



**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**April 2, 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 7:03 P.M. in the Grange Meeting Room of Town Hall.

**ANNOUNCEMENTS**

Chair Suleiman read the announcements.

**APPOINTMENTS**

- Public Celebration Committee Chair, Trena Minudri, and member, Owen Neville, were present to discuss providing busing for Memorial Day parade participants and the cost involved. PCC Chair Minudri spoke to a handout she prepared – regarding current drop off procedures; the traffic issues in the Hill Road area during drop off and their proposal for busing participants one way from the Blanchard School and dropping off at Wetherbee Lane.

*The Selectmen took agenda item #7aiii, out of order*

- Member Powers moved to forward to the Finance Committee for approval the request to transfer \$300. from the Reserve Fund to account #01-692-5700-5738 (Public Celebration – Memorial Day). Seconded by Member Neville. **Approved 5-0.** PCC Member Neville further advised that the PCC will be seeking to amend their FY 13 to include this amount, at Town Meeting and have it included in their future budgets. The Selectmen will include this amendment with their other proposed amendments to the Operating Budget.
- PCC member Neville opened the discussion on the PCC's request to change their name to the Public Celebration and Ceremonies Committee. He outlined the rationale behind this proposed name revision. TA Shaw provided background on the history, background and purpose of this Committee. Town Counsel has been consulted and can find no issues with this requested change. Member Powers moved to change the name of the body currently known as the Public Celebrations Committee to the Public Celebrations and Ceremonies Committee effective immediately. Seconded by Member Neville. **Approved 5-0.**

**MINUTES**

- The Board passed over approval of the Executive session minutes of March 12, 2012.
- Member Powers moved to accept the minutes for the Executive Session of February 27, 2012, and the Executive Sessions (BoS Contract Negotiating Team) of March 5, 2012; March 6, 2012; March 7, 2012; March 19, 2012; March 22, 2012; and March 29, 2012, as written. Seconded by Member Neville. **Approved 5-0.**

**SELECTMEN REPORTS**

- Member Neville reported that the Regional Study material being shown at the Public Forums is the same as what was already presented to the Selectmen.
- Member Powers reported that he and Member Fox participated in a Negotiating Team meeting today. The Team is schedule to meet with the Firefighters Union on April 5<sup>th</sup>.

- Member Fox followed up on Member Powers comments; further reporting that the Team also met with the Police Union on March 29<sup>th</sup>.
- Member Fox reported that the Stow Road Development Committee had its first meeting last week. Public outreach will be a priority.

#### **NEW BUSINESS (Continued)**

- The Selectmen took up the remaining Reserve Fund Transfer requests:
  - ◊ Member Neville moved to forward to the Finance Committee for approval the request to transfer \$20.14 from the Reserve Fund to account #01-543-5100-5125 (Veteran Agent – Hourly Wages). Seconded by Member Powers. **Approved 5-0.**
  - ◊ Member Neville moved to forward to the Finance Committee for approval the request to transfer \$34.41 from the Reserve Fund to account #01-599-5700-5711(Animal Inspector – In-State Travel Expense). Seconded by Member Powers. **Approved 5-0.**

#### **APPOINTMENTS (Continued)**

AccessSportAmerica Executive Director/Founder, Ross Lilley, was present to request a waiver of the field use permit fee for his special needs soccer program. Mr. Lilley provided background on AccessSportAmerica’s purpose and history. He confirmed that this is a volunteer organization; no fees are charged to the participants and no salaries are drawn. It was determined that AccessSportsAmerica will still need to file a field use applications however the fee would be waived. Member Neville moved to waive the field use permit fee for AccessSportAmerica. Seconded by Member Powers. **Approved 5-0.**

#### **OLD BUSINESS**

- The Selectmen re-opened discussion of Annual Town Meeting; to conduct a final review and sign the warrant. There was discussion on the School Committee Study Committee remaining options and the revisions to their recommendation for their “Sense of the Meeting” Article. There was discussion on the proposed IT personnel re-structuring and the related changes to Schedule B. It was noted that the Boxborough School Committee has not provided a recommendation on the A/B Lower Fields Article nor the Generator Article. The Selectmen went back and reviewed the body of each article and their related recommendations. Revisions were made where necessary. The authors spoke to their respective recommendations. It was reiterated that the Selectmen will include the PCC budget amendment with their other Operating Budget amendments. There was discussion on how to manage the proposed amendments for the Police Department vehicle articles at Town Meeting. It was moved and seconded to approve the signing of Warrant for the May 14, 2012 Special/Annual Town Meeting. **Approved 5-0.** The warrant was signed by the Board.
- It was noted that the outstanding FY 2013 budget concerns had been already addressed. It was noted that the proposed amendments are footnotes on their respective budget pages in the warrant. Member Powers also advised that he will be reviewing the procedures and details on amending the Operating Budget article with Chiefs White and Ryder.

#### **CONCERNS OF THE BOARD**

- Outgoing members Neville and Robinson were thanked for their service to the Town.

#### **EXECUTIVE SESSION**

- At 8:25 PM Member Powers moved to adjourn to executive session to discuss strategy with respect to collective bargaining (Massachusetts Coalition of Police, Local 200 and Boxborough Professional Firefighters Association, Local 4601), and to adjourn immediately thereafter. Seconded by Member Neville. **Approved 5-0 by Roll Call Vote: Neville “aye,” Powers “aye,” Robinson “aye,” Fox “aye,” and Suleiman “aye.”**

## SELECTMEN'S ANNOUNCEMENTS

APRIL 2, 2012

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

- **Boxborough's Annual Town Meeting** will begin on **Monday, May 14<sup>th</sup>** at 7 PM the Blanchard Memorial School. More details will be provided in the coming weeks. A list of the proposed Warrant Articles is available on the Town's website.
  
- **The proposed FY 2013 budget is available on the Town's website (Home page, under "NEWS").**
  
- **All dogs in Massachusetts are required to be licensed annually.** The 2012 licensing deadline was March 10<sup>th</sup>. 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.

- In recent years concern has been raised about the **safety of some of the intersections in Town**. The Planning Board, in conjunction with Fire, Police and DPW, has been working to assess options for safety improvements. **At 5:00 PM on April 11<sup>th</sup> the Planning Board will be holding an informational meeting** at two of these intersections – Stow & Burroughs Roads and Chester & Burroughs Roads. This meeting will begin at the Stow Road & Burroughs Road at the South Cemetery, and will then move up Burroughs Road to the Chester Road intersection.
  
- Spring is here, and it's time to apply for your plot at the **Community Gardens at Flerra Meadows**. Applications can be obtained at Town Hall or downloaded from the town website. The application deadline is April 23<sup>rd</sup>. Please refer to the application for terms of use and an explanation of fees.

- **FY 2013 Transfer Station Applications** have gone out with the recent real estate tax bills. They can also be obtained at Town Hall, the Town's website or at the Transfer Station. The fee per household for the one sticker is \$150.00 with \$50.00 for a 2<sup>nd</sup> sticker. There is no charge for qualified Seniors. Please refer to the application for an explanation of fees. Please note applications are to be submitted to the Tax Collector, Town Hall, 29 Middle Road for processing, not at the Transfer Station.
  
- Prescription drug abuse is a nationwide problem. To help combat this threat the Federal Drug Enforcement Administration is sponsoring its third **National Prescription Drug Take Back Day**. As part of this initiative the Boxborough Police Department will be conducting a collection of used, unwanted or expired medications, Saturday, April 28<sup>th</sup>, from 10:00 AM to 2:00 PM at the Police Station, 520 Mass. Ave. This program is open everyone not just Boxborough residents. Go to the Boxborough Police Department's website for more information.

- In 1850, when Abraham Lincoln was just an obscure ex-congressman, the State of Massachusetts delivered to Boxborough a scale to calibrate the Town's weights and measures. This fully restored, incredible piece of 19<sup>th</sup> century technology can be viewed by all at the **Boxborough Museum** at 575 Middle Road. The Museum will be open from 2:00 pm to 4:00 pm on Sunday April 15. Admission is free and all are welcome. Members of the Boxborough Historical Society will be on hand to discuss this and the other exhibits. Contact John Fallon for more information or to arrange for a private tour.
  
- The Boxborough Historical Society, also, has invited Author Eamon McCarthy Earls in to present "The Construction and History of the Wachusett Reservoir" on Sunday, April 22<sup>nd</sup> at 7:00 PM in the Morse/Hilberg Meeting Rooms at Boxborough Town Hall. This presentation will tell the story of how this project transformed Clinton, Sterling, Boylston and West Boylston by damming the upper Nashua River to create Boston's first truly modern water supply. Admission is free and all are welcome.

- 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](mailto: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](mailto:Selina.shaw@town.boxborough.ma.us)
- For more information on **Dog licensing, Annual Town Meeting 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.
- For more information on the meeting regarding the intersections at **Stow & Burroughs Roads and Chester & Burroughs Roads**, contact Town Planner, Elizabeth Hughes at [elizabeth.hughes@town.boxborough.ma.us](mailto:elizabeth.hughes@town.boxborough.ma.us) or by phone 978-263-1116 x 112.
- To learn about **National Prescription Drug Take-Back Day** please visit Boxborough Police Department website: [www.boxboroughpolice.com](http://www.boxboroughpolice.com).
- For more information on the Historical Society presentation on April 22<sup>nd</sup>; Town Scales; the Boxborough Museum or to arrange for a small group private tour of the Museum or Historic Town Center please call John Fallon at 978-264-0069.



## BOARD OF SELECTMEN

### Meeting Agenda

April 2, 2012

Boxborough Town Hall

Grange Meeting Room

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

### 2. ANNOUNCEMENTS

### 3. APPOINTMENTS

- a) Owen Neville, Public Celebration Committee member regarding busing to Memorial Day parade and name change for committee **VOTE:**
- b) Ross Lilley, AccesSportAmerica Executive Director/Founder, regarding request for permit waiver fee for special needs soccer program **VOTE:**
- c) Citizens' concerns

### 4. MINUTES

- a) Executive session, February 27, 2012 **ACCEPT & POF**
- b) Executive session, March 5, 2012 (Contract Negotiating Team) **ACCEPT & POF**
- c) Executive session, March 6, 2012 (Contract Negotiating Team) **ACCEPT & POF**
- d) Executive session, March 7, 2012 (Contract Negotiating Team) **ACCEPT & POF**
- e) Executive session, March 12, 2012
- f) Executive session, March 19, 2012 (Contract Negotiating Team) **ACCEPT & POF**
- g) Executive session, March 22, 2012 (Contract Negotiating Team) **ACCEPT & POF**
- h) Executive session, March 29, 2012 (Contract Negotiating Team) **ACCEPT & POF**

### 5. SELECTMEN REPORTS

### 6. OLD BUSINESS

- a) Annual Town Meeting – final review & sign warrant
- b) FY 2013 budget – final review

### 7. NEW BUSINESS

- a) Reserve Fund Transfers
  - i. Veteran Agent – Hourly Wages  
*Move to forward to the Finance Committee for approval the request to transfer \$20.14 from the Reserve Fund to account #01-543-5100-5125 (Veteran Agent – Hourly Wages)* **VOTE:**
  - ii. Animal Inspector – In-state Travel Expense  
*Move to forward to the Finance Committee for approval the request to transfer \$34.41 from the Reserve Fund to account #01-599-5700-5711(Animal Inspector – In-State Travel Expense)* **VOTE:**
  - iii. Public Celebration – Memorial Day  
*Move to forward to the Finance Committee for approval the request to transfer \$TBD from the Reserve Fund to account #01-692-5700-5738 (Public Celebration – Memorial Day)* **VOTE:**

## 8. CORRESPONDENCE

ACCEPT & POF

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

## 9. PRESS TIME

## 10. CONCERNS OF THE BOARD

## 11. EXECUTIVE SESSION

- a) *Move to adjourn to executive session to discuss strategy with respect to collective bargaining (Massachusetts Coalition of Police, Local 200 and Boxborough Professional Firefighters Association, Local 4601), and to adjourn immediately thereafter*
- ROLL CALL VOTE:**

NB: Chair shall state: "An open meeting may have a detrimental effect on the bargaining position of the Board"

## 12. ADJOURN

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**Potential STM/ATM Articles – May 2012**

<b>STM</b>	Minuteman Regional	Amend FY 12 Assessment [add'l capital share of Trades Hall remediation project]	\$13,887	FC
	BoS	Lease of Community Center from UCC	\$10,800	FC

#	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		Included in assessment
11.	Finance Committee	Transfer \$ from Free Cash to Stabilization Fund	\$197,000	FC
12.	Board of Selectmen (Treasurer)	Transfer \$ from Free Cash to OPEB Trust Fund	\$75,000	FC
13.	Board of Selectmen/ Boxborough School Comm/ Library Board of Trustees	Emergency Generators – Hager Well & Blanchard Memorial School	\$70,000	FC
14.	Board of Selectmen (DPW)	Generator – Public Works (CP)	\$50,000	Borrow
15.	Board of Selectmen (DPW)	Field Mower – Public Works (CP)	\$50,000	Borrow
16.	Board of Selectmen (DPW)	Consultant to perform preliminary design study of Transfer Station	\$18,000	FC
17.	Board of Selectmen (Town Hall)	Capital Improvements: Painting exterior (CP)	\$75,000	Stabilization

**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	FC
19.	Board of Selectmen (Police Department)	Refurbish/rebuild a 2006 marked police cruiser (CP)	\$13,500	FC
20.	Board of Selectmen (Police Department)	Police Cruiser (Chief's command vehicle)	\$39,713	FC
21.	Board of Selectmen (Fire Department)	Install AC system in day room and office areas (CP)	\$20,000	FC
22.	BoS (Fire Department)	Emergency Response Command Vehicle (CP)	\$50,000	FC
23.	Boxborough School Committee	Capital Improvements: Replace roof (CP)	\$180,000	Borrow
24.	Boxborough School Committee	Capital Improvements: Repair of Blanchard Memorial School's mortar and masonry (CP)	\$30,000	FC
25.	Boxborough School Committee	Capital Improvements: Carpet replacement (CP)	\$15,000	FC
26.	Boxborough School Committee	Capital Improvements: Replace current gym & library lighting (CP)	\$10,300	FC
27.	Boxborough School Committee	Capital Improvements: Fencing around school perimeter (CP)	\$17,000	FC
28.	Boxborough School Committee	Two way radios (CP)	\$6,300	FC
29.	Boxborough School Committee	Bill of a Prior Fiscal Year (MTRS)	\$5,216	FC
30.	Library Board of Trustees	Capital Improvements: Paint exterior (CP)	\$20,000	FC
31.	Planning Board	Consultant to conduct build-out analysis	\$10,000	FC
32.	Conservation Commission	Transfer to ToB Conservation Trust Fund (CP)	\$5,000	FC
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: ATM, May 2011, Article #17, Fire Department – replace roof and insulation	<\$2,721.89>	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"> <li>● Community Gardens (\$2,000)</li> <li>● Electrical Inspection (\$50K)</li> <li>● Plumbing and Gas Inspection (\$15K)</li> <li>● Fire Arms Permits (\$2,000)</li> <li>● Library Fines (\$7,500)</li> <li>● Dog License Fees (\$4,000)</li> <li>● Steele Farm (\$10,000)</li> <li>● Integrated Preschool Program (\$44,000)</li> <li>● ConsComm Wetland Bylaw (\$20,000)</li> <li>● Senior Van (for expenses and revenues associated with operation of the van) (\$4,000)</li> <li>● Fire Alarm System Maintenance (\$4,100)</li> </ul>		

## Potential STM/ATM Articles – May 2012

Borrow (within 2 ½):	\$280,000
Free Cash:	\$612,429
Stabilization Fund:	\$ 75,000
Capital Exclusions:	\$
Prop 2 ½:	\$
Debt Exclusions:	\$
Total:	\$992,116

Does not include return to general fund of \$2,721.89 (article #39) or assessment for lower fields (article #10)



## **BOXBOROUGH SPECIAL TOWN MEETING**

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 14, 2012 at 7:00 p.m. to act on Articles 1 and 2 of this Special Town Meeting Warrant.

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### **ARTICLE 1      AMEND FY 2012 OPERATING BUDGET**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, an additional sum of money in the amount of Thirteen Thousand Eight Hundred and Eighty-Seven (\$13,887) to defray the necessary expenses of the Minuteman Regional Vocational Technical School District (the "District") for the District's 2012 fiscal year, bringing the total appropriation from the Town for the District's 2012 fiscal year to \$381,793; or to take any other action relative thereto.

#### **Summary**

This article requests additional funds for fiscal year 2012 (July 1, 2011 through June 30, 2012) for the Minuteman Regional Vocational Technical School District Assessment pursuant to an Amended Budget voted by the Minuteman School Committee on March 13, 2012. The Amended Budget was required due to unforeseen, emergency renovations to the Trades Hall section of the school building and water service improvements required to address code issues.

**ARTICLE 2 LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER**

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to enter into an agreement with the United Church of Christ, Congregational, Boxborough, MA, for a term of two years, commencing July 1, 2012, for the lease of the Fellowship Hall, to be used as a community center, and further to see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Ten Thousand Eight Hundred Dollars (\$10,800), more or less, for the purpose of funding the first year of the lease for the period July 1, 2012 through June 30, 2013; or take any other action relative thereto.



## BOXBOROUGH ANNUAL TOWN MEETING

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 14, 2012 at 7:00 p.m. to act on Articles 2 through 44 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Monday the 21st day of May, 2012 at 7:00 a.m. for the Election of Town Officers pursuant to Article 1. The polls will be open continuously until 8:00 p.m. when they shall be closed.

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### CONSENT AGENDA

In an effort to streamline Town Meeting and therefore make it more inviting to voters, the Board of Selectmen has decided to continue the use of the Consent Agenda. This agenda speeds the passage of articles which the Selectmen feel, in consultation with Town Counsel, the Moderator and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate. **The selectmen have voted unanimously (5 – 0) to recommend all those articles on the Consent Agenda (#39 through #44, inclusive).** The articles to be taken up on the Consent Agenda are indicated by a double asterisk (\*\*).

### THE CONSENT AGENDA WILL BE TAKEN UP AFTER CONSIDERATION OF ARTICLE 38.

Please do your homework. If you have any questions about the consent articles or procedure, please feel free to call the Town Administrator, at 978-263-1116, ext. 101 or send an e-mail to selina.shaw@town.boxborough.ma.us before Town Meeting.

At the call of the Consent Agenda, the Moderator will call out the numbers of the Articles, one by one. If one or more voters object to any particular Article being included in the Consent Agenda, they should say the word "Hold" in a loud voice when the number is called. The Article will then be removed automatically from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask that all items remaining be passed AS A UNIT by the voters.

Please carefully review the list of articles proposed for each Consent Item. Complete summaries are found under each article printed in this warrant.

**Additionally, it is intended that the sense of the meeting motion related to the Boxborough School District/Blanchard Elementary School administrative structure (Article #9) will be discussed at the beginning of the second night of Town Meeting.**



**ARTICLE 1        CHOOSE TOWN OFFICERS**

(Majority vote required)

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

**Two Board of Selectmen** members, each for a three-year term

**One Board of Health** member for a three-year term

**Two Library Trustees**, each for a three-year term

**One Planning Board** member for a three-year term

**One School Committee (Local and of the Region)** member for a three-year term

**One School Committee (Local)** member for a three-year term

**One Tax Collector**, for a three-year term

**ARTICLE 2        HEAR AND RECEIVE REPORTS**

(Majority vote required)

To see if the Town will vote to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2011 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting; or take any other action relative thereto.

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

**ARTICLE 3        SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**

(Majority vote required)

To see if the Town will vote to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2012 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$60,365.98/year
Town Clerk	\$40,747.04/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

or take any other action relative thereto.

**ARTICLE 4 PERSONNEL ADMINISTRATION PLAN CHANGES**

(Majority vote required)

To see if the Town will vote to amend Classification of Positions (Schedule A) and Compensation of Positions (Schedule B); or take any other action relative thereto.

**Summary**

Schedules A and B have been revised to include the positions of IT Support Technician (at Grade 30) and Information Systems Coordinator (at Grade 60). These positions are shared with the Blanchard Memorial School. The latter shared position has been in place since 2008. The addition to the Town’s Schedules is a housekeeping item, and has been included to promote greater transparency. The IT Support Technician is new, and will provide an additional 16-hours per week IT support to the Town and Blanchard Memorial School. The funding for these positions is split between use of cable funding on the Town side (\$TBD) and through the school budget (\$TBD), the latter of which is appropriated through Article 8.

**Schedule B**

FY 2013 is a transition year, as the Personnel Board works to develop a newly considered Schedule B in FY 2014 with ranges to be provided to employees based upon merit. For FY 2013, the Personnel Board and Board of Selectmen have recommended revisions to Schedule B as follows:

Steps A through G remain at the same level as in the current year, i.e. FY 2012. Consistent with the Personnel Bylaw, existing employees achieving an overall performance rating of “meets requirements” move up one step, which reflects an increase of 3.5% over the previous year. (New employees hired after January 1 would not move to the next step until the following July 1, assuming an overall performance rating of “meets requirements”).

Those salaried and hourly employees on Step G in FY 2012, who achieve an overall performance rating of “meets requirements” will move to Step G+ in FY 2013. Compensation for Step G+ reflects a 1.5% increase over FY 2012.

With the exception of the positions noted by highlighted text, compensation for positions on the Per Diem and Intermittent Schedule reflects a 1% increase over FY 2012. The following positions in FY 13 reflect NO change over FY 2012: Registrar Chairperson, Clerk of Elections, Election Worker and Registrar Member; Fence Viewer and Field Driver; and Lead Counselor, Counselor, Counselor-in-Training, Intern (Town Hall), Library Page and Junior Library Page.

**PERSONNEL PLAN SCHEDULE A**

**REGULAR FULL-TIME SCHEDULE**

**Exempt Employees**

Accountant  
Assessor  
Inspector of Buildings/ Code Administration Officer  
Planner  
Treasurer  
**Information Systems Coordinator**

**Non-Exempt Employees**

Secretary  
Department Assistant  
DPW Foreman  
DPW Worker  
DPW Semi-skilled Worker  
Building & Grounds Maintenance Worker

**REGULAR REDUCED HOURS**

**SCHEDULE**

COA Coordinator  
Youth Services Librarian  
Technical Services Librarian  
Sr. Library Assistant  
Library Assistant  
DPW Worker  
Inspector of Buildings/ Code Administration Officer

**REGULAR PART-TIME SCHEDULE**

Secretary  
Department Assistant  
Youth Services Librarian  
Technical Services Librarian  
Sr. Library Assistant  
Library Assistant  
Transfer Station Operator I  
Conservation Agent  
Van Dispatcher  
**IT Technician**

**PER DIEM SCHEDULE**

Fire Lieutenant/EMT  
Call Firefighter/EMT  
Call Firefighter  
Special Police Officer  
Dispatcher

**INTERMITTENT SCHEDULE**

Cemetery Superintendent  
Cemetery Laborer  
Registrar Chairperson  
Clerk of Elections  
Election Worker  
Registrar Member  
Veterans' Agent  
Call Fire Chief  
Deputy Fire Chief  
Fire Captain  
Fire Lieutenant  
Call Firefighter/EMT  
Fire Department Chaplain  
Call Building Inspector  
Special Police Officer  
Lock-up Attendant  
Dispatcher  
Seasonal Maintenance Worker  
Snow Plower  
Seasonal Conservation Worker  
Assistant Building Inspector  
Wiring Inspector  
Plumbing and Gas Inspector  
Dog Officer  
Assistant Dog Officer  
Animal Control Officer  
Animal Inspector  
Fence Viewer  
Field Driver  
Director of Summer Playground  
Director of Gymnastics  
Director of Winter Programs  
Lead Counselor  
Counselor  
Counselor-in-Training  
Intern (Town Hall)  
Library Page  
Junior Library Page  
Van Driver

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

**DEPARTMENT HEADS**

*DPW Director*

*Fire Chief*

*Library Director*

*Police Chief*

*Town Administrator*

**UNION EMPLOYEES**

*Police Sergeant*

*Police Officer (StepA1/A1)*

*Firefighter/EMT*

*Dispatch Supervisor*

*Dispatcher*

**ELECTED POSITIONS**

*Selectman*

*Board of Health Member*

*Planning Board Member*

*Library Trustee*

*Moderator*

*Constable*

*Tax Collector*

*Town Clerk*

**FY 2013 Compensation of Positions - Schedule B**

<b>Position Title</b>	<b><u>Step A</u></b>	<b><u>Step B</u></b>	<b><u>Step C</u></b>	<b><u>Step D</u></b>	<b><u>Step E</u></b>	<b><u>Step F</u></b>	<b><u>Step G</u></b>	<b><u>G Plus</u></b>
<b><u>Salaried (Exempt) Employees</u></b>								
<b>Grade 60</b>	<b>55,639.39</b>	<b>57,586.76</b>	<b>59,602.30</b>	<b>61,688.38</b>	<b>63,847.47</b>	<b>66,082.14</b>	<b>68,395.01</b>	<b>69,420.94</b>
<b>Information Systems Coordinator</b>								
<b>Inspector of Buildings/Code Administration Officer</b>								
<b>Town Accountant</b>								
<b>Town Assessor</b>								
<b>Town Planner</b>								
<b>Town Treasurer</b>								
<b>Grade 50</b>	<b>48,382.03</b>	<b>50,075.40</b>	<b>51,828.04</b>	<b>53,642.02</b>	<b>55,519.49</b>	<b>57,462.67</b>	<b>59,473.87</b>	<b>60,365.98</b>
<b>Grade 40</b>	<b>43,195.91</b>	<b>44,707.77</b>	<b>46,272.54</b>	<b>47,892.08</b>	<b>49,568.30</b>	<b>51,303.19</b>	<b>53,098.81</b>	<b>53,895.29</b>
<b>Grade 30</b>	<b>38,571.25</b>	<b>39,921.25</b>	<b>41,318.49</b>	<b>42,764.64</b>	<b>44,261.40</b>	<b>45,810.55</b>	<b>47,413.92</b>	<b>48,125.13</b>
<b>Grade 20</b>	<b>34,435.21</b>	<b>35,640.45</b>	<b>36,887.86</b>	<b>38,178.94</b>	<b>39,515.20</b>	<b>40,898.23</b>	<b>42,329.67</b>	<b>42,964.61</b>
<b>Grade 10</b>	<b>31,310.69</b>	<b>32,406.56</b>	<b>33,540.79</b>	<b>34,714.72</b>	<b>35,929.73</b>	<b>37,187.27</b>	<b>38,488.83</b>	<b>39,066.16</b>
<b><u>Hourly (Non-Exempt) Employees</u></b>								
<b>Grade 60</b>	<b>\$26.74</b>	<b>\$27.68</b>	<b>\$28.65</b>	<b>\$29.65</b>	<b>\$30.69</b>	<b>\$31.76</b>	<b>\$32.88</b>	<b>\$ 33.37</b>
<b>Grade 50</b>	<b>\$23.27</b>	<b>\$24.08</b>	<b>\$24.93</b>	<b>\$25.80</b>	<b>\$26.70</b>	<b>\$27.64</b>	<b>\$28.61</b>	<b>\$ 29.03</b>
<b>Council on Aging Coordinator</b>								
<b>DPW Foreman</b>								
<b>Grade 40</b>	<b>\$20.77</b>	<b>\$21.49</b>	<b>\$22.24</b>	<b>\$23.02</b>	<b>\$23.83</b>	<b>\$24.66</b>	<b>\$25.53</b>	<b>\$ 25.91</b>
<b>Youth Services Librarian</b>								
<b>Conservation Agent</b>								
<b>Grade 30</b>	<b>\$18.54</b>	<b>\$19.19</b>	<b>\$19.86</b>	<b>\$20.56</b>	<b>\$21.28</b>	<b>\$22.02</b>	<b>\$22.79</b>	<b>\$ 23.14</b>
<b>DPW Worker</b>								
<b>Department Assistant</b>								
<b>IT Support Technician</b>								
<b>Technical Services Librarian</b>								
<b>Grade 20</b>	<b>\$16.55</b>	<b>\$17.13</b>	<b>\$17.73</b>	<b>\$18.35</b>	<b>\$19.00</b>	<b>\$19.66</b>	<b>\$20.35</b>	<b>\$ 20.65</b>
<b>Bldg. &amp; Grounds Maint. Worker</b>								
<b>DPW Semi-Skilled Worker</b>								
<b>Transfer Station Operator I</b>								
<b>Senior Library Assistant</b>								
<b>Grade 10</b>	<b>\$15.06</b>	<b>\$15.59</b>	<b>\$16.13</b>	<b>\$16.70</b>	<b>\$17.28</b>	<b>\$17.89</b>	<b>\$18.51</b>	<b>\$ 18.79</b>
<b>Library Assistant</b>								
<b>Secretary</b>								
<b>Van Dispatcher</b>								

**Per Diem Schedule (No Steps)**

Fire Lieutenant/EMT	17.95
Call Fighter/EMT	16.30
Call Firefighter	16.30
Special Police Officer	16.30
Dispatcher	16.30

**Intermittent Schedule (No Steps)**

Cemetery Superintendent	8,561.10	annually
Cemetery Laborer	10.74	
Registrar Chairperson	900.34	annually
Clerk of Elections	11.43	
Election Worker	10.17	
Registrar Member	270.12	annually
Veterans' Agent	15.16	
Call Fire Chief	42.06	
Deputy Fire Chief	19.72	
Fire Captain	18.83	
Fire Lieutenant	17.96	
Call Firefighter/EMT	16.30	
Fire Department Chaplain	16.30	
Call Building Inspector	42.06	
Special Police Officer	16.30	
Lock-up Attendant	14.59	
Dispatcher	16.30	
Seasonal Maintenance Worker	13.30	
Snow Plower	21.08	
Seasonal Conservation Worker	12.46	
Assistant Building Inspector	25.93	
Wiring Inspector	fees	\$50,000 cap/yr (Selectmen & FinCom may modify if required)*
Plumbing and Gas Inspector	fees	\$15,000 cap/yr (Selectmen & FinCom may modify if required)*
Dog Officer	10,790.45	annually
Assistant Dog Officer	10.56	4 hour call min
Animal Control Officer	2,628.45	annually
Animal Inspector	968.37	annually
Fence Viewer	40.00	annually
Field Driver	45.00	annually
Director of Summer Playground	18.79	
Director of Gymnastics	18.10	
Director of Winter Programs	18.10	

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

Lead Counselor	12.50	
Counselor	9.25	
Counselor-in-Training	min wage	[currently \$8.00]
Intern (Town Hall)	min wage	[currently \$8.00]
Library Page	min wage +.50	i.e. 8.50
Junior Library Page	min wage	[currently \$8.00]
Van Driver	12.99	

**NOTE**

\*Fee maximum is 1% of FY12 levy (or \$168,749.31)

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

<u>Department Heads</u>		<b>FY 2012</b>	<b>FY 2013</b>
DPW Director	Contract expires 6/30/14	77,273.08	78,045.81
Fire Chief	Contract expires 6/30/14	88,000.00	88,880.00
Library Director	Contract expires 12/31/11	72,172.00	72,893.72
Police Chief	Contract expires 6/30/14	95,950.00	100,950.00
Town Administrator	Contract expires 6/30/13	91,000.00	95,095.00

Union Employees

Police Sergeant (Steps 1-3)	TBD
Police Officer (Steps A1/A2-F)	TBD
Fire Lieutenant (Step A)	TBD
Firefighter/EMT (Steps A-F)	TBD
Dispatch Supervisor (Steps A-F)	TBD
Dispatcher (Steps A-F)	TBD

Elected Positions

	<b>FY 2012</b>	<b>FY2013</b>
Selectman	400.00 annually	400.00 annually
Board of Health Member	166.67 annually	166.67 annually
Planning Board Member	109.00 annually	109.00 annually
Library Trustee	0.00 annually	0.00 annually
Moderator	0.00 per meeting	0.00 annually
Constable	3.00 /warrant posted/location	3.00 /warrant posted/location
Tax Collector (Grade 50, G+)	59,473.87	60,365.98
Town Clerk (Grade 50, G+)	40,144.86	40,747.04

**ARTICLE 5 TO FUND MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE COLLECTIVE BARGAINING AGREEMENT**

(Majority vote required)

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund the Collective Bargaining Agreement covering the period July 1, 2012 – June 30, 2015, between the Town of Boxborough and the Massachusetts Coalition of Police, Local 200, Police; or take any other action relative thereto.

**ARTICLE 6            TO FUND BOXBOROUGH PROFESSIONAL FIREFIGHTERS ASSOCIATION,  
LOCAL 4601 COLLECTIVE BARGAINING AGREEMENT**

(Majority vote required)

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund the Collective Bargaining Agreement covering the period July 1, 2012 – June 30, 2015, between the Town of Boxborough and the Boxborough Professional Firefighters Association, Local 4601; or take any other action relative thereto.

**ARTICLE 7            TO FUND MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH  
                                 COLLECTIVE BARGAINING AGREEMENT**

(Majority vote required)

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund the Collective Bargaining Agreement covering the period July 1, 2012 – June 30, 2015, between the Town of Boxborough and the Massachusetts Coalition of Police, Local 200A, Dispatch; or take any other action relative thereto.

**ARTICLE 8 TOWN OPERATING BUDGET**

(Majority vote required)

To see what sums of money the Town will raise and appropriate, transfer from available funds, and/or borrow for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2012; or take any other action relative thereto.

**INSERT BUDGET**

**ARTICLE 9            SENSE OF THE MEETING – BOXBOROUGH SCHOOL DISTRICT/BLANCHARD  
ELEMENTARY SCHOOL ADMINISTRATIVE STRUCTURE - K - 12  
REGIONALIZATION WITH ACTON, UNION WITH HARVARD, NEITHER <sup>ΔΔ</sup>**

(Non-binding vote)

To see if the Town will vote to adopt one of the following non-binding sense of the meeting resolutions:

It is the sense of the town meeting that:

- (1) The Acton-Boxborough Regional School Committee direct the Regional School District Study Committee to draft a regional agreement between Acton and Boxborough that would include grades pre-kindergarten through 12 for approval at 2013 annual town meeting.

or

- (2) The Boxborough School Committee develop an agreement with the Harvard School Committee that would create a Union to share specific central office positions, such as the Superintendent and/or Special Education Director, under the Union which would be overseen by a Union School Committee made up of equal representation between Boxborough School Committee and Harvard School Committee representatives.

or

- (2) If neither of the above options is recommended by Town Meeting that the Boxborough School Committee make in-house reductions to specific central office positions, such as the Superintendent and/or Special Education Director.

Or take any other action relative thereto.

**ARTICLE 10      ACTON BOXBOROUGH REGIONAL SCHOOLS LOWER FIELDS**

(Two-thirds vote)

To see if the Town will approve the \$1.5 Million borrowing authorized by the Acton-Boxborough Regional School District, for the purpose of paying costs of construction of outdoor recreational and athletic facilities at the Regional School District property, and for the payment of all other costs incidental and related thereto, said amount to be expended at the direction of the Regional School District School Committee, or take other action relative thereto.

**Summary**

The Acton-Boxborough Regional School District has voted to approve the borrowing of \$1.5 Million toward the costs of construction of outdoor recreational and athletic facilities at the Regional School District’s property known as the Lower Fields. Under Section 10 of the Acton-Boxborough Regional School District Agreement, a 2/3rds vote of the Town is required to approve this borrowing.

The total project cost is anticipated to be \$3 Million. This will be funded from a combination of private and public sources, minimizing the School District’s commitment. These sources include and shall not exceed: 1) a \$1Million contribution from Acton-Boxborough Youth Soccer (ABYS) which is being financed by a private loan taken out by ABYS; 2) \$225,000 in cash, contributed by the members of the Friends of the Lower Fields (FOLF), including ABYS, A-B Pop Warner and Cheering, Acton-Boxborough Youth Lacrosse, and Acton-Boxborough Girls Youth Lacrosse; 3) \$275,000 in FY12 operating funds from the ABRSD budget; and 4) \$1.5 Million in proceeds from a bond to be issued by the ABRSD.

Approximately a year ago, a private entity of Acton and Boxborough citizens came forward and formed a group known as the Friends of Lower Fields (FOLF). Throughout a number of meetings with Dr. Stephen Mills and the Central Office staff of ABRSD, we pursued a creative public-private partnership to build out the property currently known as the Lower Fields. Due to poor drainage, the current natural grass fields are frequently unavailable for use during the school year. This proposal would improve and enhance the site for a dramatic increase in field time for the students and the community. As noted above, the financing of this project is a cooperative initiative involving commitments from both the private group, FOLF, and ABRSD.

Currently we anticipate the highest exposure for the ABRSD to be \$150,000 annually during the early years of debt service where payments are high and revenues may not have been maximized. Acton-Boxborough Community Education has committed to contribute \$25,000 annually toward that expense moving forward. It is anticipated that an additional \$25,000 in revenues from concessions and advertising at the complex will also be available to offset the annual bond payment. After the private entities’ bank loan is paid off and youth groups have been paid back for their initial downpayments, it is anticipated that field rentals will cover the remainder of the bond amount. In aggregate, the project is expected to generate revenues that exceed expenses including the repayment of debt.

The resulting site improvements from this project will include, but not be limited to, safe playable fully handicap accessible turf fields, lighting, parking and restrooms.

**ARTICLE 11      TRANSFER TO STABILIZATION FUND**

(Two-thirds vote required)

To see if the Town will vote to transfer the sum of One Hundred Ninety-Seven Thousand Dollars (\$197,000), more or less, from Free Cash to the Stabilization Fund; or take any other action relative thereto.

**ARTICLE 12      TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND**  
(Majority vote required)

To see if the Town will vote to transfer the sum of Seventy-Five Thousand Dollars (\$75,000), more or less, from Free Cash to the OPEB Trust Fund; or take any other action relative thereto.

**Summary**

On May 11, 2010, Town Meeting authorized the establishment of an OPEB Trust Fund to provide a mechanism for housing the monies to fund the actuarial liability for retiree benefits. This transfer would enable the town to start funding that liability.

**ARTICLE 13 CAPITAL EQUIPMENT ACQUISITION – HAGER WELL AND BLANCHARD  
MEMORIAL SCHOOL EMERGENCY GENERATORS**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow, or otherwise provide the sum of Seventy Thousand Dollars (\$70,000), more or less, for the purpose of acquiring and installing emergency generators at the Blanchard Memorial School and the Hager Well House; further that no funds may be expended under this vote until the Town has been allotted a grant in the amount of at least One Hundred Seventy-Seven Thousand dollars (\$177,000) from the Federal Emergency Management Agency under the Hazard Mitigation Grant Program (HMGP); or take any other action relative thereto.

**Summary**

**Briefly describe purpose, grant application and need for additional funding**

**ARTICLE 14 CAPITAL EQUIPMENT ACQUISITION – DPW GENERATORS**

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Fifty Thousand (\$50,000), more or less, for the purpose of acquiring and installing an emergency generator at the Department of Public Works facility to support the fuel tanks, operation of the liquid magnesium system, external yard lighting, and to supply emergency power to the building; or to take any other action relative thereto.

**ARTICLE 15 CAPITAL EQUIPMENT ACQUISITION – DPW FIELD MOWER**

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Fifty Thousand (\$50,000), more or less, for the purpose of acquiring a field mower for the Department of Public Works; or take any other action relative thereto.

## **ARTICLE 16 RECONFIGURATION OF TRANSFER STATION – FEASIBILITY STUDY**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Eighteen Thousand Dollars (\$18,000) more or less, for the purpose of conducting a feasibility study and developing preliminary engineering plans and a construction cost estimate for a reconfiguration of the Town's Transfer Station; or take any other action relative thereto.

### **Summary**

The town pays to haul loads of both household trash and recyclables. Trash is compacted but recyclables are not. If we compacted recyclables to reduce the number of loads, our hauling costs would be lower. Based on the experience of other towns and available data on compaction ratios, the annual potential savings in hauling costs for recyclables is estimated to be at least \$15,000 – 20,000, and more at high compaction ratios. The savings or cost avoidance would be even greater in future should town residents using the transfer station increase their levels of recycling.

Based on input from Waste Management (our current hauler), we believe the prudent first step would be to conduct a low-cost pilot study to actually measure true compaction levels we can achieve, as this determines the magnitude of possible savings. This evaluation can be done with modest temporary provisions for electrical connections for a recyclable compactor, and a wooden platform to facilitate user access to the compactor. We would keep the existing two trash compactors and lease a self-contained compactor for recyclables for the purposes of the pilot evaluation. We estimate that the lease costs would be offset by savings in haulage during this period, and can be covered within the existing DPW budget. The costs for electrical fit-up and platform construction are estimated to be well under \$5,000 and would be funded from the first phase of this article. We expect to be able to gather sufficient data on compaction for a go/no-go decision after a few months of pilot operations. Should the pilot tests indicate that an acceptable investment payback or ROI cannot be achieved the study will be terminated without further spending on design plans.

If we can achieve satisfactory compaction ratios during the pilot, the study will proceed in a second phase to analyze alternative layout configurations and probable construction costs to refine the estimate of savings and return on the investment (ROI) required for reconfiguration to make a permanent switch to compacted recyclables. During this phase we will address a number of factors, including:

- Safe and efficient traffic flow, that ensures convenience and ease of access for users
- Safety of operations with multiple compactors, without increase in personnel
- Provisioning of permanent electrical service for new compactors
- Adequate access of the haul service trucks
- Staying within the constraints dictated by the capped landfill and bordering wetlands

If the second phase of the Feasibility Study does indicate acceptable ROI can be achieved, an article will be brought to the 2013 Town Meeting for approval to fund the Implementation Phase to develop fully engineered design plans and carry out construction. Actual construction would occur in 2013-14 at the earliest.

**ARTICLE 17 CAPITAL IMPROVEMENTS – TOWN HALL – EXTERIOR PAINTING**

(Two-thirds vote required, if from stabilization fund)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Seventy-Five Thousand Dollars (\$75,000), more or less, to scrape and paint the exterior of the older, west section of the town hall; or take any other action relative thereto.

**ARTICLE 18      TOWN HALL – ADDITIONAL PART-TIME STAFF**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Ten Thousand Four Hundred Dollars (\$10,400) more or less, for the purpose of funding an additional part-time staff position at town hall to support the Tax Collector, Town Treasurer and town hall operations; or take any other action relative thereto.

**ARTICLE 19 CAPITAL EQUIPMENT – REFURBISH/REBUILD POLICE CRUISER**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirteen Thousand Five Hundred Dollars (\$13,500), more or less, for the purpose of refurbishing and rebuilding a 2006 marked police cruiser; or take any other action relative thereto.

**ARTICLE 20 CAPITAL EQUIPMENT ACQUISITION – POLICE COMMAND VEHICLE**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirty-Nine Thousand Seven Hundred Thirteen Dollars (\$39,713), more or less, for the purpose of replacing the Police Chief's Command Vehicle; or take any other action relative thereto.

**ARTICLE 21      CAPITAL IMPROVEMENT – INSTALLATION OF CENTRAL AIR  
CONDITIONING AT FIRE STATION**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Twenty Thousand Dollars (\$20,000), more or less, for the purpose of installing air conditioning in the living quarters and office areas of the fire station; or take any other action relative thereto.

**ARTICLE 22      CAPITAL EQUIPMENT ACQUISITION - EMERGENCY RESPONSE COMMAND  
VEHICLE - FIRE DEPARTMENT**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Fifty Thousand Dollars (\$50,000), more or less, for the purpose of acquiring an emergency response command vehicle for the Fire Department; or take any other action relative thereto.

**ARTICLE 23      CAPITAL IMPROVEMENT – REPLACE PORTION OF BLANCHARD  
MEMORIAL SCHOOL ROOF**

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of One Hundred Eighty Thousand Dollars (\$180,000), more or less, for the purpose of replacing a portion of the roof at the Blanchard Memorial School; or take any other action relative thereto.

**ARTICLE 24 CAPITAL IMPROVEMENTS – REPAIR AND REPLACE BLANCHARD  
MEMORIAL SCHOOL’S EXTERIOR MORTAR AND MASONRY**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirty Thousand Dollars (\$30,000), more or less, for the purpose of repairing and replacing exterior mortar and masonry of the Blanchard Memorial School or take any other action relative thereto.

**ARTICLE 25      CAPITAL IMPROVEMENTS - CARPET REPLACEMENT AT BLANCHARD  
MEMORIAL SCHOOL**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Fifteen Thousand Dollars (\$15,000), more or less, for the purpose of removing and replacing classroom carpeting at the Blanchard Memorial School; or take any other action relative thereto.

**ARTICLE 26      CAPITAL IMPROVEMENTS - REPLACE CURRENT GYM & LIBRARY  
LIGHTING AT BLANCHARD MEMORIAL SCHOOL**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Ten Thousand Three Hundred Dollars (\$10,300), more or less, for the purpose of replacing the lighting in the Blanchard Memorial School Gym and Library, or take any other action relative thereto.

**ARTICLE 27      CAPITAL IMPROVEMENTS - PERIMETER SAFETY FENCING AT BLANCHARD  
MEMORIAL SCHOOL**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Seventeen Thousand Dollars (\$17,000), more or less, for the purpose of installing perimeter safety fencing at the Blanchard Memorial School, or take any other action relative thereto.

**ARTICLE 28 CAPITAL ACQUISITION – TWO -WAY RADIOS AND ASSOCIATED  
EQUIPMENT FOR BLANCHARD MEMORIAL SCHOOL**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Six Thousand Three Hundred Dollars (\$6,300), more or less, for the purpose of acquiring two-way radios and the equipment necessary for the installation and operation thereof for the Blanchard Memorial School, or take any other action relative thereto.

**ARTICLE 29 BILL OF A PRIOR FISCAL YEAR**

(Four-fifths vote required)

To see if the Town will vote to raise and appropriate, or borrow, or otherwise provide the sum of Five Thousand Two Hundred Sixteen Dollars (\$5,216), more or less, for the purpose of paying Massachusetts Teachers' Retirement System (MTRS) for outstanding amounts owed relating to a prior year for an employee of the Blanchard Memorial School; or take any other action relative thereto.

**ARTICLE 30 CAPITAL IMPROVEMENTS – SARGENT MEMORIAL LIBRARY - PAINTING**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Twenty Thousand (\$20,000), more or less, for the purpose of power washing and painting the exterior of the Sargent Memorial Library; or take any other action relative thereto.

**The Library Board of Trustees recommends unanimously.**

The Library Trustees unanimously recommend this expenditure. The building was last painted in the Fall of 2004. The paint has peeled in many areas; it has mildew and is need of new caulk in joints. By power washing and painting the exterior of the Library we will maintain our investment in this important resource in our community.

## **ARTICLE 31 PLANNING BOARD – TOWN BUILD-OUT ANALYSIS**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Ten Thousand Dollars (\$10,000), more or less, for the purpose of conducting a town-wide build-out analysis to estimate potential future housing units and commercial development under current zoning and alternative futures to model the different amount, location, and type of development that might result from changes to that zoning; or take any other action relative thereto.

### **Explanation**

A build-out analysis provides critical information for town officials to plan for the provision of efficient community services to meet future demands and needs. It is also useful for town residents in determining what kind of community they want for the future. Additionally, a build-out analysis is required to update the Town's Master Plan, Open Space & Recreation Plan, and Housing Production Plan. All three of these plans are required by the State and are currently expired. This status makes the Town ineligible for many State grants.

In 2000, a build-out analysis was done as part of the Master Plan process. Based on that build-out analysis the population was projected to be 6,285 in 2010 and 7,397 in 2020 with another 700 households added over the next 20 years. This projected build-out never happened. According to the 2000 Census, the Town's population was 4,868 with 1,900 households. The 2010 Census has the Town's population at 4,996 with 2,073 households. There are likely many factors that contributed to this discrepancy, but it is believed the biggest issue was the level of mapping for potentially developable property and the inability to factor out environmental constraints.

The tools used today to conduct a build-out analysis are substantially different from the previous build-out studies in two ways: first, it considers the potential for reuse or infill development on previously developed sites (which was not included in the circa 2000 build-out studies); and second, it allows for the rapid creation of multiple "alternative futures" for the town that might result from changes to zoning bylaws or other regulations. Additionally, with more accurate GIS mapping and aerial photography property, physical constraints can be analyzed more accurately and provide for a higher level of potential build-out accuracy.

The build-out will estimate potential future housing units and commercial development under current zoning. Potential housing units will be characterized by type and affordability, where possible.

**The Planning Board recommends unanimously.**

## **ARTICLE 32      CONSERVATION TRUST FUND**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Five Thousand (\$5,000), more or less, said sum to be transferred to the Town's Conservation Trust Fund; or take any other action relative thereto.

### **Summary**

The appropriation is intended to fund anticipated capital needs related to conservation of land in Boxborough.

### **Justification and Need**

1. The Conservation Trust Fund was established under the Conservation Commission Act in 1957 and is intended to provide funds for the following purposes:
  - Purchase of Land
  - Capital Improvement of Land
  - Expenses related to land purchase such as appraisals, title searches etc.
  - Improvement of conservation land.
  - Monitoring of Conservation restrictions.
  - Cost of preparing open space plans and maps.
2. The Conservation Trust Fund currently has an unencumbered funds balance of approximately \$26,000. An estimated working balance of \$30,000 is proposed in order to adequately meet the anticipated expenses.
3. The Conservation Trust Fund has incurred the following expenses/encumbrances in 2011:
  - \$4,060 for a botanical inventory survey at Rolling Meadows.
  - \$860 for property boundary survey at Flerra Meadows.
4. The Conservation Trust Fund has the following upcoming anticipated expenses:
  - Review of Land Acquisition Opportunities - There are a number of parcels (both in and out of Chapter) that may be offered to the Town. Typical due diligence for review of acquisition opportunities (before bringing a potential acquisition to Town Meeting) incurs costs on the order of \$10,000 for appraisals, title searches, and engineering and/or environmental review.
  - Control of Invasive Plants on Conservation Land - Implementation of invasive control plans will involve the cost of contracted labor and equipment that is beyond routine operations and maintenance.
  - Improve the Monitoring of Conservation Restrictions - Preparation and recording of baseline documentation will involve the cost of contracted consultant services.

### **Background Information**

1. From 1990 to 1999 Town Meeting appropriated an average of \$5,000/year to the Conservation Trust Fund.
2. There was one appropriation of \$15,000 to "replenish" the fund in 2000.
3. Last year's (2011) ATM approved an appropriation of \$5,000.
4. Routine operations and maintenance are funded separately at approximately \$1,000 per year.

5. Other sources of funds available to the Conservation Commission such as state and town filing fees are limited to covering expenses associated with reviewing and protecting wetland resource areas and land with wetlands interests. The Conservation Trust Fund may be directed toward broader range Conservation land interests independent of wetland resource protection.

**Arguments in Favor of a \$5,000 appropriation to the Conservation Trust Fund**

1. Providing this appropriation to the Conservation Trust Fund is consistent with the Town's current Capital Planning efforts and objectives.
2. The Conservation Trust Fund provides an immediate and dedicated source of money to pay for anticipated needs, and avoids the need for ad hoc funding out the town's annual operating budget.

**Arguments Against a \$5,000 appropriation to the Conservation Trust Fund**

1. The anticipated expenses are uncertain, and should be considered and paid as the needs arise.

**The Conservation Commission recommends (6 – 0).**

## **ARTICLE 33      RIGHT TO FARM BYLAW**

(Majority vote required)

To see if the Town will vote to adopt a general bylaw, *Right to Farm Bylaw*, as worded below; or take any other action relative thereto.

### **RIGHT TO FARM BYLAW**

#### **Section 1      Legislative Purpose and Intent**

The purpose and intent of this Bylaw is to state with emphasis the Right to Farm accorded to all citizens of the Commonwealth under Article 97, of the Constitution, and all state statutes and regulations thereunder including but not limited to Massachusetts General Laws Chapter 40A, Section 3, Paragraph 1; Chapter 90, Section 9, Chapter 111, Section 125A and Chapter 128 Section 1A. We the citizens of Boxborough restate and republish these rights pursuant to the Town's authority conferred by Article 89 of the Articles of Amendment of the Massachusetts Constitution ("Home Rule Amendment").

This General Bylaw encourages the pursuit of agriculture, promotes agriculture-based economic opportunities, and protects farmlands within the Town of Boxborough by allowing agricultural uses and related activities to function with minimal conflict with abutters and Town agencies. This Bylaw shall apply to all jurisdictional areas within the Town.

#### **Section 2      Definitions**

The word "farm" shall include any parcel or contiguous parcels of land, or water bodies used for the primary purpose of commercial agriculture, or accessory thereto.

The words "farming" or "agriculture" or their derivatives shall include, but not be limited to the following:

- farming in all its branches and the cultivation and tillage of the soil;
- dairying;
- production, cultivation, growing, and harvesting of any agricultural, aquacultural, floricultural, viticultural, or horticultural commodities;
- growing and harvesting of forest products upon forest land, and any other forestry or lumbering operations;
- raising of livestock including horses;
- keeping of horses as a commercial enterprise; and
- keeping and raising of poultry, swine, cattle, ratites (such as emus, ostriches and rheas) and camelids (such as llamas and camels), and other domesticated animals for food and other agricultural purposes, including bees and fur-bearing animals.

"Farming" shall encompass activities including, but not limited to, the following:

- operation and transportation of slow-moving farm equipment over roads within the Town;
- control of pests, including, but not limited to, insects, weeds, predators and disease organism of plants and animals;
- application of manure, fertilizers and pesticides;
- conducting agriculture-related educational and farm-based recreational activities, including agri-tourism, provided that the activities are related to marketing the agricultural output or services of the farm;

- processing and packaging of the agricultural output of the farm and the operation of a farmer's market or farm stand including signage thereto;
- maintenance, repair, or storage of seasonal equipment, or apparatus owned or leased by the farm owner or manager used expressly for the purpose of propagation, processing, management, or sale of the agricultural products; and
- on-farm relocation of earth and the clearing of ground for farming operations.

### **Section 3 Right To Farm Declaration**

The Right to Farm is hereby recognized to exist within the Town of Boxborough. The above-described agricultural activities may occur on holidays, weekdays, and weekends by night or day and shall include the attendant incidental noise, odors, dust, and fumes associated with normally accepted agricultural practices. It is hereby determined that whatever impact may be caused to others through the normal practice of agriculture is more than offset by the benefits of farming to the neighborhood, community, and society in general. The benefits and protections of this Bylaw are intended to apply exclusively to those commercial agricultural and farming operations and activities conducted in accordance with generally accepted agricultural practices. Moreover, nothing in this Bylaw shall be deemed as acquiring any interest in land, or as imposing any land use regulation, which is properly the subject of state statute, regulation, or local zoning law.

### **Section 4 Disclosure Notification**

Not later than 21 days after the purchase and sale contract is entered into, or prior to the sale or exchange of real property if no purchase and sale agreement exists, for the purchase or exchange of real property, or prior to the acquisition of a leasehold interest or other possessory interest in real property, located in the Town of Boxborough, the landowner shall present the buyer or occupant with a disclosure notification which states the following:

“It is the policy of this community to conserve, protect and encourage the maintenance and improvement of agricultural land for the production of food, and other agricultural products, and also for its natural and ecological value. This disclosure notification is to inform buyers or occupants that the property they are about to acquire or occupy lies within a town where farming activities occur. Such farming activities may include, but are not limited to, activities that cause noise, dust and odors. Buyers or occupants are also informed that the location of property within the Town may be impacted by commercial agricultural operations including the ability to access water services for such property under certain circumstances.”

A copy of the disclosure notification shall be given on a form prepared by the Town and shall be signed by the landowner prior to the sale, purchase, exchange or occupancy of such real property. A copy of the disclosure notification must be filed with the Board of Selectmen or its designee prior to the sale, purchase, exchange or occupancy of such real property. In addition to the above, a copy of this disclosure notification shall be provided by the Town to landowners each fiscal year by mail in the Town census and in one or more of the following forms: annual report, official Town website, transfer station, or library.

A violation of Section 4 shall be subject to a fine of \$300 and shall be enforced by the Board of Selectmen or its designee. The Town is authorized to enforce Section 4 under the non-criminal disposition provision of G.L. c. 40, § 21D.

There shall be maintained on roadways at town borders signage stating that Boxborough is a Right to Farm community.

## **Section 5      Resolution of Disputes**

Any person who seeks to complain about the operation of a farm may, notwithstanding pursuing any other available remedy, file a grievance with the Board of Selectmen, the Code Administration Officer, or the Board of Health, depending upon the nature of the grievance. The filing of the grievance does not suspend the time within which to pursue any other available remedies that the aggrieved may have. The Code Administration Officer or Board of Selectmen may forward a copy of the grievance to the Agricultural Commission or its agent, which shall review and facilitate the resolution of the grievance, and report its recommendations to the referring Town authority within an agreed upon time frame.

The Board of Health, except in cases of imminent danger or public health risk, may forward a copy of the grievance to the Agricultural Commission or its agent, which shall review and facilitate the resolution of the grievance, and report its recommendations to the Board of Health within an agreed upon time frame.

## **Section 6      Severability Clause**

The provisions of this bylaw are hereby declared to be severable. If any provision, paragraph, sentence, or clause, of this bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw.

**ARTICLE 34 ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) TABLE OF USES BUSINESS/INDUSTRIAL USES AND SECTION 6006 PARKING SCHEDULE**

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw Section 2100 Definitions, by adding the definition of “Landscaping Services” and “Landscaping Contractors” and to renumber the remaining definitions accordingly throughout the Zoning Bylaw, to amend Section 4003(4) Table of Uses Business/Industrial Uses, and to amend Section 6006 Parking Schedule as follows:

**Landscaping Services:** A business for the purpose of landscaping, snow removal and yard maintenance, such as grass cutting, leaf removal, and the care of planting beds, as well as the installation of plants, planting beds, at-grade walks and small landscape features. The business utilizes lawn mowers, snow blowers and other light equipment. There may be small displays of materials for review by customers, but there is no storage or distribution of bulk material at the site.

**Landscaping Contractors:** A business for the purpose of large scale site grading and clearing as well as all other Landscaping Service uses. The business utilizes heavy equipment and may store and/or distribute bulk materials at the site.

**4003(4) BUSINESS/INDUSTRIAL USES (Continued)**

	<b>DISTRICTS</b>						
	<b>AR</b>	<b>R1</b>	<b>B</b>	<b>B1</b>	<b>OP</b>	<b>TC</b>	<b>IC</b>
Landscaping Services	Y <sup>19</sup>	N	Y	Y	SP	Y <sup>19</sup>	Y
Landscaping Contractors	N	N	SP	SP	SP	N	Y

**FOOTNOTES**

<sup>19</sup> Allowed only as a Home Occupation pursuant to Section 4102

**6006 Parking Schedule**

The following parking ratios shall apply to uses or to types of uses similar to those listed below. In every case, these shall be the minimum requirements:

**OFF-STREET PARKING REQUIREMENTS**

<b>Use</b>	<b>Minimum Off-Street Parking Ratios</b>
Landscaping Services, Landscaping Contractors	One space per each vehicle or trailer used in the operation and one space per three employees

**The Planning Board recommends.**

## **ARTICLE 35 ACQUISITION OF SIDEWALK EASEMENT**

(Two-thirds vote required)

To see if the Town will vote to authorize the Board of Selectmen to acquire by eminent domain, or otherwise, an easement for sidewalk purposes as shown on a plan entitled "Plan of Land in Boxborough, Mass. Owned by: Karen, Barbara & Joseph Werner at 709 Mass Ave. – Boxborough," dated Jan. 30, 2012 and prepared by Goldsmith, Prest & Ringwall, Inc.; or take any other action relative thereto.

### **Summary**

There has been a significant increase in pedestrian traffic along Massachusetts Avenue (Route 111) with the development of the 48 residential units in Boxborough Meadows and the sidewalk between Stow Road and the Blanchard Elementary School. Now that the trail between the School and the Library is complete, it is highly likely that there will be even more pedestrian traffic. Additionally, a significant number of children cross Massachusetts Avenue in two locations: at Middle Road, in order to get to Flerra Field, and at Loring Avenue to reach the shopping plaza.

The Town has received a permit extension from MassDoT for the installation of crosswalks in both of these locations. As part of the Planning Board's effort for safe pedestrian walkways along Massachusetts Avenue, the Board will be working with the Selectmen and the Department of Public Works on the installation of the two crosswalks and a new sidewalk along Middle Road to the Town Hall. To accommodate the sidewalk at the northeast corner of Massachusetts Avenue and Middle Road, the property owners have offered to gift to the Town an easement. The Planning Board is supportive of this warrant article and thankful that the property owners have offered the easement.

Town Meeting authorized the acquisition of this easement in 2011. However, once Town Counsel reviewed the title report for the property, they advised that the easement be acquired by eminent domain (with the landowners' permission), rather than by deed, so that the Town could more easily clear the title. The owners support the use of eminent domain for this purpose.

**ARTICLE 36      REVOLVING FUND – FIELD PERMITTING FEES**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 to authorize a revolving fund for purposes of receiving fees from the permitting of town fields and paying expenses directly attributable to the management and care of those fields and the administration of the permitting up to Twenty Thousand Dollars (\$20,000), to be under the direction of the Town Administrator who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2013 be carried over into fiscal year 2014 to pay for expenses not yet completed; or take any other action relative thereto.

**ARTICLE 37      SENSE OF THE MEETING – RESOLUTION TO SUPPORT PASSAGE OF A  
CONSTITUTIONAL AMENDMENT PROVIDING THAT CORPORATIONS ARE  
NOT ENTITLED TO THE SAME RIGHTS AS NATURAL PERSONS<sup>ΔΔ##</sup> -  
SUBMITTED BY VINCENT AMOROSO**

(Non-binding vote)

To see if the Town will vote to adopt the following non-binding sense of the meeting resolution, which was submitted by petition, to direct the Board of Selectmen to send a letter to our Congressional Delegation in Washington supporting passage of a Constitutional Amendment to be returned to the states for ratification, or take any other action relative thereto.

Said Resolution reads as follows:

***Resolution to Support Passage of a Constitutional Amendment Providing that Corporations are not Entitled to the Same Rights as Natural Persons***

*Whereas, In 2010 the United States Supreme Court issued its decision in Citizens United v. Federal Election Commission, holding that independent spending on elections by corporations and other groups could not be limited by government regulations; and*

*Whereas, This decision rolled back the legal restrictions on corporate spending in the electoral process, allowing for unlimited corporate spending to influence elections, candidate selection, and policy decisions; and*

*Whereas, In reaching its decision, a majority of the Supreme Court, relying on prior decisions, interpreted the First Amendment of the Constitution to afford corporations the same free speech protections as natural persons; and*

*Whereas, In his eloquent dissent, Justice John Paul Stevens rightly recognized that "corporations have no consciences, no beliefs, no feelings, no thoughts, no desires. Corporations help structure and facilitate the activities of human beings, to be sure, and their 'personhood' often serves as a useful legal fiction. But they are not themselves members of 'We the People' by whom and for whom our Constitution was established". Justice Stevens further recognized that "In the context of election to public office, the distinction between corporate and human speakers is significant. Although they make enormous contributions to our society, corporations are not actually members of it. They cannot vote or run for office. Because they may be managed and controlled by nonresidents, their interests may conflict in fundamental respects with the interests of eligible voters. The financial resources, legal structure, and instrumental orientation of corporations raise legitimate concerns about their role in the electoral process. Our lawmakers have a compelling constitutional basis, if not also a democratic duty, to take measures designed to guard against the potentially deleterious effects of corporate spending in local and national races"; and*

*Whereas, The Court's decision in Citizens United severely hampers the ability of federal, state and local governments to enact reasonable campaign finance reforms and regulations regarding corporate political activity; and*

*Whereas, Corporations should not be afforded the entirety of protections or "rights" of natural persons, such that the expenditure of corporate money to influence the electoral process is a form of constitutionally protected speech; and*

*Whereas, several proposed amendments to the Constitution have been introduced in Congress that would allow governments to regulate the raising and spending of money by corporations to influence elections; now, therefore, be it*

***Resolved,** That the Town of Boxborough opposes the Supreme Court's interpretation of the Constitution in Citizens United regarding the constitutional rights of corporations, and supports amending the Constitution to provide that corporations are not entitled to the entirety of protections or "rights" of natural persons, specifically so that the expenditure of corporate money to influence the electoral process is no longer a form of constitutionally protected speech, and calls on Congress to begin the process of amending the Constitution.*

### **Summary**

This resolution would direct the Board of Selectmen to send a letter to our Congressional Delegation in Washington opposing the United State Supreme Court's interpretation of the Constitution in Citizens United regarding the constitutional rights of corporations, supporting an amendment to the Constitution to provide that corporations are not entitled to the entirety of protections or "rights" of natural persons, specifically so that the expenditure of corporate money to influence the electoral process is no longer a form of constitutionally protected speech, and calling on Congress to begin the process of amending the Constitution.

**ARTICLE 38      TOWN VOTING – BALLOT – MONDAY TOWN HALL FOLLOWING TOWN  
MEETING FOLLOWING WEEK<sup>##</sup> - SUBMITTED BY PHILIP KICELEMOS**

(Majority vote required)

To see if the Town will vote that all town registered voters shall be provided the opportunity to vote on each warrant article requiring funds from the following sources, free cash, the general fund or funds voted on any article voted at the town meeting prior to this voting date regardless of the amount. Voting can only be done on that Monday during times indicated and properly posted. All votes will be counted and vote count made public after the voting date. These votes taken that date supercede votes taken at previous town meeting.

Or take any other action relative thereto.

**ARTICLE 39      CLOSE OUT OLD ARTICLES\*\***

(Majority vote required)

To see if the Town will vote to transfer to the General Fund the unexpended balance of monies in the amount of Two Thousand Seven Hundred Twenty-One Dollars and Eighty-Nine Cents (\$2,721.89), more or less, as voted by Town Meeting on May 9, 2011, or take any other action relative thereto.

The article to be closed is indicated below:

<b>Article #</b>		<b>Description</b>	<b>Amount</b>
Article 17	May 2011 (ATM)	Fire Station Roof and Insulation	\$2,721.89

**ARTICLE 40 ROAD ACCEPTANCE – HUGHES LANE\*\***

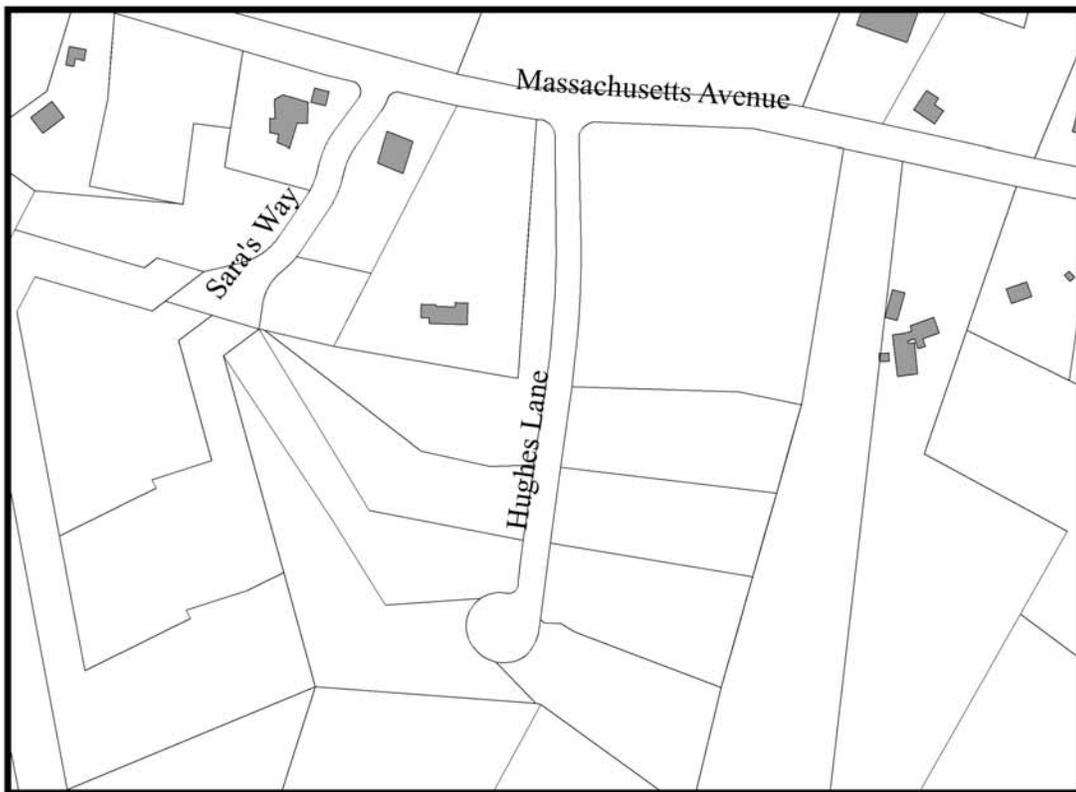
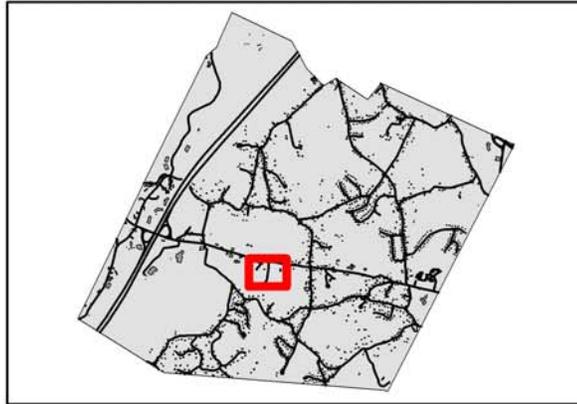
(Majority vote required)

To see if the Town will accept as a public way Hughes Lane as it has been laid out by the Board of Selectmen as shown on the plan entitled: “Plan of Land in Boxborough, Massachusetts”, Prepared for: Landwest Development, LLC, Date: January 4, 2007, Revised January 16, 2012 and prepared by Rose Land Survey, which plan has been filed with the Town Clerk, and to authorize the Board of Selectmen to acquire, by purchase, eminent domain, gift, or otherwise, such interests in land within the layout as are necessary to use Hughes Way for all purposes for which public ways are used in the Town of Boxborough, as well as the following interests in land:

- a) perpetual easements in those areas shown on the plan entitled “Fair Oaks Park, Definitive Subdivision of Land in Boxborough, Massachusetts”, Prepared for: Landwest Development, LLC, Date: September, 2002, Revised March, 2003, May 28, 2003 and July 29, 2003, recorded on March 8, 2004 as Plan No. 218 of 2004, as drainage, utility, sidewalk, slope, access, or construction easements, for roadway, sidewalk, drainage, utility and access purposes;
- b) a perpetual easement in that certain strip of land on Lot 5A being shown as “Drainage and Public Access Easement” on a plan entitled: “Plan of Land, Hughes Lane, Boxborough, Massachusetts” Prepared for: Landwest Development, LLC, 148 Park Street, No. Reading, MA 01864, dated February 1, 2005, and recorded with the Middlesex South District Registry of Deeds as Plan No. 401 of 2005, for drainage and access purposes; and
- c) a perpetual easement in that certain strip of land on Lot 5A being shown as “Access Easement” on a plan entitled: “Easement Plan, Lots 5A & 6A, Hughes Lane, Boxborough, Massachusetts, Prepared for: Landwest Development, LLC, 148 Park Street., No. Reading, MA 01864, Scale: 1 inch = 60 feet, Date: July 7, 2005, and recorded with the Middlesex South District Registry of Deeds as Plan No. 1057 of 2005, for drainage and access purposes,

or take any other action relative thereto.

**HUGHES LANE**



**ARTICLE 41 PERSONAL REAL ESTATE EXEMPTIONS\*\***

(Majority vote required)

To see if the Town will vote to accept Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, providing for an increase of up to 100% of the underlying statutory amount in certain property tax exemptions for qualifying senior citizens, disabled veterans, and other individuals; or take any other action relative thereto.

**Summary**

Under this annual optional exemption provision, a city or town may accept the new law each year by vote of the local appropriating authority, which is defined as a majority vote at town meeting.

“Other individuals” includes surviving spouse, surviving spouse minor children, blind persons, service persons injured in combat, police & firefighter killed in line of duty.

Anyone with questions or who might wish to take advantage of these tax exemptions should contact the Town Assessor, Duane Adams, at 263-1116, Ext. 109 or by e-mail to: [duane.adams@town.boxborough.ma.us](mailto:duane.adams@town.boxborough.ma.us).

**ARTICLE 42      CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\***

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the general laws, and any other applicable laws; or take any other action relative thereto.

**ARTICLE 43 GIS ASSESSOR MAPS REVOLVING FUND\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E and 1/2 to authorize a revolving fund for purposes of receiving fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees charged to applicant, and that all such fees be deposited in said fund to pay for costs up to Five Thousand Dollars (\$5,000) associated with the updating of the GIS Assessor maps and related expenses, to be under the direction of the Town Administrator, who shall approve all such expenditure; and further to provide that in the event that the revolving fund is reauthorized for FY 2014, the monies remaining in the fund at the end of the fiscal year 2013 may be carried over into fiscal year 2014 to pay for expenses not yet completed; or take any other action relative thereto.

**ARTICLE 44 DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION\*\***

(Majority vote required)

To see if the Town will vote to reauthorize revolving accounts previously established by vote of the Town under Massachusetts General Laws, Chapter 44, Section 53E ½, for the following purposes: electrical inspection fees; plumbing/gas inspection fees; firearms permits fees; library fees, fines and penalties, dog licensing fees and penalties; sale of trees and other wood, farm products & leasing and rental fees; integrated preschool tuition; fees associated with the regulation of the local Wetland Bylaw; fares and reimbursement from Montachusett Regional Transit Authority (MART); annual fire alarm service fees; and rental of Community Gardens’ plots; said fees of the revolving accounts to be expended by the authorized entity without further appropriation; or take any other action relative thereto.

<b>Revolving Fund</b>	<b>Authority to Spend Funds</b>	<b>Revenue Source</b>	<b>Use of Funds</b>	<b>FY 13 Spending Limit</b>	<b>Disposition for FY 13 Fund Balance</b>
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	\$50,000	Carryover to FY 2014 to pay for inspections for permits not yet completed
Plumbing & Gas Inspection	Building Inspector	Plumbing/gas inspection fees	To pay the Plumbing/Gas Inspector for inspections conducted by him	\$15,000	Carryover to FY 2014 to pay for inspections for permits not yet completed
Firearms Permits	Police Chief	Firearms Permits fees	To defray expenses for cost of administering firearms licensing program	\$2,000	Carryover to FY 2014 to pay for expenses not yet completed
Library Fines	Library Director	Library fees, fines & penalties	To defray costs of library material acquisitions/ services	\$7,500	Carryover to FY 2014 to pay for expenses not yet completed
Dog License Fees	Town Clerk	Dog licensing fees & penalties	To defray expenses related to licensing, damage to livestock and fowl, and penalties paid to Dog Officer	\$4,000	Carryover to FY 2014 to pay for expenses not yet completed

<b>Revolving Fund</b>	<b>Authority to Spend Funds</b>	<b>Revenue Source</b>	<b>Use of Funds</b>	<b>FY 13 Spending Limit</b>	<b>Disposition for FY 13 Fund Balance</b>
Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees	To defray related expenses of the Steele Farm	\$10,000	Carryover to FY 2014 to pay for expenses not yet completed
Integrated Preschool Program	Blanchard Memorial School Business Manager under direction of Boxborough School Committee & Blanchard Memorial School Superintendent	Tuition	To defray Program expenses	\$44,000	Carryover to FY 2014
Conservation Commission	Conservation Commission within the administrative procedures established by the Board of Selectmen, and by majority vote of the Commission	Fees associated with the regulation of the local Wetland Bylaw	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	\$20,000	Carryover to FY 2014 to pay for expenses not yet completed
Senior Van	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)	To defray expenses associated with the operations of the senior van	\$4,000	Carryover to FY 2014 to pay for expenses not yet completed
Fire Alarm System Maintenance	Fire Chief	Annual fire alarm service fees	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	\$4,100	Carryover to FY 2014 to pay for expenses not yet completed
Community Gardens	Agricultural Commission, by majority vote	Rental of plots	Management & care of Community Gardens	\$2,000	Carryover to FY 2014 to pay for expenses not yet completed



H

**Office of the Superintendent**  
Acton Public Schools  
Acton-Boxborough Regional School District  
(978) 264-4700 x 3206  
<http://ab.mec.edu>

**Received**  
3-29-12

Mr. Michael Gowing, Chairperson, Acton Board of Selectmen  
Acton Town Hall  
472 Main Street  
Acton, MA 01720

Mr. Raid Suleiman, Chairperson, Boxborough Board of Selectmen  
Boxborough Town Hall  
29 Middle Road  
Boxborough, MA 01719

March 27, 2012

Dear Mr. Gowing and Mr. Suleiman,

Pursuant to the agreement establishing the Acton-Boxborough Regional School District and the provisions of section 16(d) of Chapter 71 of the General Laws as amended, I hereby notify you that the following is a true copy of the vote passed by the Acton-Boxborough Regional School Committee at a meeting held on March 22, 2012:

Appropriation of Funding for the Lower Fields Project

VOTED: That the Acton-Boxborough Regional School District hereby appropriates the amount of \$3,000,000 for the purpose of paying costs of construction of outdoor recreational and athletic facilities on Regional School District Property, and for the payment of all other costs incidental and related thereto, said amount to be expended under the direction of the Regional School District School Committee. To meet this appropriation, up to \$1,225,000 shall be raised by private grants, aid, donations or contributions, up to \$275,000 shall be transferred from the ABRSD FY12 operating funds, and the District Treasurer, with the approval of the Regional School District School Committee is hereby authorized to borrow up to \$1,500,000 under and pursuant to M.G.L. Chapter 71, Section 16(d), and the District Agreement, as amended, or pursuant to any other enabling authority.

Sincerely,

  
Beth Petr, Secretary

Acton-Boxborough Regional School District  
Acton-Boxborough Regional School Committee

Cc: Stephen Mills, Superintendent of Schools, APS/ABRSD  
John Petersen, Chairperson, Acton-Boxborough Regional School Committee





# Reserve Fund Transfer Request

Date: 3/26/12

It is requested by the undersigned that the sum of \$ 20.14 be transferred from the Reserve Fund to:

UMAS Acct. # 001-543-5100-5125  
(Fund # - Dept. # - Object - Detail)

Description (i.e. Selectmen's expenses) Veteran Agent - Hourly Wages

The balance in the line item as of 3/26/12 (Date) is \$ 190. An amount of \$ 190 was originally budgeted/appropriated. 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 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Veteran Agent Services For potential Veteran Benefit claimants. Fourteen hours of services @ \$15.01 have been expended, leaving a shortfall of \$20.14

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.

<u>Michael Lopez</u> <u>3/29/12</u>	(Signature)	<u>Asst Veteran Agent</u>	(Title)
<u>[Signature]</u> <u>3/29/12</u>	(Signature)	<u>Town Administrator</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ 20.14 from the Reserve Fund to UMAS Acct. # 001-543-5100-5125 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	_____	_____



JOHN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 07/01 To 03/31/12

AccountNumber	AccountName	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Payments To Date	Receipts This Period	Receipts To Date	Payments to Date-Net	Ending Balance	Percent Expended
<b>Veterans</b>											
001-543-5100-5125	Veteran Agent - Hourly Wages	190.00	0.00	190.00	0.00	0.00	0.00	0.00	0.00	190.00	0.00%
001-543-5400-5584	Veteran - Flags and Gravemarkers	200.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00%
001-543-5700-5711	Veteran - Travel Expense -In State	0.00	0.00	0.00	34.15	34.15	0.00	0.00	34.15	-34.15	N/A
001-543-5700-5716	Veteran - Training and Seminars	0.00	0.00	0.00	300.00	300.00	0.00	0.00	300.00	-300.00	N/A
001-543-5700-5730	Veteran - Dues	50.00	0.00	50.00	20.00	20.00	0.00	0.00	20.00	30.00	40.00%
001-543-5770-5770	Veteran - Veteran Benefits	0.00	5,617.71	5,617.71	1,248.38	1,248.38	0.00	0.00	1,248.38	4,369.33	22.22%
<b>Sum</b>	<b>Veterans</b>	<b>440.00</b>	<b>5,617.71</b>	<b>6,057.71</b>	<b>1,602.53</b>	<b>1,602.53</b>	<b>0.00</b>	<b>0.00</b>	<b>1,602.53</b>	<b>4,455.18</b>	<b>26.45%</b>

541

February 27, 2012

Veterans Services

1. A. Clapp 7 hours
  2. W. Harman 3 hours
  3. Regan 2 hours
  4. Buck 2 hours
- 14 hours

14 hrs @ \$15.00 = \$210.00

Travel to Westford re: #1

12 miles @ .555

\$ 6.50

\$ 216.50

Donald C Marse  
Veterans Agent



# Reserve Fund Transfer Request

Date: 3/26/12

It is requested by the undersigned that the sum of \$ 34.41 be transferred from the Reserve Fund to:

UMAS Acct. # 001-599 5700-5711  
(Fund # - Dept # - Object - Detail)

Description (i.e. Selectmen's expenses): Animal Inspector In State Travel Expense

The balance in the line item as of 3/26/12 (Date) is \$ 0. An amount of \$ 0 was originally budgeted/appropriated. 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 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

TRAVEL expense for Animal Inspector. NO expense  
was budgeted - 62 miles @ \$.555 = \$34.41

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.

<u>[Signature]</u> <u>3/29/12</u>	(Signature)	<u>Town Administrator</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ 34.41 from the Reserve Fund to UMAS Acct. # 001-599-5700-5711 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 03/31/12

AccountNumber	AccountName	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Payments To Date	Receipts This Period	Receipts To Date	Payments to Date-Net	Ending Balance	Percent Expended
	Animal Inspector										
001-599-5100-5118	Animal Inspector - Salary	959.00	0.00	959.00	479.39	479.39	0.00	0.00	479.39	479.61	49.99%
<b>Sum</b>	<b>Animal Inspector</b>	<b>959.00</b>	<b>0.00</b>	<b>959.00</b>	<b>479.39</b>	<b>479.39</b>	<b>0.00</b>	<b>0.00</b>	<b>479.39</b>	<b>479.61</b>	<b>49.99%</b>

Animal Inspector

62 miles at .555 / mile  
\$ 34.41

Donald C. Morse

702 Hill Rd

Boxborough, MA 01719

7 a iii



# Reserve Fund Transfer Request

Date: March 29, 2012

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

UMAS Acct. # 001-692-5700-5738

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

Description (i.e. Selectmen's expenses) Public Celebration - Memorial Day

The balance in the line item as of March 29, 2012 (Date) is \$ \$ 220.00. An amount of \$ 220.00 was originally budgeted/appropriated. 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 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

To provide buses to transport participants in the Memorial Day Parade  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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)	_____	(Title)
<u>[Signature]</u>	(Signature)	<u>Town Administrator</u>	(Title)
_____	(Signature)	_____	(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. # 001-692-5700-5738 to be used for the purposes and in the amounts indicated above.

<u>Board of Selectmen</u>	Date:	<u>Finance Committee</u>	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 03/31/12

Account Number	Account Name	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Receipts This Period	Payments To Date	Receipts To Date	Payments to Date-Net	Ending Balance	Percent Expended
	Public Celebration										
001-692-5700-5737	Public Celebration - Fifers Day	220.00	0.00	220.00	0.00	0.00	0.00	0.00	0.00	220.00	0.00%
001-692-5700-5738	Public Celebration - Memorial Day	220.00	0.00	220.00	0.00	0.00	0.00	0.00	0.00	220.00	0.00%
001-692-5700-5739	Public Celebration - Tree Lighting	225.00	0.00	225.00	60.43	0.00	60.43	0.00	60.43	164.57	26.86%
Sum	Public Celebration	665.00	0.00	665.00	60.43	0.00	60.43	0.00	60.43	604.57	9.09%



**Internal Communications and Outgoing Communications**  
**April 2, 2012**

1. Communications regarding Karyn Kealty's Steele Farm project proposal:
  - a. Letter from Steele Farm Advisory Committee Chair, Ed Whitcomb, dated March 9, 2012, to the Board of Selectmen, clarifying SFAC non-support of this proposed project [*copy provided 3/12/12*]. #
  - b. Email communication from Karyn Kealty, dated March 9, 2012, to SFAC Chair Whitcomb, responding to the statements made in the SFAC letter of March 9, 2012 [*copy provided 3/12/12*]. #
  - c. Communication from Minuteman Regional Career & Technical High School's Superintendent Ed Bouquillon, dated March 21, 2012, to the Board of Selectmen outlining the discussions between Minuteman facility and Karyn Kealty that took place at Steele Farm on March 5, 2012 and stating the School's position as to the project proposal. [*electronic copy provided 3/21/12*]. #
2. Letter from MMA Executive Dir. Geoffrey Beckwith, dated March 9, 2012, to "Chief Municipal Officer" urging them to respond to the Labor & Workforce Development Secretary Joanne Goldstein's request for comment on their concerns/issues with the current Unemployment Insurance situation (copy of Sec. Goldstein's letter attached).
3. Communications regarding Proposed Citizen's Petition Town Meeting Sense of the Meeting Article Re: Adoption of a Resolution:
  - a. Letter from Vincent Amoroso, dated March 12, 2012, to Selectmen Chair Suleiman accompanying his proposed Citizen's Petition to place Article on Town Meeting Warrant Re: Adoption of a Resolution [*copy provided 3/12/12*]. #
  - b. Memorandum from Town Clerk Markiewicz, dated March 20, 2012, notifying the Board of Selectmen that accompanying Citizen Petition submitted by Vincent Amoroso has been certified by the Board of Registrars.
4. Memorandum from Town Clerk Markiewicz, dated March 20, 2012, notifying the Board of Selectmen that accompanying Citizen Petition submitted by Philip Kicelemos has been certified by the Board of Registrars.
5. Copy of a coverletter from Donald McPherson, President of Minute Man Air Field, dated March 15, 2012, to the Conservation Commission accompanying his submission of an affidavit of agricultural use for the property owned by MMAF located at the corner of Stow Road and Tamarack Lane.
6. Letter from Minuteman School District Director of Business & Operations, Camie Lamica, advising of the Minuteman School Committee's vote to amend the District's FY 12 Budget, and proposed warrant article [*copy provided 3/19/12*]. #
7. Coverletter and Audit Reports from Powers & Sullivan, received March 21, 2012, to the Board of Selectmen – Reports: Report of Examination of Basic Financial Statements for FY 11 and Management Letter for FY 11.#

8. Communications from Town Counsel, Kopelman & Paige, P.C.:
  - a. Memorandaes to Municipal Clients:
    - i. from Attorneys, Gregg Corbo and Janelle Austin, dated March 14, 2012, regarding Statewide Mutual Aid Programs.
    - ii. from Attorney Patricia Cantor, dated March 20, 2012, regarding Telecommunications Act Amendment – Existing Facilities – Approval of Modification.
    - iii. from Attorney Patricia Cantor, dated March 20, 2012, regarding Regulating Solar Access Under the Zoning Act, G.L. c.40A, § 9B.
  - b. Copy of a letter and filings from Attorney Jonathan Eichman, dated March 21, 2012, to Attorneys Levine and Parra in the matter of Wheeler, etal V. Gorman, etal (ToB\_ZBA).
  - c. Copy of coverletters only which accompanied filings from Attorney Thomas McEnaney, to the Clerk of the Appellate Tax Board:
    - i. dated March 14, 2012 in the matter of:
      - Behrakis v. [ToB] Board of Assessors Docket #F305457-10 (340 Codman Hill Rd)
      - Behrakis v. [ToB] Board of Assessors Docket #F311023-11 (340 Codman Hill Rd)
      - Behrakis v. [ToB] Board of Assessors Docket #F305458-10 (330 Codman Hill Rd)
      - Behrakis v. [ToB] Board of Assessors Docket #F311020-11 (330 Codman Hill Rd)
      - Behrakis v. [ToB] Board of Assessors Docket #F305459-10 (1300 Mass. Ave.)
      - Behrakis v. [ToB] Board of Assessors Docket #F311021-11 (1300 Mass. Ave.)
      - Koumantzelis, Tr. v. [ToB] Board of Assessors Docket #F305460-10 (Mass. Ave.)
      - Koumantzelis, Tr. v. [ToB] Board of Assessors Docket #F311022-11 (Mass. Ave.)
    - ii. dated March 21, 2012 in the matter of:
      - Behrakis v. [ToB] Board of Assessors Dockets #F305457-10 & F311023-11
      - Behrakis v. [ToB] Board of Assessors Dockets #F305458-10 & F311020-11
      - Behrakis v. [ToB] Board of Assessors Dockets #F305459-10 & F311201-11
      - Koumantzelis, Tr. v. [ToB] Board of Assessors Dockets #F305460-10 & F311022-11.
9. Letter from MEMA Undersecretary of Homeland Security & Emergency Management, Kurt Schwartz, dated March 23, 2012, to Municipal Official, accompanying a summary of items that will be required for Boxborough's compliance with FCC "Narrowband Mandate."
10. Memorandum from Chief Warren B. Ryder, dated March 29, 2012, to the Board of Selectmen and DPW advising them of his inability to send emails to other Town departments and regarding his upcoming out of office schedule and coverage arrangements. #



**Minutes, Notices and Updates**  
**April 2, 2012**

**Minutes**

1. Minutes of the Conservation Commission meetings held February 15, 2012 and March 7, 2012.
2. Minutes of the Finance Committee meetings of March 19, 2012 and March 24, 2012.

**Notices**

1. Notice of a Board of Health meeting held March 28, 2012.
2. Notice of a Public Celebration Committee meeting held March 29, 2012.
3. Notices of Board of Selectmen meetings:
  - a. Contract Negotiating Team [Executive Session] to be held April 2, 2012 [2:00PM]
  - b. Regular Meeting to be held April 2, 2012
4. Notice of an Energy Committee meeting to be held April 3, 2012.
5. Notice of a Library Trustees meeting to be held April 3, 2012.
6. Legal notice of Public Hearing of the Planning Board held on March 26, 2012, to review the application submitted by Todd Stout for Site Plan Approval to allow a landscaping business, various site improvements for new parking and storage area at the property addressed as 411 Whitcomb Road.
7. Legal notice of Public Hearing of the Planning Board to be held on April 2, 2012, to consider a Scenic Road & Stone Wall Application submitted by Mark Gundersen for construction of new driveways at 430 Depot Road and 450 Depot Road [a new single family dwelling]. The construction of both driveways requires the removal of a portion a stone wall.
8. Notice to "Resident" dated March 28, 2012 from Police Chief Ryder, DPW Director Garmon, Fire Chief White and Town Planner Hughes advising of an informational meeting that will take place on April 11, 2012 to review potential safety improvements at two intersections – Burroughs and Stow Roads and Burroughs and Chester Roads.#
9. Boxborough Police Department News Release on the 3<sup>rd</sup> Annual National Prescription Drug Take-Back collection day to be conducted at the Boxborough Police Station on Saturday, April 28, 2012.





**General Correspondence**  
**April 2, 2012**

1. Letter and copy of a news article "*Salerno: Poverty: A suburban issue too*" from Judith Salerno, Executive Dir. of the Foundation for MetroWest, dated March 6, 2012, to Selectmen Chair Suleiman, advising him of the services their organization provides to communities in the MetroWest region.
2. Notice from the Suburban Coalition of their Annual Legislative Breakfast on April 25, 2012, along with their 2012 Position Paper.
3. March/April 2012 Newsletter, *TransReport*, from the Boston Region Metropolitan Planning Organization.
4. Verizon FiOS TV 2011 Annual Customer Notification.

