



BOARD OF SELECTMEN
Meeting Minutes
March 26, 2012

Approved: June 11, 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 5:00 P.M. in the Grange Meeting Room of Town Hall.

OLD BUSINESS

- Fire Chief White and Police Chief Ryder were present to review the respective Public Safety Budgets for FY 13. Member Neville opened discussion on the items cut/reduced by the Finance Committee in Chief White's submitted Fire Dept. budget. Chief White spoke to the areas in which some of these reductions were made. Member Neville moved to amend, at Town Meeting, the Fire Department Salary to reflect an increase of \$4,890.00. Seconded by Member Powers. **Approved 5-0.** Member Neville moved to amend, at Town Meeting, the Fire Department Expenses to reflect an increase of \$4,550.00. Seconded by Member Powers. **Approved 5-0.**

ANNOUNCEMENTS

- Chair Suleiman read the announcements.

APPOINTMENTS

- Chair Suleiman opened the discussion for Citizens Concerns. Resident Jeanne Kangas, spoke to her budgetary/fiscal concerns.

*At this point, Member Powers formally moved to take Agenda Item #5a, out of order. Seconded by Member Robinson. **Approved 4-0-1 (Suleiman abstaining).** Further, it was announced that Chair Suleiman would be recusing himself from these discussions and Clerk Robinson would become Chair Pro Tem for these discussions.*

- The discussion on the FY 13 Budget continued. Chief Ryder took up the discussion on the items cut/reduced by the Finance Committee in the Police budget that he had submitted. Of particular concern was the reductions made to the salary portion of his budget. The Police's Citizen Advisory Board has endorsed "Community Policing" as a priority for the department. There was discussion as to the impact of these programs on the community. Member Powers moved to amend and restore \$25,756 in the Salaries portion of this budget. Seconded by Member Neville. **Approved 4-0-1 (Suleiman abstaining).** There was discussion on the FinCom's intention to keep the "cruiser" in the Police budget and to recommend against the Police Command Vehicle capital article. The Selectmen had, previously, voted to take the vehicle acquisition line out of the budget and have a separate warrant article for the command vehicle. Member Powers moved to amend the Police Department budget, on Town Meeting floor, by removing \$34,500 from Expenses. Seconded by Member Neville. **Approved 4-0-1 (Suleiman abstaining).**

The Chiefs remained to discuss the Dispatch budget. The Salary portion was submitted and approved by FinCom. However, FinCom made reductions to Dispatch expenses, related to phone expenses. Member Powers moved to amend, on Town Meeting floor, Dispatch Expenses to reflect an increase of \$1,212.00. Seconded by Member Robinson. **Approved 4-0-1 (Suleiman abstaining).** There was also discussion on the timing and the way in which these budget revisions were communicated to the department heads. There was a general discussion regarding the structure and which column should be used to input which data in budget reports.

Chairmanship was returned to Chair Suleiman.

SELECTMEN REPORTS

- Member Neville reported that the Cemetery Commission is looking at identifying additional locations in Town for additional cemetery plots. There are several factors involved in determining if a property is appropriate. They have requested a list of Chapter properties from Planner Hughes.

She reported that she had attended an A/B Regional School Committee meeting.

- Member Powers reported on the recent BLF meeting. It was suggested that a column be added to the presented budget to reflect proposed amendments. There was discussion as to whether the Selectmen or the Finance Committee are responsible for formatting the budget presented in the warrant.

He reported that he and Member Fox had participated in the Public Employee Committee meeting at which its members agreed on the Memorandum of Understanding, presented tonight.

He also reported that he had had meetings on the Firefighters' contract.

Member Powers reported that on April 18th the Conservation Commission held a continuation of the MMAF hearing. This hearing was continued out to April 4, 2012 as there were still items left to review from the MMAF Order of Conditions. Subsequent to the April 18th meeting it was communicated to ConsCom that there were piles of manure within 500 feet of the wetlands zone; a violation. The Applicant has, since, agreed to remove this material and restore the area.

- Chair Suleiman reported that he had attended BLF and he had also attended the FinCom's meeting on Saturday.
- Member Fox reported that he and Member Powers had met with Chief White for contract discussions.

He reported that the Stow Rd. Concept Development Committee is holding their first meeting this Wednesday.

He also reported that a developer was at the last Housing Board meeting to discuss their proposed 40B project in the Town Center.

NEW BUSINESS

- Member Robinson moved to accept with regrets and place on file the resignation of Bill Litant from the Airport Study Committee, effective immediately. Seconded by Member Neville. **Approved 5-0.**
- Member Neville moved to re-appoint Donald Morse and Michael Guzzo as the Veterans' Agent and Assistant Veterans' Agent, respectively, until March 31, 2013. Seconded by Member Powers. **Approved 5-0.**

- There was discussion on two requests, that have been received, regarding the service of alcohol (wine and wine/beer), and respective requests for a waiver of the related Town fees:

◊ Member Neville moved to authorize the Acton-Boxborough Cultural Council to serve wine at its 2012 Grant Recipient Reception, being held at the Sargent Memorial Library on April 27, 2012, subject to the conditions specified on the application and further, to waive the fee. Seconded by Member Powers. **Approved 5-0.**

◊ For Fifers Day the Minutemen have also applied for a temporary common victualler's license. Member Powers moved to approve the application of the Boxborough District Minuteman Company for a one-day wine and malt beverages license, subject to receipt of adequate insurance coverage, and to approve a temporary common victualler's license for Fifer's Day Festival, to be held on June 16, 2012 (rain date 6/17/12), at Flerra Field. Seconded by Member Neville. **Approved 5-0.**

- **OLD BUSINESS (Continued)**

Member Fox updated the Selectmen matters related to FY 2013 health insurance. The Public Employee Board met and worked out the terms of the Agreement being presented tonight. The Selectmen reviewed the Agreement and discussed the process that will be implemented. Member Fox moved to ratify and execute the Health Insurance Mitigation Plan Memorandum of Agreement. Seconded by Member Powers. **Approved 5-0.**

- The Selectmen briefly touched on the preparation of a Selectmen's Code of Conduct. Comments/suggestions should be forwarded to TA Shaw for compiling. The intention is to take up this matter after Town Meeting.

At this point the Board recessed for a dinner break, with the intention of returning to open session at ≈ 7:30 PM to continue with the regular business of the board.

The Selectmen re-convened at ≈ 7:30 PM

OLD BUSINESS

- The Selectmen re-opened discussion on the FY 13 Rev. 14 budgets and the voting of the recommendations for these budgets. The procedures to amend budget items at Town Meeting were reviewed. Town Accountant, Mike Guzzo, was present. There was also discussion on the funding of the potential collective bargaining agreements; respective FinCom articles and the possibilities of needing a Special Town Meeting. The Selectmen reviewed the Town Government budgets. There was discussion on the proposed FY 13 Schedule B. Member Neville moved to approve Town Government budgets (114-199), both salaries and expenses, per Budget Rev. 14, in total \$839,168. Seconded by Member Powers. **Approved 5-0.** It was noted that FinCom is holding off voting on the Reserve Fund because they want to discuss it with the Selectmen.

It was noted that the three Public Safety budgets were reviewed and there was a vote to amend these budgets earlier in the evening.

Member Neville moved that the Selectmen recommend to approve the Police Total Budget (210), as amended. Seconded by Member Robinson. **Approved 4-0-1 (Suleiman abstaining).** Member Neville moved that the Selectmen recommend to approve the Fire Total Budget (220), as amended. Seconded by Member Robinson. **Approved 5-0.** Member Neville moved that the Selectmen recommend to approve the Dispatch Total Budget (221), as amended. Seconded by Member Robinson. **Approved 5-0.** There was discussion on the structuring of this information in the warrant for the Operating Budget Article. The other remaining "Protection" (200s) budgets were reviewed. Member Neville moved to approve Protection budgets (241-299), as printed in Rev. 14. Seconded by Member Powers. **Approved 5-0.**

It was noted that the "School" budgets are not under the Selectmen's purview.

The Selectmen reviewed the Public Works budgets. There was discussion on determining where to, ultimately, assign the cost for lighting the Garabedian Trail. Member Neville moved to approve Public Works budgets (422-491), per Budget Rev. 14, in total \$1,009,368. Seconded by Member Powers. **Approved 5-0.**

The Selectmen discussed the Health Services budgets. There was discussion on whether to provide input of the Board of Health's potential amendment at Town Meeting to restore funding of the Mental Health Services budget (523). Member Powers moved to support the re-instatement of \$7,000 to the Mental Health Services budget. Seconded by Member Neville. **Approved 5-0.** A recommendation will be drafted supporting the same. The "Health Services" budgets that are under the Selectmen's purview were reviewed. Member Neville moved to approve the Health Services budgets (510-600), as amended in support of the restoration of \$7,000. Seconded by Member Powers. **Approved 5-0.**

The Selectmen discussed the Cultural and Recreation budgets. It was noted that the "Library" budget is not under the Selectmen's purview. Member Neville moved to approve the Cultural and Recreation budgets (630-699), exclusive of the Library (610), as per Budget Rev. 14. Seconded by Member Powers. **Approved 5-0.** TA Shaw advised that the Public Celebrations has asked to come to the next meeting to discuss providing buses for the Memorial Day parade. It was further noted that they will need to seek a RFT for this year and may want to consider seeking to amend their FY 13 budget at Town Meeting to now include this expense.

Member Neville moved to approve the Debt Services, per Budget Rev. 14. Seconded by Member Powers. **Approved 5-0.**

Member Neville moved to approve the Employee Benefits, per Budget Rev. 14. Seconded by Member Powers. **Approved 5-0.**

- Members of the Finance Committee; the School Committee, Town Accountant Guzzo and members of the public were present for discussion of the Annual/Special Town Meeting. The Selectmen reviewed the compiled recommendations. School Committee member Neyland advised that the School Committee is deferring their recommendation on their Sense of the Meeting Article (#9) until Town Meeting. They have also revised the language for this article. It was noted that the amount for the OPEB Article (#12) is likely to change, so further discussion FinCom may be needed. The preliminary estimates for the painting of Town Hall were reviewed. Finance Committee has advised that they voted against the Transfer Station Study Article (#16). The Selectmen determined that they would defer recommendation on the first Citizen's Petition (#37). Minuteman School District Rep. Mahoney spoke to STM #1 – Minuteman FY 12 Operating Budget.

The Selectmen and Finance Committee reviewed the Special and Annual Town Meeting articles to determine their stated amounts and their respective funding sources. STM #1 Minuteman's FY 12 Operating Budget – Agreed: Free Cash. STM #2 the UCC Lease – Agreed: Free Cash. There was general discussion as to the proposed Collective Bargaining Contract Funding articles. There was also a general discussion about bonding/bundling to fund the larger items. The Selectmen's FY 13 Budget

votes, taken earlier, were reviewed. It was determined that no funding source needed to be identified for the Lower Fields Article (#10) as it will be part of our A/B Assessment.

There was discussion on the OPEB Funding Article (#12). Member Neville moved to set the amount of the OPEB Funding Article at \$75,000. Seconded by Member Robinson. **Approved 5-0** – Agreed: Free Cash. Member Neville moved to fund the Emergency Generators – Hager Well & Blanchard School Article (#13) through Free Cash. Seconded by Member Fox. **Approved 5-0**. The final funding is contingent upon what grant funds are received. The DPW Capital Articles (#s 14, 15 & 16) – Agreed: Free Cash. Value for Town Hall Painting Article (#17) was set at \$75,000 as - Agreed: Stabilization. The Finance Committee advised that they had voted 3 yea/6 nay on recommending the Town Hall staffing Article (#18). Police Cruiser Refurbishment Article (#19) – Agreed: Free Cash. Member Neville moved to fund the Police Command Vehicle (#20) through Free Cash. Seconded by Member Powers. **Approved 4-0-1 (Suleiman abstained)**. The Article for the Installation of A/C at the Fire Station (#21) – Agreed: Free Cash. FinCom advised that they had voted 2 yea/7 nay on recommending the Fire Department’s Command vehicle (#22). Member Neville moved to fund the Fire Department’s Command Vehicle (#22) through Free Cash. Seconded by Member Powers. **Approved 4-1**. The Article for the School Roof repairs (#23) – Agreed: Borrowing. The Articles for the repairs to the School’s mortar/masonry (#24); Carpet Replacement (#25) Lighting Replacement (#26); Fencing Installation (#27); Two-way radio acquisition (#28) and Prior year bill (MTRS) (#29) – Agreed: Free Cash. Library Exterior painting (#30) – Agreed Free Cash. Planning Board build-out analysis/study (#31) – Agreed: Free Cash. Conservation Trust Fund Article (#32) – Agreed: Free Cash. Based on these discussions the total amounts were identified from each funding source. There was discussion on the amount for the transfer to Stabilization Article (#11). Member Neville moved to transfer \$75,000 from Free Cash into Stabilization. Seconded by Member Powers. (Not voted) At this point, Karim Raad and Joe Niro remained, but the other Finance Committee members left. The Sense of the Meeting - Citizen Petition Article (# 37) was discussed. Member Robinson moved to support this Sense of the Meeting Article. Seconded by Member Neville. **Approved 4-0-1**. Member Neville moved not to recommend the other Citizen’s Petition Article (#38). Seconded by Member Powers. **Approved 5-0**. Discussion was reopened on Article # 11- Stabilization Fund and it was determined that 1% of the budget would be \$197,000. Member Neville moved to support the transfer of \$197,000 from Free Cash into Stabilization, under Article #11. Seconded by Member Fox. **Approved 5-0**. There was discussion on the formatting of the budget columns to be presented for the Operating Budget (#8).

CONCERNS OF THE BOARD

- Though not on the agenda, Selectmen reviewed and revised the Town Meeting flyer as an insert for the tax bill mailing.

ADJOURN

- At 10:05 PM, Member Neville moved to adjourn. Seconded by Member Robinson. **Approved 5-0**.



BOARD OF SELECTMEN
Meeting Agenda
Boxborough Town Hall
Grange Meeting Room
March 26, 2012

1. CALL TO ORDER, 5:00 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

- a) Citizens' Concerns

4. SELECTMEN REPORTS

5. OLD BUSINESS

- a) FY 13 Budget
b) Annual/Special Town Meeting
c) BoS - Code of Conduct
d) FY 2013 health insurance

Move to ratify and execute the Health Insurance Mitigation Plan Memorandum of Agreement

VOTE:

6. NEW BUSINESS

- a) Resignation of Bill Litant from the Airport Study Committee
Move to accept with regrets and place on file the resignation of Bill Litant from the Airport Study Committee effective immediately
- b) Re-appointment of Veterans' Agent and Assistant Veterans' Agent
Move to re-appoint Donald Morse and Michael Guzzo as the Veterans' Agent and Assistant Veterans' Agent, respectively, until March 31, 2013
- c) Request of Acton-Boxborough Cultural Council to serve wine at grant reception
Move to authorize the Acton-Boxborough Cultural Council to serve wine at its 2012 Grant Recipient Reception, being held at the Sargent Memorial Library on April 27, 2012, subject to the conditions specified on the application, and further, to waive the fee
- d) Request for licenses (and fee waivers) for Fifer's Day [Boxborough District Minuteman Company]
Move to approve the application of the Boxborough District Minuteman Company for a one-day wine and malt beverages license, subject to receipt of adequate insurance coverage, and to approve a temporary common victualler's license for Fifer's Day Festival, to be held on June 16, 2012 (rain date 6/17/12), at Flerra Field

ACCEPT & POF

VOTE:

VOTE:

VOTE:

7. CORRESPONDENCE

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

ACCEPT & POF

8. PRESS TIME

9. CONCERNS OF THE BOARD

10. ADJOURN

SELECTMEN'S ANNOUNCEMENTS

MARCH 26, 2012

The necessary contact information is available on the Town's website.

- **Boxborough's Annual Town Meeting** will be held on **Monday, May 14th** at the Blanchard Memorial School. 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 still 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 seats 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, April 2nd at 5:00 PM.

- All dogs in Massachusetts are required to be licensed annually. **The deadline to renew your dog license for 2012 was March 10th.** If you have not already licensed your dog, you will now be assessed an additional late fee of \$25.00. Applications can still be obtained at Town Hall or downloaded from the town website.

- 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 on Dog licensing or the Annual Town Election can be found on the Town Clerk's webpage or you may call Town Clerk, Liz Markiewicz at 978-263-1116 extension 117.

Potential STM/ATM Articles – May 2012

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

BoS Lease of Community Center from UCC \$10,800

#	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 Schedules A & B		
5.	Finance Committee	Approve the cost items of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200, Police	\$TBD	
6.	Finance Committee	Approve the cost items of the collective bargaining agreement between the Town and the Boxborough Professional Firefighters Association, Local 4601	\$TBD	
7.	Finance Committee	Approve the cost items of the collective bargaining agreement between the Town and Massachusetts Coalition of Police, Local 200A, Dispatch	\$TBD	
8.	Finance Committee	Town Operating Budget	\$TBD	
9.	Boxborough School Committee	Sense of the meeting – Boxborough School District/Blanchard Elementary School Administrative Structure - Job Sharing, K - 12 Regionalization with Acton		
10.	AB Regional S. C.	AB Regional Schools Lower Fields	\$TBD	
11.	Finance Committee	Transfer \$ from Free Cash to Stabilization Fund	\$182,000	
12.	Board of Selectmen (Treasurer)	Transfer \$ from Free Cash to OPEB Trust Fund	\$200,000	
13.	Board of Selectmen/ Boxborough School Comm/ Library Board of Trustees	Emergency Generators – Hager Well & Blanchard Memorial School	\$69,000	
14.	Board of Selectmen (DPW)	Generator – Public Works (CP)	\$50,000	
15.	Board of Selectmen (DPW)	Field Mower – Public Works (CP)	\$50,000	
16.	Board of Selectmen (DPW)	Consultant to perform preliminary design study of Transfer Station	\$18,000	
17.	Board of Selectmen (Town Hall)	Capital Improvements: Painting exterior (CP)	\$TBD	

Potential STM/ATM Articles – May 2012

#	Department/Board	Nature of Article	Est. Appropriation	Proposed Funding Source/ Comments
18.	Board of Selectmen (Town Hall)	Add 10 hr./week staff position to provide support to Tax Collector & Treasurer [for est. purposes, used 30C on Sched B and rounded to next \$100]	\$10,400	
19.	Board of Selectmen (Police Department)	Refurbish/rebuild a 2006 marked police cruiser (CP)	\$13,500	
20.	Board of Selectmen (Police Department)	Police Cruiser (Chief's command vehicle)	\$39,713	
21.	Board of Selectmen (Fire Department)	Install AC system in day room and office areas (CP)	\$20,000	
22.	BoS (Fire Department)	Emergency Response Command Vehicle (CP)	\$50,000	
23.	Boxborough School Committee	Capital Improvements: Replace roof (CP)	\$180,000	
24.	Boxborough School Committee	Capital Improvements: Repair of Blanchard Memorial School's mortar and masonry (CP)	\$30,000	
25.	Boxborough School Committee	Capital Improvements: Carpet replacement (CP)	\$15,000	
26.	Boxborough School Committee	Capital Improvements: Replace current gym & library lighting (CP)	\$10,300	
27.	Boxborough School Committee	Capital Improvements: Fencing around school perimeter (CP)	\$20,000	
28.	Boxborough School Committee	Two way radios (CP)	\$6,300	
29.	Boxborough School Committee	Bill of a Prior Fiscal Year (MTRS)	\$5215.25	
30.	Library Board of Trustees	Capital Improvements: Paint exterior (CP)	\$20,000	
31.	Planning Board	Consultant to conduct build-out analysis	\$10,000	
32.	Conservation Commission	Transfer to ToB Conservation Trust Fund (CP)	\$5,000	
33.	Agricultural Commission	Right to Farm Bylaw		
34.	Planning Board	Amend Zoning Bylaw – to add a definition for Landscaping Services Use and Landscaping Contractor Use... and to amend Table of Uses to so include		
35.	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...		
36.	Board of Selectmen	Establish Revolving fund for field permit fees – to be used to help offset field maintenance expense		

Potential STM/ATM Articles – May 2012

#	Department/Board	Nature of Article	Est. Appropriation	Proposed Funding Source/ Comments
37.	Petition Article (Frances Nolde)	Sense of Meeting - Resolution to Support Passage of a Constitutional Amendment Defining Rights of Individual Persons		
38.	Petition Article (Philip Kicelemos)	All funding articles to be approved by election (in addition to Town Meeting vote)		
39.	Board of Selectmen [Consent]	Close out old articles:	<\$TBD>	Transfer to general fund
40.	Board of Selectmen [Consent]	Road acceptance – Hughes Lane		
41.	[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)		
42.	[Consent]	Chapter 90 appropriation (Reimbursable)		
43.	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		
44.	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) 		

Potential STM/ATM Articles – May 2012

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

5c
FOR DISCUSSION PURPOSES

Previously
Distributed
2/6/2012
2/27/2012

TOWN OF BOXBOROUGH
Statement of Ethics of the Board of Selectmen

1. **A member of the Board of Selectmen, in relation to his or her community should:**
 - a. Realize that his or her basic function is to make policy, with administration delegated to the Town Administrator.
 - b. Realize that in creating and enforcing town policy, the Board of Selectmen may direct the Town Administrator in setting priorities that affect policy, but that the day-to-day operations of the town are left to appropriate department heads.
 - c. Realize that he or she is one of a team and should abide by, and carry out, all Board decisions once they are made.
 - d. Be well informed concerning the duties of a Board member on both local and state levels.
 - e. Remember that he or she represents the entire community at all times.
 - f. Realize that service on the Board is service to the community and not service for personal or political benefit.
 - g. Abide by the ethics guidelines established by the State.

2. **A member of the Board of Selectmen, in his or her relations with the Town Administrator and other primary Department Heads, should:**
 - a. Endeavor to establish sound, clearly defined policies that will direct and support the administration of or the benefit of the staff and residents of the community.
 - b. Recognize and support the administrative chain of command and refer complaints to appropriate members of the administration.
 - c. Give the Town Administrator and primary Department Heads full responsibility for discharging his or her duties.
 - d. Refrain from instructing or requesting assistance from Town staff; instead all such activities should be handled through proper administrative channels through the full Board and the Town Administrator or primary Department Heads.

3. **A member of the Board of Selectmen, in his or her relations with fellow Board members, should:**
 - a. Recognize that action at official legal meetings is binding and that he or she alone cannot bind the Board outside of such meetings.
 - b. Refrain from making statements or promises regarding the outcome of matters that will come before the Board until after having a full and fair opportunity to weigh the merits of an issue during a Board meeting.
 - c. Uphold the intent of executive session and respect the privileged communication that exists in executive session.
 - d. Make informed decisions.
 - e. Refrain from communicating the position of the Board of Selectmen to reporters or state officials without prior board approval.
 - f. Be respectful of other Board members and their opinions.

4. **A member of the Board of Selectmen, in his or her relations with Town staff, should:**
 - a. Treat all staff as professionals, with clear, honest communication that respects the abilities, experience, and dignity of each individual.
 - b. Limit contact to specific Town staff. Questions of Town staff and/or requests for additional background information should be directed only to the Town Administrator, or the primary Department Heads. The office of the Town Administrator should be copied on all requests or correspondence.

FOR DISCUSSION PURPOSES

- c. Never publicly criticize an individual employee. Concerns about staff performance should only be made to the Town Administrator or appropriate primary Department Head through private conversation.
- d. Limit requests for staff support, and ensure that all requests go through the office of the Town Administrator or the Primary Department Head.
- e. Ensure that any materials or information provided to a Selectmen from a staff member be made available to all Selectmen.

TOWN OF BOXBOROUGH

Statement of Values of the Board of Selectmen

All citizens will be accorded respect, courtesy, and fair due process by Town employees and members of all boards and commissions dealing with the public. Policies will be created for key government functions, based upon generally accepted practices throughout the Commonwealth.

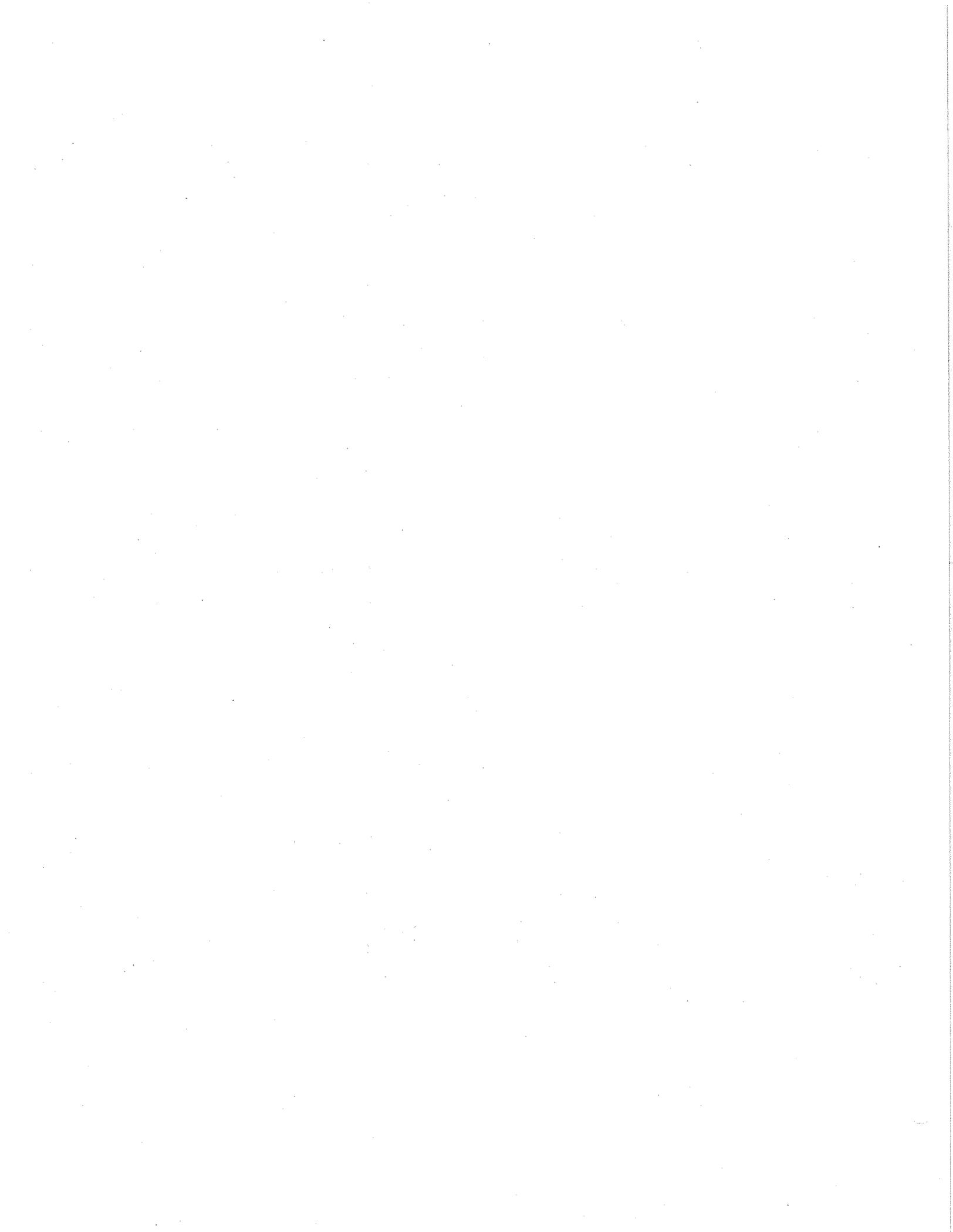
Promote transparency in town government. Continue to provide information about town government, including related documents (e.g. minutes, bylaws, contracts), on town's website.

Expand the communication channels among the BoS, department heads and boards/commissions - by instituting formal quarterly meetings with department heads and meetings at least semi-annually with all boards. Liaisons should meet with department heads on a monthly basis. Expand communication channels among the selectmen, keeping all members informed.

Reinforce a high level of accountability flowing down from the BoS to the departments by creating overall goals for the town government and flowing specific contributing objectives and priorities to the department heads. Performance reviews will be based upon an accounting of actual performance against the agreed-upon objectives and priorities. Refine performance tool.

Formalize a personnel and capital resource planning activity in order to effectively prioritize potential personnel additions, infrastructure requirements, capital equipment purchases, and other large discretionary acquisitions such as land purchases in an environment of limited and possibly shrinking resources. This will require department heads, boards and commissions to carefully forecast personnel, infrastructure, capital, and real property needs and priorities. These individual forecasts will be integrated and prioritized from a town-wide perspective in order to constitute comprehensive five-year and ten-year plans that will form the basis for effective town meeting actions.

Establish several realistic goals and participate in regional and statewide municipal organizations working toward improvements in local revenue distributions, effective development policies, regional management of emergency services, affordable housing policies and other resource management issues. Review potential for consolidation of services within the town.



Code of Conduct: Can't We All Just Get Along?

January 20, 2012
MMA Annual Meeting & Trade Show

Applying the Code of Conduct to Conflicts
among and between Elected Officials,
Supervisors, Employees, and the Public

Edward R. Mitnick, Esq.
Just Training Solutions, LLC

1380 Main Street, Suite 202
Springfield, MA 01107

233 Needham Street, Suite 300
Newton, MA 02464

Justtrainingsolutions.com

Email: emitnick@justtrainingsolutions.com • Direct Phone: (413) 237-5286

"Can't We Get All Just Get Along"

Focus on:

- understanding conflict sources, including dynamics and attitudes,
- steps to resolve conflict,
- preventive measures to keep it from reoccurring.

• 1

What is workplace conflict?

A sharp disagreement or opposition of interests or ideas.

What are the costs of workplace conflict?

• 2

Elected Officials are more than Politicians

Elected Officials are:

- Leaders
- Department Heads
- Administrators
- Supervisors
- Managers

Elected Officials are considered supervisors under the law with respect to harassment and discrimination

• 3

What are the Costs of Workplace Conflict?

- increased absenteeism
- increased turnover
- increased stress
- increased costs for employee assistance programs (EAPs)
- Increased workers' compensation claims
- increased risk for accidents / incidents
- decreased productivity and motivation
- lower morale
- reduced image and customer confidence
- poorer customer service
- Increase in complaints, grievances, and lawsuits

• 4

Sources of Conflict

- Poor Communication
- Different Values
- Differing Interests
- Scarce Resources
- Personality Clashes
- Poor Performance

• 5

Steps to Avoid Conflicts

Step One: Gain Knowledge!

- What are your duties and responsibilities?
 - In many cases, an Elected Official's authority is very limited – Do not Abuse!!!
 - Members of Boards and Committees have no independent authority or power
- Find out what is going on.
- Obtain the 3D's: data, details and documents.
- Don't make assumptions!
- Don't make comments or pronouncements without the facts to back them up!

• 7

7 Steps to Avoid Conflicts

1. Gain Knowledge
2. Avoid Ignorance
3. Be an Effective Administrator and Supervisor
4. Build Positive Meaningful Relationships with Employees
5. Adopt, Implement, and Enforce a Code of conduct Policy
6. Effectively Address Performance Issues
7. Be A Real Leader

• 8

Steps to Avoid Conflicts

Step Two: Avoid Ignorance!

- Nothing in the world is more dangerous than sincere ignorance and conscientious stupidity.
Martin Luther King, Jr.
- There is no darkness but ignorance.
William Shakespeare
- The doorstep to the temple of wisdom is a knowledge of our own ignorance.
Benjamin Franklin
- Ignorance, the root and stem of all evil.
Plato
- People always fear change. People feared electricity when it was invented, didn't they? People feared coal. They feared gas-powered engines... There will always be ignorance, and ignorance leads to fear.
Bill Gates
- All I know is just what I read in the papers, and that's on alibi for my ignorance.
Will Rogers
- Blind ignorance does mislead us. O! Wretched mortals, open your eyes!
Leonardo da Vinci

• 8

Steps to Avoid Conflicts

Step Three: Be an Effective Administrator and Supervisor

- Appoint, hire, and promote the best qualified people for the job. Avoid hiring friends, relatives, political supporters
- Set clear and reasonable expectations.
- Hold yourself and employees accountable.

Steps to Avoid Conflicts

Step Four: Build Positive Meaningful Relationships with Employees

Key: Knowing what employees want!

What do Employees Want?

- Feeling In On Things
- Full Appreciation for Work Done
- Good Wages
- Good Working Conditions
- Interesting Work
- Job Security
- Promotions/Growth Opportunities
- Personal Loyalty to Workers
- Tactful Disciplining
- Sympathetic Help with Personal Problems

What Supervisors Thought Employees Wanted Most

1. Good Wages
2. Job Security
3. Promotions/Growth Opportunities
4. Good Working Conditions
5. Interesting Work
6. Personal Loyalty to Workers
7. Tactful Disciplining
8. Full Appreciation for Work Done
9. Sympathetic Help with Personal Problems
10. Feeling In On Things

What Employees Actually Wanted Most

1. Interesting Work
2. Full Appreciation for Work Done
3. Feeling In On Things
4. Job Security
5. Good Wages
6. Promotions/Growth Opportunities
7. Good Working Conditions
8. Personal Loyalty to Workers
9. Tactful Disciplining
10. Sympathetic Help with Personal Problems

• 14

Steps to Avoid Conflict

Step 5: Adopt, Implement, and Enforce a Code of Conduct Policy

Eliminate workplace conflict by implementing a policy of mutual respect

Prohibits conduct that would be construed as:

- Inappropriate
- Offensive
- Rude
- Disrespectful
- Bullying
- Intimidating

• 10

What can Elected Officials, Department Heads, and Supervisors control?

- 1. Interesting Work**
- 2. Full Appreciation for Work Done**
- 3. Feeling In On Things**

• 15

Steps to Avoid Conflict

Step 5: Adopt, Implement, and Enforce a Code of Conduct Policy

• Covers any inappropriate and offensive conduct that may not amount to Harassment and Discrimination

• Strictly Enforce in a Consistent Manner

• **Applicable to All Personnel: Elected Officials, Supervisors and Employees**

• **Distribute Annually to Everyone – Sign Acknowledgement Form**

• 12

Step 5: Adopt, Implement, and Enforce a Code of Conduct Policy

Examples of "offensive" conduct that may violate the "Code of Conduct" policy:

- Unwarranted or invalid criticism
- Gossiping or spreading rumors
- Blaming without factual justification
- Treating an employee differently than the rest of the work group
- Use of profanity
- Exclusion or social isolation
- Shouting or humiliating
- Playing practical jokes or making the employee the butt of jokes
- Off-premises conduct
- No feedback on work performance
- Ostracizing
- Excessive monitoring

• 18

Effectively Implementing and Enforcing a Code of Conduct Policy:

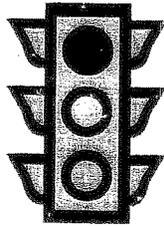
Second: Apply the "Reasonable Person Perspective!"

- The Intentions of the Alleged Wrongdoer do not Count!
- Look at from the perspective of the message receiver!

• 20

Effectively Implementing and Enforcing a Code of Conduct Policy:

First: Use the TRAFFIC LIGHT!



• 19

Steps to Avoid Conflict

Step 6: Effectively Address Performance Issues

Positive/Effective

- **Collaboration:** working together to find a mutually beneficial solution.
- **Compromise:** finding a middle ground.

Negative/Harmful

- Avoidance
- Competing
- Accommodating: Surrendering our own needs and wishes to please the other person.

• 21

Steps to Avoid Conflict

Step 6 Effectively Address Performance Issues

If Conflict related to an **Employee's Performance**, use SMART Guidelines:

Specific, clear, and observable facts regarding the employee's failure to meet job standards should be discussed and documented.

Mutual goals should be developed and agreed to by the manager and the employee to address performance deficiencies and to help the employee meet and/or exceed job expectations.

Actions that will need to be taken if the employee continues to fail to meet job expectations should be established.

Review and discuss any concerns and suggestions made by the employee regarding the ability and resources needed to improve performance and meet job expectations.

Time frames should be established for improved performance and status checks.

• 22

Edward R. Mitnick, Esq.

Just Training Solutions, LLC

1380 Main Street, Suite 202
Springfield, MA 01107

233 Needham Street, Suite 300
Newton, MA 02464

Justtrainingsolutions.com

Email: emitnick@justtrainingsolutions.com • Direct Phone: (413) 237-5286

• 24

Steps to Avoid Conflict

Step 7: Be A Real Leader

Walk the Walk!

Talk the Talk!

Lead by Example!

• 25

CREATING A CIVIL



DIALOGUE:

WITH EMPLOYEES, DEPARTMENTS AND THE PUBLIC

By JANE DE COLGYLL

You are a town manager, and over the last two years you have worked with your board of selectmen as well as town departments, committees and commissions to come up with recommendations to save money in the municipal budget. You used an exhaustive and fair process to decide where appropriate cuts should be made. As a result, your town's finance department has been scaled back from five employees to three.

While the affected employees were all part of the process, it comes as no surprise that the surviving employees are having some difficulty. Overwhelmed by the amount of work that now must be done by fewer people, the remaining employees are exhibiting symptoms of disengagement and anxiety. You find them complaining about how much work they have to do, gossiping, and comparing their situations with other departments that have remained fully staffed. You notice more absenteeism, abuse of sick leave, and low morale. Their negativity is spilling over to their interactions with other departments and the public, as evidenced by curt answers to questions posed by other staff and less-than-stellar customer service. More formal complaints are filed over issues that years ago would have been settled directly between the conflicted parties.

Other departments continue to make demands on the finance department, but the other employees feel unwelcome in the negative environment and seek answers to their questions through other means in order to avoid contact with the finance employees. There is a risk of all town departments developing a "silo" mentality, thereby weakening communication among departments. It has become hard for all teams to see and understand the bigger picture.

Residents, meanwhile, find that it takes longer for the finance department to do its job, and they have witnessed poor customer service or uncivil behavior. As we know, it only takes one bad experience in town hall for negative public opinion to be formed and generalized to all departments.

As a town leader, what can be done to turn this situation around? There is a tendency to want to throw up your hands, say, "It is what it is!" and go on with the important work of managing the budget process, putting aside the frustrating human drama around you. To do so, however, is to neglect an important leadership opportunity. You have the ability to set the tone of civility for your entire organizational structure. You can help employees move through their disengagement and anxiety to engagement and civility. You can encourage departments to create collaborative relationships with other departments, boards, committees and commissions, and help your residents appreciate the excellent work your town employees are doing for the community.

Local officials have the ability to set the tone for community discourse by effectively communicating up, down and across—up to residents, down to each employee, and across to departments, boards, committees and commissions.

Jane de Colgyll is an employee assistance program consultant with AllOne Health EAP (www.allonehealth.com), which works with more than 270 municipalities in Massachusetts.



Communicating Down

Let's look at that theoretical finance department employee: disengaged, anxious, worried about losing his or her job, fretting about the amount of work he or she has to do, poorly motivated, and complaining about others. No community can afford to have unhappy, unproductive workers. So what can be done to turn this situation around? As a community leader, you have an opportunity, through communication, to create an atmosphere where employees feel important and motivated.

- The following are some strategies you may use to keep employees engaged, reassured and productive:
- No matter what your position within the organization, get to know every employee by name and talents. They will feel valued and connected.
 - Make sure you keep the "big picture" in view for all employees, establishing board, town hall, departmental and employee objectives that support the larger goals of the town.
 - Honestly explain how the decisions in city or town hall affect every employee's work and life.
 - Maintain regular all-staff meetings and departmental huddles.
 - Share information, and repeat it when necessary. When they are feeling overwhelmed, it's hard for employees to take in information; repeating the message is vital for understanding.
 - Be sure to clear up misinformation quickly.
 - Invite a collaborative process with employees that values input from all.
 - Promote an "open door" policy and be there to listen. Some town leaders have identified certain hours during which they will be fully available for one-on-one discussions.
 - Publicly recognize individual employee contributions to the work of the city or town. This may be done in a public meeting, a news article in the local paper, or in your remarks on cable TV.
 - Encourage a culture of creativity from bottom to top. Seek ideas from employees on projects you have in mind. Make sure all stakeholders have the opportunity to share their knowledge and expertise before final decisions are made.
 - Build morale with employee-driven, low-cost or no-cost fun activities. While these creative opportunities for social interaction may appear to be time consuming fluff, they can actually be productive in fostering a feeling of well-being and trust among employees that is hard to measure in dollars and cents.
 - Promote employee career development by encouraging cross-training among under-resourced departments.
 - Model fairness and equity in your words and deeds.



Communicating Up

In his article "Community Building: How to Do It, Why It Matters," published by ICMA Press, Ed Everett points out that people need to feel that they belong to something bigger than themselves. This is not a new concept, but Everett shines a spotlight on ideas that help to move us toward civility and the civilizing force of true community. He discusses the evolution of local government and public involvement, pointing out that town halls in early history were viewed as the center of the community. At that time, citizens were active in their own governance. Since about 1970, however, citizens have been more likely to treat town hall like a vending machine, Everett says, expecting services for their tax dollars just as we expect a product when we put money in a vending machine. What do we do when the vending machine is out of candy? We shake it, and maybe kick it! How can we change this view back to that of vitally interested citizenry engaged in the life of their community, proud of its city or town hall, invested in making their hometown a safe and fun place to live?

The following are a number of strategies for addressing this issue and improving the city or town's image in the eyes of the public. (Many of these ideas were offered by local officials during the workshop "Best Practices for Top Recurring Municipal Problems," which AllOne Health presented during the MMA's Annual Meeting in January.)

- Make sure the public is not only informed about the positive contributions of municipal employees to the operations of the city or town, but also that their opinions are heard and respectfully considered.
- Make the city or town website accessible and interactive 24/7 for local residents to communicate with municipal offices, voice concerns, learn what each department is doing, find forms, etc.
- Collect email addresses of residents and use them periodically to send important news items touting municipal successes and challenges.
- Institute an "open door" policy for residents, with specific times that department heads will be available.
- Make sure every department responds directly and quickly to resident complaints.
- Conduct sit-down interviews highlighting a variety of municipal employees on a regular basis for viewing on cable and/or print follow-up articles in the local paper.
- Create and promote special events unique to your city or town (e.g., a farmers market or holiday parade).
- Erect a highly visible electronic community bulletin board, near the city or town entrance or on main intersections, reminding residents and the visiting public of important local events.
- Share some aspect of local history at key municipal meetings; publish historic notes in the local newspaper, or set aside a special section of the city or town website for historic notes.
- Include local history in the grade-school curriculum.
- Plan an open house where department heads describe what each department is doing.
- Promote good-natured competitive community involvement in a "cleanup day."
- Confer annual volunteer awards for community service/civic involvement.
- Hold a student artwork contest on the theme "What I like best about my city or town," and use the winning submissions to produce a city or town calendar.
- Plan a historic house and garden tour in your city or town.



Meeting Human Needs

In the last few years, AllOne Health has worked with municipal leaders on the human challenges they face as they trim local budgets and attempt to meet the growing expectations and challenges from residents, governing bodies and employees. The list of top recurring problems cited by municipal leaders is daunting, but on closer inspection, some human themes emerge.

Municipal officials can take the lead to model the voice of reason and civility at every level of human interaction -- with employees, in departments and with the public -- by effectively communicating up, down and across. Once the basic human need to feel valued has been met, employees, departments and the public can become increasingly civil and engaged in the work of the city or town. ❁



Communicating Across

Collectively, city and town departments need to know what is happening on all levels of local government. The open sharing of information helps to build a sense of connectedness throughout the organization, which promotes collaboration among departments and creative problem solving.

The following are some ideas that may help to keep information moving across departments, boards, committees and commissions:

- Make it a priority to meet monthly with department heads, no matter how disparate their locations, in order to keep everyone "in the loop." Hold these meetings in various department settings and provide food to encourage attendance.
- Offer a clear agenda, allowing time in each meeting for discussing the future.
- Share examples of challenges that departments have overcome.
- Applaud individual department and intradepartmental successes.
- Expect conflict, but move quickly to find common ground and resolution when conflict occurs.
- Demonstrate your willingness to be open to ideas from all department heads.
- Offer incentives to departments for finding creative, low-cost or no-cost ways to work together.
- Create intradepartmental electronic tools for clear communication on a weekly basis.
- Visit each department for a few hours at least twice per year, working side-by-side with employees to learn what they do.
- Plan an annual department-head retreat to focus on the best ways to build teamwork and collaborate effectively across departments.



5d

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

MEMORANDUM OF AGREEMENT
BETWEEN THE TOWN OF BOXBOROUGH and the BOXBOROUGH PUBLIC EMPLOYEE COMMITTEE

WHEREAS, the Selectmen ("Selectmen") of the Town of Boxborough ("Town") voted on January 23, 2012, to change group health insurance under the process authorized by G.L. c. 32B, §§ 21-23; and

WHEREAS, on January 31, 2012, the Town provided its Insurance Advisory Committee with notice of its intention to change group health insurance under the process authorized by G.L. c. 32B, §§ 21-23;

WHEREAS, the Town thereafter requested the formation of Public Employee Committee ("PEC") pursuant to 801 CMR 52.02; and

WHEREAS, a PEC was formed and the Town, on February 21, 2012 delivered its 801 CMR 52.03 notice to the PEC representatives; and

WHEREAS, the negotiations period with the PEC commenced on February 22, 2012, and is set to expire on March 22, 2012;

WHEREAS, both the Town and the PEC have engaged in negotiations in good faith and desire to enter into a mutually acceptable agreement relative to this subject matter;

NOW THEREFORE, pursuant to 801 CMR 52.04(4), the Town and the PEC agree as follows with respect to changes to the Town's group health insurance plan:

1. Implementation. Effective June 1, 2012, the Town will implement health insurance plan design changes in accordance with this Agreement.

2. Plan Design. The plan design changes/cost-sharing features to be implemented in connection with this Agreement are as reflected in Exhibit A attached hereto. The parties acknowledge that the co-pays and deductibles of these plans do not exceed those of the "benchmark" GIC plans.

Mitigation Plan

3. Health Reimbursement Account (HRA)

a. The Town shall offer an HRA with a Debit Card to be administered by a third-party administrator selected by the Town. All active and Non-Medicare Early Retiree subscribers who are enrolled in the Town's health plan on June 1, 2012 shall automatically be enrolled as a participant in the HRA. Employees and Non-Medicare Early Retirees hired or enrolling after June 1, 2012 will not be eligible for this HRA benefit. The HRA shall be funded in the amount of \$52,760.00.

b. HRA administrative fees shall be paid by the Town of Boxborough.

c. Participants shall be reimbursed during the period of June 1, 2012 – May 31, 2013 at a rate of \$250.00 for Active Employee Individual Subscribers and Non-Medicare Early Retiree Individual Subscribers, \$620.00 for Active Employee Family Plan Subscribers and Non-Medicare Early Retiree Family Subscribers. The final allowable maximum amount for Individual and Family subscribers will be determined based on the final enrollment numbers on June 1, 2012.

d. Employees who terminate from the Town during this period will no longer be eligible for the HRA benefit.

Other Provisions

4. Notification. Subscribers shall be notified in writing of the implementation of the new plan pursuant to 801 CMR 52.04(5), on or before April 1, 2012; and the Town shall hold a health fair on or before April 6, 2012.

5. Acknowledgement. The parties acknowledge that with the completion of this Agreement, all the requirements of §21 - 23 of G.L. c. 32B have been met.

6. Binding Effect. Pursuant to 801 CMR 52.04(6), this Agreement is binding on all subscribers and their representatives.

7. Entire Agreement. This Agreement constitutes the entire agreement reached by the parties pertaining to this matter. No other agreement, oral or otherwise, will be considered to exist or to bind any of the parties. No representative of any party to this Agreement had, or has, any authority to make any representation or promise not contained in this Agreement, and each of the parties to this Agreement acknowledges that such party has not executed this Agreement in reliance upon any such representation or promise. This Agreement cannot be modified, except by a written instrument signed by all parties. The parties acknowledge that they have thoroughly read this Agreement, that they understand it, and that they are entering into it of their own free will.

8. Severability Clause. If any provision or portion of this 2012-2013 Agreement is found to be unenforceable or unlawful, the remaining provisions or portions shall remain binding.

9. Authorization to Sign Agreement. Each signatory to this 2012-2013 Agreement is authorized to bind the entity he/she represents. The PEC represents that it has the authorization and approval of a majority of the weighted votes of the PEC and that this Agreement is binding on all subscribers and their representatives.

Dated this _____ day of March, 2012

PUBLIC EMPLOYEE COMMITTEE

TOWN OF BOXBOROUGH

Boxborough Teachers Association
(Weighted vote percentage – 58%)

Raid M. Suleiman, Chair

Massachusetts Coalition of Police Local 200
(Weighted vote percentage – 18%)

Christine L. Robinson, Clerk

Massachusetts Coalition of Police Local 200A
(Weighted vote percentage – 7%)

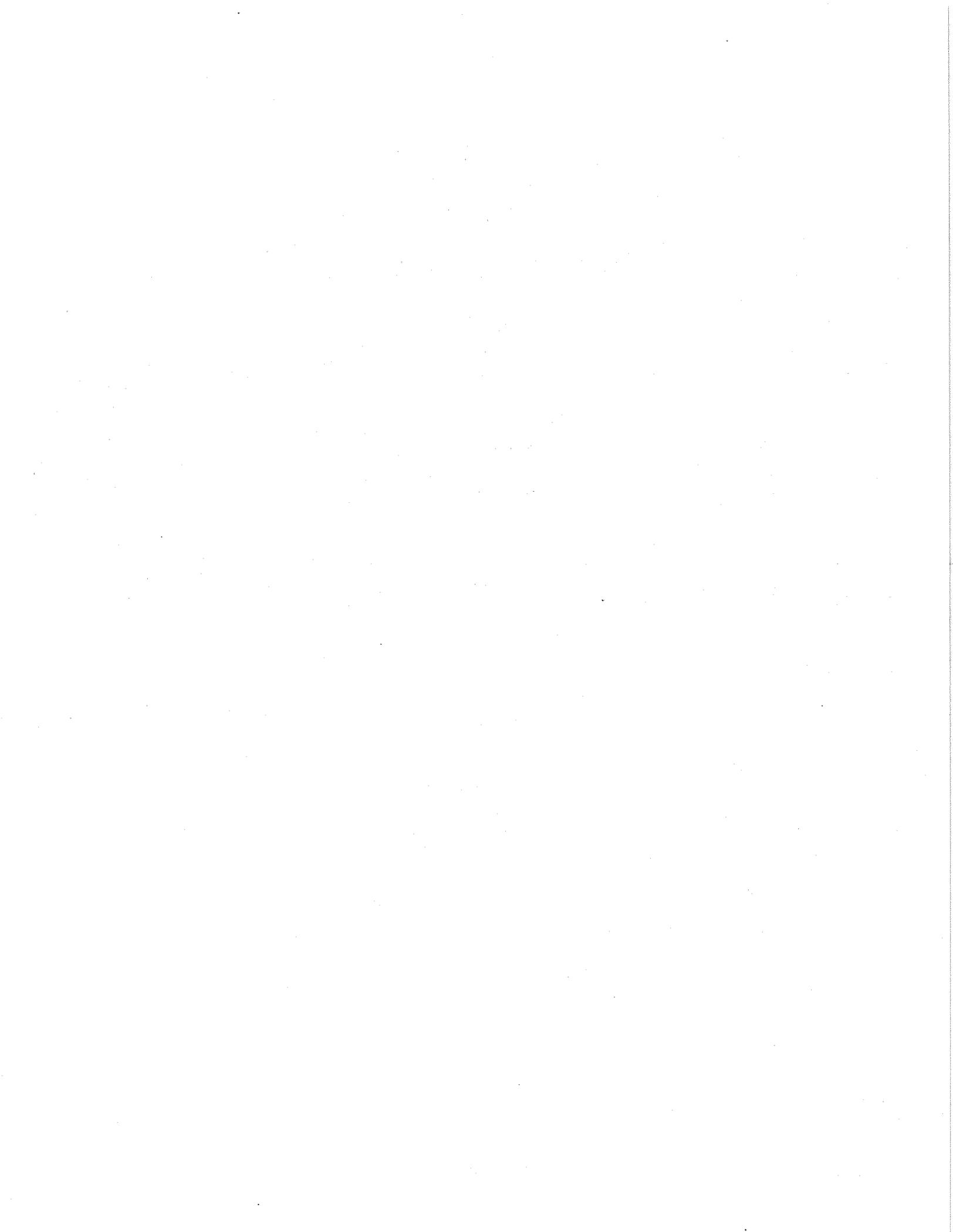
Leslie R. Fox

Boxborough Professional Firefighters Assn,
Local 4601
(Weighted vote percentage – 7%)

Rebecca R. Neville

Mary Cobleigh, RSCME Representative
(Weighted vote percentage – 10%)

Francis J. Powers



6a

Date: Mon, 12 Mar 2012 20:34:48 -0400
From: Bill Litant <wlitant@MIT.EDU>
Reply-To: Bill Litant <wlitant@MIT.EDU>
Subject: Stepping down
To: Ken and Anne <canfield@rcn.com>, Kosakowski Matt
<jkosakowskil@verizon.net>, Jim Baum <p210driver@gmail.com>, "Dave
Barach (dbarach)" <dbarach@cisco.com>, selectmen@town.boxborough.ma.us

Dear Board of Selectmen and Airport Study Committee:

It is not without regret that I offer my resignation from the Airport Study Committee.

I've served on this committee for a number of years and hope I have made at least a small contribution to our community. However, rapidly increasing demands at my job at MIT have made it difficult to continue with the ASC at this time. In addition, I am expecting to become increasingly involved in the Community Supper which is absorbing what spare time I have available.

I remain a strong believer that community service is of the utmost importance and, as soon as this avalanche of activity related to work abate, I will certainly be looking for other opportunities to be involved in the town of Boxborough.

It's been a pleasure to serve with the wonderful, dedicated people on the Airport Study Committee, and I leave the town in good hands with them.

Best regards,

Bill Litant



6c

Acton-Boxborough Cultural Council

This Council is funded by the



Massachusetts Cultural Council

March 9, 2012



Ms. Selena Shaw
Town Administrator
Boxborough Town Hall
Middle Road
Boxborough, MA 01719

Dear Selena:

Attached is the Acton-Boxborough Cultural Council's application to serve wine at their annual Grantees Reception on April 27th 2012 at the Sargent Memorial Library in Boxborough.

The ABCC would appreciate having this application presented to the Board of Selectmen for their permission at their earliest convenience.

We look forward to seeing you, and the Selectmen, at the Reception.

Yours sincerely,


Marion Powers
Reception Co-Chair

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF BOXBOROUGH
APPLICATION FOR LICENSE/PERMIT
(GENERAL)

_____, 20__

No. _____

TO THE LICENSING/PERMITTING AUTHORITIES:

The undersigned hereby applies for a License/Permit in accordance with the provisions of the Statutes relating thereto

MARION POWERS ON BEHALF OF THE
ACTON-BOXBOROUGH CULTURAL COUNCIL
(Full name of person, firm or corporation making application)

STATE CLEARLY
PURPOSE FOR
WHICH LICENSE/
PERMIT IS
REQUESTED

To SERVE WINE AT OUR ANNUAL GRANTEEES
RECEPTION AT THE SARGENT MEMORIAL
LIBRARY ON APRIL 27, 2012

GIVE LOCATION
BY STREET
AND NUMBER

At SARGENT MEMORIAL LIBRARY
427 MASSACHUSETTS AVENUE

in said Town of Boxborough

in accordance with the rules and regulations made under authority of said Statutes.

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

ACTON-BOXBOROUGH CULTURAL
COUNCIL
*Signature of Individual
or Corporate Name (Mandatory)

MARION POWERS
By: Corporate Officer
(Mandatory, if Applicable)
(RECEPTION CO-CHAR)

** Social Security # (Voluntary)
or Federal Identification Number

* This license/permit will not be issued unless this certification clause is signed by the applicant.

** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing delinquency **will be subject to license suspension or revocation.** This request is made under the authority of Mass. G.L. c. 62C s. 49A.

Received 3/13 2012

A.M. _____

Hour
2:00 P.M.

Marion Powers
Signature of Applicant

129 STONEHEDGE PLACE
BOXBOROUGH
Address

Approved _____ 20__

License/Permit Granted _____ 20__

LA-01/08/04

Conditions.

- 1) Servers shall require proper identification.
- 2) Glasses/Cups used for wine shall be visibly different than those used for Non-alcoholic beverages.
- 3) There shall be a limit of time (2) glasses of wine per person.

6d



Board of Selectmen
Town of Boxborough
Boxborough MA

Eoin Horgan
Lieutenant
Boxborough District Minutemen
Company

March 8, 2012

Re: Fifers Day permits – June 16, 2012

Enclosed are applications for permits for one day liquor and victualler licenses. These are for use on Fifers Day, which this year is scheduled for June 16.

We will shortly begin the process of applying for a food services permit from the Nashoba Board of Health. We will also apply for the necessary Insurance cover as we have done in previous years. We will forward the insurance certificate to the town administrator upon receipt. We understand that the issue of permits is contingent upon the receipt of the insurance certificate.

Fifers Day is great community event in Boxborough and the Minutemen are proud of the part we play in making it happen each year. This year's event will include all the games, activities, music, booths and competitions that will attract young and old to Fifers day. We start with the road race and will provide a complement of Minutemen to take part in the parade. After the awards presentations, we will continue with the fun until the end of the day.

The Minutemen respectfully ask the Board of Selectmen to grant the permits and to waive the permit fees. If you have any questions, I may be reached by phone at 617-785-6910 or by email at lieutenant@boxboroughminutemen.org.

I very much appreciate your support of this request

Regards

A handwritten signature in black ink, appearing to read "Eoin Horgan".

Eoin Horgan
Lieutenant, Boxborough District Minutemen Company



THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF BOXBOROUGH
APPLICATION FOR LICENSE/PERMIT
(GENERAL)

3/8 2012

No. _____

TO THE LICENSING/PERMITTING AUTHORITIES:

The undersigned hereby applies for a License/Permit in accordance with the provisions of the Statutes relating thereto
Boxborough District Minutemen Company _____

(Full name of person, firm or corporation making application)

STATE CLEARLY
PURPOSE FOR
WHICH LICENSE/
PERMIT IS
REQUESTED

To Sell beer and wine on Fifers Day (June 16, 2012) between
the hours of 10am and 8pm. (Raindate: June 17, 2012)

GIVE LOCATION
BY STREET
AND NUMBER

At Flerra Field

in said Town of Boxborough

in accordance with the rules and regulations made under authority of said Statutes.

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Lieutenant, Boxborough District Minutemen

*Signature of individual
or Corporate Name (Mandatory)

Federal Tax ID 900744605

By: Corporate Officer
(Mandatory, if Applicable)

** Social Security # (Voluntary)
or Federal Identification Number

* This license/permit will not be issued unless this certification clause is signed by the applicant.

** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c. 62C s. 49A.

Received _____ 20__

A.M. _____

Hour _____

P.M. _____

14 Priest Lane, Boxborough

Address

Approved _____ 20__

License/Permit Granted _____ 20__

LA-01/08/04

Conditions: Attached

- 1) Boxborough Minutemen only will be servers with a limited number of Minutemen act as Supervisors to monitor the serving.
- 2) Servers shall require positive identification.
- 3) A two (2) beverage per customer limit shall be enforced.
- 4) Service shall be denied to anyone suspected of intoxication.
- 5) Cups used for alcoholic and non-alcoholic beverages shall be visibly different.

** The Selectmen strongly urge that the Minutemen hire a Special Duty Officer and that the servers not drink until after their shift.*

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF BOXBOROUGH
APPLICATION FOR LICENSE/PERMIT
(GENERAL)

3/8, 2012

No. _____

TO THE LICENSING/PERMITTING AUTHORITIES:

The undersigned hereby applies for a License/Permit in accordance with the provisions of the Statutes relating thereto
Boxborough District Minutemen Company _____

(Full name of person, firm or corporation making application)

STATE CLEARLY
PURPOSE FOR
WHICH LICENSE/
PERMIT IS
REQUESTED

To Common Victualler's License on June 16, 2012
(Reinstate June 17, 2012)

GIVE LOCATION
BY STREET
AND NUMBER

At Flerra Field

in said Town of Boxborough

in accordance with the rules and regulations made under authority of said Statutes.

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

*Signature of individual
or Corporate Name (Mandatory)
Federal Tax ID 900744605

Lieutenant, Boxborough District Minutemen
By: Corporate Officer
(Mandatory, if Applicable)

** Social Security # (Voluntary)
or Federal Identification Number

- * This license/permit will not be issued unless this certification clause is signed by the applicant.
- ** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c. 62C s. 49A.

Received _____ 20____
Hour _____
A.M. _____
P.M. _____

Signature of Applicant
14 Priest Lane, Boxborough
Address: _____

Approved _____ 20____ License/Permit Granted _____ 20____





Internal Communications and Outgoing Communications
March 26, 2012

1. Email communication from Mass. Secretary of Housing & Economic Development, Greg Bialecki, dated March 21, 2012, announcing the release of the 495/MetroWest Development Compact Regional Plan. *
2. Notice from Town Clerk Liz Markiewicz regarding the Town's Election Calendar for 2012. #

* Indicates that the item is included in the agenda packet as well as in the general notebook.
Indicates that the item had been previously distributed.



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From: "Bialecki, Gregory (SEA)" <gregory.bialecki@state.ma.us>
To:
Sent: Wednesday, March 21, 2012 11:18 AM
Subject: Release of the 495/MetroWest Development Compact Regional Plan

Dear 495/MetroWest Region Resident,

I am pleased to announce the release of the 495/MetroWest Development Compact Regional Plan. The 495/MetroWest Region is made up of 37 cities and towns along the I-495 corridor and the regional planning process reflected in this Plan, at its core, is a locally driven effort which builds upon the priorities identified by the communities in the region.

VIEW THE PLAN: <http://www.mass.gov/hed/economic/eohed/pro/planning/metrowest/>
The priority areas identified in this plan are intended to guide and inform future land use decisions in the region. By providing a regional perspective on the 495/MetroWest Region, the Plan will help local, regional and state partners make decisions and investments that promote new growth which maximizes current resources in the region and to assure that continued growth will be sustainable over the long term.

It will be important in the future that local, regional and state partners continue to work together to implement the plan by adopting prompt and predictable permitting and zoning in the areas identified for growth, to protect areas identified for preservation, to address the infrastructure needs of the region that will support areas of new growth and to market the areas identified for new growth to help support the region's economic prosperity. We would appreciate your feedback on what tools your community would be interested in to help with the Plan's implementation on the brief survey below.

TAKE THE SURVEY: [495/MetroWest Workshop Survey](#)

Thank you for your participation in this important regional planning effort and I look forward to working with you to make this Plan a reality.

Sincerely,

Greg Bialecki
Secretary of Housing and Economic Development

Click [here](#) to hear Massachusetts business leaders explain why students should STAY HERE after they graduate.



Minutes, Notices and Updates
March 26, 2012

Minutes

1. Minutes of the Steele Farm Advisory Committee meetings held November 22, 2011, December 28, 2011 and January 26, 2012.
2. Minutes of the Finance Committee meeting of March 12, 2012.

Notices

1. Notice of Boxborough School Committee meeting held March 19, 2012, revised (w/BoS).
2. Notices of Board of Selectmen meetings:
 - a. Meeting for March 22, 2012 [subsequently cancelled]
 - b. Meeting with Union PEC representatives held March 21, 2012.
 - c. Regular Meeting to be held March 26, 2012.
 - d. Contract Negotiating Team [Executive Session] held March 22, 2012.
3. Notice of a Public Celebration Committee held March 22, 2012.
4. Notice of a BITcom meeting to be held March 27, 2012.
5. Notice of a Steele Farm Advisory Committee to be held March 29, 2012.
6. Internal Job Postings – Blanchard School:
Grade 5 Teacher
Grade 2 Teacher

