



BOARD OF SELECTMEN
Meeting Minutes
April 30, 2012

Approved: June 25, 2012

PRESENT: Les Fox, Member; Frank Powers, Member; and Rebecca Neville, Member

ABSENT: Selectmen - Raid Suleiman & Christine Robinson

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.

Member Fox called the meeting to order at 7:31 P.M. in the Grange Meeting Room of Town Hall.

Member Neville moved to appoint Les Fox as Chair Pro Tem. Seconded by Member Powers. **Approved 3-0.**

ANNOUNCEMENTS

- Chair Pro Tem Fox read the announcements.

Chair Pro Tem Fox moved to take Agenda Item #7d, out of order. Seconded by Member Powers. **Approved 3-0.**

NEW BUSINESS

- There was discussion on a request from the Town of Lunenburg to participate in an amicus brief in the matter of Lunenburg Zoning Board vs. Housing Appeals Committee et al (SJC No. 11102). Housing Board Chair, Al Murphy, was present for this discussion. This case was filed by the Town Lunenburg because of matters involving 40B definitions and thresholds. There was discussion on the circumstances and merits of this case. Boxborough has similar concerns. BHB Chair Murphy strongly urged the Selectmen to support this request. Member Powers moved to support the Town of Lunenburg in its request to participate in an amicus brief in the matter of Lunenburg Zoning Board vs. Housing Appeals Committee et al (SJC No. 11102) Seconded by Member Neville. **Approved 3-0.**

MINUTES

- Member Powers moved to accept the minutes for the Executive Session of – April 24, 2012; April 26, 2012 & April 27, 2012 (BoS Contract Negotiating Team), as written. Seconded by Member Neville. **Approved 3-0.**

SELECTMEN REPORTS

- Member Neville reported that she had attended BLF. The Pre-town meeting discussions went well.

She reported that the Agricultural Commission reviewed the proposed Right to Farm bylaw in preparation for Town Meeting.

Member Neville also reported that she attended the ABCC Grant reception.

- Member Powers reported that the Well-being Committee is considering a “Healthy Community Initiative.” He further advised that the Well-being Comm. will be hosting a booth “Boxborough Cares” at Fifer’s Day.
- Chair Pro Tem Fox reported that he and Member Powers had had several meetings with Chief White.

He further reported that he and Member Powers had had several meetings with Police.

OLD BUSINESS

- The Selectmen took up discussion on the “Town of Boxborough Policy for the Hager Well Incidence Response.” Background was provided on what precipitated the development on this document. During review, revisions were suggested and several concerns were raised. It was determined that the Board of Health would be invited in to discuss this document. The Board passed over approval of the Policy. It was also noted that the word “Incidence” should be replaced with “Incident.”
- There was discussion on Annual/Special Town Meeting, specifically to review motions. The pro-forma motions were reviewed. There was discussion on Article # 18 – Additional Town Hall P/T Staffing. TA Shaw advised the Selectmen that she has taken another look at this and intends to bring more information forward to them at their next meeting. Since this article original drafting it has been suggested that, instead of hiring an additional staff member, the recently vacated Town Clerk support position could be expanded to include support for the Tax Collector and Treasurer. The intent is to provide redundancy and continuity of government. The position would remain part-time. Discussion was suspended so FinCom could come over to provide input on the proposed changes concerning Article #18.

NEW BUSINESS (Continued)

Member Powers moved to approve the parade permits for the Memorial Day and Fifer’s Day parades, to be held on Monday, May 28 and Saturday, June 16, respectively, and to waive any applicable fees. Seconded by Member Neville. **Approved 3-0.**

OLD BUSINESS (Continued)

Now that Finance Committee members, Amy Burke & Neal Hesler, were present discussion on STM/ATM was re-opened. TA Shaw reviewed the proposed changes for these FinCom members. It was clarified that TA Shaw would be seeking an increase to the current FY 13 Town Hall salary line - back to the FY 12 level(s). There was discussion about managing this change within Article #8 – Operating Budget. It was determined that this will need to be an amendment on Town Meeting floor. There was discussion about the other proposed amendments to the Operating Budget. There was a review of the Moderator’s proposed Town Meeting explanatory letter that he will be sending into the newspaper. Revisions were suggested.

NEW BUSINESS (Continued)

- Member Powers opened discussion on the Police Dept. Reserve Fund Transfer Request. The Police Station’s water pump had failed and needed to be replaced. Member Powers moved to forward to the Finance Committee for approval the request to transfer \$5,555.00 from the Reserve Fund to account #01-210-5200-5242 (Police Department Repair and Maintenance – Bldg and Grounds). Seconded by Member Neville. **Approved 3-0.**
- In accordance with the provisions of Massachusetts General Law, Chapter 40B §24, Member Powers moved to appoint Leslie R. Fox as the Town of Boxborough’s representative to the Metropolitan Area Planning Council, for a term of three years commencing on May 1, 2012 and ending on April 30, 2015. Seconded by Member Neville. **Approved 3-0.**

EXECUTIVE SESSION

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

ADJOURN

- At 9:40 PM Member Powers moved to adjourn. Seconded by Member Neville. **Approved 3-0.**

SELECTMEN'S ANNOUNCEMENTS

APRIL 30, 2012

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

- **Boxborough's Annual Town Meeting** will begin on **Monday, May 14th** at 7 PM the Blanchard Memorial School. Warrants have been mailed out to all registered voters and are also available from the Town's website and at Town Hall. *Please bring your warrant to Town Meeting.*

- **The proposed FY 2013 budget** is also available, on the Town's website.

- **Boxborough's 2011 Annual Town Report** is available on the Town's website and paper copies will also be available at Town Meeting. 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. Based on last week's CMMC inspections it has been determined that a helicopter dispersed application will take place on Thursday, May 3rd.

- The Boxborough Fire Department is happy to announce a **Child Car Seat Check up Event on Saturday, May 19th**, from 10:00 AM to 2:00 PM at the Fire Station, 502 Mass. Ave. This event is designed to educate parents on the proper installation of car and booster seats. No pre-registration is required. If you are unable to attend you can sign up for an alternative date by going to the Fire Department's website.

- **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.

- 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 **Sargent Memorial Library** will be closed the Memorial Day holiday weekend; re-opening on Tuesday, May 29, 2012 at 10:00 AM. This is necessary as the Library Network undergoes a conversion to Evergreen Open Systems. Because this is a network project patrons will be unable to access their library record or the library catalog, during this time period. We regret any inconvenience this may cause. Go to the Library's website if you wish more information.

- 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.

- The **2012 Boxborough Fifer's Day** celebration will take place on Saturday, June 16th at Flerra Field. The Day commences with the Fifer's Four Mile Road Race;

followed by a parade from the Blanchard School to Flerra Field and then presentation of the Golden Fife Award. The Fair will commence at noon and include food and barbecue, children's games and activities, a volley ball tournament, booths representing Town organizations, and a local craft fair. There will be music throughout the afternoon.

- 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.
- For more information on the Fire Department's Child Car Seat Check up Event please visit www.boxboroughfire.com. For questions regarding these programs please contact Firefighter Jason Malinowski via e-mail at jmalinowski@boxboroughfire.com.
- If you wish more information on the Evergreen Open Systems conversion go to the Library's website: www.boxlib.org.



BOARD OF SELECTMEN

Meeting Agenda

April 30, 2012

Boxborough Town Hall

Grange Meeting Room

1. CALL TO ORDER, 7:30 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

- a) Citizens' concerns

4. MINUTES

- a) Executive session, April 24, 2012 (Contract Negotiating Team)
- b) Executive session, April 26, 2012 (Contract Negotiating Team)
- c) Executive session, April 27, 2012 (Contract Negotiating Team)

ACCEPT & POF
ACCEPT & POF
ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

- a) Town of Boxborough Policy for the Hager Well Incidence Response
Move to approve the "Town of Boxborough Policy for the Hager Well Incidence Response" consistent with actions to be taken by the Boxborough Board of Health or Jim Garreffo on behalf of Nashoba Associated Boards of Health.
- b) Annual/Special Town Meeting – review motions

VOTE:

7. NEW BUSINESS

- a) Memorial Day and Fifer's Day parades – permit request
Move to approve the parade permits for the Memorial Day and Fifer's Day parades, to be held on Monday, May 28 and Saturday, June 16, respectively, and to waive any applicable fees
- b) Reserve Fund Transfer Request – Police Department
Move to forward to the Finance Committee for approval the request to transfer \$5,555.00 from the Reserve Fund to account #01-210-5200-5242 (Police Department Repair and Maintenance - Bldg and Grounds)
- c) Metropolitan Area Planning Council (MAPC) Representative, May 1, 2012 – April 30, 2015
In accordance with the provisions of Massachusetts General Law, Chapter 40B §24, move to appoint Leslie R. Fox as the Town of Boxborough's representative to the Metropolitan Area Planning Council, for a term of three years commencing on May 1, 2012 and ending on April 30, 2015
- d) Town of Lunenburg – request for amicus briefs re: Lunenburg Zoning Board vs. Housing Appeals Committee et al (SJC No. 11102)
Move to support the town of Lunenburg in its request to participate in an amicus brief in the matter of Lunenburg Zoning Board vs. Housing Appeals Committee et al (SJC No. 11102)

VOTE:

VOTE:

VOTE:

VOTE:

8. CORRESPONDENCE

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

ACCEPT & POF

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. EXECUTIVE SESSION

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

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

12. ADJOURN

ba



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

Town of Boxborough Policy for the Hager Well Incidence Response

Section 1-Purpose

As the owner of the public water supply well, the Town is responsible for maintaining the water supply in conjunction with 310CMR22.00 of the State Environmental Code, The Massachusetts Drinking Water Regulations (regulations). The town recognizes that there needs to be a documented process for steps the town departments should take in the event of a water sample indicating a positive presence of coliform or other violation of the most recent version of the Massachusetts drinking water standards.

Section 2- Procedures

In the event of a confirmed positive test, the following procedure shall be followed.

1. The DPW will notify the named contact persons at the consumer sites; School, Library, Police and Fire, by phone or in person and a follow up email.
2. The DPW will notify the BOH by phone and a follow up email.
3. The DPW will notify the Hager Well Group contacts by email.
4. All contacts will confirm by email that they have received notification.
5. Each department head will take action according to their individual department policy.
6. After the required number of successive tests results are clear, per the regulations noted above, Jim Garreffo, on behalf of the BOH, will inform all department that the water supply has returned to compliance with the most recent version of the Massachusetts drinking water standards for the parameter (s) tested.

BOXBOROUGH BOH
 # 1 mlle
 # 2 FD 02
 # 3 _____
 ACTION: Approved by 2/3

RECEIVED



IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Tests Shows Coliform Bacteria detected in drinking water served by:
BOXBOROUGH MUNICIPAL BUILDING WATER, LOCATED IN BOXBOROUGH, MASSACHUSETTS

Our water system recently violated a drinking water standard. Although this incident was not an emergency, as our customers, you have a right to know what happened and what we did to correct this situation.

We routinely monitor for drinking water contaminants. More than 1 sample or greater than 5 percent of our samples collected for coliform bacteria during the month of **August** showed the positive presence of coliform bacteria. This exceeds the standard that no more than 1 sample per month may do so.

What should I do?

- **You do not need to boil your water or take other corrective actions.** However, if you have specific health concerns, consult your doctor.

People with severely compromised immune systems, infants, and some elderly may be at increased risk. These people should seek advice about drinking water from their health care providers. General guidelines on ways to lessen the risk of infection by microbes are available from EPA's Safe Drinking Water Hotline at 1 (800) 426-4791.

What does this mean?

This is not an emergency. If it had been, you would have been notified immediately. Coliform bacteria are generally not harmful themselves. *Coliforms are bacteria which are naturally present in the environment and are used as an indicator that other, potentially-harmful, bacteria may be present. Coliforms were found in more samples than allowed and this was a warning of potential problems.*

Usually, coliforms are a sign that there could be a problem with the system's treatment or distribution system (pipes). Whenever we detect coliform bacteria in any sample, we do follow-up testing to see if other bacteria of greater concern, such as fecal coliform or *E. coli*, are present. **We did not find any of these bacteria in our subsequent testing, and further testing shows that this problem has been resolved.**

What happened? What was done?

On **Aug 24, 2011**, WhiteWater, Inc. collected the routine monthly total coliform bacteria samples. 2 of those samples tested positive for total coliform bacteria. On **Aug 26, 2011**, WhiteWater, Inc. collected repeat samples which tested positive to confirm the presence of total coliform bacteria.

On **Aug 26, 2011**, we chlorinated the Tank and flushed the system. On **Aug 29, 2011**, WhiteWater, Inc. collected 5 more repeat samples. All of those tested negative for total coliform bacteria indicating that this problem has been resolved.

In **September** we will take more samples to make sure that the problem has been resolved.

We are in contact with the Department of Environmental Protection (DEP) who is evaluating the effectiveness of the steps taken to see if any further action is required.

For more information, please contact (**Carlos Santa**) WhiteWater, Inc. at 888-377-7678 or 253B Worcester Road Charlton, MA 01507.

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.

This notice is being sent to you by

PWS ID#:

Date distributed:

Boxborough Municipal Building

2037010

9/14/2011

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Tests Shows Coliform Bacteria detected in drinking water served by:
BOXBOROUGH MUNICIPAL BUILDING WATER, LOCATED IN BOXBOROUGH, MASSACHUSETTS

Our water system recently violated a drinking water standard. Although this incident was not an emergency, as our customers, you have a right to know what happened and what we did to correct this situation.

We routinely monitor for drinking water contaminants. More than 1 sample or greater than 5 percent of our samples collected for coliform bacteria during the month of **November** showed the positive presence of coliform bacteria. This exceeds the standard that no more than 1 sample per month may do so.



What should I do?

- **You do not need to boil your water or take other corrective actions.** However, if you have specific health concerns, consult your doctor.

People with severely compromised immune systems, infants, and some elderly may be at increased risk. These people should seek advice about drinking water from their health care providers. General guidelines on ways to lessen the risk of infection by microbes are available from EPA's Safe Drinking Water Hotline at 1 (800) 426-4791.

What does this mean?

This is not an emergency. If it had been, you would have been notified immediately. Coliform bacteria are generally not harmful themselves. *Coliforms are bacteria which are naturally present in the environment and are used as an indicator that other, potentially-harmful, bacteria may be present. Coliforms were found in more samples than allowed and this was a warning of potential problems.*

Usually, coliforms are a sign that there could be a problem with the system's treatment or distribution system (pipes). Whenever we detect coliform bacteria in any sample, we do follow-up testing to see if other bacteria of greater concern, such as fecal coliform or *E. coli*, are present. **We did not find any of these bacteria in our subsequent testing, and further testing shows that this problem has been resolved.**

What happened? What was done?

On **Nov 17, 2011**, WhiteWater, Inc. collected the routine monthly total coliform bacteria samples. 2 of those samples tested positive for total coliform bacteria. On **Nov 19, 2011**, WhiteWater, Inc. collected repeat samples 3 of those samples tested positive for total coliform bacteria.

On **Nov 19, 2011**, WhiteWater, Inc. chlorinated the Tank and flushed the system. On **Nov 21, 2011**, WhiteWater, Inc. collected 6 more repeat samples. All of those tested negative for total coliform bacteria indicating that this problem has been resolved.

In **December** we will take more samples to make sure that the problem has been resolved.

We are in contact with the Department of Environmental Protection (DEP) who is evaluating the effectiveness of the steps taken to see if any further action is required.

For more information, please contact (**Carlos Santa**) WhiteWater, Inc. at 888-377-7678 or 253B Worcester Road Charlton, MA 01507.

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.

This notice is being sent to you by

PWS ID#:

Date distributed:

Boxborough Municipal Building

2037010

12/2/2011



**TOWN OF BOXBOROUGH
SPECIAL/ANNUAL TOWN MEETING
MAY 14, 2012
MOTIONS**

SPECIAL TOWN MEETING

- 1. AMEND FY 2012 OPERATING BUDGET**
- 2. LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER**

ANNUAL TOWN MEETING

- 1. CHOOSE TOWN OFFICERS**
- 2. HEAR AND RECEIVE REPORTS**
- 3. SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**
- 4. PERSONNEL ADMINISTRATION PLAN CHANGES**
- 5. FUND MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE COLLECTIVE BARGAINING AGREEMENT**
- 6. FUND BOXBOROUGH PROFESSIONAL FIREFIGHTERS ASSOCIATION, LOCAL 4601 COLLECTIVE BARGAINING AGREEMENT**
- 7. FUND MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH COLLECTIVE BARGAINING AGREEMENT**
- 8. TOWN OPERATING BUDGET**
- 9. SENSE OF THE MEETING – BOXBOROUGH SCHOOL DISTRICT/BLANCHARD ELEMENTARY SCHOOL ADMINISTRATIVE STRUCTURE - K - 12 REGIONALIZATION WITH ACTON, UNION WITH HARVARD, NEITHER ^{AA}**
- 10. ACTON BOXBOROUGH REGIONAL SCHOOLS LOWER FIELDS**
- 11. TRANSFER TO STABILIZATION FUND**
- 12. TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND**
- 13. CAPITAL EQUIPMENT ACQUISITION – HAGER WELL AND BLANCHARD MEMORIAL SCHOOL EMERGENCY GENERATORS**
- 14. CAPITAL EQUIPMENT ACQUISITION – DPW GENERATORS**
- 15. CAPITAL EQUIPMENT ACQUISITION – DPW FIELD MOWER**
- 16. RECONFIGURATION OF TRANSFER STATION – FEASIBILITY STUDY**
- 17. CAPITAL IMPROVEMENTS – TOWN HALL – EXTERIOR PAINTING**
- 18. TOWN HALL – ADDITIONAL PART-TIME STAFF**
- 19. CAPITAL EQUIPMENT – REFURBISH/REBUILD POLICE CRUISER**
- 20. CAPITAL EQUIPMENT ACQUISITION – POLICE COMMAND VEHICLE**

21. CAPITAL IMPROVEMENT – INSTALLATION OF CENTRAL AIR CONDITIONING AT FIRE STATION
22. CAPITAL EQUIPMENT ACQUISITION - EMERGENCY RESPONSE COMMAND VEHICLE - FIRE DEPARTMENT
23. CAPITAL IMPROVEMENT – REPLACE PORTION OF BLANCHARD MEMORIAL SCHOOL ROOF
24. CAPITAL IMPROVEMENTS – REPAIR AND REPLACE BLANCHARD MEMORIAL SCHOOL’S EXTERIOR MORTAR AND MASONRY
25. CAPITAL IMPROVEMENTS - CARPET REPLACEMENT AT BLANCHARD MEMORIAL SCHOOL
26. CAPITAL IMPROVEMENTS - REPLACE CURRENT GYM & LIBRARY LIGHTING AT BLANCHARD MEMORIAL SCHOOL
27. CAPITAL IMPROVEMENTS - PERIMETER SAFETY FENCING AT BLANCHARD MEMORIAL SCHOOL
28. CAPITAL ACQUISITION – TWO -WAY RADIOS AND ASSOCIATED EQUIPMENT FOR BLANCHARD MEMORIAL SCHOOL
29. BILL OF A PRIOR FISCAL YEAR
30. CAPITAL IMPROVEMENTS – SARGENT MEMORIAL LIBRARY - PAINTING
31. PLANNING BOARD – TOWN BUILD-OUT ANALYSIS
32. CONSERVATION TRUST FUND
33. RIGHT TO FARM BYLAW
34. ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) TABLE OF USES BUSINESS/INDUSTRIAL USES AND SECTION 6006 PARKING SCHEDULE
35. ACQUISITION OF SIDEWALK EASEMENT
36. REVOLVING FUND – FIELD PERMITTING FEES
37. SENSE OF THE MEETING – RESOLUTION TO SUPPORT PASSAGE OF A CONSTITUTIONAL AMENDMENT PROVIDING THAT CORPORATIONS ARE NOT ENTITLED TO THE SAME RIGHTS AS NATURAL PERSONS^{##} - SUBMITTED BY VINCENT AMOROSO
38. TOWN VOTING – BALLOT – MONDAY TOWN HALL FOLLOWING TOWN MEETING FOLLOWING WEEK^{##} - SUBMITTED BY PHILIP KICELEMOS
39. CLOSE OUT OLD ARTICLES**
40. ROAD ACCEPTANCE – HUGHES LANE**
41. PERSONAL REAL ESTATE EXEMPTIONS**
42. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**
43. GIS ASSESSOR MAPS REVOLVING FUND**
44. REVOLVING FUNDS**

LEGEND

- ΔΔ SENSE OF THE MEETING
 ## SUBMITTED BY PETITION
 ** CONSENT AGENDA



BOXBOROUGH SPECIAL TOWN MEETING

ARTICLE 1 AMEND FY 2012 OPERATING BUDGET

(Majority vote required)

I move to transfer from Free Cash the sum of Thirteen Thousand Eight Hundred and Eighty-Seven (\$13,887) to defray the necessary expenses of the Minuteman Regional Vocational Technical School District (the "District") for the District's 2012 fiscal year, bringing the total appropriation from the Town for the District's 2012 fiscal year to \$381,793.

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

(Majority vote required)

I move to authorize the Board of Selectmen to enter into an agreement with the United Church of Christ, Congregational, Boxborough, MA, for a term of two years, commencing July 1, 2012, for the lease of the Fellowship Hall, to be used as a community center, and further that the Town transfers from Free Cash the sum of Ten Thousand Eight Hundred Dollars (\$10,800) for the purpose of funding the first year of the lease for the period July 1, 2012 through June 30, 2013.

Raid Suleiman, Chair, Board Of Selectmen

➤ **Motion to dissolve STM**

I move to dissolve the Special Town Meeting.

BOXBOROUGH ANNUAL TOWN MEETING

ARTICLE 2 HEAR AND RECEIVE REPORTS

(Majority vote required)

I move to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2011 Annual Town Report [and further, to hear and receive the reports as presented at Annual Town Meeting].

ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS - BOS CHAIR

(Majority vote required)

I move to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2012 as printed in the Annual Town Meeting warrant under Article 3.

ARTICLE 4 PERSONNEL ADMINISTRATION PLAN CHANGES

(Majority vote required)

I move to amend Classification of Positions (Schedule A) and Compensation of Positions (Schedule B) as printed in the Annual Town Meeting warrant under Article 4.

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

(Majority vote required)

I move to pass over Article 5.

Or... if Agreement has been ratified by the parties...

I move to raise and appropriate the sum of \$TBD to fund the Collective Bargaining Agreement covering the period July 1, 2012 – June 30, 2015, between the Town of Boxborough and the Massachusetts Coalition of Police, Local 200, Police; and further...

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

(Majority vote required)

I move to pass over Article 6.

Or... if Agreement has been ratified by the parties...

I move to raise and appropriate the sum of \$TBD to fund the Collective Bargaining Agreement covering the period July 1, 2012 – June 30, 2015, between the Town of Boxborough and the Boxborough Professional Firefighters Association, Local 4601; and further...

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

(Majority vote required)

I move to pass over Article 7.

Or... if Agreement has been ratified by the parties...

I move to raise and appropriate the sum of \$TBD to fund the Collective Bargaining Agreement covering the period July 1, 2012 – June 30, 2015, between the Town of Boxborough and the Massachusetts Coalition of Police, Local 200A, Dispatch; and further...

ARTICLE 8 TOWN OPERATING BUDGET
(Majority vote required)

I move that the Town raise and appropriate the sum of

\$

for the operations and expenses of the Town during the fiscal year beginning July 1, 2012, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 8 of the Annual Town Meeting warrant, under the heading FY2013 Budget.

**ARTICLE 9 SENSE OF THE MEETING – BOXBOROUGH SCHOOL DISTRICT/BLANCHARD
ELEMENTARY SCHOOL ADMINISTRATIVE STRUCTURE - K - 12
REGIONALIZATION WITH ACTON, UNION WITH HARVARD, NEITHER ^{aa}**
(Majority vote required; non-binding)

I move to adopt the following non-binding sense of the meeting resolution:

It is the sense of the town meeting that:

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

ARTICLE 10 ACTON BOXBOROUGH REGIONAL SCHOOLS LOWER FIELDS
(Two-thirds vote)

I move to approve the \$1.5 Million borrowing authorized by the Acton-Boxborough Regional School District, for the purpose of paying costs of construction of outdoor recreational and athletic facilities at the Regional School District property, and for the payment of all other costs incidental and related thereto, said amount to be expended at the direction of the Regional School District School Committee.

ARTICLE 11 TRANSFER TO STABILIZATION FUND
(Two-thirds vote required)

I move to transfer the sum of One Hundred Ninety-Seven Thousand Dollars (\$197,000) from Free Cash to the Stabilization Fund.

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

I move to transfer the sum of Seventy-Five Thousand Dollars (\$75,000) from Free Cash to the OPEB Trust Fund.

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

(Majority vote required)

I move to transfer from Free Cash the sum of Seventy Thousand Dollars (\$70,000) for the purpose of acquiring and installing emergency generators at the Blanchard Memorial School and the Hager Well House; further that no funds may be expended under this vote until the Town has been allotted a grant in the amount of at least One Hundred Seventy-Seven Thousand dollars (\$177,000) from the Federal Emergency Management Agency under the Hazard Mitigation Grant Program (HMGP).

ARTICLE 14 CAPITAL EQUIPMENT ACQUISITION – DPW GENERATORS

(Two-thirds vote required)

I move to borrow the sum of Fifty Thousand (\$50,000) for the purpose of acquiring and installing an emergency generator at the Department of Public Works facility to support the fuel tanks, operation of the liquid magnesium system, external yard lighting, and to supply emergency power to the building.

ARTICLE 15 CAPITAL EQUIPMENT ACQUISITION – DPW FIELD MOWER

(Two-thirds vote required)

I move to borrow the sum of Fifty Thousand (\$50,000) for the purpose of acquiring a field mower for the Department of Public Works.

ARTICLE 16 RECONFIGURATION OF TRANSFER STATION – FEASIBILITY STUDY

(Majority vote required)

I move to transfer from Free Cash the sum of Eighteen Thousand Dollars (\$18,000) for the purpose of conducting a feasibility study and developing preliminary engineering plans and a construction cost estimate for a reconfiguration of the Town's Transfer Station.

ARTICLE 17 CAPITAL IMPROVEMENTS – TOWN HALL – EXTERIOR PAINTING

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

I move to transfer from the Stabilization Fund the sum of Seventy-Five Thousand Dollars (\$75,000) to scrape and paint the exterior of the older, west section of the town hall.

ARTICLE 18 TOWN HALL – ADDITIONAL PART-TIME STAFF

(Majority vote required)

I move to pass over Article 18.

ARTICLE 19 CAPITAL EQUIPMENT – REFURBISH/REBUILD POLICE CRUISER

(Majority vote required)

I move to transfer from Free Cash the sum of Thirteen Thousand Five Hundred Dollars (\$13,500) for the purpose of refurbishing and rebuilding a 2006 marked police cruiser.

ARTICLE 20 CAPITAL EQUIPMENT ACQUISITION – POLICE COMMAND VEHICLE

(Majority vote required)

I move to transfer from Free Cash the sum of Thirty-Nine Thousand Seven Hundred Thirteen Dollars (\$39,713) for the purpose of replacing the Police Chief's Command Vehicle.

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

(Majority vote required)

I move to transfer from Free Cash the sum of Twenty Thousand Dollars (\$20,000) for the purpose of installing air conditioning in the living quarters and office areas of the fire station.

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

(Majority vote required)

I move to transfer from Free Cash the sum of Fifty Thousand Dollars (\$50,000) for the purpose of acquiring an emergency response command vehicle for the Fire Department.

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

(Two-thirds vote required if borrowing)

I move to borrow the sum of One Hundred Eighty Thousand Dollars (\$180,000) for the purpose of replacing a portion of the roof at the Blanchard Memorial School.

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

(Majority vote required)

I move to transfer from Free Cash the sum of Thirty Thousand Dollars (\$30,000) for the purpose of repairing and replacing exterior mortar and masonry of the Blanchard Memorial School.

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

(Majority vote required)

I move to transfer from Free Cash the sum of Fifteen Thousand Dollars (\$15,000) for the purpose of removing and replacing classroom carpeting at the Blanchard Memorial School.

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

(Majority vote required)

I move to transfer from Free Cash the sum of Ten Thousand Three Hundred Dollars (\$10,300) for the purpose of replacing the lighting in the Blanchard Memorial School Gym and Library.

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

(Majority vote required)

I move to transfer from Free Cash the sum of Seventeen Thousand Dollars (\$17,000) for the purpose of installing perimeter safety fencing at the Blanchard Memorial School.

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

(Majority vote required)

I move to transfer from Free Cash the sum of Six Thousand Three Hundred Dollars (\$6,300) for the purpose of acquiring two-way radios and the equipment necessary for the installation and operation thereof for the Blanchard Memorial School.

ARTICLE 29 BILL OF A PRIOR FISCAL YEAR

(Four-fifths vote required)

I move to transfer from Free Cash the sum of Five Thousand Two Hundred Sixteen Dollars (\$5,216) for the purpose of paying Massachusetts Teachers' Retirement System (MTRS) for outstanding amounts owed relating to a prior year for an employee of the Blanchard Memorial School.

ARTICLE 30 CAPITAL IMPROVEMENTS – SARGENT MEMORIAL LIBRARY - PAINTING

(Majority vote required)

I move to transfer from Free Cash the sum of Twenty Thousand (\$20,000) for the purpose of power washing and painting the exterior of the Sargent Memorial Library.

ARTICLE 31 PLANNING BOARD – TOWN BUILD-OUT ANALYSIS

(Majority vote required)

I move to transfer from Free Cash the sum of Ten Thousand Dollars (\$10,000) for the purpose of conducting a town-wide build-out analysis to estimate potential future housing units and commercial development under current zoning and alternative futures to model the different amount, location, and type of development that might result from changes to that zoning.

ARTICLE 32 CONSERVATION TRUST FUND

(Majority vote required)

I move to transfer from Free Cash the sum of Five Thousand (\$5,000), said sum to be transferred to the Town's Conservation Trust Fund.

ARTICLE 33 RIGHT TO FARM BYLAW

(Majority vote required)

I move to adopt a general bylaw, *Right to Farm Bylaw*, as printed in the Annual Town Meeting warrant under Article 33.

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

(Two-thirds vote required)

I move to amend the Boxborough Zoning Bylaw Section 2100 Definitions, by adding the definition of “Landscaping Services” and “Landscaping Contractors” as printed in the Annual Town Meeting warrant under Article 34, and to renumber the remaining definitions accordingly throughout the Zoning Bylaw; to amend Section 4003(4) Table of Uses Business/Industrial Uses as printed in the Annual Town Meeting warrant under Article 34, and to amend Section 6006 Parking Schedule as printed in the Annual Town Meeting warrant under Article 34.

ARTICLE 35 ACQUISITION OF SIDEWALK EASEMENT

(Two-thirds vote required)

I move to authorize the Board of Selectmen to acquire by eminent domain an easement for sidewalk purposes as shown on a plan entitled “Plan of Land in Boxborough, Mass. Owned by: Karen, Barbara & Joseph Werner at 709 Mass Ave. – Boxborough,” dated Jan. 30, 2012 and prepared by Goldsmith, Prest & Ringwall, Inc.

ARTICLE 36 REVOLVING FUND – FIELD PERMITTING FEES

(Majority vote required)

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

**ARTICLE 37 RESOLUTION TO SUPPORT PASSAGE OF A CONSTITUTIONAL AMENDMENT
PROVIDING THAT CORPORATIONS ARE NOT ENTITLED TO THE SAME
RIGHTS AS NATURAL PERSONS - SUBMITTED BY VINCENT AMOROSO**

I move to adopt a non-binding sense of the meeting resolution, as printed in the Annual Town Meeting warrant under Article 37, which was submitted by petition, to direct the Board of Selectmen to send a letter to our Congressional Delegation in Washington supporting passage of a Constitutional Amendment to be returned to the states for ratification.

**ARTICLE 38 TOWN VOTING – BALLOT – MONDAY TOWN HALL FOLLOWING TOWN
MEETING FOLLOWING WEEK - SUBMITTED BY PHILIP KICELEMOS**

CONSENT AGENDA – BOS CHAIR, RAID SULEIMAN

[This assumes that none are held]

I move to approve the consent agenda, articles 39 through 44, inclusive, as written in the Annual Town Meeting warrant under articles 39 through 44 inclusive.

IF ANY ARE HELD, THE MOTIONS WOULD BE AS NOTED ON THE PAGES THAT FOLLOW

ARTICLE 39 CLOSE OUT OLD ARTICLES**

(Majority vote required)

I move to transfer to the General Fund the unexpended balance of monies in the amount of Two Thousand Seven Hundred Twenty-One Dollars and Eighty-Nine Cents (\$2,721.89) as voted by Town Meeting on May 9, 2011 and as printed in the Annual Town Meeting warrant under Article 39.

ARTICLE 40 ROAD ACCEPTANCE – HUGHES LANE**

(Majority vote required)

I move to accept as a public way Hughes Lane as it has been laid out by the Board of Selectmen as shown on the plan entitled: “Plan of Land in Boxborough, Massachusetts”, Prepared for: Landwest Development, LLC, Date: January 4, 2007, Revised January 16, 2012 and prepared by Rose Land Survey, which plan has been filed with the Town Clerk, and to authorize the Board of Selectmen to acquire, by purchase, eminent domain, gift, or otherwise, such interests in land within the layout as are necessary to use Hughes Way for all purposes for which public ways are used in the Town of Boxborough, as well as the interests in land as printed in the Annual Town Meeting warrant under Article 40.

ARTICLE 41 PERSONAL REAL ESTATE EXEMPTIONS**

(Majority vote required)

I move to accept Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, providing for an increase of up to 100% of the underlying statutory amount in certain property tax exemptions for qualifying senior citizens, disabled veterans, and other individuals.

ARTICLE 42 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

(Majority vote required)

I move to authorize the Board of Selectmen to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the general laws, and any other applicable laws.

ARTICLE 43 GIS ASSESSOR MAPS REVOLVING FUND**

(Majority vote required)

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

ARTICLE 44 DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION**

(Majority vote required)

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

7a

Selina S. Shaw

From: AB [ab1712@yahoo.com]
Sent: Monday, April 23, 2012 12:13 PM
To: Selina Shaw
Cc: 'neville317@verizon.net'
Subject: PCC Parade Permits

Dear Selina:

The Public Celebrations Committee requests from the Board of Selectmen permits for this year's Memorial Day and Fifer's Day parades. Also requested is the waiver of any and all fees.

Both parades are being planned to duplicate the recent routes and times.

Memorial Day (May 28 this year) steps off at 0830 from Hill Rd at Wetherbee Lane and pauses at North Cemetery, then proceeds down Middle Rd. to Town Hall for another reflection before continuing across Massachusetts Avenue and on to South Cemetery for the final part of the observance. Fifer's Day (June 16) leaves the Police, Fire, School area of Mass. Ave. at 1100 heading to Stow Rd. and proceeds down Stow Rd. and onto Flerra Meadows.

We thank the Board for their consideration and look forward to their participation as well.

For the PCC,
Trena Minudri, Chair



Application for Permit to Access State Highway

This Access Permit Application, including the attached Access Permit Submittal Checklist, must be completed in full by the Applicant. Instructions for this page are located on page 2. Descriptions of the two types of access permits and related categories are located on page 6. MassDOT will make the final determination regarding Access Permit Application type and category.

1. Town/City: BOXBOROUGH
2. State Highway route number and/or name: Route 111 - Massachusetts Avenue
3. Locus/Property Address: Intersection of Route 111 - Mass. Ave and Middle & Stow Roads, Boxborough, MA 01719
4. Description of property and/or facility for which access is sought (attach additional sheets if necessary):
To close Route 111/Mass.Ave. for approximately 10-15 minutes for our Town's annual Memorial Day Parade on May 28, 2012.
The parade will start off at 8:30 AM from Wetherbee Ln, and then proceed along Hill Rd. to Middle Rd. across Route 111
to Stow Rd, ending at the South Cemetery at approximately 10:00 AM.
5. Description of work to be performed within State Highway Layout (attach additional sheets if necessary):
N/A

6. Dig Safe number: N/A

7. Applicant Information ¹ (See footnote below.)

Name Selina S. Shaw, Town Administrator
(on behalf of the Town of Boxborough)

Mailing Address 29 Middle Road
Boxborough, MA 01719

Telephone 978-263-1116 x 101

Fax 978-264-3127

E-Mail selina.shaw@town.boxborough.ma.us

Signature _____

Print Name Selina Shaw

Date _____

8. Property Owner

Name _____

Mailing address _____

Telephone _____

Fax _____

E-Mail _____

Signature _____

Print Name _____

Date _____

Return completed application, including Submittal Checklist, to the District Highway Director for your town/city. Refer to reverse side for appropriate address.

For office use only. Do not write below this line.

- | | |
|--|--|
| 1. Application number: _____ | 6. Section 61 Finding date: _____ |
| 2. Date received: _____ | 7. Mass. Historic Action (yes or no): _____ |
| 3. Fee amount (non-refundable) : _____ | 8. Plans returned to DHD: _____ |
| 4. Completeness Pre-Review date: _____ | 9. Permit Type/Category: _____ |
| 5. MEPA required (yes or no): _____ | 10. Application complete date: _____ |
| ENF-EOEEA Cert. # _____ | 11. Permit written date: _____ |
| EIR-EOEEA Cert. # _____ | 12. Permit issued date: _____ |
| Other-EOEEA Cert. # _____ | 13. Permit denied: _____ |
| | 14. Permit Recording date at Registry of Deeds _____ |

¹ If an agent is representing an Applicant, the application must include a notarized letter from the Applicant outlining the specified duties and responsibilities of the agent. Where work is proposed on a utility, the utility department must sign the application as the Applicant(s).

Instructions for Completing Application for Permit to Access State Highway

General Instructions

MassDOT's Highway Division is granted authority to issue State Highway Access Permits by M.G.L. Chapter 81, Sec. 21. MassDOT adopted 720 CMR 13.00 under the authority of M.G.L. c. 81, § 21 and M.G.L. c.85 §2. 720 CMR 13.00 supersedes the Standard Operating Procedures for Review of State Highway Access Permits dated November 30, 1971, and board vote of September 17, 1991.

ACCESS is generally defined, but not limited to:
Any physical work performed within the State Highway Layout.

This Application governs issuance of the two types of access permit Applications, Non-Vehicular and Vehicular, which are issued under three categories:

- Category I Minor Vehicle Access Permits
- Category II Major Vehicular Access Permits
- Category III Complex Vehicular Access Permits

Please refer to the **MassDOT Highway Access Permit Submittal Checklist** for details regarding permit types and submittals required.

FEES:

A Check payable to **MassDOT** for the appropriate permit application fee must accompany the permit application. Fees are non-refundable.

Fee schedule for access and Utility Payments:

Residential Access Permits	
5 Units or less	\$25.00
From 6 to 49 Units	\$100.00
Greater than 49 Units	\$2000.00

Non-Residential Access Permits	
Less than 25,000 square feet	\$500.00
From 25,000 to 300,000 square feet	\$1000.00
From 300,000 to 750,000 square feet	\$2000.00
Greater than 750,000 square feet	\$3000.00

Non-Municipal Utility Permits not in conjunction With Access Permits:

Annual blanket utility permit	\$500.00
Capital improvements to a utility	\$500.00

Specific Instructions (print or type)

- Line 1:**
List name of municipality in which access is sought.
- Line 2:**
List name or number of State Highway Route(s) to which access is sought.
- Line 3:**
List Locus/Property address.
- Line 4:**
Describe property and/or facility. If access is sought under Category II above, briefly describe facility for which access is sought.

Example 1: Private single family residence at 100 State Road. Approximate size of proposed building 2,500 s.f. Approximate lot size 0.75 acres.

Example 2: 500,000 s.f. enclosed shopping mall adjacent to State Route I-290 and Route 20. Approx. lot size 67 acres.

- Line 5:**
Briefly describe the proposed work to be performed within the State Highway Layout.

Example 1: Remove 50 feet of existing granite curb on south side of highway in order to construct driveway access and modify the roadway geometry to accommodate left-hand turn.

Example 2: Excavate 10 foot x 10 foot section of roadway at Station 100+00 in westbound lane in order to install water service to residence at 100 State Street.

- Line 6:**
A Dig Safe number must be provided if the work will commence within 30 days of the filing of the permit. **NOTE:** A Dig Safe number must be obtained by calling **1-888-DIG-SAFE** (1-888-344-7233). If construction within the State Highway Layout does not commence within the period allowed by Dig Safe, a new number must be obtained prior to beginning construction. (www.digsafe.com)

- Line 7:**
Individual or business making application must complete the required information, including application date and signature.
- Line 8:**
Complete this section only if the individual or business making application is other than the property owner of the land for which the permit applies.

Return completed application, submittal checklist and fee to appropriate District Office listed below. Please contact the Permit Engineer at this address if additional information is required.

District One
270 Pittsfield Road
Lenox, MA 01240
Tel. (413) 637-5700
Fax. (413) 637-0309

District Four
519 Appleton Street
Arlington, MA 02174
Tel. (781) 641-8300
Fax. (781) 646-5115

District Two
811 North King Street
Northampton, MA 01060
Tel. (413) 582-0599
Fax. (413) 582-0596

District Five
1000 County Street
Taunton, MA 02780
Tel. (508) 824-6633
Fax. (508) 880-6102

District Three
403 Belmont Street
Worcester, MA 01604
Tel. (508) 929-3800
Fax. (508) 799-9763

District Six
668 South Avenue
Weston, MA 02493
Tel. (781) 431-5740
Fax. (781) 237-3348

Highway Division Website:
www.massdot.state.ma.us/highway

Access Permit Submittal Checklist

GREY:
DOT
USE
ONLY

This checklist provides the Applicant with a list of required submittals to obtain an Access Permit. However, additional submittals may be required to issue an Access Permit. All Applicants must fill out Part A and one additional part that correlates to the selected application type. To help identify the application type, please see the descriptions on page 6. Check each box that pertains to your application. MassDOT will make the final determination regarding Access Permit Application type and category.

PART A: ALL APPLICANTS MUST FILL OUT

1. APPLICATION TYPE – CHECK ONE

NON-VEHICULAR:

- Non-Vehicular – Fill out Part B

VEHICULAR

- Category I** – Minor Vehicle Access Permits: Fill out Part C-I
- Category II** – Major Vehicle Access Permits: Fill out Part C-I and Part C-II
- Category III** – Complex Vehicle Access Permits: Fill out Part C-1 and Part C-III

2. APPLICATION TYPE (Check all applicable boxes)

- Application Complete
- Permit corresponds to appropriate MassDOT District
- Non-refundable check or money order on correct amount payable to: **MassDOT**
- Evidence certifying property owner(s) consent
- Notarized Applicant Letter outlining agent's duties and responsibilities (if applicable)
- Utility department sign-off as the Applicant(s) (if applicable)

PART B: NON-VEHICULAR PERMITS

IF NO PHYSICAL MODIFICATION to state highway layout – i.e. parade, road race, traffic counts, etc.

Required submittals:

- Map of route
- Traffic Management Plan (designed in accordance with the Road Flagger & Police Regulations: 701 CMR 7.00)
- Detour Plan(s) with municipal approval (if applicable)

IF DRAINAGE:

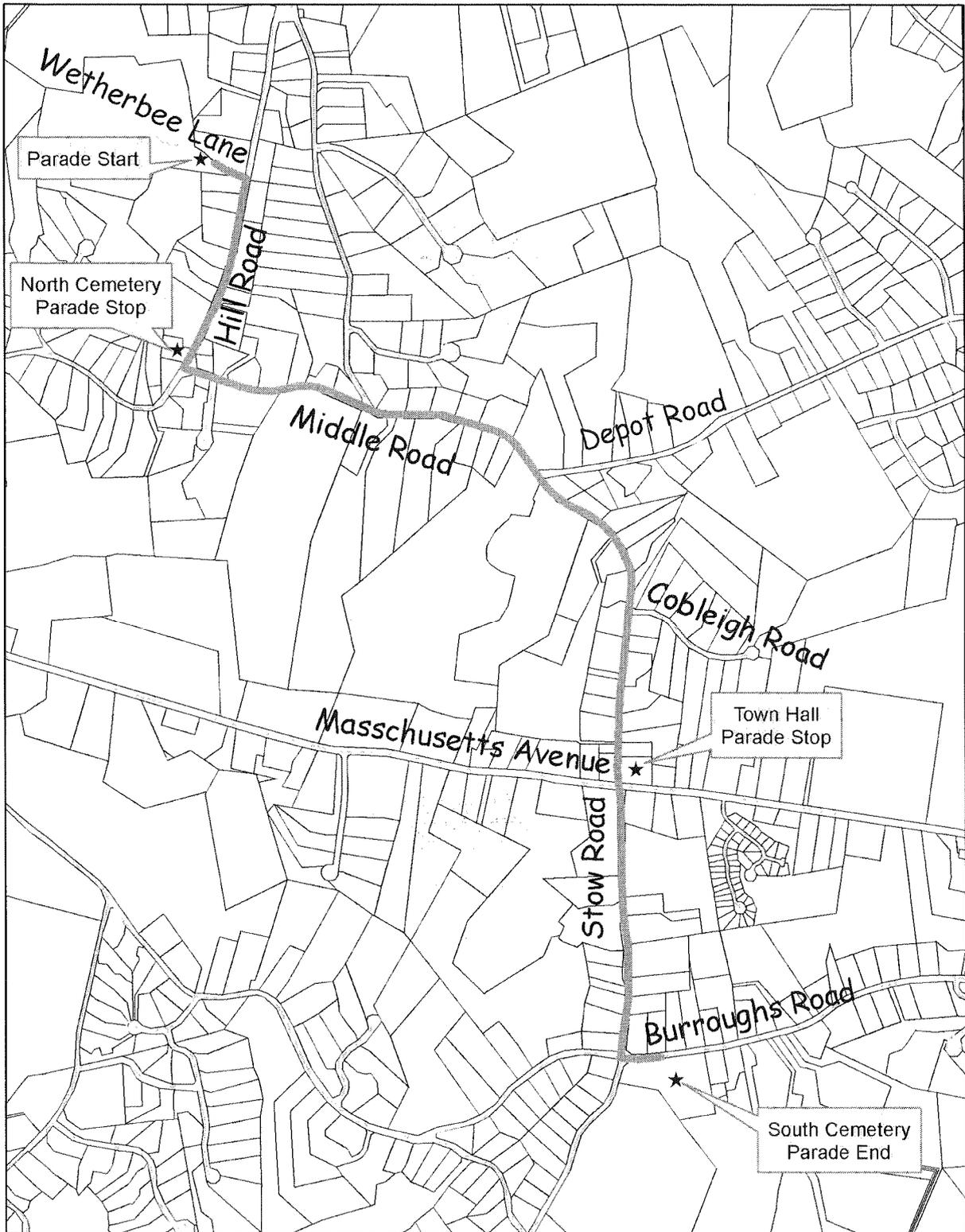
- If requesting connection or discharge to any MassDOT drainage system, contact District Personnel for additional information regarding required submittals.

IF CONSTRUCTION, RELOCATION OR REPAIR OF UTILITIES:

Required submittals:

- EXISTING PROJECT:** reference(s) to the documents and plans already filed with MassDOT for the affected project
- NEW PROJECT/UTILITY WORK:**
- Required submittals:*
- Engineered Plan(s) including method of crossing Highway
- Traffic Management Plan (if applicable)
(Designed in accordance with the Road Flagger & Police Regulations: 701 CMR 7.00)
- Detour Plan(s) with municipal approval (if applicable)
- Tree Cutting or Landscaping Plan (if applicable)
- Vegetative Plan including plant species and maturity size (if applicable)
- Blasting Plan (contact District Personnel for additional information)

Town of Boxborough Memorial Day Parade



 Memorial Day Parade Route

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2. State Highway route number and/or name: Route 111 - Massachusetts Avenue
3. Locus/Property Address: Route 111 - Mass. Ave., Boxborough, MA 01719
4. Description of property and/or facility for which access is sought (attach additional sheets if necessary):
To close Route 111/Mass.Ave. for approximately 15 minutes for our Town's Fifer's Day Parade on Saturday, June 16, 2012, with a rain date of June 17th.
The parade will step off at 11:00 AM from the Blanchard Memorial School, located on Route 111 (at 493 Mass.Ave.), and then proceed along Route 111 for
approximately one-half mile, then turn left onto Stow Road (crossing Route 111), where it will continue until it reaches Flerra Field at approximately 12:00 Noon.
5. Description of work to be performed within State Highway Layout (attach additional sheets if necessary):
N/A

6. Dig Safe number: _____
7. Applicant Information ¹ (See footnote below.)
 - Name Selina S. Shaw, Town Administrator
(on behalf of the Town of Boxborough)
 - Mailing Address 29 Middle Road
Boxborough, MA 01719
 - Telephone 978-263-1116 x 101
 - Fax 978-264-3127
 - E-Mail selina.shaw@town.boxborough.ma.us
 - Signature _____
 - Print Name Selina Shaw
 - Date _____

8. Property Owner
 - Name _____
 - Mailing address _____
 - Telephone _____
 - Fax _____
 - E-Mail _____
 - Signature _____
 - Print Name _____
 - Date _____

Return completed application, including Submittal Checklist, to the District Highway Director for your town/city. Refer to reverse side for appropriate address.

For office use only. Do not write below this line.

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Application number: _____ 2. Date received: _____ 3. Fee amount (non-refundable) : _____ 4. Completeness Pre-Review date: _____ 5. MEPA required (yes or no): _____ ENF-EOEEA Cert. # _____ EIR-EOEEA Cert. # _____ Other-EOEEA Cert. # _____ | <ol style="list-style-type: none"> 6. Section 61 Finding date: _____ 7. Mass. Historic Action (yes or no): _____ 8. Plans returned to DHD: _____ 9. Permit Type/Category: _____ 10. Application complete date: _____ 11. Permit written date: _____ 12. Permit issued date: _____ 13. Permit denied: _____ 14. Permit Recording date at Registry of Deeds _____ |
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Please refer to the **MassDOT Highway Access Permit Submittal Checklist** for details regarding permit types and submittals required.

FEES:

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Example 2: 500,000 s.f. enclosed shopping mall adjacent to State Route I-290 and Route 20. Approx. lot size 67 acres.

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Tel. (413) 637-5700
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District Four
519 Appleton Street
Arlington, MA 02174
Tel. (781) 641-8300
Fax. (781) 646-5115

District Two
811 North King Street
Northampton, MA 01060
Tel. (413) 582-0599
Fax. (413) 582-0596

District Five
1000 County Street
Taunton, MA 02780
Tel. (508) 824-6633
Fax. (508) 880-6102

District Three
403 Belmont Street
Worcester, MA 01604
Tel. (508) 929-3800
Fax. (508) 799-9763

District Six
668 South Avenue
Weston, MA 02493
Tel. (781) 431-5740
Fax. (781) 237-3348

Highway Division Website:
www.massdot.state.ma.us/highway

Access Permit Submittal Checklist

GREY:
DOT
USE
ONLY

This checklist provides the Applicant with a list of required submittals to obtain an Access Permit. However, additional submittals may be required to issue an Access Permit. All Applicants must fill out Part A and one additional part that correlates to the selected application type. To help identify the application type, please see the descriptions on page 6. Check each box that pertains to your application. MassDOT will make the final determination regarding Access Permit Application type and category.

PART A: ALL APPLICANTS MUST FILL OUT

1. APPLICATION TYPE – CHECK ONE

NON-VEHICULAR:

Non-Vehicular – Fill out Part B

VEHICULAR

- Category I** – Minor Vehicle Access Permits: Fill out Part C-1
- Category II** – Major Vehicle Access Permits: Fill out Part C-1 and Part C-II
- Category III** – Complex Vehicle Access Permits: Fill out Part C-1 and Part C-III

2. APPLICATION TYPE (Check all applicable boxes)

- Application Complete
- Permit corresponds to appropriate MassDOT District
- Non-refundable check or money order on correct amount payable to: **MassDOT**
- Evidence certifying property owner(s) consent
- Notarized Applicant Letter outlining agent's duties and responsibilities (if applicable)
- Utility department sign-off as the Applicant(s) (if applicable)

PART B: NON-VEHICULAR PERMITS

IF NO PHYSICAL MODIFICATION to state highway layout – i.e. parade, road race, traffic counts, etc.

Required submittals:

- Map of route
- Traffic Management Plan (designed in accordance with the Road Flagger & Police Regulations: 701 CMR 7.00)
- Detour Plan(s) with municipal approval (if applicable)

IF DRAINAGE:

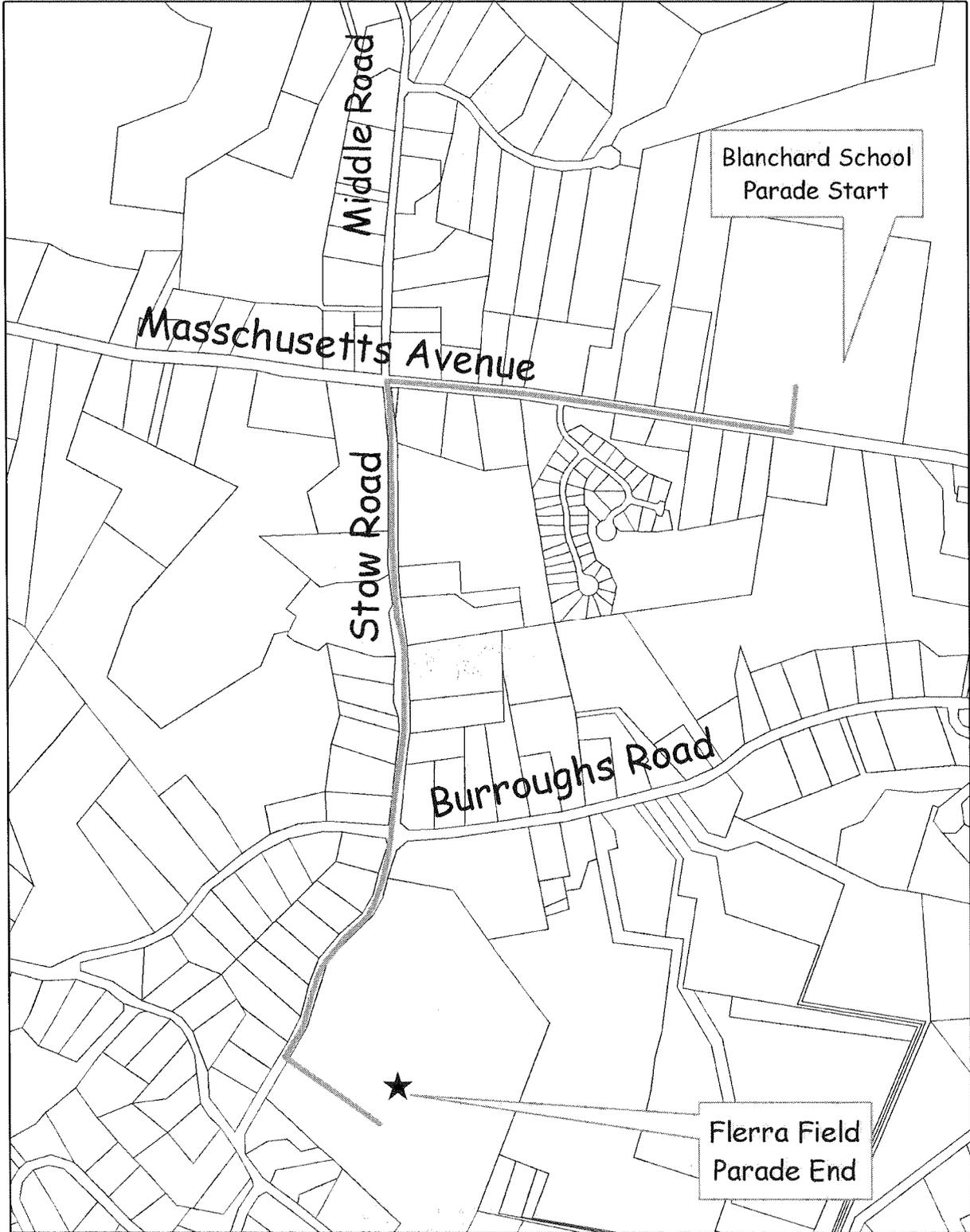
If requesting connection or discharge to any MassDOT drainage system, contact District Personnel for additional information regarding required submittals.

IF CONSTRUCTION, RELOCATION OR REPAIR OF UTILITIES:

Required submittals:

- EXISTING PROJECT:** reference(s) to the documents and plans already filed with MassDOT for the affected project
- NEW PROJECT/UTILITY WORK:**
Required submittals:
 - Engineered Plan(s) including method of crossing Highway
 - Traffic Management Plan (if applicable)
(Designed in accordance with the Road Flagger & Police Regulations: 701 CMR 7.00)
 - Detour Plan(s) with municipal approval (if applicable)
 - Tree Cutting or Landscaping Plan (if applicable)
 - Vegetative Plan including plant species and maturity size (if applicable)
 - Blasting Plan (contact District Personnel for additional information)

Town of Boxborough
Fifer's Day Parade



 Fifer's Day Parade Route



Town of Boxborough Police Department



Warren B. Ryder
Chief of Police

April 16, 2012

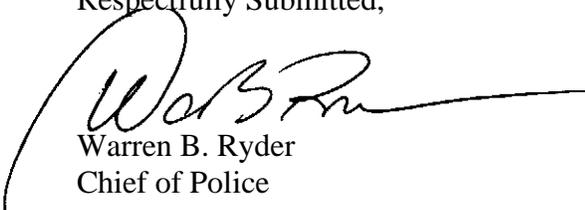
Massachusetts Department of Transportation
District #3
403 Belmont Street
Worcester, Massachusetts 01604

To Whom It May Concern:

In regards to Parade permits for the Town of Boxborough for Memorial Day and Fifer's Day, the Police Department has operational plans in place for both of these events. I have enclosed a copy of maps of the parade routes for both days as well as copies of our operational plans for these events. The plans show the police department staffing as well as the placement of personnel for pedestrian, traffic, and crowd control.

If you have any questions relative to this matter, please feel free to contact me anytime at the Boxborough Police Department.

Respectfully Submitted,


Warren B. Ryder
Chief of Police



Boxborough Police Department

520 Massachusetts Avenue
Boxborough, MA 01719

Business 978-263-2628 Fax 978-266-1510

www.boxboroughpolice.com



Warren B. Ryder
Chief of Police

Boxborough Police Department Operational Plan for Public Safety Memorial Day Activities

Purpose:

Annual operational plan to provide for public safety for Memorial Day parade and activities. Specific police officer duties include traffic control; pedestrian safety, crowd control and various other duties as required or assigned.

Activities/Assignments:

Parade: Five (5) Police officers ** (7:00AM – 12:00Noon /end of parade)

1. One (1) Officer* located at Parade start – Intersection of Hill Rd. / Wetherbee Lane
2. One (1) Officer located at intersection of Hill Rd./Middle Rd.
3. One (1) Officer *located at intersection of Mass Ave/Middle Rd./Stow Rd.
4. One (1) Officer located at intersection of Burroughs Rd./Stow Rd.
5. One (1) Officer located at entrance of South Cemetery

* Officers will have marked police cruiser for visibility

** On duty cruiser operators will be utilized in support roles for above officers. They will not be utilized as primary officers for special events as they may have to leave their posts and respond to routine or emergency calls for service.

Traffic Control/Temporary One Way Motor Vehicle Traffic:

Because of the volume of both motor vehicle and pedestrian traffic in and around the parade route (and at the starting point, Hill Road at Wetherbee Lane, in particular), motor vehicle traffic will temporarily be limited to one way only prior to the start of the parade. Creating a temporary one-way loop will provide for the efficient flow of motor vehicle traffic and also provide for the safety of individuals who will be participating in the parade.

Officers assigned to areas in and around the starting/drop off point of parade participants, will direct traffic and instruct motorists in the following manner:

1. Traffic will only be allowed in a Southerly direction on Hill Road from the intersection of Picnic Street to intersection of Middle Road.
2. Traffic will only be allowed in a Northerly direction on Picnic Road from the

intersection of Middle Road to the intersection of Hill Road.

3. Two way traffic will be allowed on Middle Road, however, all vehicles approaching the intersection of Hill Road (near the North Cemetery) will not be allowed to make a right hand turn. All traffic at this point must either turn left onto Hill Rd. (toward Rt. 111) or reverse direction back down Middle Road.

Traffic Duties:

All detail officers will provide for the safety of the general public. This will include motor vehicle and pedestrian traffic control as well as crowd control and other various duties as may be assigned.

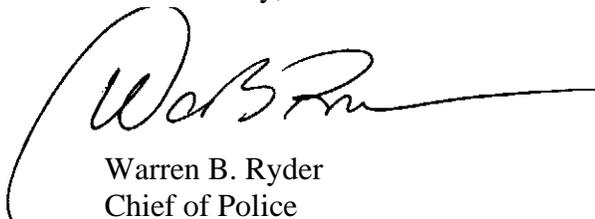
1. Officer #1 will specifically stop all traffic at the start of the parade and will follow (at the rear) of the parade until the end at South Cemetery.
2. We will provide a marked cruiser to lead the parade if requested.
3. Officer #3 will have a marked cruiser and provide pedestrian and traffic control for citizens and parade participants at intersection of Mass Ave/Middle Rd./ Stow Rd.
4. Officers # 4 & 5 will provide pedestrian and traffic control at above locations.
5. Two (2) additional bicycle patrol officers will be utilized along parade route.
6. Because of usual high volume of traffic and other activities on Memorial Day, Additional officers will be assigned to regular patrol shifts on both the 7AM – 3PM shift and the 3PM- 11PM Shift.

Additional Recommendations

Caution/Warning signs should be placed at strategic locations along the parade route (several days ahead if possible) to advise citizens and motorists of date and time of parade. These warning signs give motorists the opportunity to take alternate routes if desired and also to warn approaching motorists that the parade is in progress and to use caution/drive safely. No parking signs should be posted by the DPW several days in advance.

Advanced notification should be sent to the parents of the band members and any other parade participants. Notification should include the specifics of the parade route and stops, traffic detours, parking restrictions and approved parking areas.

Submitted by,



Warren B. Ryder
Chief of Police



Boxborough Police Department

520 Massachusetts Avenue
Boxborough, MA 01719

Business 978-263-2628 Fax 978-266-1510

www.boxboroughpolice.com



Warren B. Ryder
Chief of Police

Fifer's Day Operational Assignments June 16th, 2012

Primary Response Cruiser: Car #___ – Officer _____

Responsible for all routine and emergency calls for service during Parade.

Car # – Officer _____ will Lead Parade from Blanchard School to Flerra Field

Road Race: (9:30AM to approx. 10:30AM)

Stow Road at the Entrance to Flerra Field – Officer _____

Traffic control at start and during Road Race and safety of Runners and spectators

Intersection of Stow Road and Chester (Stop Signs) – Officer _____

Traffic control during Road Race and safety of Runners and Spectators

Intersection of Stow Road and Richardson Road – Officer _____

Traffic Control during Road Race and safety of Runners and Spectators

Parade: (10:30AM to End of Parade)

Intersection of Mass Ave and Burroughs Road – Car ___ Officer _____

Will place detour sign and cones as needed to redirect traffic off of Mass Ave and Onto Burroughs Road for the duration that parade is on Mass Ave.

Re-open Mass Ave for traffic after parade has turned onto Stow Road; Pick up signs And cones and return same to station.

Intersection of Stow Road and Mass Ave – Officer _____

Traffic control for Parade, motor vehicle traffic, and pedestrians

Intersection of Burroughs Road and Stow Road – Officer _____

Traffic control for detoured traffic, parade, and pedestrians

Stow Road at Entrance to Flerra Field – Portable – Officer _____

Traffic control at location, guide parade into Flerra Field, pedestrian traffic control

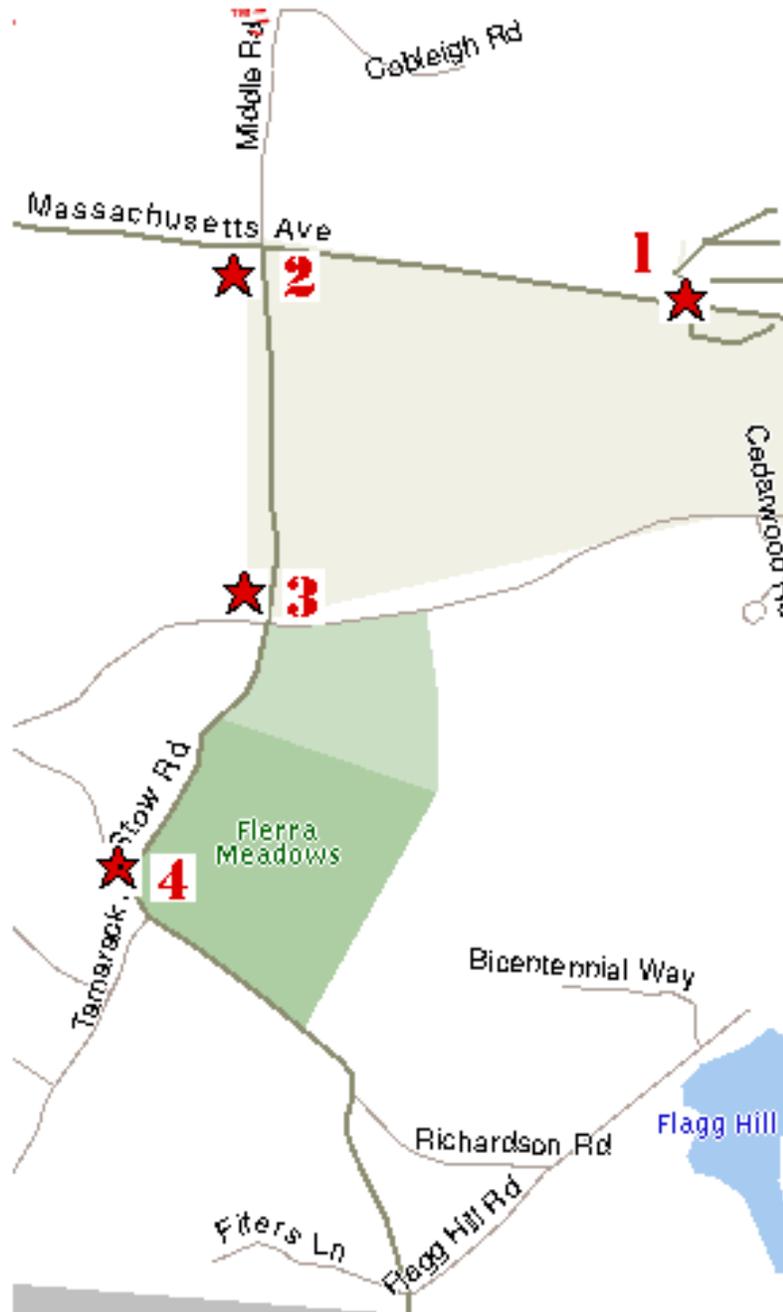
Flerra Field Activities:

Foot Patrol - Officer _____

Crowd Control, Interaction with Citizens/Community Policing Activities

FIFER'S DAY PARADE

June 16, 2012 - 1100HRS





Boxborough Fire Department

502 Massachusetts Avenue
Boxborough, MA 01719

Business 978-263-7546 Fax 978-263-0038

www.boxboroughfire.com

Randolph T. White
Fire Chief

April 26, 2012

Massachusetts Highway Department
District Three
403 Belmont Street
Worcester, MA 01604

To Whom It May Concern:

In preparation for the Memorial Day Parade, scheduled to be held on May 28, 2012, and the Fifer's Day Parade, scheduled for June 16, 2012, with a rain date of June 17, 2012, located in the town of Boxborough, the Boxborough Fire Department has implemented the following plans:

The Boxborough Fire Department will be participating in both parades and has implemented plans to divert apparatus and personnel from the parades in the event of other impending emergencies. The Fire Department ambulance will be on scene to provide immediate medical assistance if necessary. In addition, Fire Department personnel and apparatus will be strategically located to respond to emergencies that are related to parade events. The Fire Department has also met and discussed emergency plans with Chief Warren B. Ryder of the Boxborough Police Department.

Sincerely,

Randolph T. White
Fire Chief



Reserve Fund Transfer Request

Date: April 25, 2011

It is requested by the undersigned that the sum of \$ 5,555.00 transferred from the Reserve Fund to:
UMAS Acct. #001-210-5200-5242 - Police Dept. Repair/Maint-BLD/GRD
(Fund # - Dept. # - Object - Detail)

Description (i.e. Selectmen's expenses) Building Maintenance

The balance in the line item as of 04/11/12 (Date) is \$ ~~2,362.00~~ - 461.62. An amount of \$3,000.00 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.

The water pump at the Police station that pressurizes the building failed. Without proper pressure the buildings Plumbing and fire protection will not work properly. This repair was under advisement of the building inspector, Fire Chief, and DPW Director. This is second request for an RFT on this line item.

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>Chief of Police</u>	(Title)
	(Signature)	<u>Town Administrator</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ _____ from the Reserve Fund to UMAS Acct. # 001-210-5200-5242 to be used for the purposes and in the amounts indicated above.

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

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

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 07/01/11 To 04/30/12

Account Number	Account Name	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 Expende
210-5200-5210	Police Dept. Electricity	12,000.00	0.00	12,000.00	8,869.73	8,869.73	0.00	0.00	8,869.73	3,130.27	73.9
210-5200-5212	Police Dept. Heating	3,750.00	0.00	3,750.00	1,949.71	1,949.71	0.00	0.00	1,949.71	1,800.29	51.9
210-5200-5240	Police Dept. Equipment Maintenance	2,500.00	0.00	2,500.00	5,272.03	5,272.03	0.00	0.00	5,272.03	-2,772.03	210.8
210-5200-5242	Police Dept. Repair and Maint - Building an	3,000.00	1,888.30	4,888.30	5,349.92	5,349.92	0.00	0.00	5,349.92	-461.62	109.4
210-5200-5246	Police Dept. Repair and Maint - Vehicles	17,000.00	0.00	17,000.00	18,166.05	18,166.05	0.00	0.00	18,166.05	-1,166.05	106.8
210-5200-5319	Police Dept. Mobile Units	3,400.00	0.00	3,400.00	2,198.76	2,198.76	0.00	0.00	2,198.76	1,201.24	64.6
210-5200-5340	Police Dept. Internet Access	1,100.00	0.00	1,100.00	575.49	575.49	0.00	0.00	575.49	524.51	52.3
210-5200-5341	Police Dept. Telephone	12,000.00	0.00	12,000.00	9,710.62	9,710.62	0.00	0.00	9,710.62	2,289.38	80.9
210-5400-5421	Police Dept. Equipment Supplies	7,000.00	0.00	7,000.00	5,850.68	5,850.68	0.00	0.00	5,850.68	1,149.32	83.5
210-5400-5580	Police Dept. Ammunition	3,000.00	0.00	3,000.00	2,299.70	2,299.70	0.00	0.00	2,299.70	700.30	76.6
210-5400-5585	Police Dept. Law Book Updates	1,900.00	0.00	1,900.00	1,095.00	1,095.00	0.00	0.00	1,095.00	805.00	57.6
210-5400-5590	Police Dept. Uniform Allowance - Full Time	16,950.00	0.00	16,950.00	12,827.00	12,827.00	0.00	0.00	12,827.00	4,123.00	75.6
210-5500-5501	Police Dept. - Defibrillator Maintenance	2,140.00	0.00	2,140.00	0.00	0.00	0.00	0.00	0.00	2,140.00	0.0
210-5700-5715	Police Dept. Professional Development	3,600.00	0.00	3,600.00	3,714.78	3,714.78	0.00	0.00	3,714.78	-114.78	103.1
210-5700-5716	Police Dept. Training	3,500.00	0.00	3,500.00	2,829.75	2,829.75	0.00	0.00	2,829.75	670.25	80.8
210-5700-5775	Police Dept IT Repair and Maintenance	4,000.00	0.00	4,000.00	2,347.81	2,347.81	0.00	0.00	2,347.81	1,652.19	58.7
210-5800-5858	Police Dept. Cruiser Purchase	39,500.00	0.00	39,500.00	39,503.00	39,503.00	0.00	0.00	39,503.00	-3.00	100.0
Sum	Police	136,340.00	1,888.30	138,228.30	122,560.03	122,560.03	0.00	0.00	122,560.03	15,668.27	88.6

INSTALLATIONS



SONTAG PUMP COMPANY

SERVICE

Complete Water Systems

177 Rowley Hill Road, Sterling, Massachusetts 01564
(978) 422-3221 • (978) 422-6788

CHIEF Warren Rydell
HOME 978-263-2628
BUS.

DATE 4-10-12 Tel.
NAME Town of Boxboro Police Dept.
Mail Address 520 MASS. AVE P.O. Box #
STREET
CITY & STATE Boxborough MA. ZIP 01719
JOB Police Station
CITY & STATE
SERVICE REQUIRED:

MAKE Hydromax MODEL Complete
H.P. 2 VOLTAGE 230 PIPE BOOSTER
WELL DEPTH BOOSTER WELL SIZE 6" TANK 1/2 X 202 GPM
LAST SERVICED:
REASON:

DIRECTIONS:

QUANTITY	DESCRIPTION	PRICE	Date Served
	Replace Existing Aquavan 560 with a new Hydromax 2 hp Complete VFD Booster pump. Run system and found pump to turn on frequently with no water being drawn, after trouble shooting found that check valve on discharge of pump had failed causing pressure to leak back out towards source. Replace worn check valve and pump cycles properly. Set system to run at 68 PSI.		4-10-12
			Arr. Job 10:00 Am
			Left Job 1:00 PM
			Total Job Time 3 hrs
			Rig Time
			MATERIAL \$5135.00
			WATER TESTING
1	PHK02M21AFO Complete 2. hp VFD + pump	\$5100.00	LABOR \$420.00
1	1" Flomatic CHECK VALVE	\$35.00	TOTAL \$5555.00
	TOTAL MATERIAL	\$5135.00	

MINIMUM CHARGES:

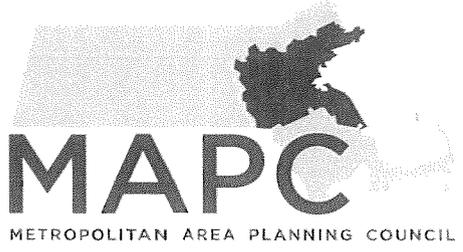
*
CUSTOMER'S SIGNATURE _____
SERVICEMAN'S SIGNATURE _____

TERMS: NET CASH ON COMPLETION OF WORK.

* Signature of customer constitutes acceptance of above time, service, and charges as being satisfactory and that equipment has been left in good condition.

7c

Smart Growth & Regional Collaboration



April 20, 2012

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

received
 4-23-2012

Dear Mr. Suleiman:

The term of Boxborough's representative to the Metropolitan Area Planning Council (MAPC) **will expire on April 30, 2012**. It is my hope that the Town will continue its participation on the Council by appointing a representative for a three-year term, and I have outlined this process below.

In accordance with the provisions of Massachusetts General Laws, Chapter 40B, Section 24, when the term of an appointed member expires, his/her successor shall be appointed **for a term of three years**. This term should commence on the date of appointment and must comply with the statute in order to be considered valid.

We recommend that the Town select an elected or appointed official or resident who can effectively represent Boxborough's interests in the region, and who will appropriately report back to the Town on MAPC's projects and policy priorities.

In keeping with MAPC's ongoing efforts to diversify our staff and members of the Council, we always appreciate it if an appointing authority can give due consideration to candidates who might help MAPC to more accurately reflect the population of our region.

Please be aware that in the capacity of Council representative, individuals hold a statutory office and are considered to be special state employees within the meaning of various statutes, including the Conflict of Interest Law.

This is an exciting time for smart growth and regional collaboration and MAPC is rising to the challenge:

- We are working with municipalities, state agencies, and allied organizations across the region to implement our regional plan for sustainable development, *MetroFuture: Making a Greater Boston Region*. Various programs from HUD, the EPA, and the Commonwealth have provided us with resources to bolster our work to achieve the bold goals of the *MetroFuture plan*.

- MAPC provides top-notch technical assistance to its member communities – drafting zoning bylaws, preparing applications to state government, helping communities to prepare for natural or man-made disasters, protecting water supplies, establishing 40R or 43D districts, etc. Often, MAPC can cover all or part of the costs of these efforts.
- The Council has an active legislative agenda, overseen by its Legislative Committee. Currently, we are actively engaged in efforts to expand funding for the Community Preservation Act (CPA), to reform the state’s antiquated zoning and subdivision laws, and to enhance the ability of municipalities to regionalize service delivery.
- As vice chair of the region’s Metropolitan Planning Organization (MPO), we play an active role in making sure that the voice of our member communities is heard in state deliberations on transportation policies and capital projects.
- We continue to assist communities in the bulk purchase of goods and services – everything from fire trucks to office supplies. Buying as a group keeps the price low and helps to ensure quality products and services.

You can learn more about MAPC’s ongoing activities by consulting our website, www.mapc.org, or you can follow us on Facebook or Twitter.

MAPC takes pride in playing a critical role to promote sustainable growth and inter-local cooperation across the region. We value Boxborough’s involvement in deliberations about the region’s physical, social and economic condition, and we need your participation. We look forward to the involvement of your new appointee.

I would also like to point out that the Town has the option of appointing an Alternate member to serve conterminously with the term of the Representative. Details on this process are enclosed with this letter. The Alternate member can vote at all Council meetings on behalf of the Town in the absence of the Representative.

Please address any questions regarding the appointment process to Thomas Hauenstein, Manager of Human Resources, at (617) 451-2770, ext. 2072 or thauenstein@mapc.org. Or, if you have broader questions about the role of MAPC and its Council members, feel free to call me directly at x5005, or contact me by email at mdraisen@mapc.org. Thank you for your attention.

Respectfully,



Marc D. Draisen
Executive Director

Date

Mr. Marc D. Draisen, Executive Director
Metropolitan Area Planning Council
60 Temple Place, 6th floor
Boston, MA 02111

Dear Mr. Draisen:

Sample:

In accordance with the provisions of Massachusetts General Law, Chapter 40B, section 24, I hereby appoint _____ as the Town of _____'s representative to the Metropolitan Area Planning Council. Said appointment shall be for a term of three years from the above date.

If the Town chooses to name an Alternate Representative: [note: term of office for Alternate must be for the same 3-year term as the term for the Representative]

In accordance with the provisions of Massachusetts General Law, Chapter 40B, section 24, I hereby appoint _____ as the Town of _____'s Alternate representative to the Metropolitan Area Planning Council. Said appointment shall be for a term of three years from the above date.

Sincerely,

Chairman, Board of Selectmen/ Town Administrator/ Manager

Town of Lunenburg⁷²

BOARD OF SELECTMEN

17 Main Street P O Box 135
Lunenburg MA 01462-0135

David J. Matthews, Chairman
Thomas A. Alonzo, Vice-Chairman
Carl "Ernie" Sund, Clerk
Steven M. deBettencourt, Mbr.
Paula Bertram, Mbr.



978-582-4144, FAX 978-582-4175

Office Hours

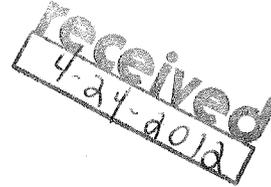
Mon, Wed, Thu. 8:00 AM - 4:00 PM

Tues. 8:00 AM - 6:30 PM

Fri. 8:00 AM - 12:30 PM

Kerry A. Speidel
Town Manager

April 19, 2012



Board of Selectmen
Town of Boxborough
29 Middle Road
Boxborough MA 001719

Re: Lunenburg Zoning Bd. of Appeals v. Housing Appeals Committee, et al
SJC No. 11102 (Appeals Court No. 2011-P-0670)
Request for Amicus Briefs

Dear Members of the Board of Selectmen:

The Town of Lunenburg is fighting to protect important municipal interests in a case that is pending before the state Supreme Judicial Court. The case stems from a denial by our zoning board of appeals of a comprehensive permit under Chapter 40B. The developer seeks to build a 136-unit condominium project, and in doing so unilaterally expand the boundaries of our municipal sewer service areas. We defended the denial decision at the Housing Appeals Committee (HAC) on these and other planning grounds. Specifically, to get frontage on a street with sewer, the developer purchased a strip of land that violated a condition in a prior Planning Board site plan approval, rendering the abutting parcel in violation of zoning. In any other context this would also render the development site in violation of zoning under the doctrine of "infectious invalidity." The developer and the HAC have argued that this doctrine doesn't apply in the context of Chapter 40B, even though a comprehensive permit project is causing a zoning violation *outside* the boundaries of the project site.

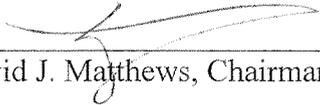
Another equally important issue with state-wide ramifications is how municipalities may raise planning and other reasonable objections to Chapter 40B projects at the Housing Appeals Committee. Under the statute, there is a balancing test that is supposed to weigh the town's local concerns with the regional need for housing. Unlike many communities in Massachusetts, home prices in Lunenburg are not far out of reach for the demographic being served by Chapter 40B (80% of area median income). At the HAC, we presented our planning concerns with the expansion of the sewer system and the infectious invalidity against the relatively mild affordable housing demand in our region. Since "housing need" is a function of supply and demand

economics, we presented evidence of the real estate market in a six-town region around Lunenburg. However, the HAC ruled that evidence inadmissible, concluding that only the Town's "subsidized housing inventory" could be considered in measuring housing need under Chapter 40B. That is illogical, since subsidized housing is only built where there is a demand for affordable housing, and therefore one would not be surprised to see a relatively low number of subsidized housing units in communities with a low demand for them.

The Town lost these arguments at the Housing Appeals Committee, which has historically been slanted towards development interests. We appealed to the Superior Court, which issued a terse one sentence decision affirming the HAC. We then filed an appeal to the Appeals Court, and the Supreme Judicial Court decided to intervene, taking the case for direct appellate review. Since an SJC decision carries significant precedential weight, its decision on this case will have broad implications for any municipality faced with unfriendly Chapter 40B projects. Given the importance of these issues, the SJC is soliciting "amicus," or "friend of the court" briefs from interested parties. We are assembling a coalition of municipalities across the Commonwealth to participate in an amicus brief, which will be submitted to the SJC in May. We would sincerely appreciate your support of this effort. I, or our attorney Dan Hill, will follow up with you shortly to discuss this request. Thank you for your consideration.

Very truly yours,

On Behalf of the Lunenburg Board of Selectmen



David J. Matthews, Chairman



**Internal Communications and Outgoing Communications
April 30, 2012**

1. Memorandum from Conservation Commission Chair, Dennis Reip, dated April 18, 2012 to Town Counsel Jonathan Eichman, Kopelman & Paige regarding a Trail Easement in Boxborough [Plans accompany this memorandum]
2. Copy of letter from Attorney Joseph Antonellis of Mayers, Antonellis, Jachowicz & Haranas, dated April 24, 2012. (*Confidential material - distributed to Selectmen, not included in folder*)#.
3. Letter from Gary Lambert, Asst. Secretary for Mass. Operational Services, dated April 23, 2012, to TA Shaw inviting her to attend the *MASSbuys* EXPO on May 2, 2012.#
4. Email communication from (Verizon) FiOS TV - Senior Staff Consultant, Mary Frere, dated April 25, 2012, "Municipal Manager" accompanying various CTV Form 200 and CTV Form 400.



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

Minutes

Notices

1. Notice of a Boxborough Information Technology Committee meeting held April 24, 2012.
2. Notice of an Agricultural Commission meeting held April 26, 2012.
3. Notice a Finance Committee meeting to be held April 30, 2012.
4. Notices of Board of Selectmen meetings:
 - a. Regular Meeting to be held April 30, 2012
 - b. Contract Negotiating Team [Executive Session]
 - i. To be held April 30, 2012 [Fire]
 - ii. To be held May 1, 2012 [Fire]
 - iii. To be held May 7, 2012 [Fire]
 - iv. To be held May 10, 2012 [Fire]
5. Notices of Boxborough School District related meetings:
 - a. School Council meeting to be held April 30, 2012.
 - b. School Committee Negotiations Subcommittee & Teachers' Assoc. (Executive Session) meeting on May 9, 2012.
 - c. School Committee Public Forums to be held May 8, and 9, 2012 [ATM Article Review]
6. Notice of Public Hearings to be held (May 15th; June 19th; July 17th; August 21st and September 18th, 2012) by the Mass. Alcoholic Beverages Control Commission for the purpose of obtaining comments & testimony concerning the ABCC's study on updating/amending their "Happy Hour Regulation."
7. Notice and Agenda packet for the MBTA Advisory Board meeting to be held May 1, 2012.