



BOARD OF SELECTMEN
Meeting Minutes
April 23, 2012

Approved: July 30, 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 7:00 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

- Chair Suleiman read the announcements, and further announced that he would temporarily turn chairmanship over to Member Robinson; recuing himself from discussion on the first item on the agenda #3a.

APPOINTMENTS

- Police Chief Warren Ryder was present to recommend the appointment of five Special Police Officers candidates. Chief Ryder provided the rationale behind these appointments; a summary of a Special Police Officer's responsibilities and the background of these candidates. Further to the recommendation of Police Chief Warren Ryder, Member Powers moved to appoint Robert DaCosta, Brandon Bruin, Peter Kinnas, Katelyn Pfeifer and Sean Dineen as Special Police Officers for terms effective immediately and ending on June 30, 2012. Seconded by Member Neville. **Approved 4-0-1 (Suleiman abstained).**

Chairmanship was returned to Chair Suleiman.

- Resident, Karyn Kealty, was present to present her proposal for the use of Steele Farm as a community center. Town Planner Hughes; Building Inspector Jennings; members of the Steele Farm Advisory Committee, Historical Commission, Conservation Commission, Board of Health and Council on Aging, along with other interested parties were also present. Karyn Kealty outlined the proposed usage; required modifications to the existing barn and the configuration of the property; related her discussions with construction professionals and what she perceived as the disrepair and underutilization of the property. She proposed that the Town continue to own the property; she would manage the renovated facility; the Town would be able to use it for community events and she would let out the facility for private functions. Town Planner Hughes provided information as to the allowable uses under existing zoning requirements, sanitary facility requirements, ADA compliance and parking requirements. Building Inspector Jennings agreed with the concerns outlined by Planner Hughes and noted additional concerns with the proposal including that there were several aspects which do not comply with the building code. His rough estimate for these renovations, as proposed, would be \$240,000 - \$250,000. This number does not factor in the necessary well & septic installation. Though her enthusiasm was commended and it was acknowledged that the property was in need of restoration, various town board & committee members and residents raised significant concerns about this proposal such as: the infrastructure needed to bring the water to the building and septic installation; potential structural issues; the impact on the property's wetland/conservation areas; effect on the historical integrity of the property; preserving the agricultural heritage of the Town; the lack of compatibility with the draft Preservation Restriction currently in process and altering the character of a property that is very popular and well used. SFAC Chair Whitcomb advised that the Steele Farm Advisory Committee has met with Karyn Kealty and reviewed her proposal. The SFAC has determined that they can not support this proposal. Residents, Larry White and Rich Kealty spoke in support of the proposal. Former Selectman, John Fallon, provided the background as to the intent behind the Steele Farm acquisition. There was discussion on another development proposal Karyn Kealty had presented in the past. There was discussion on the upcoming Town Meeting article to authorize the continued leasing of the UCC accessory building for use as the Boxborough Community Center. Chair Suleiman commended Karyn Kealty for the effort she put into investigating and presenting this proposal. He noted that Town has a responsibility to determine the best use for these properties and to properly maintain them. Member Neville moved to support the Steele Farm Advisory Committee's recommendation not to support the proposal to renovate the Steele Farm barn to convert it into a function facility. Seconded by Member Powers. **Approved 4-0-1 (Suleiman abstained).**

- Mark O'Hagan, developer of Craftsman Village Boxborough LLC re: Craftsman Village (formerly known as Stonewall Estates) on Codman Hill Road was present to request a letter of support from the Selectmen. Mr. O'Hagan advised the Selectmen that he had recently acquired the property. He provided the rationale behind his request and an update on the efforts to develop this property. Member Neville moved to authorize the Chair to submit a letter to Mass Housing in support of using the acquisition value of \$380,000 as the basis of valuation for the 40B project now known as Craftsman Village. Seconded by Member Powers. **Approved 5-0**
- BITcom Chair, Jay Bhatia; IT Technician, Matt Frost; Superintendent, Curt Bates; School Committee Chair, Bruce Sabot & members of the School Committee were present to discuss the proposed shared IT positions. Finance Committee members, Dilip Subramanyam and Joe Niro were also present. BITcom Chair Bhatia provided the background on current IT support responsibilities; how services are provided and allocated between the School and Town departments. Currently IT Tech Frost has more demands on his time than he can meet. Frost spoke to these concerns. There was discussion as to the funding mechanism for IT staffing and what other municipal positions are currently being shared. There was discussion on the need for long term planning to address the Town's IT needs; and the oversight, budgetary and administrative processes that will need to be clearly defined as we move forward. School Committee members noted that the governing boards should have input in determining the direction. Chair Bhatia stated that these are constructive discussions, however; the immediate concern is that there are currently more demands for IT services than one person can address. We need consistent quality technical support but we need additional manpower to provide this. TA Shaw referred to her "Shared IT" memorandum provided in the packet. Supt. Bates agreed with the concerns outlined in the memo and stressed that Frost is stretched too thin. There was discussion on the creation of the proposed Information Systems Coordinator position, and the modifications to IT Support Technician job description and reducing this to a part-time position. Frost has been offered the new position of Information Systems Coordinator. This restructuring will be studied, once in place, to determine if this staffing model is meeting the Town's needs. Member Neville moved to set the salary for the Information Systems Coordinator as a Grade 60 position and to offer Matt Frost the position with a salary starting at Step D set in the proposed FY 13 schedule B. Seconded by Member Powers. **Approved 4-1.**

The Board took agenda items 6 a & b, out of order.

OLD BUSINESS

- The Board took up discussion on Field use permitting fees and the possible waivers/reductions of fees. Recreation Commission members, Sue Reuther and Buzz Trembley were present for this discussion. TA Shaw referred to item #1 in the memo "Exception – Field Permitting Fees and Recreation Program Registration Fees" and the proposed revisions to the "Boxborough Field Use Permit Policy". This memo was generated from discussions that she and Member Robinson have had and the input that has been received since this program was initiated on January 1, 2012. These changes will further clarify the processes/procedures for applicants. Further revisions were made. Trembley advised that the RecCom has not met and discussed these revisions but that he was comfortable with the Selectmen approving this before they are able to meet. Member Neville moved to approve proposed waiver/reduction structure recommended by the Town Administrator, as revised. Seconded by Member Powers. **Approved 5-0.**
- RecCom members, Reuther and Trembley, remained to discuss the waiver of registration fees for Boxborough Recreation Commission programs. TA Shaw referred item #2 in the memo "Exception – Field Permitting Fees and Recreation Program Registration Fees". There was discussion on the reasons for granting such a waiver and the new proposed approval process. There was discussion about maintaining confidentiality when a fee waiver is sought, but balancing it with the need for fiscal transparency. RecCom member Reuther voiced concern about confidentiality. It would be burdensome for those already in a difficult situation if they have to go through a more formal process. The current approval process was reviewed. The current applications state that, "No child will be denied the opportunity to attend due to an inability to pay." It was noted that the make up of the Recreation Commission is changing so a clear process needs to be in place as we go forward. RecCom approval will still be needed for these waiver requests. Member Robinson moved to approve proposed waiver/reduction structure recommended by the Town Administrator, as written. Seconded by Member Powers. **Approved 5-0.**

MINUTES

- Member Neville moved to accept the minutes for the Regular sessions, February 13, 2012; March 12, 2012; & March 19, 2012 and Executive Session of April 5, 2012 (BoS Contract Negotiating Team), as revised and the Regular session of February 27, 2012; the Executive sessions of March 12, 2012 & April 2, 2012, as written. Seconded by Member Powers. **Approved 5-0.**

SELECTMEN REPORTS

- Member Neville reported that the School Committee has decided not to take on new School Choice students next year. The School Committee is holding two public forums scheduled for May 8 & 9th to discuss the various school related warrant articles.

She reported that she continues to work on Chief White's review. The Selectmen reviewed the evaluation tool and the processes were clarified. Member Neville offered suggested revisions to this evaluation tool, going forward.

- Member Powers reported that there was discussion on a mitigation proposal presented at the recent continuation of the MMAF hearing with the ConsCom. ConsCom will be submitting this proposal to their consultant and Town Counsel for review. The MMAF hearing was continued out to 5/2/12.

He reported that he and Member Fox are in negotiations with the Dispatch union.

Member Powers reported on the recent LEPC meeting. The Fire Department's generator has failed again. The revised Radio grant has been denied, but they will be modifying and resubmitting, one more time. There was discussion on this as a potential FY 14 warrant article if it is denied again.

He reported that he had been meeting with the Police Dept. to discuss their budget.

He reported that it was announced at a recent CoA meeting that Betsey Krusen was retiring and Liz West will be stepping up to take her spot. Sgt. Pelley also warned seniors about "gypsy" contracting scams.

Member Powers also reported that he has been meeting with the UCC to discuss lease terms. He will be working with TA Shaw on the discussed revisions.

- Member Robinson reported that she has participated in budget meetings with Chief Ryder, Member Powers and FinCom representative(s).

She reported that she has been meeting with members of the Police Department as part of Chief Ryder's performance review.

- Member Fox reported that they have met with the Firefighters' Union and are scheduled to meet again this week.

He also reported that there was discussion at the April MAGIC meeting of a recent agricultural survey.

- Chair Suleiman reported that the EnCom continues to discuss the Transfer Station article and how to address FinCom's disapproval of the proposal. Member Fox will be presenting the article at Town Meeting; EnCom will provide their recommendation and a presentation they are preparing; and DPW Director Garmon will be present to answer questions as to the management and Transfer Station procedures. EnCom is hoping to be able to present their material at the next Selectmen's meeting.

OLD BUSINESS (Continued)

- Discussion was re-opened on Annual Town Meeting. There was discussion whether or not to defer the Selectmen's recommendation on Regionalization Sense of the Meeting article. TA Shaw intends to have the proposed motions for the next meeting. The Moderator will be holding his pre-town meeting at BLF on Tuesday and the Petitioners have been invited. Member Fox suggested that there be a discussion with the petitioner of the "corporations and individuals rights" article as to providing guidelines or proposed verbiage for the reference support letter.

NEW BUSINESS

- Member Powers moved to forward to the Finance Committee for approval the request to transfer \$420.28 from the Reserve Fund to account #01-543-5100-5125 (Veteran Agent – Hourly Wages). Seconded by Member Fox. **Approved 5-0.**
- Discussion opened on the Distribution of Municipal Funds in the matter of Commonwealth vs. Wheelabrator Saugus, Inc., et al. TA Shaw provide the background on this matter. She recommended that the Selectmen accept the settlement that is being presented. Member Neville moved to execute municipal release in the matter of Commonwealth vs. Wheelabrator Saugus, Inc., et al. Seconded by Member Powers. **Approved 5-0.**

CORRESPONDENCE

- It was noted that the Building Department’s monthly status report indicates that there was no new construction.

CONCERNS OF THE BOARD

- There was discussion as a follow up on the February 27th discussions on the snow & ice budget and the acquisition of a new “sander”. It was noted that TA Shaw continues investigate this proposed acquiring. This will be re-visited after Town Meeting.

EXECUTIVE SESSION

- It was determined that there was no need for an executive session.

ADJOURN

- At 10:08 PM Member Neville moved to adjourn. Seconded by Member Robinson. **Approved 5-0.**



BOARD OF SELECTMEN

Meeting Agenda

April 23, 2012

Boxborough Town Hall

Grange Meeting Room

1. CALL TO ORDER, 7:00 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

- a) Police Chief Warren Ryder, to recommend appointment of Special Police Officers Robert DaCosta, Brandon Bruin, Peter Kinna, Katelyn Pfeifer and Sean Dineen
Further to the recommendation of Police Chief Warren Ryder, move to appoint Robert DaCosta, Brandon Bruin, Peter Kinna, Katelyn Pfeifer and Sean Dineen as Special Police Officers for terms effective immediately and ending on June 30, 2012
- b) Karyn Kealty, regarding proposal for use of Steele Farm as a community center, and other interested parties
- c) Mark O'Hagan, Craftsman Village Boxborough LLC re: Craftsman Village (formerly known as Stonewall Estates), Codman Hill Road
Move to authorize the Chair to submit a letter to Mass Housing in support of using the acquisition value of \$380,000 as the basis of valuation for the #0B project now known as Craftsman Village
- d) Jay Bhatia, BITcom Chair, to discuss Shared IT positions [member(s) of School Committee may also be present]
- e) Citizens' concerns

VOTE:

VOTE:

4. MINUTES

- a) Regular session, February 13, 2012
- b) Regular session, February 27, 2012
- c) Regular session, March 12, 2012
- d) Regular session, March 19, 2012
- e) Executive session, March 12, 2012
- f) Executive session, April 2, 2012
- g) Executive session, April 5, 2012 (Contract Negotiating Team)
- h) Executive session, April 11, 2012 (Contract Negotiating Team)

ACCEPT & POF
ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

- a) Field Permitting fees – exceptions (i.e. waivers/reductions of fees)
Move to approve proposed waiver /reduction structure recommended by the Town Administrator... as written... as revised
- b) Recreation Commission programs – waiver of registration fees
Move to approve proposed waiver /reduction structure recommended by the Town Administrator... as written... as revised
[NB: RecComm members Buzz Tremblay (Chair) and Kevin Lehner may be present for discussion of 6a & b]
- c) Annual Town Meeting

VOTE:

VOTE:

7. NEW BUSINESS

- a) Reserve Fund Transfer Veteran Agent – Hourly Wages

Move to forward to the Finance Committee for approval the request to transfer \$420.28 from the Reserve Fund to account #01-543-5100-5125 (Veteran Agent – Hourly Wages)

VOTE:

- b) Distribution of Municipal Fund in *Commonwealth vs. Wheelabrator Saugus, Inc., et al*

Move to execute municipal release in the matter of Commonwealth vs. Wheelabrator Saugus, Inc., et al

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

Move to adjourn to executive session to discuss strategy with respect to collective bargaining (Mass. Coalition of Police, Local 200, Mass. Coalition of Police, Local 200A – Dispatch 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

SELECTMEN'S ANNOUNCEMENTS

APRIL 23, 2012

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

- Tuesday, April 24th is the **last day for voters to register** in order to be eligible to vote at Annual Town Meeting and the Town Election. The town clerk's office will be open until 8 PM on that day.

- **Boxborough's Annual Town Meeting** will begin on **Monday, May 14th** at 7 PM the Blanchard Memorial School. The Town Meeting Warrant is available on the Town's website and will be mailed out to registered voters by the end of the week.

- **Boxborough's 2011 Annual Town Report** will be available on the Town's website by the end of the week. Many thanks to all the boards and departments for their contributions, to Maureen Adema for her dedicated efforts in compiling the Report, and Brad Gray for his proofreading expertise.

- The Boxborough Board of Health has been coordinating with the Central Mass Mosquito Control Program regarding the annual spring larvacide application. The CMMCP continues to monitor the mosquito population however, due to the dry weather it has not, yet been determined when the spring application will be done. Mosquito control personnel will be in the area next week to evaluate the situation. Go to the Board of Health's webpage for more information.

- **FY 2013 Transfer Station Applications are now being accepted.** If you did not receive an application with your Real Estate Tax Bill, they can be obtained at Town Hall, the Town's website or at the Transfer Station. 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.

- As part of the third annual **National Prescription Drug Take Back Day** the Boxborough Police Department will be conducting a collection of used, unwanted or expired medications, **this Saturday, April 28th, 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.

➤ On Saturday, May 5th the Friends of the Boxborough Library will hold their **Spring Book Sale at the Sargent Memorial Library from 9:00 a.m. to 2:00 p.m.** A preview sale for members will take place Friday, May 4th from 7:00 p.m. to 9:00 p.m. (Memberships are always available at the door). Proceeds from the sale of books will go toward additional library programs, speakers and the purchase of museum passes.

Donations of your gently used hardcovers, paperbacks and audiovisual items are requested for this sale, no textbooks or magazines, please. Items will be accepted from April 30th to May 3rd at the Library during regular its hours.

➤ The **Boxborough Museum** at 575 Middle Road, will be open from 2:00 pm to 4:00 pm on Sunday, May 20th and Sunday, June 10th. 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.

- Town Departments welcome your questions and feedback on services. Please contact them through the email hyperlink appearing on each department's web page, give them a call or stop in to chat. If you are unable to stop in during normal office hours, don't hesitate to call and make an appointment for a mutually convenient time outside of normal hours.

- The Selectmen want to hear from you and invite residents to contact them regarding issues of concern. The Board can be contacted via e-mail from the link on the Selectmen's webpage.

- The Board of Selectmen continues to look for volunteers willing to serve on the various Town boards and committees, many of which have openings. Please consider participating. You will find it to be a worthwhile and rewarding experience. No matter what your knowledge or interest is, we can use your help in making Town government work.

- Contact information is available on the town website: <http://www.town.boxborough.ma.us> or you may call Town Hall at 978-263-1116 if you have any questions.
- The Selectmen can be contacted directly at selectmen@town.boxborough.ma.us.
- If you wish to find out more about **volunteer opportunities** on Town boards or committees contact Town Administrator Selina Shaw Selina.shaw@town.boxborough.ma.us
- For more information on the **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 information on mosquitoes or Central Mass Mosquito Control programs go to the Board of Health's webpage on the Town's website: <http://www.town.boxborough.ma.us> or call 978-263-1116 extension 115.
- To learn about **National Prescription Drug Take-Back Day** please visit Boxborough Police Department website: www.boxboroughpolice.com.

3a
Selina S. Shaw

From: Chief Warren B. Ryder (BPD) [ryder@boxboroughpolice.com]
Sent: Wednesday, April 18, 2012 1:48 PM
To: 'Selina Shaw (Selina Shaw)'
Cc: 'Frank Powers'; 'Christine Robinson'
Subject: Part Time Officer Appointments

Selina,

Can you please place a request for Special Officer appointments on the BoS agenda?

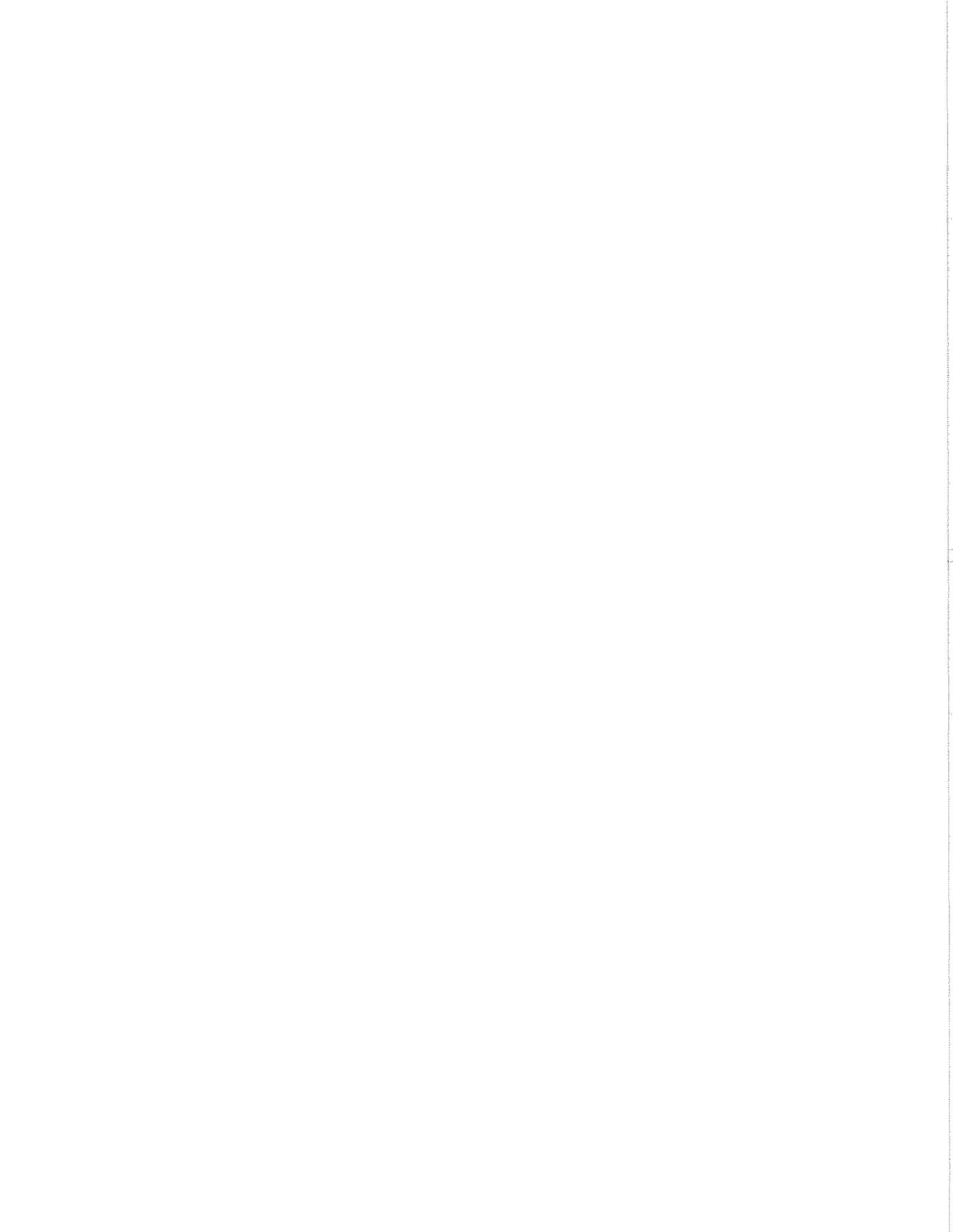
Robert DaCosta
Brandon Bruin
Peter Kinnas
Katelyn Pfeifer
Sean Dineen

Thank you,
Warren

Warren B. Ryder
Chief of Police
Boxborough Police Department
520 Massachusetts Avenue
Boxborough, MA 01719

978-263-2628 Main
978-268-5123 Admin Fax
www.BoxboroughPolice.com

4/20/2012



36

Selina S. Shaw

From: Karyn Kealty [kealtyo@msn.com]
Sent: Thursday, April 12, 2012 7:40 PM
To: Selina S. Shaw
Subject: April 23rd

Dear Board of Selectmen,

We would like to present to you our proposal for remodeling the interior of the Steele Farm barn (1950) into a fully operating function room.

This would mean heat & air conditioning & would include two bathrooms, a storage room and a small kitchen.

The barn could be used for numerous senior and other activities.

We would like the senior luncheons that The Boxborough Neighbors hold eight times a year (Sept. - Dec. & March - June) to be held there.

We are not asking for financial help from the town.

Last year we met twice with the Steele Farm Advisory Committee and explained our project. Our concern was if this could be done within the Conservation Restriction. We were told that it COULD be done but that the board did not support the idea as they "didn't want to see any change."

At the end of Feb. we met with Carl Robinson at Steele Farm and asked his professional opinion as to the parking and septic issues. He will be attending the meeting and be able to address this further.

In March Al St. George from Minuteman met with Karyn Kealty and John Jennings (at Selina's request) to look inside the barn to determine the work that would be involved on this POTENTIAL project. We have been speaking with Minuteman for many years and will discuss this at our meeting.

This project could be a wonderful addition to the town while still maintaining the beauty of the setting.

It also has great potential as an income producing function hall. We have looked into other towns that have rental facilities of this size and will have that information.

We have spoken and written about this to several BoS members & Selina. It has always been our intention to get as much information possible before meeting with the BoS. and have done our due diligence up to this point.

We have received many positive, enthusiastic responses from townspeople on this potential project and look forward to discussing it further on the 23rd.

4/13/2012

Sincerely,
Dick Golden
Karyn Kealty
Mary Larson
Dean Machamer

3/12/12

From: Karyn Kealty [mailto:kealtyo@msn.com]
Sent: Friday, March 09, 2012 6:13 PM
To: ewhitcomb1@comcast.net; cheryl.mahoney@town.boxborough.ma.us
Subject: RE: Steele Farm Barn

Ed,

Thank you for sharing this with me but I would like to make several comments.

1 - I'm not sure where you "heard" about plans to have the barn operating every day as a Cafe? This is news to me & not my concern.

2 - I agreed not to have any invasive procedures done to the property (i.e. septic holes dug). I have not.

Before we went to the BoS regarding this proposed project we wanted to have as much information as possible. I didn't think there was anything wrong in asking Carl Robinson, Al St. George & John Jennings for their input. What is the harm it that?

I have always kept you & several BoS members informed on what we feel could be a wonderful asset to the town.

The "change" that would be involved is that instead of using the interior of the barn for storage, it could be used & enjoyed by townspeople in various ways.

Our concern was for the senior luncheons but that is only one possibility.

I'm not sure why you referred to me as "a local interior designer with a great deal of interest in remodeling Steele Farm"?

I am a designer, but I've lived in this town since 1987 & have worked with Boxborough seniors for 17 years.

It is my involvement with the seniors that lead to this idea.

If you ever "hear" of anything said concerning this project, I hope you call & ask before assuming it's fact. I have given you that courtesy.

We hope to meet soon with the BoS & present this proposal for their consideration.

Karyn

March 9, 2012

Dear Selectmen:

The Steele Farm Advisory Committee would like to bring to your attention a matter of concern to us, and we would like our opinion to go on the record regarding this issue.

Karyn Kealty, a local interior designer, has expressed a great deal of interest in remodeling the Steele Farm barn into a senior activity center which would (among other things) be a place to hold senior lunches 8 times a year and, from what we are now hearing, be open every day as a Café. Ms. Kealty attended an SFAC meeting where she outlined her proposal. This plan includes completely remodeling the barn at Steele Farm and would also necessitate such ancillary actions as adding a septic system and a large parking lot.

From what we understand, there are funds from the cancelled restoration of the Whitcomb House that have to be spent or returned to those who donated the funds, and these are the monies Ms. Kealty plans to use for this remodel. We pointed out that it would take much more money to complete a renovation of the scale she is proposing and that the Town would then be burdened with the costs of maintenance and upkeep going forward (electric, cleaning, etc.)

The committee has been working very hard to complete a Conservation Restriction which would help insure that the land and buildings on the Steele Farm property are preserved as they are while allowing all of the current uses. In order to remodel the barn into such a center would change the look of the property particularly because of the infrastructure required for a public building of this size. The barn is currently used for storage by Steele Farm, the Historical Society, the Blanchard School, the Conservation Commission, the DPW, and the Minutemen. If the barn was converted to a different use, all of these organizations would have to look elsewhere for their storage needs.

More importantly, our vision for the property is to preserve Steele Farm as an example and reminder of Boxborough's past – its agricultural roots. Not all that long ago Boxborough was a country town full of working farms. These farms have consistently been developed into residential properties with the barns disappearing. We feel it is important to maintain the barn as an example of where hay was stored and cows were milked. The property is precious and beautiful as it is, let's not change it.

We took a vote that night, with Ms. Kealty there, and unanimously voted NOT to support such a change to the Steel Farm barn. We also asked Ms. Kealty to please hold off any further pursuit of this issue until the CHPR was completed. It has been brought to our attention that Ms. Kealty has not honored that request, but instead has proceeded to have trades people view the property and is requesting scope and estimates as if the project were approved and moving forward.

The Steele Farm Committee would like to go on record as NOT supporting this proposal.

Respectfully submitted,

The Steele Farm Committee

Distributed 3/12/12

From: Rose Cappucci [<mailto:R.Cappucci@minuteman.org>]
Sent: Wednesday, March 21, 2012 3:12 PM
To: Raid Suleiman (selectmen@town.boxborough.ma.us);
Cheryl.Mahoney@town.boxborough.ma.us
Subject: Meeting with Albert St. George and Karyn Kealty

The attached letter was sent out today in response to Mr. Albert St. George and Karyn Kealty's meeting on March 5, 2012. If you have any questions, feel free to contact Dr. Bouquillon.

Thank you
Rose Cappucci
On behalf of Dr. Edward Bouquillon



MINUTEMAN

A REVOLUTION IN LEARNING

March 21, 2012

Received
3-23-2012

Town of Boxborough
Board of Selectmen
29 Middle Road
Boxborough, MA 01719

On March 5, 2012 Mr. Albert St. George, our lead instructor for Off Site Projects at Minuteman, responded to a request and met with Ms. Karyn Kealty of Boxborough. Karyn described a potential project located on town owned land which consists of an existing barn. As I understand the potential project, the goal is to renovate the barn into a social center for senior citizens and appropriate use by other town organizations.

The structure has two floors, which are approximately 1500 sq. ft.; the first floor renovation work was reviewed by Mr. St. George. The general scope of work reviewed included a installation of a kitchen, storage room and two restrooms, the remaining space would remain open for functions and will seat approximately 70 people.

While at the site we also considered the addition of a new forty-two foot long deck which will be attached to the rear of the barn overlooking the fields. Minuteman's assessment of the potential project work included only the interior renovation and construction and would not include: Architectural design, structural engineering, excavation, paint abatement, utility related work, exterior work or any other required construction. If the Town of Boxborough approves this project; and all related requirements are met within the Town to proceed, a more defined scope of work will be developed.

To be clear, this was a simple review of what may be an appropriate project at some point in the future. As Superintendent I have NOT approved Minuteman's participation in this project, and will not, until such time that the project is duly authorized by the town and a formal request is made from the Board of Selectmen.

If you have any questions please feel free to contact me.

Regards,

Edward A. Bouquillon, PhD
Superintendent-Director

CC: A. St. George
M. Roche
Cheryl Mahoney MM School Committee Representative
K. Kealty, Boxborough Resident

Selina S. Shaw

From: John Jennings [john.jennings@town.boxborough.ma.us]
Sent: Thursday, March 22, 2012 7:21 AM
To: 'Selina S. Shaw'
Subject: FW: Steele farm

From: John Jennings [mailto:john.jennings@town.boxborough.ma.us]
Sent: Monday, March 19, 2012 12:34 PM
To: 'kealtyo@msn.com'
Subject: Steele farm

Karen the 10 parking spots were for the current senior center. That number was based on four spots per one seat. I have no idea how many spots are needed for stele farm. The parking lot would have to meet the ADA requirements as well as the walkways. The property is not zoned for the use you intend. Also you have many building code provisions to meet. 1. Abate all lead. 2. Meet all requirements for egress lighting and life safety. 3. New doors and windows (historic issues) 4. Possible sprinkler system smoke detection system. These are some of the issues.

If you have any questions please give me a call. Thank you John Jennings

From: Elizabeth Hughes [mailto:elizabeth.hughes@town.boxborough.ma.us]
Sent: Thursday, March 22, 2012 8:21 AM
To: 'Frank Powers'
Cc: John Jennings
Subject: FW: Steele farm

Good morning Frank,

As we discussed yesterday, a few other things to add to this list are public water supply well, septic system, and lighting of the parking lot.

Elizabeth

Elizabeth Hughes, Town Planner
Town of Boxborough
29 Middle Road
Boxborough, MA 01719
(978) 263-1116 x112
(978) 264-3127 fax

----- Original Message -----

From: John Jennings
To: 'Frank Powers'
Sent: Monday, March 19, 2012 4:27 PM
Subject: RE: Steele farm

\$ 250,000.00 for the building end (sq ft x \$100.00 a sq. ft) \$ 40,000.00 to \$ 50,000.00 for parking lot (curbs , walkways, catch basins, side walks,) \$ 10,000.00 to \$20,000.00 for de leading and painting. . total \$ 320,000.00

From: Frank Powers [mailto:frank.powershouse@verizon.net]
Sent: Monday, March 19, 2012 2:53 PM
To: John Jennings
Subject: Re: Steele farm

Thanks John!

Somewhere along the line I will be asking you if you can provide a VERY ROUGH estimate for what these items may cost.

Not sure how close you can come but it will be helpful to know this, at least a ballpark figure for some of these items.

Thanks again.

Frank

----- Original Message -----

From: John Jennings
To: 'Frank Powers'
Sent: Monday, March 19, 2012 2:33 PM
Subject: FW: Steele farm

From: John Jennings [mailto:john.jennings@town.boxborough.ma.us]

Sent: Monday, March 19, 2012 2:14 PM

To: 'John Jennings'

Subject: Steele farm

Hello frank, the following are my concerns with regards to using Steele farm as a senior center. !. Not zoned properly. Parking lot would need to be rebuilt and meet ADA requirements as well as the walkway connecting the lot to the building. 2. Lead abate entire building. 3. New egress doors. 4. Meet energy code requirements for interior. 5. Meet life safety codes (new sprinkler system and smoke detection system. 6. Two new handicap accessible bathrooms. 7. New HVAC system. 8. Address historical building issues 9. New septic system for new bathrooms. Thank you, John Jennings



3c

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

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

April 24, 2012

Mass Housing
Attn: Robert Smith
One Beacon Street
Boston, MA 02119

Re: Stonewall Estates/Craftsman Village, Boxborough, MA Appraisal Exception

Dear Mr. Smith:

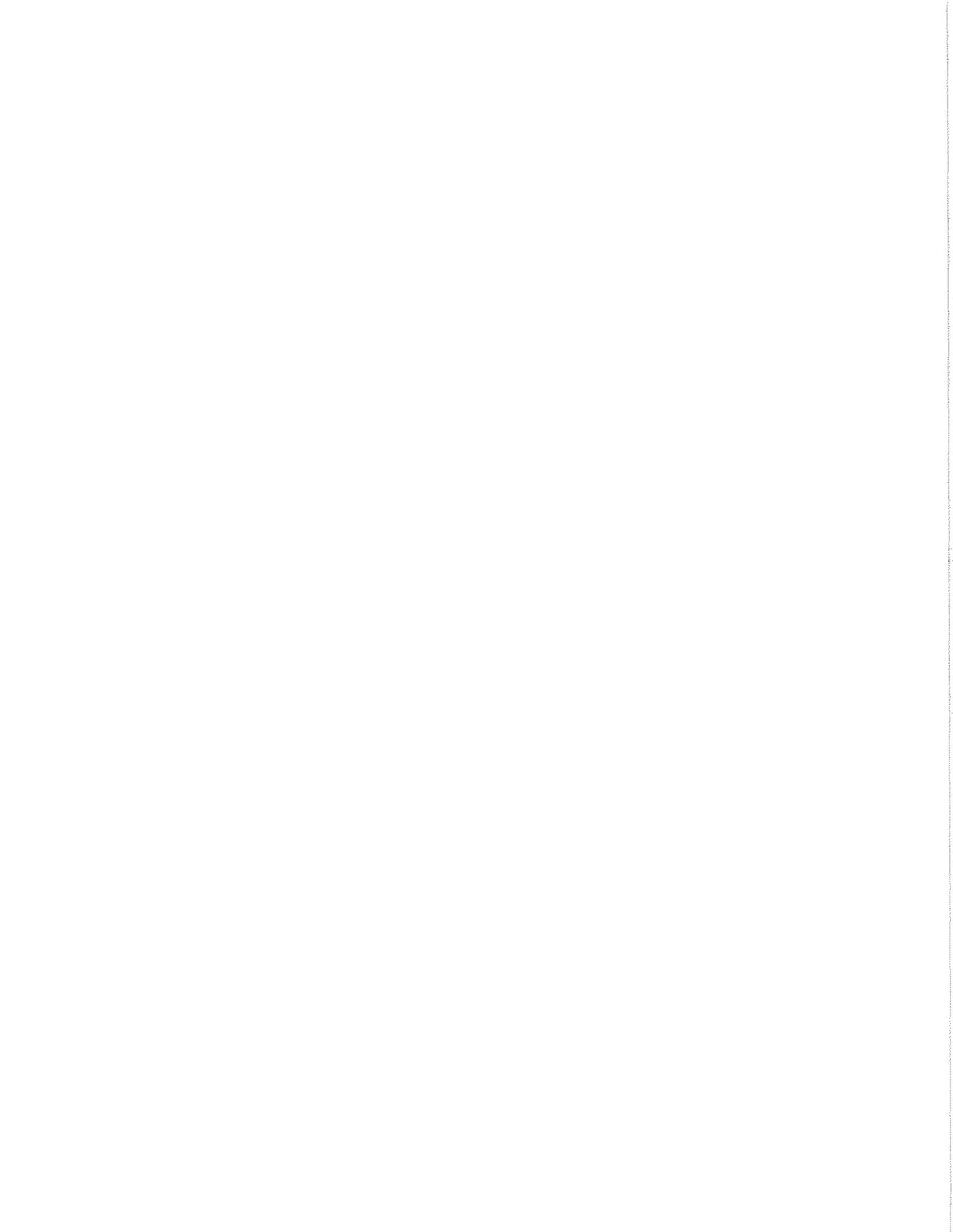
Craftsman Village Boxborough LLC has recently acquired the small 40B project on Codman Hill Road in Boxborough, formerly known as Stonewall Estates, for the sum of \$380,00. The Board of Selectmen has reviewed the relevant materials regarding the land value for the project and finds the acquisition value of \$380,000 to be appropriate as the basis for valuation. Pursuant to the Housing Appeals Committee Comprehensive Permit Guidelines Part IV "Responsibilities of the Subsidizing Agency" (dated July 30, 2008) Section B1, Land Valuation (Exceptions), the Board of Selectmen hereby requests that MassHousing waives the appraisal requirement for the parcel.

If you have any questions, please don't hesitate to contact Town Administrator, Selina Shaw at 978-263-1116, ext 101.

Sincerely,

Raid M. Suleiman, Chair
Boxborough Board of Selectmen

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



Selina S. Shaw

From: Mark O'Hagan [markohagan@mcoassociates.com]
Sent: Thursday, March 22, 2012 4:24 PM
To: selina.shaw@town.boxborough.ma.us
Subject: Selectmen Meeting
Follow Up Flag: Follow up
Flag Status: Red

Hi Selina:

I understand you are in Europe on some family matters, so I hope all is well.

I am writing to request a few minutes of the Selectmen's time at an upcoming hearing on April 2 or the 23rd if possible. I know things are busy this time of year with budgeting and town meeting coming up, so whatever you can do would be helpful.

As you may know, I am acquiring the small 406 on Codman Hill Road (4 detached homes). Mass Housing (the project administrator) has stated that although an appraisal was completed in conjunction with initial submissions, due to a change in regulations they are looking for another appraisal providing a value for the property from 2005. Due to the small size of the project (and the cost of an appraisal), they accept an alternate approach in which the Chief Elected Official of the Town can accept the existing appraisal/value.

As background – the property was appraised and transferred at a value of \$476,700 in 2005/2006. This was based upon its value with a commercial structure which was being permitted at the time. I am purchasing the site for \$380,000 and am seeking approval for that value. Looking back 6 years is a difficult thing to do (particularly with the market changes which have occurred), however, with Elizabeth's Hughes help, I was able to look up the town's assessed value in 2006. Its assessment at that time was \$355,000, within 10% of the requested value of \$380,000.

I am requesting the Board of Selectmen provide a letter to Mass Housing (a sample letter is attached) accepting the \$380,000 purchase price for the property. I have already met with the ZBA and secured their opinion in support of accepting the purchase price.

Enclosed to aid in the Boards review, please find the following documents:

1. Letter from ZBA in support of request (I have highlighted the section dealing with issue).
2. FY06 Town Property Card for the parcel
3. Draft Letter to Mass Housing for Board use

If you feel additional information is needed for Board review and provide a date & time for me to attend a meeting it would be greatly appreciated.

Thank you for your consideration of this matter. I look forward to seeing you again.

Sincerely,

Mark C. O'Hagan

Craftsman Village Boxborough LLC

4/9/2012



BOXBOROUGH ZONING BOARD OF APPEALS

29 Middle Road, Boxborough, Massachusetts 01719

Phone: 978.263.1116 (ext. 111) • Fax: 978.264.3127

www.town.boxborough.ma.us

Tom Gorman, Chairman Chris Habersaat Kristin Hilberg Michael Toups Lonnie Weil

February 27, 2012

Mr. Mark O'Hagan
MCO & Associates, Inc.
PO Box 372
Harvard, MA 01541

Dear Mr. O'Hagan,

Appraisal Issue

On December 6, 2011 the Board of Appeals reviewed the relevant materials regarding the land value for the Stonewall Estates/Craftsman Village project on Codman Hill Road and find the acquisition value of \$380,000 to be appropriate based upon the Housing Appeals Committee's Comprehensive Permit Guidelines Part IV Section B1. The Board does not believe an appraisal for the property should be required and will forward a letter to the Selectmen.

Additionally, on December 20, 2011 the Board reviewed the final site plans and architectural plans, which includes a potential modification to allow a dormer for additional living area over the garage on two of the units. The Board accepted these final plans and authorized the Town Planner to sign on their behalf.

Lastly, the Board granted your request to allow a non-substantial modification to Condition #C6 to strike the beginning sentence which states "Prior to the issuance of any building permits for the Project."

Please call if there are any questions.

Mary O. Nadwairski

Mary O. Nadwairski
ext. 111

Monday/Tuesday/Wednesday

2. Plan Sign Offs & Plan Modification Request:

Mass Housing is seeking a sign off from the Board verifying what I submitted as being the final plans. Attached is a set of the final site plans which you had previously approved with a covering note. Also is a modified set of the architectural plans from the initial application. You will notice I have added a modified floor plan which I would like to have the option of using on two of the homes. The modification essentially adds a dormer over the garage allowing the use of space as a loft/play area on the second floor. It does not increase the size of the building footprint and does not add bedrooms. I would like to offer this plan on the two center homes which have the attached garages only. I am requesting the Board approve the use of the new home plan, and to allow Elizabeth to sign off on the site development and architectural plans to Mass Housing.

3. Administrative Change to the Comprehensive Permit - non substantial. In section C6 I request the beginning of the sentence which states "Prior to the issuance of any building permits for the Project" be deleted. The sentence would then simply read "Prior to the conveyance of any units, the applicant shall execute and record a Regulatory Agreement in a form required by the Subsidizing Agency". This will enable me to initiate work on the site without having to wait for Mass Housing to execute the Regulatory Agreement, which takes months. The Regulatory Agreement essentially controls two items - 1. the financial review which is not completed until project completion and 2. the lottery process which is to be overseen by the Boxborough Housing Board.

I am working to finalize the purchase of the property from Mr. Patel in the next couple of weeks if these changes/clarifications are acceptable to the Board. I will be looking to start work on the site as soon as I can - weather permitting.

As always, I greatly appreciate the time and understanding of the Board. I wish everyone a Happy Holiday Season.

Sincerely,

Mark C. O'Hagan
Craftsman Village Boxborough LLC

B. Limitations on Profits and Distributions – Allowable Development Costs

1. Land Valuation

The allowable land value of a site for purposes of the Act is the fair market value of the site under current zoning (As-Is Market Value) at the time of submission of a request for Project Eligibility, plus reasonable and verifiable carrying costs (Reasonable Carrying Costs) from that date forward. The acquisition value set forth in the final cost certification of the Project shall not exceed the sum of the As-Is Market Value and Reasonable Carrying Costs. The As-Is Market Value of a site shall be determined by an appraisal.

Methodology for Conducting Appraisals

While paid for by the Developer, an appraisal under the Act shall be commissioned by (and name as the client) the Subsidizing Agency. An appraisal shall be required for every Project, except as noted below. Appraisers shall be prequalified by the Department and randomly assigned to the Project by the Subsidizing Agency. All prequalified appraisers shall, at a minimum, be a General Real Estate Appraiser licensed by and in good standing with the Massachusetts Board of Registration of Real Estate Appraisers.

Appraisers shall submit Self-Contained Appraisal Reports to the Subsidizing Agency in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP). The appraisal may, in accordance with USPAP, take into account the probability of obtaining a variance, special permit, or other zoning relief but it must *exclude* any value relating to the possible issuance of a Comprehensive Permit. In order for any appraisal to be deemed valid, the Subsidizing Agency must review the appraisal, and, after the resolution of any outstanding issues, if any, accept the contents of the appraisal.

Note that any transfers of ownership occurring between the time of Project Eligibility and cost certification shall not affect allowable land value, and any amount paid in excess of such value shall be allowable only to the extent that there is documented evidence that the services performed by the Seller would otherwise be includable in an allowable line item.

Exceptions

Upon written request of the Chief Elected Official, the Subsidizing Agency may waive the appraisal requirement for proposed Projects of 20 units or less provided that the Developer submits satisfactory evidence, such as local tax assessment, limited appraisal, or opinion of value from a licensed real estate broker, that reasonably supports the acquisition cost. The purpose of such a waiver is to relieve the cost burden for smaller developments that are sponsored or supported by the local community where the reasonableness of the acquisition cost is not at issue.

In addition, if the full value of the land is assumed to be zero and the profit level is below that allowed by the applicable subsidy program, an appraisal is not required.

Determining Reasonable Carrying Costs

Reasonable Carrying Costs may not exceed 20% of the As-Is Market Value of the site unless the carrying period exceeds 24 months from the date of application for Project Eligibility. If the carrying period exceeds 24 months, the Subsidizing Agency shall have the discretion to



ADMINISTRATION

Memo

To: Board of Selectmen
From: Selina Shaw, Town Administrator *MS*
Cc: Superintendent Curt Bates, Boxborough School Committee, Boxborough Information Technology Committee
Re: Shared IT
Date: April 23, 2012

For the past twenty-two months, we have been very fortunate to have an extremely capable individual in the position of IT/Network Technician, serving both the Blanchard Memorial School and the Town. Since the position was initially created in July 2010, it has evolved to one with a greater emphasis on project management and requiring a more senior level design and implementation role, tasks that were taken on by a consultant when we first entered in to the sharing arrangement with Blanchard in the summer of 2007.

When the town initially joined with the school in a shared technology position, the town had contemplated and agreed for only a 20% share of a Communication and Information Technology Director's time and expenses because the focus for the town was largely 1) to sustain/maintain town infrastructure and 2) to work with the then technical consultant & BITcom on the town's technology strategy. On the school side, the position had been part of the Superintendent's leadership team and was involved in supervision of other technology positions including Instructional Technology Specialist Data, Management Specialist, Librarian/Media specialist. The position was also intended to be involved with troubleshooting, support of the WAN and management of the voice, data and video networks in the school and town, but these technology tasks fell short due to administrative requirements on the school side and the lack of competency. At the same time, the town had also entered into a contract with a consultant who provided project management and maintenance and support of the Town's municipal network and support for the cable operations. The consultant was on board until the fall of 2010.

In the summer of 2010, realizing the need for a more technologically based position, the school shifted its focus away from a "Director-level" position that was part of the leadership team. The Superintendent, Town Administrator and BITcom Chair reviewed the needs for technology support for the school and town. The administrative functions were devolved from the position's responsibilities, which was designated as IT/Network Technician.

As noted above, the position has evolved over the past two years and the needs of the town have grown as we have taken additional cost-savings projects and expanded the leverage of our network investments. Supporting not only the school and town hall, but police, fire, public works and to a lesser extent the library, the position has become an essential contributor to projects including but not limited to cable/video design, WAN design and implementation and VOIP implementation.

Acknowledging the unmet needs in the shared 40 hour per week IT/Network Technician, the Blanchard School Superintendent and I, working with Boxborough's Information Technology Committee, drafted a job description for the position of IT Support Technician, a position that is envisioned to provide first level (level 1) support to the school and town for a total of 16 hours per week. We also updated the description for IT/Network Technician and more appropriately titled the position Information Systems Coordinator. The Personnel Board and Board of Selectmen approved these changes.

However, two issues remain outstanding: 1) the salary level for the individual serving as Information Systems Coordinator and 2) the School Committee's lack of support to-date for the IT Support Technician. I would like to address the salary level first.

I recommend that the individual be compensated at Grade 60, Step E, which, on the Schedule B being proposed by the Personnel Board is \$63,848. Respectfully, I do not think it is relevant to consider the level at which the individual is currently being compensated. The responsibilities of the position have outgrown the level at which the position is being compensated. Based on a recent survey done for another community, the average range for a comparable position in Massachusetts' municipalities is between \$76,857 - \$85,022; therefore, it is my belief that the salary for the position should be adjusted on an absolute scale rather than considered as a percentage increase over the current level. A parallel example for such an increase occurred when an individual in another department was temporarily promoted; there was no discussion of the percentage increase in salary that would result for the individual.

Second, I learned from the Blanchard Superintendent that the School Committee had not yet approved the hiring of the support position. I provided the Superintendent with some possible sharing scenarios based upon the school's level-funding of shared IT. It is my understanding that the school's needs are greater on the IT support side than on project management. The models on the following pages are consistent with the apparent respective needs on the school and town sides and the financial share that the school seems willing to support.

BITcom Chair Jay Bhatia will be present at the Selectmen's meeting to provide additional information, and IT Matt Frost, IT/Network Technician will be available to answer questions about the split of the technical functions.

Thank you for your consideration of these matters.

Models, assuming IT Support Coordinator compensated at Grade 60, Step E

| | | |
|-----------------------------|----------|------------------|
| IT Support Technician | \$16,524 | Grade 30, Step C |
| IT Support Coordinator | \$63,848 | Grade 60, Step E |
| Total Budget | \$80,372 | |
| Amount budgeted by School | \$28,050 | 34.9% |
| Balance to be borne by Town | \$52,322 | 65.1 % |

| Model A | School | | | Town | | |
|-------------|---------|----------|--------------|---------|----------|--------------|
| | % Share | \$ Share | Weekly Hours | % Share | \$ Share | Weekly Hours |
| Technician | 100% | \$16,524 | 16 hrs. | 0% | 0 | 0 |
| Coordinator | 18% | \$11,526 | 7.5 hrs. | 82% | \$52,322 | 32.5 hrs. |
| Totals | | \$28,050 | 24 hrs | | \$52,322 | 32.5 hrs |
| Model B | | | | | | |
| Technician | 75% | \$12,393 | 12 hrs. | 25% | \$ 4,131 | 4 hrs. |
| Coordinator | 24.5 % | \$15,657 | 10 hrs. | 75.5% | \$48,191 | 30 hrs. |
| Totals | | \$28,050 | 22 hrs. | | \$52,322 | 34 hrs. |
| Model C | | | | | | |
| Technician | 60 % | \$9,915 | 10 hrs. | 40% | \$ 6,609 | 6 hrs. |
| Coordinator | 28.4% | \$18,135 | 11.5 hrs. | 71.6% | \$45,713 | 28.5 hrs. |
| Totals | | \$28,050 | 22.5 hrs. | | \$52,322 | 34.5 hrs. |

Models, assuming IT Support Coordinator compensated at Grade 60, Step D

| | | |
|-----------------------------|----------|------------------|
| IT Support Technician | \$16,524 | Grade 30, Step C |
| IT Support Coordinator | \$61,689 | Grade 60, Step D |
| Total Budget | \$78,213 | |
| Amount budgeted by School | \$28,050 | 35.9% |
| Balance to be borne by Town | \$50,163 | 64.1 % |

| Model A | School | | | Town | | |
|-------------|---------|----------|--------------|---------|----------|--------------|
| | % Share | \$ Share | Weekly Hours | % Share | \$ Share | Weekly Hours |
| Technician | 100% | \$16,524 | 16 hrs. | 0% | 0 | 0 |
| Coordinator | 18.7% | \$11,526 | 7.5 hrs. | 81.3% | \$50,163 | 32.5 hrs. |
| Totals | | \$28,050 | 23.5 hrs | | \$50,163 | 32.5 hrs |
| Model B | | | | | | |
| Technician | 75% | \$12,393 | 12 hrs. | 25% | \$ 4,131 | 4 hrs. |
| Coordinator | 25.4% | \$15,657 | 10.5 hrs. | 75.5% | \$46,032 | 29.5 hrs. |
| Totals | | \$28,050 | 22.5 hrs. | | \$50,163 | 33.5 hrs. |
| Model C | | | | | | |
| Technician | 60 % | \$9,915 | 10 hrs. | 40% | \$ 6,609 | 6 hrs. |
| Coordinator | 29.4% | \$18,135 | 12 hrs. | 70.6% | \$43,554 | 28 hrs. |
| Totals | | \$28,050 | 22 hrs. | | \$50,163 | 34 hrs. |



BOARD OF SELECTMEN
Meeting Minutes
February 13, 2012

Approved: _____

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

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

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

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

APPOINTMENTS

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

ANNOUNCEMENTS

- Chair Suleiman read the announcements.

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

NEW BUSINESS

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

APPOINTMENTS (Continued)

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

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

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

NEW BUSINESS (Continued)

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

MINUTES

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

SELECTMEN REPORTS

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

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

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

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

OLD BUSINESS

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

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

NEW BUSINESS (Continued)

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

OLD BUSINESS (Continued)

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

CONCERNS OF THE BOARD

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

ADJOURN

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



**BOARD OF SELECTMEN
Meeting Minutes
February 27, 2012**

Approved: _____

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

ALSO PRESENT: Selina Shaw, Town Administrator

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.

CALL TO ORDER

At 6:30 P.M., Chair pro tem Robinson called the meeting to order in the Morse Meeting Room. Selectman Powers moved to adjourn to executive session to conduct strategy sessions in preparation for negotiations with non-union personnel (Police Chief) as well as to discuss strategy with respect to collective bargaining (with Massachusetts Coalition of Police, Local 200), and to reconvene in open session at 7 PM to meet with the Finance Committee in the Grange Meeting Room to discuss item 7a)i, and then to return to Morse Meeting Room to conduct the remaining business on the agenda.

The Chair pro tem (Clerk Robinson) stated: "An open meeting may have a detrimental effect on the bargaining position of the Board."

Approved by roll call vote 4 – 0: Neville, aye; Powers, aye; Fox, aye; and Robinson, aye.

Chair Suleiman was absent, having recused himself. Town Administrator Selina Shaw was not present for this portion of the meeting.

RECONVENE IN OPEN SESSION

At 7:00 PM Chair Suleiman reconvened the meeting in open session in the Grange Meeting Room, where the Board of Selectmen met with the Finance Committee to discuss warrant articles that had been proposed for May's Town Meeting. Major items of discussion:

- The group reviewed revision 4 of the article listing, dated February 24, 2012 and it was agreed to tentatively add three articles: 1) to approve the cost items of the collective bargaining agreement between the Town and Boxborough Teachers Assn, 2) payment of a prior year bill for the Mass Teachers Retirement System (\$5,215.25) and 3) payment of a MEGA assessment (\$3,100 first year, \$3,100 second year and \$3,600 third year). TA noted that MEGA assessment may be able to be handled within the budget.
- The Selectmen and FinCom agreed that the collective bargaining articles should precede the budget.
- FinCom suggested that the amount of \$182,000, to be transferred to Stabilization Fund, be added as a placeholder amount.
- FinCom and BoS agreed that \$10,000 seemed to be a reasonable cap for revolving fund for field permitting fees.

The Selectmen then returned to the Morse Meeting Room to continue with the remaining business on the agenda.

ANNOUNCEMENTS

Because the meeting was not televised, Chair Suleiman did not read the announcements.

SELECTMEN REPORTS

Member Neville reported on Agricultural Commission and School Committee meetings. The former focused on the Right to Farm Bylaw and an upcoming discussion with ConsComm on Rolling Meadows; the latter on the FY 13 budget.

Selectman Powers reported on: 1) attendance at meeting with the Police Department's Citizens Advisory Board, 2) budget review meeting with the Police Chief, 3) Board of Health meeting where topics of discussion included services provided by Eliot Mental Health Center as well as reallocation of septic numbers between the U.C.C. Church and Fellowship Hall and 4) Conservation Commission meeting, where major topic of discussion was related to request for amended Order of Conditions (OoC) for Minute Man Air Field. ConsComm requested input from Selectmen regarding appropriateness of keeping FAA standards in the OoC. Selectmen briefly discussed this matter, but agreed that they had insufficient information to provide an opinion.

Selectman Fox reported that negotiating ground rules had been reviewed at first meeting with Boxborough Professional Firefighters Association, Local 4601. Selectman Fox also reported on his attendance at a Housing Board meeting where proposals to complete a housing needs assessment were reviewed and first meeting of the Stow Road Concept Development Committee was being planned for the end of March.

MINUTES

Selectman Fox moved to accept and place on file the regular session minutes of January 23, 2012 (lots of nits) and January 30, 2012, as well as the executive session minutes of February 15, 2012 (BoS Contract Negotiating Team) and February 21, 2012. Seconded by Selectman Powers and **approved 5 – 0**.

OLD BUSINESS

Annual Town Meeting

Member Neville suggested that there be a mechanism to communicate to Town Meeting those items paid from non-taxpayer revenue, i.e. grants, perhaps for items of \$20,000 or more. General agreement by Board to pursue.

Selectman Powers suggested that the Police Chief's command vehicle be removed from the budget and included as an article. General agreement by Board to do so.

After some additional discussion on warrant articles, Member Neville moved to close the warrant for the Annual Town Meeting and the Special Town Meeting within the Annual Town Meeting to be held beginning May 14, 2012, with number of articles now totaling 47 (Rev 4 of ATM listing, dated 2/24/12, with addition of 3 articles discussed earlier in evening with FinCom and the Police Chief's command vehicle). Seconded by Selectman Powers and **approved 5 – 0**.

FY 2013 Budget

- Town Administrator reviewed general government budgets.
- Town Administrator broached subject of IT Coordinator's salary and appropriate placement on Personnel Plan Schedule B. While recognizing that the individual in the position is doing an excellent job, several selectmen expressed concern about providing him with a percentage increase of much greater than 5%, and based upon TA's recollection that position's current salary was around \$58,000, it was moved, seconded and **approved 5 – 0** to compensate the position at Grade 60, Step C (\$60,198.33, on proposed Schedule B, which at the time reflected 1 % COLA).
- Selectman Powers expressed concern about lack of back-up for Tax Collector, and the need for redundancy to be able to provide continuity of governmental operations. Selectmen discussed necessity of this, especially in light of position's responsibility in processing primary revenue source of the town. Board also discussed need to eventually pursue transition to an appointed, rather than an elected, position. TA commented that although there is much cross-training among town hall staff, there is not adequate manpower to provide for this back-up. Member Neville moved to add an article to fund a part-time position; seconded by Selectman Fox and **approved 5 – 0**. Member Neville then moved to re-open the warrant to include this additional article and to close once again. Seconded by Selectman Powers and **approved 5 – 0**.

Code of Conduct

It was agreed to defer discussion of this matter until April 23.

Police Department Policies

Chair Suleiman recused himself from this matter. Clerk Christine Robinson presided as Chair pro tem. Selectman Powers reported that he had discussed policies with the Police Chief but had not yet seen final wording. Will plan to bring matter forward again on March 19.

NEW BUSINESS

Feasibility Study for Regional Emergency Communication Center, as a partner with the Town of Littleton

Selectman Powers provided background information on the topic and then moved to support the participation of the Town of Boxborough, as a partner with the Town of Littleton, to study the feasibility of a regional emergency communication center and to authorize the Town Administrator to submit a grant application to the State 911 Department for said purpose. Seconded by Member Robinson and **approved 5 – 0**.

Temporary Constable Appointment [February 27 – March 31]

Further to the recommendation of Town Clerk Elizabeth Markiewicz, Member Neville moved to appoint Alan Rohwer as temporary constable effective February 27, 2012 through March 31, 2012. Seconded by Member Powers and **approved 5 – 0**.

CORRESPONDENCE

There was no discussion of these items.

CONCERNS OF THE BOARD

Selectman Fox reported that one of the DPW sanders is in poor shape and needs replacement and that it is thought that unexpended snow and ice monies may be used to fund this item. The ability to use snow and ice monies is being confirmed.

ADJOURN

At 9:20 p.m., Member Neville moved to adjourn to executive session to conduct strategy session in preparation for negotiations with non-union personnel (Town Administrator) as well as to discuss strategy with respect to collective bargaining (with Massachusetts Coalition of Police, Local 200), and to adjourn immediately thereafter. Seconded by Selectman Powers. With respect to the second item, Chair Suleiman stated that an open meeting may have a detrimental effect on the bargaining position of the Board. **Approved 5 – 0** by roll call vote: Neville, aye; Powers, aye; Robinson, aye; Fox, aye and Suleiman, aye.



BOARD OF SELECTMEN
Meeting Minutes
March 12, 2012

Approved: _____

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

NOT PRESENT: Raid Suleiman and Selina Shaw, Town Administrator

Chair pro tem Robinson called the meeting to order at 6:30 pm in the Hilberg Meeting Room.

EXECUTIVE SESSION

- It was moved and seconded to adjourn to executive session to conduct strategy sessions in preparation for negotiations with non-union personnel (Police Chief) as well as to discuss strategy with respect to collective bargaining (Massachusetts Coalition of Police, Local 200 and Foxborough Professional Firefighters Association, Local 4601) and to reconvene in open session at 7 pm in the Grange Meeting Room to conduct the remaining business on the agenda. Chair pro tem Robinson stated: "An open meeting may have detrimental effect on the bargaining position of the Board". **Approved 4-0 by roll call vote: Neville "aye", Fox "aye", Powers "aye" and Robinson "aye".**

Chair Suleiman reconvened the meeting in open session at 7:05 PM in the Grange Meeting Room.

PRESENT: Raid Suleiman, Chair

ALSO PRESENT: 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.

ANNOUNCEMENTS

- Chair Suleiman read the announcements.

PUBLIC HEARINGS

- At 7:10 PM Chair Suleiman opened the public hearing portion of the agenda. He reviewed the public hearing process and procedures. The first hearing was to consider the FY 2013 Schedules A & B of the Personnel Plan and the job descriptions for the Information Systems Coordinator and the IT Support Technician. Personnel Board Chair, Anne Canfield, and member, Susan Bak, were present. Canfield updated the Selectmen on the efforts of the Personnel Board and advised that they have voted to recommend the approval of Schedules A & B for FY 2013. There was discussion on the proposed changes to Schedule A. Based on an analysis of the workload and responsibilities of the current IT Technician it has been determined that it was more appropriate to identify this position as an IT Coordinator. The IT Tech position will remain but will now be part-time; supporting the Coordinator. There was discussion on proposed changes to Schedule B. Canfield advised that the Personnel Board is recommending that non-union and non-contractual personnel that have reached the top step (G) receive a 1.5% increase and those that are still eligible for steps would only get their allotted step increase. The one employee that had previously been grandfathered in - classified as G+, will receive a 0.5% increase. There was discussion about converting the metric used in determining increases to a merit system. This proposal will need further review. If this change was approved it would not be implemented until FY 2014. Canfield noted that the Personnel Board has recommended that wages remain static for those specific intermittent positions identified in FY 12. This hearing was closed at 7:30 PM.

◇ Member Neville moved to place FY 2013 Schedules A & B of the Personnel Plan, as proposed by the Personnel Board, on the Annual Town Meeting warrant Seconded by Member Powers. **Approved 5-0.**

◊ Further to the recommendation of the Personnel Board, Member Neville moved to approve the job descriptions for the Information Systems Coordinator and the IT Support Technician, dated 02/29/12. Seconded by Member Powers. **Approved 5-0.**

- The public hearing to consider the proposed Right-to-Farm Bylaw was opened at 7:33 PM. Agricultural Commission Chair, John Neyland, and members of the Commission were present. The proposed language in the bylaw is a consolidation of existing state laws; and would not grant any new rights to land owners. It just places this information in to one easy to access document. A specific change would be that a disclosure form would need to be executed when a property was conveyed. Neyland spoke to the Stow farming bylaw information, provided. There was discussion as to zoning classifications, enforcement procedures, and the necessity of educating real estate professionals. Further to the recommendation of the Agricultural Commission, Member Neville moved to place adoption of the Right to Farm Bylaw on the Annual Town Meeting warrant. Seconded by Member Powers. **Approved 5-0.** Public hearing portion of the agenda was closed at 7:43 PM.

APPOINTMENTS

- DPW Director, Tom Garmon appeared before the Selectmen to discuss proposed recommendations for FY 13 Transfer Station fees and Rules & Regulations. There was public input. Director Garmon recommended that the Town adopt a fee schedule for the disposal of certain bulk items and white goods. This is a means of bringing waste disposal costs down. Boxborough is the only community in the area that does not charge residents to dispose of these bulk items. Dir. Garmon spoke to these proposed bulk item fees for these items. They consensus was that seniors would not have to pay these additional fees. It was suggested public input should be sought before new any fees were implemented. It was determined that this needs further investigation, and the Selectmen would be willing to revisit this discussion at a later date. Discussion turned to the setting of the regular FY 13 Transfer Station Sticker fees. There was philosophical discussion about user fees versus the use of tax dollars for Transfer Station services. Member Neville moved to set Transfer Station annual fee for FY 13 at \$50.00 per household. Seconded by Member Robinson. **Not Approved 1-4.** It was noted that the Selectmen would also consider revisiting these issues at a later date. Member Powers moved to maintain Transfer Station fees for FY 13 at the same levels set for FY 12, as follows: \$150 for the 1st vehicle and \$50 for the second vehicle if sticker is purchased by July 31, 2011; \$180 for the 1st vehicle and \$80 for the second vehicle if sticker is purchased after July 31st; pro-rated fees for new residents of \$75, if purchased between Jan 1 – March 31 and \$37.50 if purchased between April 1 – June 30; no charge for residents aged 65 or older as of July 1, 2012; and no charge for replacement stickers. Seconded by Member Robinson. **Approved 4-1 (Neville dissenting).** Dir. Garmon was directed to revise the proposed FY 13 Transfer Station Application; deleting the bulk disposal fee schedule and updating the necessary information, pursuant to this vote.
- Jennifer Benson, State Representative, 37th Middlesex District and James Eldridge, State Senator were present to update the Selectmen on activities in the State legislature and their respective legislative activities. Members of various Town boards and the public were present for this discussion. Sen. Eldridge provided informational materials. His top priorities are issues related to local aid; protecting the social safety net; and protecting the environment. Water quality and water supply were discussed. Rep. Benson provided a handout outlining recent legislative FY 13 budget discussions. Of significant concern to her are issues that affect community development; such as education, affordable housing and small business concerns. Her office is researching school funding issues – specifically the fluctuations in SPED funding and the local notification & funding requirements. Member Powers spoke to a concern that he had regarding the installation of gas utilities in his area. He reported that an infrastructure survey of the area has been conducted and the, qualified, per household projected cost to install natural gas in the public way, is several thousand dollars. There was discussion about the possibility of governmental assistance or incentives to encourage conversion to natural gas. Sen. Eldridge advised that, though lowering energy costs is a concern other infrastructure projects, such as public water systems and transportation, take priority. Rep. Benson provided an update on the Acton Water District Bill. She is anticipating that it will be out of committee on or about March 21st. Member Fox spoke to transportation infrastructure concerns, such as identifying new funding sources for improvements & repairs and the proposed MBTA cuts & fare increases. Sen. Eldridge advised that he and Rep. Benson had attended a discussion on the proposed MBTA changes in Fitchburg this weekend. Rep. Benson provided an update on casino development in the state. She also advised that the Joint Committee on Education is reviewing the concerns raised by some of the Minuteman School District member towns, as to out-of-district tuition, specifically non-member towns' lack of contribution for capital items. Rep. Benson was also asked her opinion on the weighted voting component of the Acton Boxborough school district regionalization discussions. Town Treasurer, Margaret Dennehy, asked whether there would be further reforms on Health Insurance, specifically the requirement to offer benefits to certain reduced hours employees. Sen. Eldridge advised that while they are looking at other Health care reforms this issue is not one of them. Concern was also voiced on the on-going difficulties with the prevailing wage component of public contracts.

- Regional School Study Committee members, Mac Reid and Mary Brolin, were in to speak to a PowerPoint presentation regarding the Administrative Structure Options that are currently under review. Other members of the Regional Study Committee were also present. Brolin reviewed and summarized the issues facing the Boxborough School District. Boxborough's current administrative structure is not sustainable. This presentation's focus was on the regionalization option, specifically regionalizing with Acton. There has been review of the current district agreement and initial discussion on the various terms and concerns if we regionalize. Several community forums have been scheduled in both Boxborough and Acton to present these options and receive input. "Sense of the Meeting" articles are also in each town's 2012 Town Meeting Warrants. There was concern that the Town would lose local control over 2/3rd of the budget since regionalizing would result in a "bottom line" assessment. It was determined that the Regional School Study Committee would come to the March 19th meeting to present the other Administrative Structure Options.

MINUTES

- The Selectmen passed over approval of the Regular Session minutes of February 6, 2012.
- Member Powers moved to accept the minutes for the Executive Session of February 27, 2012 (BoS Contract Negotiating Team), as written. Seconded by Member Neville. **Approved 5-0.**

SELECTMEN REPORTS

- Member Neville noted that all of the boards that she liaises with were at this meeting so she had nothing additional to report.
- Member Powers reported that Minute Man Air Field's hearing before the Conservation Commission continues. MMAF has retained an environmental scientist who will be revisiting the mitigation items.
- Member Fox reported that MAGIC is sending input into MBTA Advisory Board on the proposed cuts and fare increases.

He also reported that the revised Steele Farm Conservation Restrictions is almost ready to re-submit to the State. After receiving the initial state approval the intention is to submit to Town Counsel and then seek public input.

- Chair Suleiman reported that the Energy Committee has presented their proposed article to the Finance Committee.
- Member Robinson reported that she had been busy with various budget & contract meetings.

OLD BUSINESS

The Selectmen re-opened discussion on the FY 13 Budget. There is concern as to how the Finance Committee is communicating their determinations with some departments and boards. There was discussion on the respective roles and responsibilities of the Selectmen and Finance Committee, specifically as to setting the FY 13 Budget and Town Meeting. It was determined that discussion on these matters would take place at the upcoming BLF meeting and would be the primary agenda item; that way the Moderator could participate the discussion and other boards also could have input. It was also determined that BLF would be relocated from the Library to the Grange Meeting Room.

Discussion was re-opened on Annual/Special Town Meeting. Members of the Finance Committee and School Committee were present for this discussion. Several constituents have communicated that they want to be present for the article on the Community Center leasing article but this would be a problem for them if it was later in the evening. Member Powers proposed that this article be moved forward to the Special Town Meeting warrant. He has discussed this with the Moderator. Member Powers moved to remove the "Lease of the UCC Fellowship Hall for Community Center" Article from the Annual Town Meeting and place in the Special Town Meeting. Seconded by Member Robinson. **Approved 5-0.** There was discussion on the placement of the police commander vehicle capital item. The Selectmen's practice is to have command vehicles as separate warrant articles. FinCom has determined that this vehicle acquisition should be part of the police budget. School Committee member, Maria Neyland, spoke to the FinCom's article looking for approval of the Teachers' Assoc. contract. She questioned whether this article was lawful under Education Reform. Town Counsel will be consulted. Neyland, as a resident, inquired about why the approval of the 3rd police sergeant was not an article. It was stated that this promotion is part of the Police Department's FY 13 budget, and could be discussed under the budget article. It was noted that the article funding discussion should take place in the next several weeks as the warrant is set to close before the end of the month. Member Fox reported that MEMA had advised just today that they will be providing funding for portion of the cost of the generators.

NEW BUSINESS

- The Selectmen reviewed the request of Boxborough Conservation Trust to serve wine and beer their Annual Meeting. Member Powers moved to authorize the Boxborough Conservation Trust to serve beer and wine at its 2012 Annual meeting, being held at the Sargent Memorial Library on March 31, 2012, subject to the conditions specified on the application, and further, to waive the fee. Seconded by Member Neville. **Approved 5-0.**
- The Selectmen took up a Reserve Fund Transfer Request from the Police Dept for vehicle repair/maintenance. Member Powers moved to forward to the Finance Committee for approval the request to transfer \$2399.00 from the Reserve Fund to account #01-210-5200-5246 (Police Dept Repair and Maintenance – Vehicles). Seconded by Member Neville. **Approved 5-0.**

EXECUTIVE SESSION

- It was determined that an Executive Session was not needed.

ADJOURN

- At 10:28 PM Member Neville moved to adjourn. Seconded by Member Robinson. **Approved 5-0.**



BOARD OF SELECTMEN
Meeting Minutes
March 19, 2012

Approved: _____

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

ABSENT: Selina Shaw, Town Administrator

ALSO PRESENT: 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 7:15 P.M. in the Grange Meeting Room of Town Hall.

The Selectmen took Agenda Items # 7c, 8a and 5a, out of order

At this point, Chair Suleiman turned chairmanship over to Member Robinson and recused himself from discussion on Agenda Items #7c and 8a.

OLD BUSINESS

- Member Powers re-opened discussion on the revisions to Police Department Policies. Most of these revisions were minor changes to the previously presented language. Member Powers moved to accept the Police Department policies for: Interacting with the Mentally Ill; Transportation of Detainees; Holding Facility; Detainee Processing; Detaining Prisoners; Temporary Holding Facilities and Protective Custody, as revised. Seconded by Member Neville. **Approved 4-0-1 (Suleiman abstained).**

NEW BUSINESS

- Member Powers presented a Reserve Fund Transfer Request related to the installation of two new, gas powered, tankless hotwater tanks at the Police Station. FinCom has been advised of this request. Member Powers moved to forward to the Finance Committee for approval the request to transfer \$1,888.30 from the Reserve Fund to account #01-210-5200-5242 (Police Dept Expense Repair Building/Grounds). Seconded by Member Fox. **Approved 4-0-1 (Suleiman abstained).**

Chairmanship was returned to Chair Suleiman.

MINUTES

- Member Neville moved to accept the minutes for the Regular session of February 6, 2012, as revised. Seconded by Member Powers. **Approved 5-0.**

ANNOUNCEMENTS

- Chair Suleiman read the announcements.

The Selectmen took Agenda Items # 6, and 7b, out of order

SELECTMEN REPORTS

- Member Neville and Member Robinson had nothing new to report.
- Member Powers reported that he and Member Fox had met with the Police union this morning.

He also reported that the Well-Being Committee has concerns that FinCom has eliminated the mental health component from the Board of Health's FY 13 budget.

- Member Fox reported on items before the Housing Board. The BHB has been contacted by the Acton Housing Authority regarding the existing agreement that AHA has with Boxborough - allowing our residents to apply for housing in Acton. AHA is seeking some form of reciprocation. A developer has advised the BHB that they are in the initial stages of developing 40B housing in the Old Town Center. Planner Hughes has forwarded the preliminary information. Also the Housing Board has retained a consultant to do a Housing Needs Assessment.

He also reported that the Public Employee Committee is working on the mitigation plan for FY 13 health insurance benefits. He outlined some of the procedures and deadlines that must be adhered to.

Member Fox also reported that he and DPW Garmon had a very informative discussion with representatives of Waste Management Partners regarding recycling, compacting, and hauling.

- Chair Suleiman reported he has been working to prepare for BLF.

He also reported that the Energy Committee is working on its Town Meeting presentation.

OLD BUSINESS (Continued)

- Discussion was opened on Annual/Special Town Meeting. Members of the School Committee were present to this discussion. It was noted that the School Committee's "Sense of the Meeting" article will be the first item of business on the second night of Town meeting. The School Committee will be providing revised language for the warrant. Based on communications with Town Counsel it was determined that the article regarding Teachers Union agreement would be removed from the warrant. Member Neville moved that the proposed article to approve the cost items of the collective bargaining agreement between the School Committee and the Boxborough Teachers' Union be removed from Boxborough's 2012 Town Meeting warrant. Seconded by Member Powers. **Approved 5-0.**

It was clarified that the Special Town Meeting Article regarding the leasing of the Boxborough Community Center is being presented by the Selectmen not the Council on Aging. The Selectmen began to vote their article recommendations and assigning the writing of said recommendations. Discussion was suspended so the public hearing could be conducted.

PUBLIC HEARING

- At 7:50 PM Chair Suleiman opened the public hearing to consider the proposed laying out and acceptance of Hughes Lane. The public hearing process and procedures were reviewed. No one was present for this hearing. The recommendations supporting this from DPW Director Garmon, Town Planner Hughes & the consulting engineer; plans and the proposed warrant article were reviewed. The hearing was closed at 7:55 PM. Member Fox moved to approve the laying out of Hughes Lane per the final as-built plans. Seconded by Member Powers. **Approved 5-0.**

OLD BUSINESS (Continued)

- The Town Meeting discussion continued. There will be no change to the current ordering of the articles. The consensus was that any discussion on the third sergeant position would be handled under the operating budget article. The Emergency Medical Dispatch Capital Article for computer software and training has been pulled, since the vendor will be providing these items. Discussion was, again suspended, so the School.

APPOINTMENTS

- Regional School Study Committee member, Mary Brolin, spoke to a PowerPoint presentation regarding the Administrative Structure Options that are currently under review. Other members of the Study School Committee were also present. Brolin reviewed and summarized the issues facing the Boxborough School District. The existing administrative structure is unsustainable. This presentation's focus was on the unionizing or "job sharing" option; a follow up to the regionalizing option presentation of March 13th. She reviewed the positive and negative aspects of the unionizing option and comparisons to regionalization. There was discussion about potential concerns and the issues that would need to be addressed if Town Meeting decided to support exploring regionalization. It was determined that the Selectmen would provide recommendation(s) on this Sense of the Meeting article.

OLD BUSINESS (Continued)

The Selectmen completed their discussion on article recommendations.

| Special Town Meeting | | | | |
|----------------------|--|------------------|----------------|----------|
| Department/Board | Nature of Article | Author of Recomm | Vote to Recomm | Comments |
| Minuteman Regional | Amend FY 12 Assessment [add'l capital share of Trades Hall remediation project] | MM Rep. Mahoney | | |
| BoS CoA | Lease of Community Center from UCC | Powers | FP/RN 4-1 | |

| Annual Town Meeting | | | | |
|--|--|------------------|------------------|---|
| Department/Board | Nature of Article | Author of Recomm | Vote to Recomm | Comments |
| | Choose Town Officers | Pro forma | RN/LF 5-0 | |
| | Receive Reports | Pro forma | RN/LF 5-0 | |
| | Set Salaries and Compensation of Officers | Pro forma | RN/LF 5-0 | |
| Personnel Board | Amend Schedules A & B | Neville | RN/LF 5-0 | |
| Finance Committee | Approve the cost items of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200, Police | Powers | LF/FP4-0-1 | |
| Finance Committee | Approve the cost items of the collective bargaining agreement between the Town and the Boxborough Professional Firefighters Association, Local 4601 | Powers/Fox | LF/FP 5-0 | |
| Finance Committee | Approve the cost items of the collective bargaining agreement between the Town and Massachusetts Coalition of Police, Local 200A, Dispatch | Powers/Fox | LF/FP 5-0 | |
| Finance Committee | Approve the cost items of the collective bargaining agreement between the Boxborough School Committee and the Boxborough Teachers Association | | | Voted to remove RN/FP 5-0 |
| Finance Committee | Town Operating Budget | Deferred to 3/26 | Deferred to 3/26 | |
| Boxborough School Committee | Sense of the meeting – Boxborough School District/ Blanchard Elementary School Administrative Structure - Job Sharing, K-12 Regionalization with Acton | | | 1 st Item 2 nd Night |
| | K - 12 Regionalization with Acton | Neville | LF/CR 5-0 | |
| | Job Sharing | Neville | RN/CR 1-4 | |
| | <i>Rescind vote pending actual Article language from SC.</i> | | RN/FP 4-1 | |
| AB Regional S. C. | AB Regional Schools Lower Fields | None | | |
| Finance Committee | Transfer \$ from Free Cash to Stabilization Fund | Suleiman | RN/FP 5-0 | |
| Board of Selectmen (Treasurer) | Transfer \$ from Free Cash to OPEB Trust Fund | Suleiman | RN/FP 5-0 | |
| Board of Selectmen/ Boxborough School Comm/ Library Board of Trustees | Emergency Generators – Hager Well & Blanchard Memorial School | Neville | RN/FP 5-0 | |
| Board of Selectmen (DPW) | Generator – Public Works (CP) | Fox | LF/RN 5-0 | |
| Board of Selectmen (DPW) | Field Mower – Public Works (CP) | Fox | LF/RN 5-0 | |
| Board of Selectmen (DPW) | Consultant to perform preliminary design study of Transfer Station | Fox | LF/RN 5-0 | |

| Annual Town Meeting | | | | |
|--|--|---------------------|----------------|------------------|
| Department/Board | Nature of Article | Author of Recomm | Vote to Recomm | Comments |
| Board of Selectmen (Town Hall) | Capital Improvements: Painting exterior (CP) | Suleiman | CR/RN 5-0 | |
| 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] | Suleiman | CR/RN 5-0 | |
| Board of Selectmen (Police Department) | Refurbish/rebuild a 2006 marked police cruiser (CP) | Powers/ Robinson | FP/RN 4-0-1 | |
| Board of Selectmen (Police Department) | Police Cruiser (Chief's command vehicle) | Powers/ Robinson | FP/RN 4-0-1 | |
| Board of Selectmen (Fire Department) | Install AC system in day room and office areas (CP) | Neville | RN/LF 5-0 | |
| BoS (Fire Department) | Emergency Response Command Vehicle (CP) | Neville | RN/LF 5-0 | |
| BoS (Public Safety Dispatch) | Emergency Medical Dispatch Training, Quality Assurance & Related Software | | | Vendor providing |
| Boxborough School Committee | Capital Improvements: Replace roof (CP) | None | | |
| Boxborough School Committee | Capital Improvements: Repair of Blanchard Memorial School's mortar and masonry (CP) | None | | |
| Boxborough School Committee | Capital Improvements: Carpet replacement (CP) | None | | |
| Boxborough School Committee | Capital Improvements: Replace current gym & library lighting (CP) | None | | |
| Boxborough School Committee | Capital Improvements: Fencing around school perimeter (CP) | None | | |
| Boxborough School Committee | Two way radios (CP) | None | | |
| Boxborough School Committee | Bill of a Prior Fiscal Year (MTRS) | None | | |
| Library Board of Trustees | Capital Improvements: Paint exterior (CP) | None | | |
| Planning Board | Consultant to conduct build-out analysis | None | | |
| Conservation Commission | Transfer to ToB Conservation Trust Fund (CP) | Powers/ Robinson | FP/LF 5-0 | |
| Agricultural Commission | Right to Farm Bylaw | Neville | RN/LF 5-0 | |
| 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 | None | | |
| 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... | None | | |
| Board of Selectmen | Establish Revolving fund for field permit fees – to be used to help offset field maintenance expense | Robinson | CR/FP 5-0 | |
| Petition Article (Frances Nolde) | Sense of Meeting - Resolution to Support Passage of a Constitutional Amendment Defining Rights of Individual Persons | Suleiman | Pass over | |
| Petition Article (Philip Kicelemos) | All funding articles to be approved by election (in addition to Town Meeting vote) | Neville | Pass over | |
| Board of Selectmen [Consent] | Close out old articles: | Pro Forma | RN/LF 5-0 | |

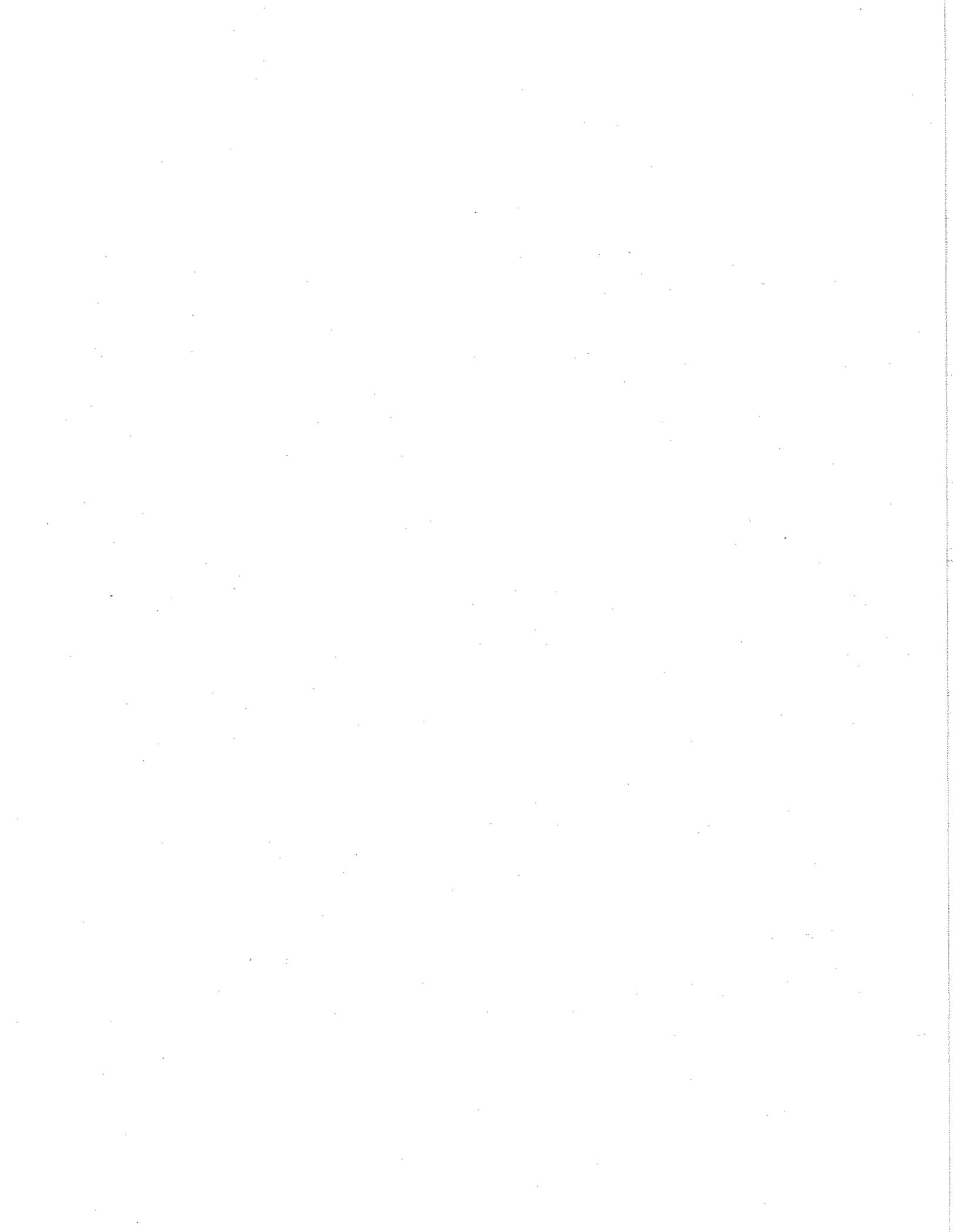
| Annual Town Meeting | | | | |
|---------------------------------|--|------------------|----------------|----------|
| Department/Board | Nature of Article | Author of Recomm | Vote to Recomm | Comments |
| Board of Selectmen [Consent] | Road acceptance – Hughes Lane | Pro Forma | RN/LF 5 | |
| [Consent] | 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) | Pro Forma | RN/LF 5 | |
| [Consent] | Chapter 90 appropriation (Reimbursable) | Pro Forma | RN/LF 5 | |
| 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 | Pro Forma | RN/LF 5 | |
| Board of Selectmen [Consent] | Reauthorize Revolving Funds: <ul style="list-style-type: none"> • Community Gardens (\$2,000) • Electrical Inspection (\$50K) • Plumbing and Gas Inspection (\$15K) • Fire Arms Permits (\$2,000) • Library Fines (\$7,500) • Dog License Fees (\$4,000) • Steele Farm (\$10,000) • Integrated Preschool Program (\$44,000) • ConsComm Wetland Bylaw (\$20,000) • Senior Van (for expenses and revenues associated with operation of the van) (\$4,000) • Fire Alarm System Maintenance (\$4,100) | Pro Forma | RN/LF 5 | |

CONCERNS OF THE BOARD

- There was discussion on the proposal, by a resident, to renovate the Steele Farm barn. Ms. Kealty will be asked to present this at a meeting after the warrant is set. The stakeholders will also be informed of the meeting date, once set.
- Member Powers advised that the pump for the water system at the Police Station has failed and needs to be replaced. This failure affects not just the potable water but also the fire suppression systems. Chief Ryder has consulted with DPW Dir. Garmon and the contractor that manages the public water system on this.

ADJOURN

- At 9:47 PM. Member Neville moved to adjourn. Seconded by Member Robinson. **Approved 5-0.**





ADMINISTRATION

Memo

To: Board of Selectmen
From: Selina Shaw, Town Administrator *SS*
Cc: Recreation Commission, Finance Committee
Re: Exceptions – Field Permitting Fees and Recreation Program Registration Fees
Date: April 23, 2012

Selectman Christine Robinson and I recently met to discuss concerns regarding lack of clear policy and procedure for exceptions to: 1) field permitting fees, and 2) Recreation Commission program registration fees. We reviewed the existing policies and procedures and have drafted proposed revisions which we hope will address those concerns. I have also reviewed the proposed policy changes with Recreation Commission Chair Buzz Tremblay, who has provided input which has been incorporated in the recommendations below.

1) Field Permitting Fees

Revise the *Boxborough Field Use Permit Policy* (page 2) by:

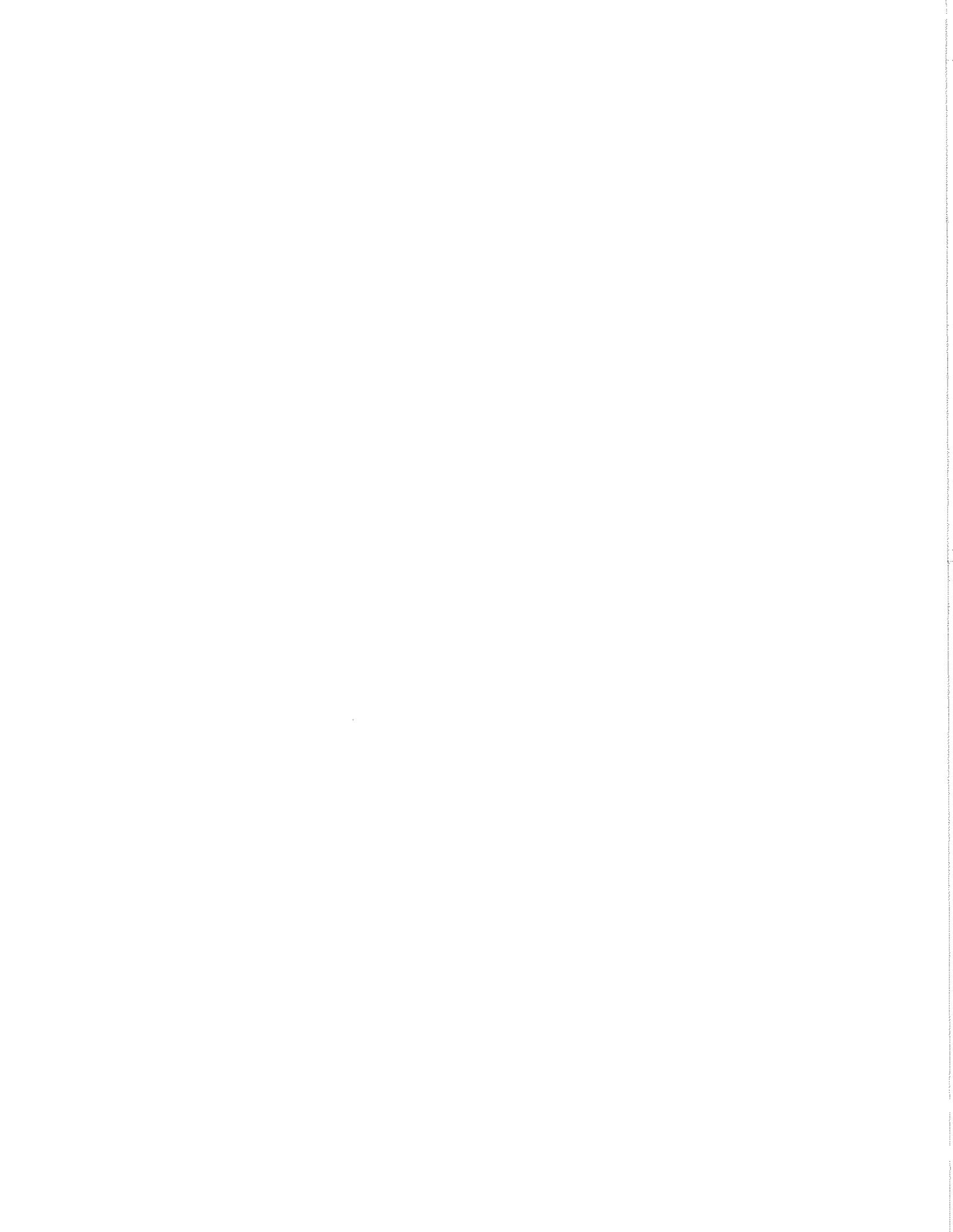
- Expanding “waiver of fees” to also include reduction of fees, so the section is now entitled “Waiver/Reduction of Fees.”
- Requiring that requests for waiver or reduction of fees shall be submitted in writing to the Town Administrator along with the Field Permit Application.
- Adding discretionary language “including but not limited to” to cover situations that may arise that are not specifically mentioned
- Including another potential category for waivers/reductions - “programs initiated and sponsored by the Boxborough Recreation Commission”

2) Recreation Commission Program Registration Fees

- Registration fees may be waived for the following reasons:
 1. Program Instructor/Director
 2. Gift Certificate/Voucher
 3. Scholarship
- Any registration form which is not accompanied by payment shall be submitted to the Town Administrator
- Town Administrator will communicate with RecComm Chair or Secretary, who will provide reason for no fee
- Town Administrator will note reason on registration form and authorize waiver
- Town Administrator’s office will maintain confidentiality of scholarship recipient

It is the intent to revise program registration forms to include an “office use only” area which will allow for recording of amount paid, waiver if applicable, a tick box to indicate reason for waiver and authorization. Because summer camp registration forms had already been printed and were being sent home in backpack mail at the time of discussion, forms will not be revised until registration for next program.

I look forward to discussing these matters with you. Thank you for your consideration.



Boxborough Field Use Permit Policy
Effective January 1, 2012

All Boxborough residents, businesses and organizations may enjoy the non-exclusive use of the town's recreation fields free of charge, and without a permit, during posted hours unless a permit has been issued pursuant to the *Boxborough Field Use Permit Policy*.

Scheduling of Fields

Town-owned fields (Flerra, Liberty, Fifer's) will be scheduled with the following priority:

1. Town festivities, e.g. Fifers Day
2. Organized youth sports organizations affiliated with Boxborough, e.g. ABYS, ABYB, etc., at the bi-annual (January/June) Field Scheduling Meeting
3. Boxborough Residents/Organizations/Businesses seeking exclusive use of the fields
4. Other Acton-Boxborough Youth Sports Groups (not covered in 2. above)
5. Private Youth and Adult Sports Groups
6. Other

Application Process

1. Regardless of the season, any organized group or individual requesting exclusive use of the fields must apply for a field permit in the Boxborough Town Hall.
2. Requester must provide a designated contact person for all communications.
3. Businesses and organizations must provide a copy of insurance, naming the town as an additional insured, which the town will maintain on file for each season.
4. The town will provide indemnification and hold harmless agreement forms to permit applicants. Groups and individuals shall be responsible for submitting completed forms for each of their participants to the town.
5. Each Acton-Boxborough Youth Sports Organization must submit a written copy of their field needs to Town Hall two weeks prior to the scheduled bi-annual seasonal meeting. Please inquire with the Town of Boxborough Recreation Commission for more details on date and time of the bi-annual meeting.
6. All permits must be approved by the Town Administrator or her designee, who will forward copies to the Recreation Commission and other departments as needed: DPW, police, fire, etc.
7. The Town will grant permits on a first come, first served basis, in accordance with the priorities established above. Once a permit has been granted, the field will not be re-assigned regardless of the priorities above, e.g., if a permit has been granted to an adult league, a Boxborough resident seeking exclusive use of the field will not bump the already permitted user.
8. Field permit shall not be in force until all information has been provided, fees paid (if applicable), the permit is signed, and the applicant has acknowledged receipt of the Boxborough Field Use Permit Policy by authorized signature below.

Waiver/Reduction of Fees

Requests for waiver or reduction of fees shall be submitted in writing to the Town Administrator along with the Field Permit Application.

The Town may waive reduce fees for the following permitted uses, including but not limited to:

1. Festivities organized or sponsored by the Town of Boxborough
2. Programs initiated and sponsored by the Boxborough Recreation Commission
3. Acton-Boxborough Youth Sports Groups' practices and games

Fees will be **NOT** be waived for clinics and camps conducted by any groups which charge an additional registration fee to its participants. These groups must request field space and pay the appropriate permit fee even within the allotted time of the town youth sports groups.

Subletting of fields

Subletting is defined as:

1. Granting access to town fields by a permit holder under their permitted time to another individual or organization to conduct camps, clinics and tournaments with an outside agency. Permit holder shall refer outside agency to Town for issuance of a permit.
2. Granting access to town fields by a permit holder under their permitted time to any individual, sporting organization, camps and businesses, with or without compensation. Permit holder shall refer entity to Town for issuance of a permit.

Subletting of field permit is strictly prohibited. Use of fields is authorized only for the permit holder. Violators will be subject to permit revocation.

Cancellation Policy

1. The Town of Boxborough reserves the right to cancel any permit, whenever in its discretion, such cancellation is advisable. If the permit is cancelled, the permit holder has the right to reschedule on a mutually agreed upon date or entitled to a full refund.
2. If the permit holder cancels a field reservation, the town will issue a 100% refund if a reservation is cancelled more than 60 days prior to the event; 50% if cancelled 30 or more days prior to the event; no refund will be issued with less than 30 days notice of the event.

Field Closure and Inclement Weather Field Use

1. When a field has been ordered to be closed, for whatever reason, the field shall NOT be used under any circumstances until it has been determined by the DPW, if on weekdays, or by group users, in consultation with Recreation Commission designee on the weekend, that the field may re-open. Users shall make such determination responsibly and pursuant to paragraph 4 of this section.
2. On weekdays, the DPW or the Recreation Commission designee will communicate field closings to the permitted organizations. On weekends and after hours, the group users will make the determination and handle all communication. Communication may be made by phone but must be followed up by e-mail.
3. Each organization shall be responsible for communicating field closings to the referees, umpires, parents, participants and coaches in a timely fashion to avoid unnecessary inconvenience or improper use of closed fields.

4. Regardless of whether the field is officially closed or not, a practice or a game must not commence or continue on a field if:
 - a. The field has standing water on it (i.e. puddles).
 - b. Base paths on softball and baseball fields have any standing water.
 - c. The field is saturated with water. Saturation is when you step on the field and water seeps up into your footprint, like a sponge.
 - d. Lightning is present. There is no exception to this rule.
 - e. By playing on the field, the players would be damaging the field beyond normal wear and tear (e.g. tearing up the turf, creating muddy areas, etc.).
5. Once a game or practice begins, the referee, umpire or coach shall be responsible for a decision to suspend a game due to the above-mentioned or other conditions.
6. If the Town of Boxborough closes the field, the permit holder will be entitled to change field locations if an alternate field is available, reschedule the date or request a full refund for that day.

Removal of Trash

Carry in-carry out! It is the permit holder's responsibility to assure that fields are policed after use and no trash is left behind.

The permit is being issued for the exclusive use of the field only. Conditions of play such as lines and equipment are not part of the permitting process.

Failure to abide by the policy may result in suspension of the field permit or loss of field use privileges. By signing below, Organization Coordinator and his/her group agrees to abide by the *Boxborough Field Use Permit Policy*.

Representative's Name and Organization

Representative's Signature & Date



Reserve Fund Transfer Request

Date: 4/18/12

It is requested by the undersigned that the sum of \$ 420.28 be transferred from the Reserve Fund to:

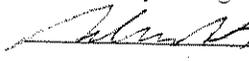
UMAS Acct. # 001-543-5100-5125
(Fund # - Dept. # - Object - Detail)

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

The balance in the line item as of 4/18/12 (Date) is \$ 0. An amount of \$ 190.00 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 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

To reimburse Veteran Agent for attendance at training March 5-8, 2012: twenty eight (28) hours @ \$15.01. A reserve fund transfer request for \$20.14 was previously processed and approved (see attached)

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) | <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 \$ 420.28 from the Reserve Fund to UMAS Acct. # 001-543-5100-5125 to be used for the purposes and in the amounts indicated above.

| <u>Board of Selectmen</u> | <u>Date:</u> | <u>Finance Committee</u> | <u>Date:</u> |
|---------------------------|--------------|--------------------------|--------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

| 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 04/30/12

| 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 | |
|-------------------|--|-----------------|--------------------|-----------------|----------------------|------------------|----------------------|------------------|----------------------|-----------------|------------------|--|
| Veterans | | | | | | | | | | | | |
| 001-543-5100-5125 | Veteran Agent - Hourly Wages | 190.00 | 20.14 | 210.14 | 210.14 | 210.14 | 0.00 | 0.00 | 210.14 | 0.00 | 100.00% | |
| 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% | |
| 001-543-5700-5710 | Veteran - Lodging and Meals - In State | 0.00 | 0.00 | 0.00 | 265.58 | 265.58 | 0.00 | 0.00 | 265.58 | -265.58 | N/A | |
| 001-543-5700-5711 | Veteran - Travel Expense -In State | 0.00 | 0.00 | 0.00 | 159.23 | 159.23 | 0.00 | 0.00 | 159.23 | -159.23 | 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% | |
| Sum | Veterans | 440.00 | 5,637.85 | 6,077.85 | 2,203.33 | 2,203.33 | 0.00 | 0.00 | 2,203.33 | 3,874.52 | 36.25% | |

April 17, 2012

Town of Boxborough

Request for reimbursement

Donald C. Morse

Veteran Administrative Training

March 5th, 6th, 7th and 8th, 2012

March 5, 2012 - 8 hrs

March 6, 2012 - 8 hrs

March 7, 2012 - 8 hrs

March 8, 2012 - 4 hrs

28 hrs.

28 hrs. @ \$ ^{15.01}~~15~~/hr. = \$ ^{420.28}~~420.00~~

Donald C. Morse

Veteran Agent

702 Hill Rd.

Boxborough, MA 01719

6.36 <



Reserve Fund Transfer Request

Date: 3/26/12

It is requested by the undersigned that the sum of \$ 20,140 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 \$ 140 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 30th, 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. Further 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>3/24/12</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 \$ 20,140 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: |
|----------------------------|---------------|------------------------|---------------|
| <u>Rafael Sulciman</u> | | <u>[Signature]</u> | <u>4/9/12</u> |
| <u>[Signature]</u> | | <u>[Signature]</u> | <u>4/9/12</u> |
| <u>Christina L. Robbin</u> | <u>4/2/12</u> | <u>Gay J. Lusk</u> | <u>4/9/12</u> |
| <u>[Signature]</u> | | <u>William T. Berk</u> | <u>4/9/12</u> |
| <u>Rebecca Merrill</u> | | <u>[Signature]</u> | <u>4-9-12</u> |

| 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 | _____ | _____ |



ADMINISTRATION

Memo

To: Board of Selectmen
From: Selina Shaw, Town Administrator 
Re: Distribution of Municipal Fund in *Commonwealth vs. Wheelabrator Saugus, Inc. et al*
Date: April 23, 2012

Not quite a year ago, Essex Superior Court provided for a settlement in the above matter. The Commonwealth had alleged that Wheelabrator violated environmental laws related to the handling of ash and ash byproducts at their Saugus and North Andover facilities (the latter is where Boxborough's solid waste is disposed). In addition to the civil penalties and required remediation of the environmental conditions, the Court ordered Wheelabrator to pay money to a Municipal Relief Fund to be distributed by the Attorney General to those communities that contracted with Wheelabrator for trash incineration services.

In order to receive Boxborough's share, \$6,474.39, the Town must execute a release. I have been assured by Town Counsel that executing the release would not bar the Town from filing unrelated contract claims against Wheelabrator nor would the release require the Town to indemnify Wheelabrator against any claims, past, present or future arising from Wheelabrator's action with respect to waste handling activities. Town Counsel has also advised that these monies are available for appropriation immediately upon receipt, without having to wait for the funds to be certified as free cash.

Thank you for your consideration of this matter.

Release Prior to Payment of Municipal Relief under Consent Judgment in
Comm. v. Wheelabrator Saugus, Inc. et al., Civ. A. No. 2011-348-A (Essex Sup. Ct.)

In consideration of the payment identified by the Office of the Attorney General as municipal relief to be paid to the Town of Boxborough ("the Municipality") pursuant to a consent judgment entered between the Commonwealth and certain Wheelabrator entities in Civil Action No. 2011-348-A (Essex Super. Ct.) ("Consent Judgment"), and effective upon receipt of that payment, the Municipality hereby expressly remises, releases and forever discharges Wheelabrator North Andover, Inc. ("the Facility") together with its predecessors, current and former parent companies, direct and indirect affiliates, divisions and subsidiaries and their current and former employees, agents, representatives, officers, directors, successors, and assigns, individually and collectively, from any and all claims and liabilities of every kind, nature and description whatsoever, both in law and in equity, from the period prior to and through May 2, 2011 arising out of or related to both (i) Covered Matters as that term is defined in the Consent Judgment and (ii) any and all contracts between the Municipality and the Facility or payments by the Municipality to the Facility under any contract, including without limitation all claims and liabilities under the Massachusetts False Claims Act, G.L. c. 12, §§5A *et seq.*, the Massachusetts Regulation of Business Practices for Consumer Protection Act, G.L. c. 93A, and breach of contract. It is expressly understood and agreed that the payment described herein is not an admission by the Facility of any liability to the Municipality.

Name (municipal official): _____

Title:

FOR THE Municipality of:



Internal Communications and Outgoing Communications
April 23, 2012

1. March 2012 Monthly Construction Activity Report from the Building Department, dated April 2, 2012.*
2. Copy of letter from Inspector of Buildings, John Jennings, dated April 11, 2012, to Gary Whitaker, regarding an illegal apartment at 475 Burroughs Road. #
3. Email communication from resident, Bill Litant, dated March 9, 2012, to the Board of Selectmen regarding a "new ugly sign." #
4. Letter from TA Shaw, dated April 18, 2012, to Philip Kicelemos regarding the presentation of his petition article at Town Meeting and inviting him to attend the Pre-Town Meeting Forum.
5. Letter from Governor Patrick and Lt. Governor Murray, dated April 1, 2012, to Selectmen Chair, Raid Suleiman, informing him about the State's FY 12 Chapter 90 funding and certifying that Boxborough's apportionment for FY 13 is \$ 220,429.#
6. Letter from Secretary of the Mass. Executive Office of Energy and Environmental Affairs, Richard Sullivan, dated March 29, 2012, to "Prospective Applicant" announcing the opening of the FY 13 grant round for the State's Land and PARC Grant Programs. Filing deadline: July 12, 2012.
7. Letter from DEP Commissioner, Kenneth Kimmell, dated April 10, 2012, to "Municipal Official" announcing the availability of the 2012 Sustainable Materials Recovery Program Municipal Grant Program. Filing deadline: June 13, 2012.
8. Letter from Mass. Department of Public Safety Program Coordinator, Kimberly Spencer, dated April 9, 2012, to Selectmen Chair Suleiman acknowledging receipt of the New Employment Report Form for John Jennings's conditional appointment as Inspector of Buildings and certification requirements. (Copy of Spencer's letter to Jennings also provided) *
9. Memorandum from Lee Corte-Real, Chairman of the State Reclamation and Mosquito Control Board, dated March 30, 2012, to TA Shaw seeking qualified persons to serve as mosquito control commissioners.
10. Letter from Katia Clarke, for Director Martha Goldsmith, Mass. Office of Leasing and State Office Planning, dated April 17, 2012, to Selectmen Chair Suleiman regarding the State's search for Lease Space.
11. Letter to MassDOT Manager of FTA, Kyle Emge, dated March 29, 2012, from MAGIC as signed by the member communities, town executives [Boxborough – S. Shaw; Carlisle – T. Goddard and Littleton – K. Bergman] in support of Acton's application for the MassDOT Community Transit Programs.

* Indicates that the item is included in the agenda packet as well as in the general notebook.

Indicates that the item had been previously distributed.

12. Copy of coverletter only from TEC Associates, Kyle Fair, dated April 9, 2012, to Conservation Commission, regarding 2012 Yearly Operational Plan for the Mass Bay Commuter Railroad. [Notice and Operational Plan is available in the BoS For Review slot].
13. Communications from Verizon:
 - a. Letter from Amy Sullivan, dated March 27, 2012, to "To Whom It May Concern" notifying of Verizon's intent to adjust its fixed Unit Prices for all Pole Attachment Agreements in Mass. (Accompanying fee schedule "*Unit Prices for Make Ready Work – Verizon (VZ) – Mass.*")
 - b. Letter from Mary L. Frere, Senior Staff Consultant – FiOS TV, dated April 15, 2012, to the Board of Selectmen accompanying their annual Form 500 (Complaint Data) for 2011.
14. Letter from Comcast's Senior Manager of Government & Community Relations, Timothy Kelly, dated April 9, 2012, to the Board of Selectmen accompanying their annual Form 500 (Complaint Data) for 2011.
15. Letter from Michael Winston, Adjuster of Michael Winston & Associates, dated March 18, 2012, to the [Boxborough] Bldg. Commissioner/Bldg. Inspector; Board of Selectmen/Board of Health, regarding a loss claim made involving damages/destruction of property at 124 Summer Rd. [Tolman, Wilbur & Elizabeth]
16. Letter from U.S. Representative Niki Tsongas, received April 2, 2012, to TA Shaw, inviting her to the 18th Annual 5th District Day in Washington DC on May 17, 2012. #

* Indicates that the item is included in the agenda packet as well as in the general notebook.

Indicates that the item had been previously distributed.



3e(7)

BOXBOROUGH BUILDING DEPARTMENT
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 263-1116 • Fax: (978) 264-3127
www.town.boxborough.ma.us

To: Board of Selectmen ✓
Town Planner
Town Assessor
Town Clerk
Finance Committee
School Committee

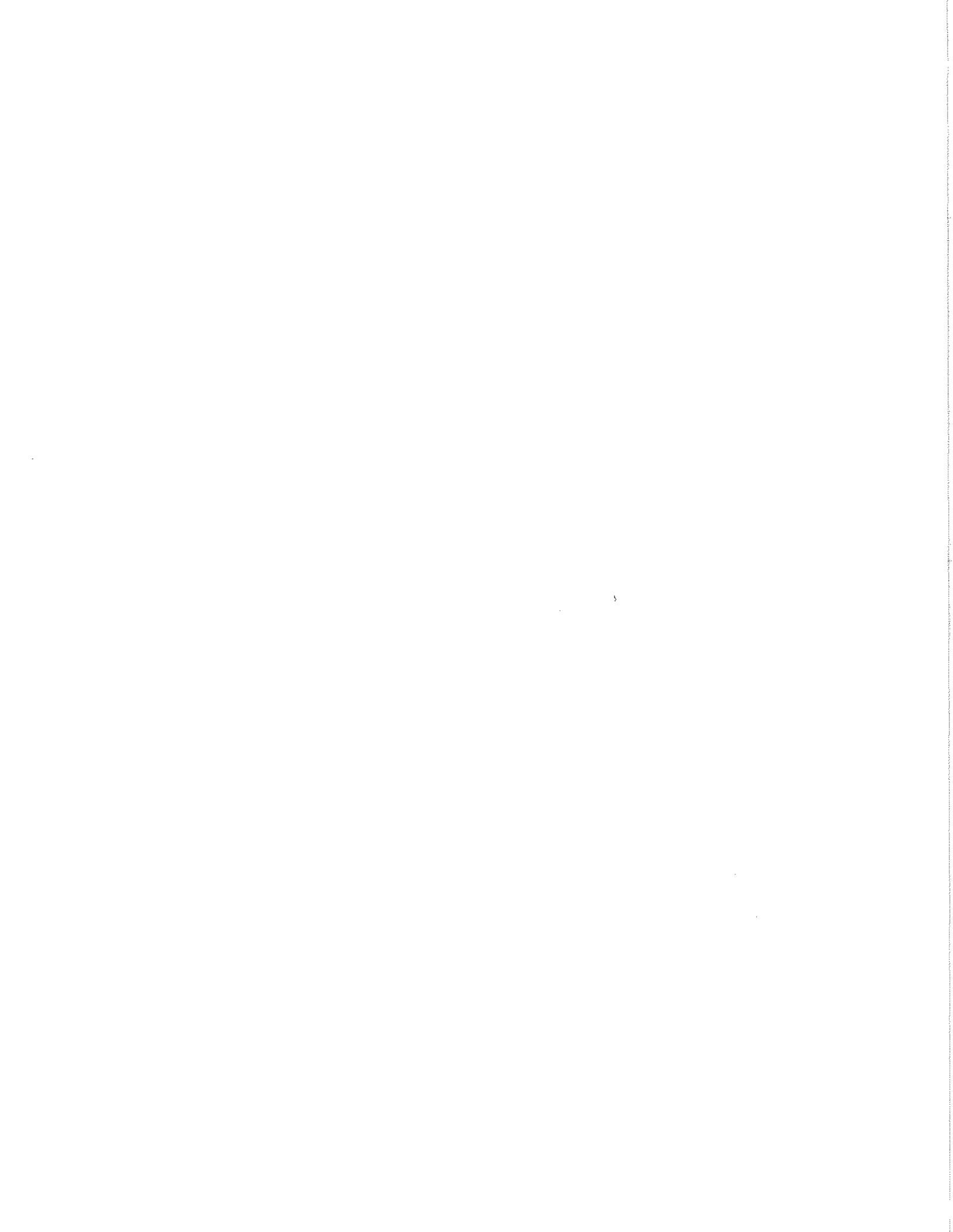
From: Building Department

Date: April 2, 2012

RE: Building Department Monthly Construction Activity Report

The Building Department has released the March 2012 Construction Activity Report. A copy is attached.

ma



Permit Listing Report

by District

Date Range: Issued between 03/01/2012 And 03/31/2012
 SQL Statement: ([Type of Permit]="Building")

Printed On: Mon Apr 02, 2012

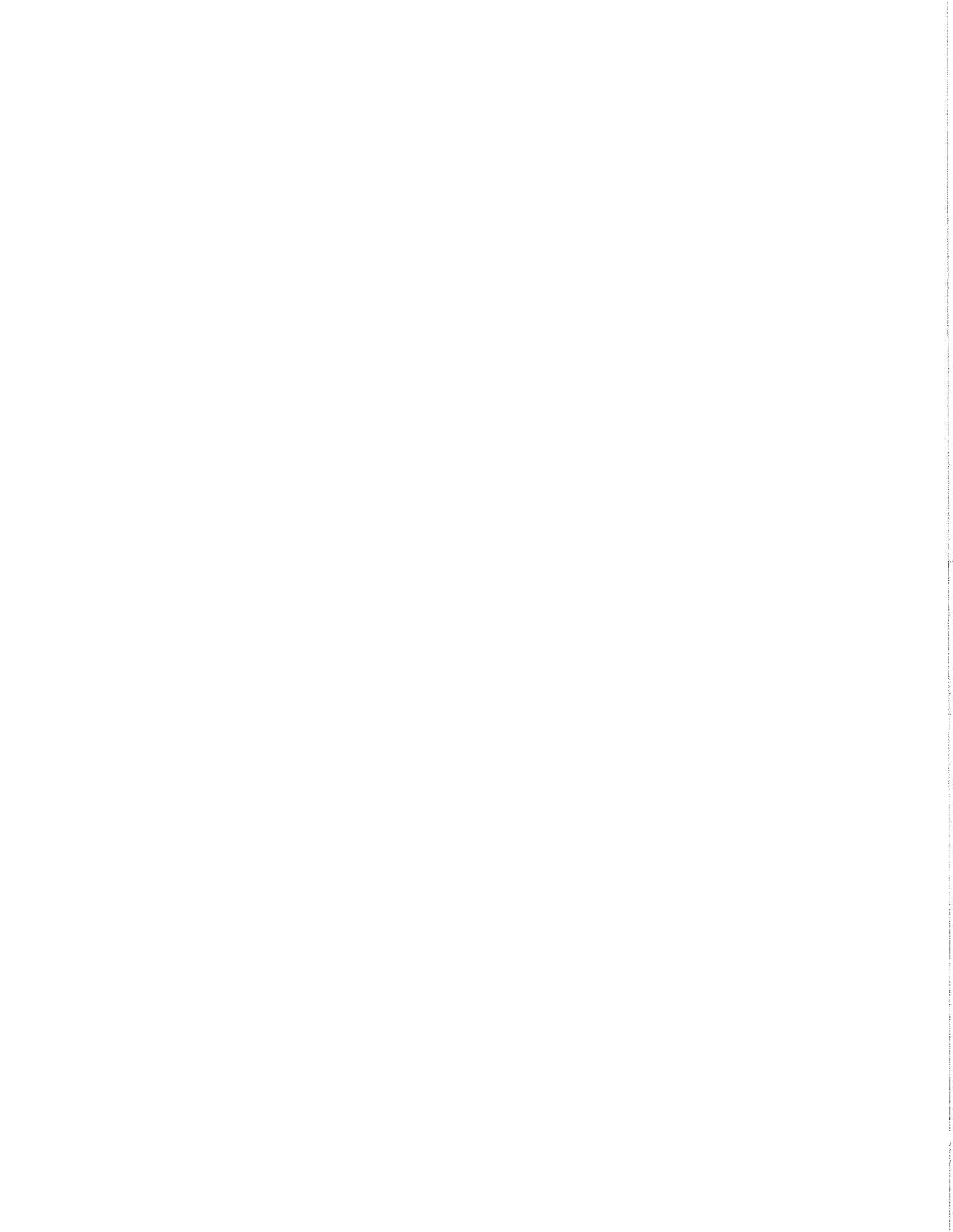
| District | Address (Work Location) | District | Zoning | Owner | Date Issued | Contractor (Phone #) | Work Category | Work Description | Est. Cost | Proposed Use | And Detail | Fees Paid | Check # |
|----------|--------------------------------------|----------|--------|---|-------------|------------------------------------|-----------------|------------------|-------------|--------------|------------|-----------|---------|
| Building | 99 STONEHEDGE PLACE BP-2012-0114 | | OPEN | KUMARASWAMI, UDAY K & NANCY N | Mar-01-2012 | KUMARASWAMI, UDAY K & NANCY N | Kitchen Remodel | Kitchen Remodel | \$50,000.00 | | | \$500.00 | 9493 |
| Building | 129 STONEHEDGE PLACE BP-2012-0115 | | OPEN | POWERS, FRANCIS J & POWERS, MARJON | Mar-01-2012 | POWERS, FRANCIS J & POWERS, MARJON | Windows | Windows | \$3,375.00 | | | \$50.00 | 1128 |
| Building | 395 HILL RD BP-2012-0116 | | OPEN | TORNSTROM, ERIC & BARBARA A | Mar-01-2012 | TORNSTROM, ERIC & BARBARA A | Kitchen Remodel | Kitchen Remodel | \$41,000.00 | | | \$410.00 | 9964 |
| Building | 85 MEADOW LN BP-2012-0117 | | OPEN | MCGOVERN, PETER A & MCGOVERN, VALERIE M | Mar-12-2012 | Donal Weismann (508) 662-7390 | Finish Basement | Finish Basement | \$0.00 | | | \$150.00 | 1178 |
| Building | 1081 HILL RD BP-2012-0118 | | OPEN | A/R LEHOUCQ, JEAN-PHILIPPE & MICHELLE | Mar-12-2012 | Brissette, Stephen | Woodstove | Wood Stove | \$1,400.00 | | | \$50.00 | CASH |
| Building | 143 MEADOW LN BP-2012-0119 | | OPEN | A/R ROCHE, NEIL R JR | Mar-12-2012 | Brian Dennison (508) 919-0992 | Windows | Windows | \$4,114.00 | | | \$50.00 | 25304 |



Permit Listing Report

by District

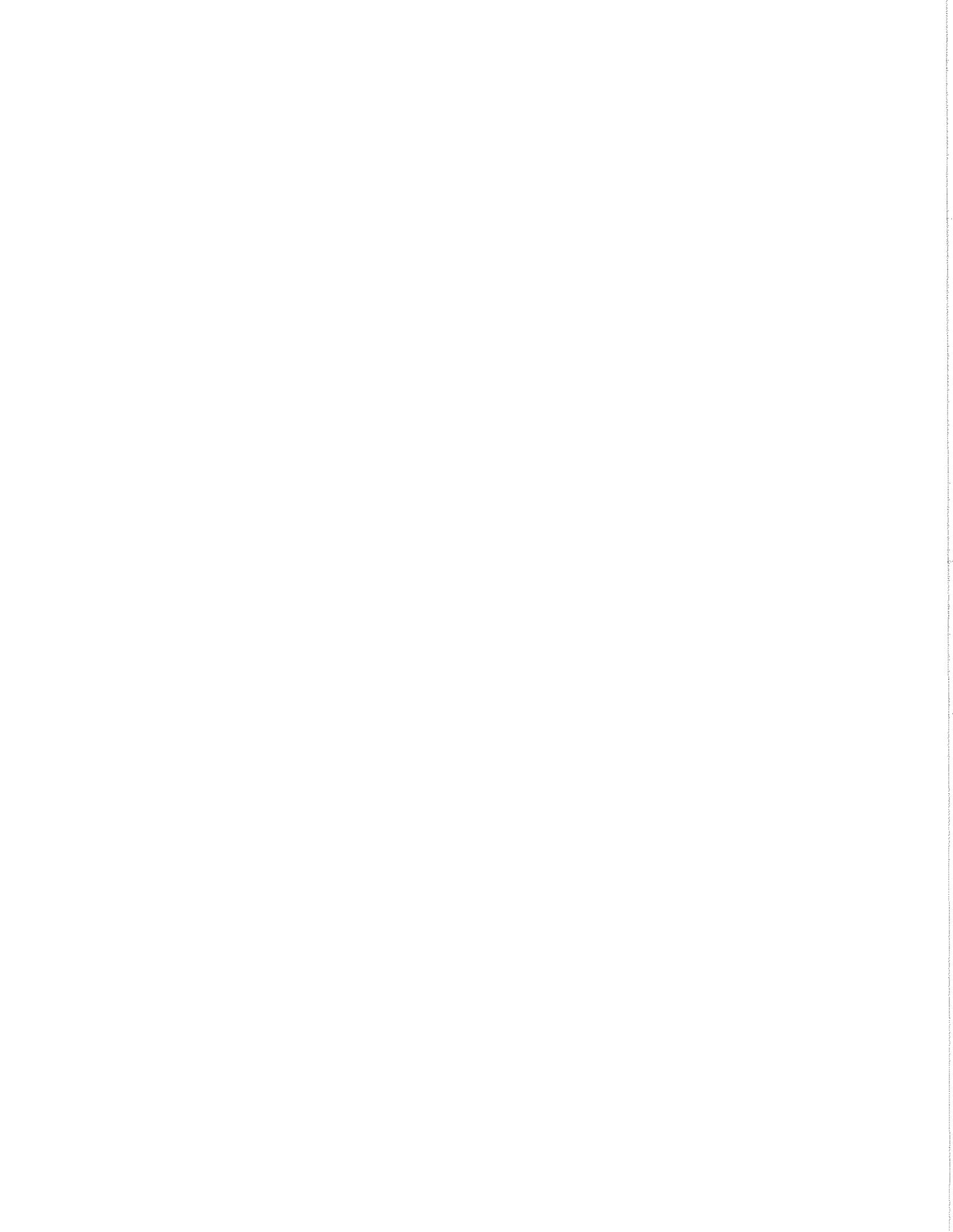
| District | Address (Work Location) | District | Zoning | Owner | Date Issued | Contractor (Phone #) | Work Category | Work Description | Est. Cost | Proposed Use And Detail | Fees Paid | Check # |
|----------|-------------------------|----------|--------|--|-------------|--|---|------------------|-----------|-------------------------|-----------|---------|
| | 200 OLD HARVARD RD | | | ROSENSTOCK, HAROLD BAIRD, JOELLEN | | | Windows | \$13,858.00 | | | | |
| Building | BP-2012-0120 | | OPEN | | Mar-12-2012 | Brian Dennison (508) 919-0992 | Windows | | | | \$140.00 | 25305 |
| | 777 DEPOT RD | | | TREACY, JOHN D & MARIE-PEARL | | | Windows | \$2,845.00 | | | | |
| Building | BP-2012-0121 | | OPEN | | Mar-19-2012 | Renewal By Andeisen | Windows | | | | \$50.00 | 25371 |
| | 42-52 SWANSON CT | | | CUNEO, CHRISTOPHER | | | Repair | \$2,850.00 | | | | |
| Building | BP-2012-0122 | | OPEN | | Mar-22-2012 | Leon Smith | Repair Water Damage | | | | \$50.00 | 2216 |
| | 7 RICHARDSON RD | | | CRIMINS, FREDERICK W JR & JACQ UELINE | | | Windows | \$6,500.00 | | | | |
| Building | BP-2012-0123 | | OPEN | | Mar-22-2012 | CRIMINS, FREDERICK W JR & JACQ UELINE | 13 Windows (Replacement) | | | | \$65.00 | 2490 |
| | 212 PICNIC ST | | | ANDREWS, JOHN D & JESSICA R | | | Deck | \$8,500.00 | | | | |
| Building | BP-2012-0124 | | OPEN | | Mar-22-2012 | ANDREWS, JOHN D & JESSICA R | Deck | | | | \$85.00 | 770 |
| | 42-52 SWANSON CT | | | DROZ, TIMOTHY | | | Repair | \$33,500.00 | | | | |
| Building | BP-2012-0125 | | OPEN | | Mar-27-2012 | Anthony Chiarulli | Fire Restoration | | | | \$335.00 | 2111 |
| | MASS AV (427 MASS AV) | | | BOXBOROUGH, TOWN OF | | | | \$0.00 | | | | |
| Building | BP-2012-0126 | | OPEN | | Mar-27-2012 | BOXBOROUGH, TOWN OF | Replace 3 existing antennas with 2 new antennas | | | | \$150.00 | 10672 |



Permit Listing Report

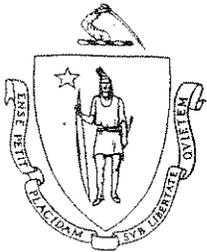
by District

| District | Address (Work Location) | District | Zoning | Owner | Date Issued | Contractor (Phone #) | Work Category | Work Description | Est. Cost | Proposed Use And Detail | Fees Paid | Check # |
|---|--------------------------------|------------------|---------------|--------------------------------------|-------------|--|------------------|--|--------------|-------------------------|------------|---------|
| Permit Type | Permit No | Online Permit No | Permit Status | | | | | | | | | |
| Building | 654 HILL RD BP-2012-0127 | | OPEN | GORMAN, JAMES J & INGRID L | Mar-27-2012 | Turner, Greg (978) 263-2962 | Windows | Replace existing windows and doors Add back Solarium | \$60,000.00 | | | |
| Building | 155 SWANSON RD BP-2012-0128 | | OPEN | RAPPAPORT, JEROME L JR | Mar-28-2012 | Breen and Sullivan Mechanical (978) 777-4114 | Alteration | Replace existing watertower with new one | \$176,000.00 | | \$1,760.00 | 45436 |
| Building | 1164 HILL RD BP-2012-0129 | | OPEN | TAYLOR, MARION T & LEONARD, DENISE A | Mar-29-2012 | TAYLOR, MARION T & LEONARD, DENISE A | Fireplace insert | Chimney Liner Install | \$1,200.00 | | \$50.00 | CASH |
| District () TOTALS: ESTIMATED COST: \$405,142.00 NUMBER OF PERMITS: 16 | | | | | | | | | | | | |
| FEES INVOICED: \$4,495.00 FEES PAID: \$3,895.00 | | | | | | | | | | | | |
| BALANCE: \$600.00 | | | | | | | | | | | | |
| GRAND TOTALS: ESTIMATED COST: \$405,142.00 NUMBER OF PERMITS: 16 | | | | | | | | | | | | |
| FEES INVOICED: \$4,495.00 FEES PAID: \$3,895.00 | | | | | | | | | | | | |
| BALANCE: \$600.00 | | | | | | | | | | | | |



Building Department Monthly Construction Activity CY 2012

| | January | February | March | April | May | June | July | August | Sept. | October | November | December | Y-T-D Total |
|------------------------|-----------|----------|---------|-------|-----|------|------|--------|-------|---------|----------|----------|-------------|
| Residential: | | | | | | | | | | | | | |
| Single Family - new | | | | | | | | | | | | | 0 |
| Additions/Alterations | 8 | 3 | 10 | | | | | | | | | | 21 |
| Repairs | | | 2 | | | | | | | | | | 2 |
| Foundation Only | | | | | | | | | | | | | 0 |
| Pool | | | | | | | | | | | | | 0 |
| Accessory Apartment | | | | | | | | | | | | | 0 |
| Business: | | | | | | | | | | | | | |
| New | | | | | | | | | | | | | 0 |
| Additions/Alterations | 3 | 1 | 1 | | | | | | | | | | 5 |
| Other: | | | | | | | | | | | | | |
| Construct. trailers | | | | | | | | | | | | | 0 |
| Tents | | | | | | | | | | | | | 0 |
| Cell Tower / Antenna | 1 | | 1 | | | | | | | | | | 2 |
| Demolition | | 1 | | | | | | | | | | | 1 |
| Foundation Only | 1 | | | | | | | | | | | | 1 |
| Mechanical /Sheet Met | 1 | 1 | | | | | | | | | | | 2 |
| Woodstove | 2 | 1 | 2 | | | | | | | | | | 5 |
| Signs | | | | | | | | | | | | | 0 |
| Shed/Barn | | | | | | | | | | | | | 0 |
| Change of Use | | | | | | | | | | | | | 0 |
| Totals: | | | | | | | | | | | | | |
| Number of Permits | 16 | 7 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 39 |
| Construction Cost | 1,508,792 | 128,600 | 405,142 | | | | | | | | | | 2,042,534 |
| Total Fees | 9,640 | 1,403 | 4,495 | | | | | | | | | | 15,538 |
| Fines Collected | | | | | | | | | | | | | 0 |



32 (8) *
The Commonwealth of Massachusetts

Department of Public Safety

Board of Building Regulations and Standards

One Ashburton Place, Room 1301

Boston, Massachusetts 02108-1618

Phone (617) 727-7532 Fax (617) 227-1754

www.mass.gov/dps

Deval L. Patrick
Governor

Timothy P. Murray
Lieutenant Governor

Mary Elizabeth Heffernan
Secretary

Thomas G. Gatzunis, P.E.
Commissioner

Brian Gale
Chairman

Alexander MacLeod, R.A.
Vice Chairman

Robert Anderson
Administrator

April 9, 2012

Received
4-11-2012

Mr. Raid Suleiman, Chair
Town of Boxborough
29 Middle Road
Boxborough, MA 01719

RE: Building Code Enforcement Official Certification

Dear Mr. Suleiman:

This letter is to acknowledge receipt of the *New Employee Report Form* that was forwarded in announcement of **John Jennings'** conditional appointment to the position of **Inspector of Buildings** for the Town of Boxborough.

In accordance with 780 CMR R7, *the Rules and Regulations for the Certification of Inspectors of Buildings, Building Commissioners and Local Inspectors*, Mr. Jennings will have eighteen (18) months from her appointment date wherein to become certified. The eighteen month period will expire **August 31, 2013**. If Mr. Jennings is not successful in passing requisite exams during this period, he is required to forward a request for extension to the Building Official Certification Committee. The request shall clearly deline reasons for the delay.

The pertinent regulation language is repeated below for your knowledge and convenience.

R7.1.7.4 Conditional Appointment. Individuals who meet or exceed the experience requirements pursuant to M.G.L. c. 143, § 3 and 780 CMR, but who are not certified under the provisions of R7 may be appointed on a conditional basis only. If so appointed these requirements shall be met:

1. Immediately upon appointment, the city or town clerk shall report the conditional appointment to the BBRS in accordance with R7.1.7.2.
2. Within the first six months of employment the conditional appointee shall make application to take the examination(s) required for the appropriate category of certification.
3. Within one year following the first six months of employment the conditional appointee who is appointed as an inspector of buildings\building commissioner shall attain a passing score on all of the examinations required for that category of certification.
4. Within six months following the first six months of employment the conditional appointee who is appointed as a local inspector shall attain a passing score on all of the examinations required for that category of certification.

5. In accordance with R7.1.7.4.1, a conditional appointee may petition the BOCC in writing for an extension of time to comply with the examination schedule of R7. Upon establishment of cause, the BOCC may grant such extensions of time as it may consider appropriate.

6. Conditional appointees shall notify the BBRs of any change in the status of their employment, within one month of such change.

7. Any individual conditionally appointed as an inspector of buildings/building commissioner shall first be certified as a local inspector.

R7.1.7.4.1 Requests for exam schedule extension. Upon written petition to the BOCC, any conditional appointee unable to comply with the examination schedule as cited in R7.1.7.4 may for cause, be granted an extension of time in order to comply. Petitions shall be forwarded to the clerk of the BOCC on forms for such purpose, and addressed to the office of the BBRs. The conditional appointee shall state all reasons to substantiate the request for an extension of time. Conditional appointees who have not attempted the examination schedule as herein defined during the prescribed period shall not be granted an extension, and no conditional appointee shall be afforded more than three extensions of time beyond the prescribed period for the level of certification sought.

R7.1.7.4.2 Notification. The BOCC shall, within ten days of any action taken by the committee pursuant to R7, notify the appointing authority in writing of such action.

R7.1.7.4.3 Notice of non-compliance. Any conditional appointee who has not attained passing scores in all examinations required for certification as a inspector of buildings / building commissioner and /or local inspector and who exhausted extension time as afforded by R7.1.7.4.1 shall be deemed to be in non-compliance with M.G.L. c.143, §3 and unauthorized to serve as a conditional appointee in the position for which they are not yet certified.

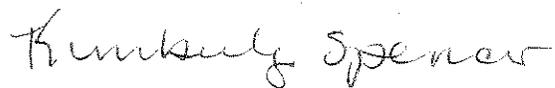
R7.3 REQUIREMENTS FOR MAINTENANCE OF CERTIFICATION STATUS

R7.3.1 Continuing education requirements. Within each three-year period following initial certification, the registrant to maintain certification shall complete 45 hours of continuing education credit acceptable to the BOCC. Conditional appointees as defined by R7 shall attain at least one contact hour of education credit for each month of employment until such time as the conditional appointee has successfully completed the required examination schedule and is certified as prescribed.

If you have any questions regarding this matter, please contact me @ 617-826-5236 or kimberly.spencer@state.ma.us.

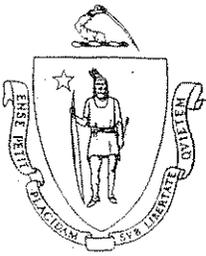
Very truly yours;

BUILDING OFFICIAL CERTIFICATION COMMITTEE



Kimberly Spencer
Program Coordinator

cc: File, John Jennings
Enc.



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Secretary

The Commonwealth of Massachusetts

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Vice Chairman

Robert Anderson
Administrator

April 9, 2012

Mr. John J. Jennings
Building Department
29 Middle Road
Boxborough, MA 01719

RE: Building Code Enforcement Official Certification

Dear Mr. Jennings:

This letter is to acknowledge receipt of your *New Employee Report Form* that was forwarded in announcement of your appointment to the position of **Inspector of Buildings** for the Town of Boxborough.

As you are aware, MGL c 143 § 3, requires all building code enforcement officials to be certified in accordance with procedures established by the Board of Building Regulations and Standards. In accordance with 780 CMR R7, *the Rules and Regulations for the Certification of Inspectors of Buildings, Building Commissioners and Local Inspectors*, you have eighteen (18) months from the date of appointment, **February 13, 2012** wherein to become certified, which is **August 31, 2013**.

“R7.1.7.4-2 Within the first six months of employment (**August 31, 2012**) the conditional appointee shall make application to take the examination(s)...”

If you have any questions regarding this matter, please contact me @ 617-826-5236 or kimberly.spencer@state.ma.us.

Very truly yours;

BUILDING OFFICIAL CERTIFICATION COMMITTEE

Kimberly Spencer
Program Coordinator

cc: / Raid Suleiman, Chair

**BUILDING CODE ENFORCEMENT OFFICIAL
CERTIFICATION PROCESS
(708 CMR R7)**

Name: JOHN J. JENNINGS III

Municipality: Boxborough

Position: Inspector of Buildings

Certified Title: Local Inspector

Date Completed:

2/13/2012

Appointment Date

Immediately upon appointment, the city or town clerk shall report the conditional appointment to the BBRS in accordance with R7.1.7.2. Submit completed New Employee Report Form to the BBRS along with a copy of most current resume.

5/8/07

of B

Quals. Reviewed

Qualifications accepted by Certification Committee; in accordance with R72.2.1 & 2.3.1 approval to take required exams sent to new employee.

8/31/2012

1st Six Months

Within the first six months of employment the conditional appointee shall make application to take the examination(s) required for the appropriate category of certification as identified in 780 CMR R7.2.

45

CEU's Required
by certification date

Conditional Appointees shall attain at least one contact hour of education credit for each month of employment in accordance with R7.3.1.

8/31/2013

Must be Certified By:

Within six months following the first six months (12 months) of employment the **Local Inspector** conditional appointee shall attain a passing score on all of the examinations required for the category of certification of the conditional appointment.

Inspector of Buildings/Building Commissioners must attain a passing score on all required examinations within one year following the first six months (18 months).

Ext. Exp. Date

In accordance with R7.1.7.4.1, a conditional appointee may petition the BOCC in writing for an extension of time to comply with the examination schedule of R7. Upon establishment of cause, the Building Official Certification Committee may grant such extensions of time as it may consider appropriate.

Application for Certification as a Building Code Enforcement Official to be completed and submitted to the BBRS after successfully completing the steps necessary to attain the level of certification desired.

This form is kept on file at the Board of Building Regulations and Standards.

*Please forward ALL exam results, applications and extension requests to: the BBRS attention Kim Spencer,
One Ashburton Place, Room 1301, Boston, MA 02108.*

4/9/2012

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Minutes, Notices and Updates
April 23, 2012

Minutes

1. Minutes of the Conservation Commission meetings held March 21, 2012 and April 4, 2012.
2. Minutes of the Zoning Board of Appeals meetings held March 13, 2012 and April 3, 2012.
3. Minutes of the Finance Committee meeting of March 26, 2012.
4. Minutes of the Recreation Commission meeting of April 10, 2012.

Notices

1. Notice of a Acton-Boxborough Cultural Council meeting held April 9, 2012 [Acton]
2. Notice of a Boxborough Information Technology Committee meeting held April 10, 2012.
3. Notice of a Emergency Reserve Corps meeting held April 10, 2012.
4. Notice of a Public Celebration Committee meeting held April 12, 2012.
5. Notice of a Board of Health meeting held April 18, 2012.
6. Notice of a Council on Aging meeting held April 19, 2012.
7. Notice of a Steele Farm Advisory Committee meeting held April 19, 2012.
8. Notice of an Energy Committee meeting to be held May 1, 2012.
9. Notice of a Library Trustees meeting to be held May 2, 2012.
10. Notices of Recreation Commission meetings:
 - a. Held April 10, 2012
 - b. To be held May 8, 2012
11. Notices of Finance Committee meetings:
 - a. Held April 9, 2012
 - b. To be held April 23, 2012

12. Notices of Board of Selectmen meetings:
 - a. Contract Negotiating Team [Executive Session]
 - i. Held April 11, 2012 [Dispatch]
 - ii. To be held April 24, 2012 [Fire]
 - iii. To be held April 26, 2012 [Fire]
 - iv. To be held April 27, 2012 [Police]
 - v. To be held May 2, 2012 [Dispatch]
 - vi. To be held May 9, 2012 [Dispatch]
 - b. Regular Meeting to be held April 23, 2012
13. Notices of Boxborough School District related meetings:
 - a. School Committee meeting held April 12, 2012.
 - b. School Committee meetings to be held May 14, 15, and 16, 2012 [ATM]
 - c. Executive Session meeting held April 12, 2012.
 - d. School Committee Negotiations Subcommittee & Teachers' Assoc. (Executive Session) meetings:
 - i. Held April 11, 2012 [Cancelled]
 - ii. To be held April 25, 2012
 - e. School Council held April 9, 2012.
14. Notice for the Boxborough Leadership Forum to be held April 24, 2012.
15. Conservation Commission's Order of Conditions, issued March 21, 2012, to Julian D'Agostine of Olympus Realty, regarding the property identified as 34 Mass. Ave.
16. Notice of OPEB workshops being held by the Association of Town Finance Committees being offered on May 3rd, May 10th and May 24th, 2012.#
17. Boxborough Historical Society newsletter and calendar of events, dated April 4, 2012.#



General Correspondence
April 23, 2012

1. Invitation from the Montachusett Regional Transit Authority (MART) for the Groundbreaking Ceremony for their No. Leominster Intermodal Center on May 4, 2012. #
2. Baystate Roads Program –Newsletter *Mass Interchange*:
 - a. Fall/Winter 2011
 - b. Spring 2012
3. Letter from John Flint, NationalGrid's VP – Operations & Construction, dated April 11, 2012, to TA Shaw, advising of the status of National Grid's contract with the Utility Steel Workers of America – Brotherhood of Utility Workers Local 12003 and National Grid's continuity preparations in the event that the collective bargaining process breaks down and there is a work stoppage.

