.50 | \$ 30.69 | \$ 1,242.95 | |
| | | | 250.25 | | \$ 7,578.01 | |

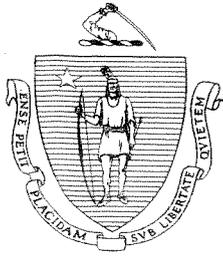
8a



**Internal Communications and Outgoing Communications
February 13, 2012**

1. Letter from Governor Deval Patrick, dated February 2, 2012, to Selina Shaw congratulating her on her reappointment to the Advisory Commission on Local Government. *
2. Copy of a letter from Planning Board Chair, Nancy Fillmore, dated February 7, 2012, to State Senator James Eldridge regarding the Comprehensive Land Use Reform & Partnership Act – Senate Bill 1019.
3. Email communication and public advisory notice from Police Chief Warren Ryder, dated February 10, 2012, providing information on phone scams. *





OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR

February 2, 2012

Ms. Selina S. Shaw
Boxborough Town Administrator



Dear Ms. Shaw:

Pursuant to Massachusetts General Laws Chapter 3, Section 62, I am pleased to reappoint you member of the Advisory Commission on Local Government, effective immediately, with all the powers and duties incident to such office. Your term will expire on January 26, 2013.

Please be advised that this appointment is subject to your acceptance and to the laws of the Commonwealth of Massachusetts and will be void unless you take and subscribe the oath of office for the position within three months of the date of your appointment.

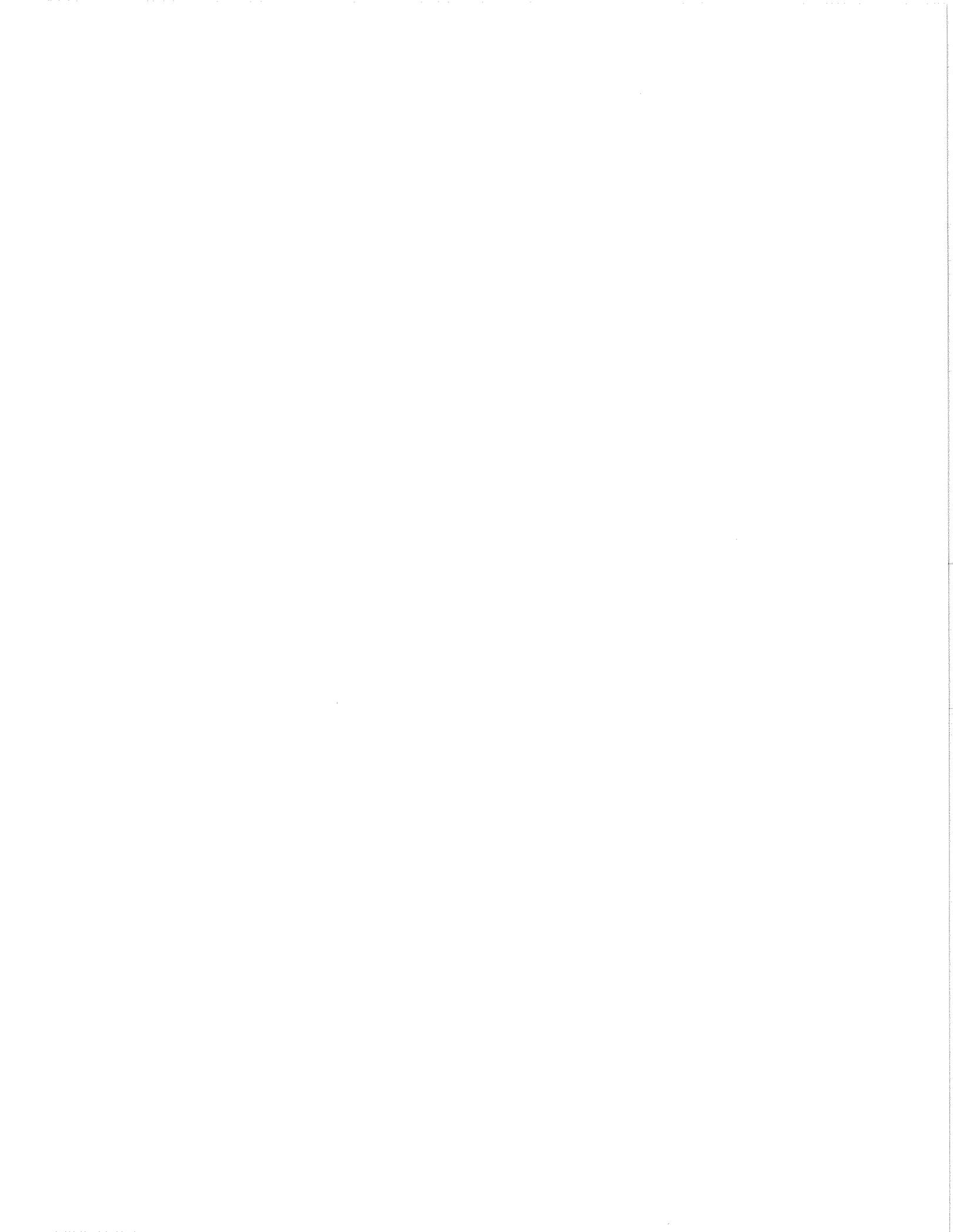
Lieutenant Governor Murray and I appreciate your willingness to serve the Commonwealth in this capacity. Your experience and sound judgment will contribute substantially to the Commission.

Congratulations on your reappointment. I wish you great success as we move forward.

Sincerely,

A handwritten signature in black ink, appearing to read "Deval L. Patrick".

cc: Secretary of the Commonwealth
Comptroller





Friday February 10, 2012, 8:24 AM

Boxborough Police Department

Advisory: Phone scams

Hi Subscriber,

Criminals use the phone to commit many different types of fraud, including sweepstakes and lottery frauds, loan fraud, buying club memberships, and credit card scams.

Telephone scammers are good at what they do. They say anything and target everyone to try to cheat people out of money. They may call you and imply that they work for a company you trust, or they may send direct mail or place ads to convince you to call them.

The Federal Trade Commission suggests a "Who's Calling?" procedure for everyone to use. Who's Calling? explains several deceptive telemarketing schemes, and how you can protect yourself against them.

For more information go to:
<http://www.ftc.gov/bcp/edu/microsites/phonefraud/index.shtml>



**WHO'S CALLING?
Recognize & Report
PHONE FRAUD**

Sent by **Boxborough Police Department**

520 Massachusetts Ave

Boxborough, MA 01719

Selina S. Shaw

From: Selina Shaw [selina.shaw@town.boxborough.ma.us]
Sent: Wednesday, February 08, 2012 8:40 PM
To: Chief Warren B. Ryder; Laura Arsenault
Cc: Frank Powers
Subject: Fwd: Scam on the elderly
Importance: High

Dear Warren and Laura,

Could you please collaborate with one another and issue a press release to warn seniors of scams (please see Christine Joyce's e-mail below) that we can then send to The Beacon, post on the town's website and cable, include in the senior newsletter and announce at BoS meetings. Would like to have something for the upcoming BoS meeting on the 13th. Thanks very much with your help on this.

Selina

Selina S. Shaw
Town Administrator
29 Middle Road
Boxborough, MA 01719
978-263-1116, ext. 101
978-264-3127 (fax)
<http://www.town.boxborough.ma.us>

When writing or responding, please be aware that the Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential.

Begin forwarded message:

From: Selina Shaw <selina.shaw@town.boxborough.ma.us>
Subject: Re: Scam on the elderly
Date: February 4, 2012 7:03:24 AM EST
To: Christine Joyce <cjoyce@acton-ma.gov>

Good morning, Christine,

I am sorry that I could not respond sooner.

Thanks very much for bringing this to my attention. I will ask our Council on Aging Coordinator, Laura Arsenault, to work with the Police Chief to place an article in the senior newsletter, The Beacon, on the Cable channel, web and will ask that we add to BoS announcements. Also, I think it would be good to announce at the senior lunches.

Regards,
Selina

2/10/2012

8b



Minutes, Notices and Updates
February 13, 2012

Minutes

1. Minutes of Zoning Board of Appeals meetings held December 6, 2011, December 20, 2011 and January 3, 2012.
2. Minutes of the Recreation Commission meeting of February 7, 2012.

Notices

1. Notice of a Recreation Commission meeting held February 7, 2012.
2. Notice of an Insurance Advisory Committee meeting held February 9, 2012.
3. Notices of Board of Selectmen meetings:
 - a. Regular Meeting to be held February 13, 2012.
 - b. Executive Session to be held February 21, 2012.
 - c. Contract Negotiating Team [Executive Session]:
 - i. To be held February 15, 2012.
 - ii. To be held March 6, 2012.
4. Notice of a Finance Committee meeting to be held February 13, 2012.
5. Notice of an Acton-Boxborough Cultural Council to be held February 13, 2012. [Acton]
6. Notice of a BITcom meeting to be held February 14, 2012.
7. Notice of an Agricultural Commission meeting to be held February 15, 2012.
8. Notice of an Airport Study Committee meeting to be held February 15, 2012.
9. Notice of a Personnel Board meeting to be held February 16, 2012.
10. Notice of a Joint Boxborough School Committee and Finance Committee to be held on February 27, 2012.
11. Notice of a LEPC meeting to be held April 11, 2012.
12. Legal notice of Conservation Commission two Public Hearings to be held on February 15, 2012, to consider Notices of Intent filed by David Ross Assocs. on behalf of Mark & Leslie

Gunderson to construct a new driveway and drainage in the adjacent resource area for the properties identified as:

a. Lot 5 Depot Road and 440 Depot Road.

b. Lot 3 Depot Road and 440 Depot Road.

13. Legal notice of a Conservation Commission Public Hearing to be held on February 15, 2012, to consider an Amended Order of Conditions filed by Minute Man Air Field as to properties off of Stow Road.
14. Conservation Commission's Order of Conditions, issued February 1, 2012, to Jeanne Kangas, regarding the property identified as 959 Hill Road.