



**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**May 7, 2012**

**Approved: July 30, 2012**

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

**ABSENT:** Rebecca Neville, 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 7:32 P.M. in the Grange Meeting Room of Town Hall.

**ANNOUNCEMENTS**

Chair Suleiman read the announcements.

**APPOINTMENTS**

- DPW Director, Tom Garmon; Energy Committee Chair, Francie Nolde; and members Larry Grossman & Abby Reip were present to discuss the Article 16 (*Reconfiguration of Transfer Station – Feasibility Study*). EnCom member Grossman presented the Powerpoint slideshow proposed for Town Meeting outlining the proposal. The Town could realize a significant decrease in hauling trips resulting in cost savings. Phase #1, a pilot program, would call for the installation of a compactor and studying flow/usage. EnCom anticipates coming back to Town Meeting if the data plays out to seek approval of other improvements. The consensus was there didn't seem to be a downside to this proposal. There could be several benefits, including cost savings. Additional input was provided.

*The Board took Agenda Items #4 (a-d) and 5, out of order.*

**MINUTES**

- The Selectmen passed over approval of the minutes of the Regular Session of March 26, 2012 and the May 2, 2012 Executive Session (BoS Contract Negotiating Team).
- Member Powers moved to accept the minutes for the Executive Sessions of April 30, 2012 and May 1, 2012, as written. Seconded by Member Fox. **Approved 4-0.**

**SELECTMEN REPORTS**

- Member Powers reported that he and Member Fox continue to meet with the Dispatch and Firefighter union representatives.
- Member Robinson reported that she continues to work on Chief Ryder's performance review with Member Powers.
- Member Fox confirmed Member Powers comments about recent negotiation meetings.

He also reported on the Massachusetts House's passage of the Community Preservation legislation.

Member Fox also reported that he had attended the recent MAGIC meeting; they were provided information on the agricultural study and there was discussion on concerns regarding the financing of water infrastructure projects in Massachusetts.

- Chair Suleiman reported that the Energy Committee continues to prepare for Town Meeting; including tonight's presentation.

He also reported on the upcoming A/B United Way meeting. He intends on being there and inquired if the other Selectmen were also interested in attending.

## **OLD BUSINESS**

- There was discussion on Annual/Special Town Meeting matters. Revisions to motions were reviewed; some were based on Town Counsel's recommendations. The dollar amounts were revised on some of the Article #8 motions to amend. There have also been two requests received from residents - that Town Meeting be broadcast live and that wireless access be provided. Moderator Fallon has been consulted and is in favor of providing these services. The Selectmen determined that these technical services, if they can be implemented, would be available to residents during Town Meeting.

## **APPOINTMENTS (Continued)**

- Board of Health Chair, Marie Cannon, and DPW Director Tom Garmon were present to discuss the communication process for incidents concerning the Hager Well. Member Powers outlined some of the concerns raised during the Selectmen's review of the proposed policy, and the events that precipitated the development of this document. There was discussion about providing information to department heads/customer sites beyond the official notification. Board of Health Chair Cannon noted that the contractor/operator is the entity required to provide this notice and there are directive as to water usage within these notices, pursuant to requirements outlined by the DEP. It is not necessary for the Board of Health to send notification separate from the DEP required form. She noted that she has met with those who had had issues with the information provided in the previous notice, to try to address their concerns but those parties were not receptive to explanation or the information the Board of Health provided to them. The Selectmen suggested that once testing triggers a notification event, DPW could follow up with department heads/customer sites to confirm that a notice has been issued and to resend the report to department heads/customer sites. Revisions were proposed and discussed.

## **NEW BUSINESS**

- Discussion was opened as to the disposition of Grange Meeting Room tri-fold bench seats. TA Shaw noted that we now have newer meeting chairs for the Grange Meeting Room. She would like to give residents an opportunity to purchase a "piece of Boxborough History" by offering those benches that are still fit for use for sale at Fifer's Day. She has consulted with Town Counsel on this proposal and is researching what would be a reasonable sale price. Member Powers moved to authorize the Town Administrator to dispose of the Grange Meeting Room tri-fold bench seats, and to set an appropriate sales price. Seconded by Member Robinson. **Approved 4-0.**

## **CONCERNS OF THE BOARD**

- There was discussion about the scrub brush pile at Steele Farm.
- There was discussion on the unsolicited email communications being sent to the individual Selectmen from a Minuteman School Committee representative from another community.
- Members Powers and Fox provided a general update on the status of the on-going Collective Bargaining sessions.

## **EXECUTIVE SESSION**

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

## **ADJOURN**

- At 9:15PM, Member Powers moved to adjourn. Seconded by Member Fox. **Approved 4-0.**

## SELECTMEN'S ANNOUNCEMENTS

**MAY 7, 2012**

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

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

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

- **Two Community Forums** will be hosted by the Boxborough School Committee this Tuesday, May 8<sup>th</sup> at 11:00 AM and Wednesday, May 9<sup>th</sup> at 7:00 PM at the Sargent Memorial Library, 427 Massachusetts Avenue, Boxborough. The Boxborough School Committee will discuss the Town Meeting articles affecting the Boxborough and Acton/Boxborough Regional School Districts.

- **Boxborough's Annual Town Election** will be held **Monday, May 21<sup>st</sup>**, at

Boxborough Town Hall. Polls are open from 7:00 a.m. – 8:00 p.m. A sample ballot is posted at the Town Clerk’s Office and there is an electronic copy on the Town’s website which can be accessed through a link Town Clerk’s page.

- **Boxborough’s 2011 Annual Town Report** is available on the Town’s website and hard copies can now be picked up at the Library or Town Hall. They will also be available at Town Meeting. Many thanks to all involved for their contribution in producing another stellar Town Report.
  
- The Boxborough Fire Department is happy to announce a **Child Car Seat Check up Event on Saturday, May 19<sup>th</sup>**, from 10:00 AM to 2:00 PM at the Fire Station, 502 Mass. Ave. 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 have not already received one; applications are available 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.
  
- 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 20<sup>th</sup> and Sunday, June 10<sup>th</sup>. 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 16<sup>th</sup> 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](mailto:selectmen@town.boxborough.ma.us).
- If you wish to find out more about **volunteer opportunities** on Town boards or committees contact Town Administrator Selina Shaw [Selina.shaw@town.boxborough.ma.us](mailto:Selina.shaw@town.boxborough.ma.us)
- For more information on 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 more information on the Fire Department's Child Car Seat Check up Event please visit [www.boxboroughfire.com](http://www.boxboroughfire.com). For questions regarding these programs please contact Firefighter Jason Malinowski via e-mail at [jmalinowski@boxboroughfire.com](mailto:jmalinowski@boxboroughfire.com).
- If you wish more information on the Evergreen Open Systems conversion go to the Library's website: [www.boxlib.org](http://www.boxlib.org).



**BOARD OF SELECTMEN**  
**Meeting Agenda**  
**May 7, 2012**  
**Boxborough Town Hall**  
**Grange Meeting Room**

**1. CALL TO ORDER, 7:30 PM**

**2. ANNOUNCEMENTS**

**3. APPOINTMENTS**

- a) Energy Committee and DPW Director Tom Garmon re: proposed presentation under Article 16 (*Reconfiguration of Transfer Station – Feasibility Study*)
- b) Marie Cannon, Boxborough Board of Health Chair and DPW Director Tom Garmon re: communication process for Hager well incidents
- c) Citizens' concerns

**4. MINUTES**

- a) Regular session, March 26, 2012 **ACCEPT & POF**
- b) Executive session, April 30, 2012 (Contract Negotiating Team) **ACCEPT & POF**
- c) Executive session, May 1, 2012 (Contract Negotiating Team) **ACCEPT & POF**
- d) Executive session, May 2, 2012 (Contract Negotiating Team) **ACCEPT & POF**

**5. SELECTMEN REPORTS**

**6. OLD BUSINESS**

- a) Annual/Special Town Meeting

**7. NEW BUSINESS**

- a) Disposition of Grange Meeting Room tri-fold bench seats  
*Move to authorize the Town Administrator to dispose of the Grange Meeting Room tri-fold Bench seats, and to set a sale price @ **\$TBD***

**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**

*Move to adjourn to executive session to discuss strategy with respect to collective bargaining (Boxborough Professional Firefighters, Local 4601; Massachusetts Coalition of Police, Local 200A - Dispatch and Massachusetts Coalition of Police, Local 200), 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**



# Warrant Article 16



Boxborough Energy Committee

**REDUCE, REUSE, RECYCLE**  
**ENERGY COMMITTEE PURPOSE**  
**REDUCE TOWN'S ENERGY COSTS**



## Transfer Station Existing Conditions Built Prior to the Implementation of 'Single Stream' Recycling



Boxborough Energy Committee

## Opportunity for Savings

- **Uncompacted Recyclables: 3-4 truck-trips/week**



- **Compacted Recyclables: Estimated at 1 trip/week**



## Warrant Article 16: Two phases

- **Phase 1: Study Phase**
  - Install temporary compactor
  - Collect 4 to 6 months of data
  - Estimated cost of \$3,000
- **Phase 2: Design and Permitting Phase**
  - Selectmen and FinCom will determine if warranted
  - If yes, hire engineers to redesign site
  - Conduct initial permitting
  - Estimated cost \$15,000



## Phase One

- **Goals of Phase One**
  - Cost and Truck Trip Savings
  - Traffic Flow
  - Number of compactors needed (1 or 2)
  - Is overall site redesign likely to be warranted?



## Phase Two

- **Goals of Phase Two**
  - Determine most cost-effective layout and traffic pattern
  - Develop detailed cost proposal to bring before 2013 Town Meeting
  - Provide cost justification



## Future Transfer Station Phase

- **Complete proposal to Town Meeting 2013**
  - Design to reconfigure the Transfer Station
  - Estimated construction costs
  - Projected return on investment
  - FinCom input
- **Estimated savings: \$15,000 - \$30,000 per year**



## Potential Added Benefits

- **Easier, more convenient to recycle**
- **Increase recycling rates => continued savings**
- **Possible space for new services**
  - Swap shed
  - Compost area

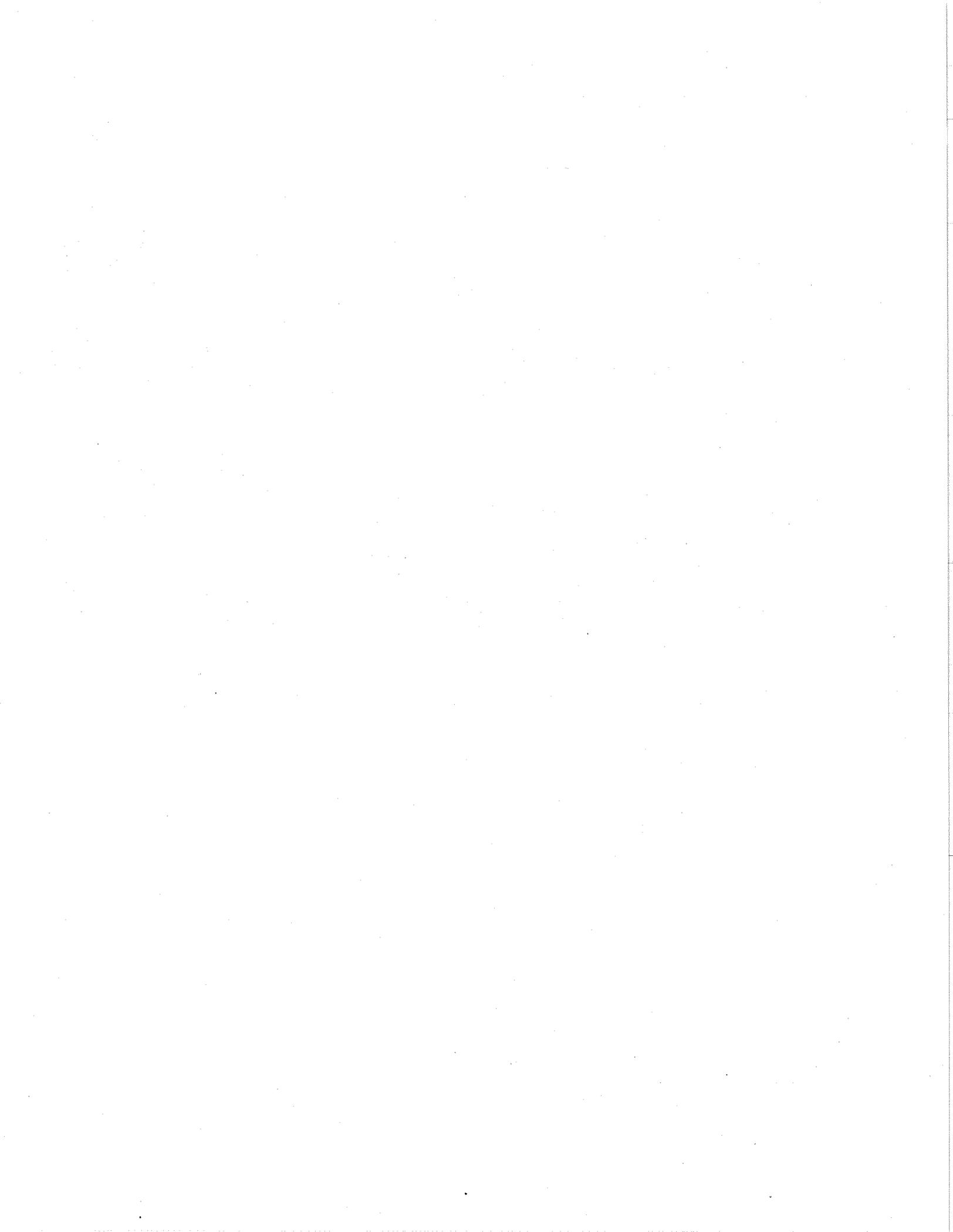


## Support this article



- **Save Money!**
- **Please join us in supporting this article**







**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 82  
 # 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



**ARTICLE 8 TOWN OPERATING BUDGET**  
(Majority vote required)

I move that the Town raise and appropriate the sum of

**\$19,678,445**

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.

**POTENTIAL AMENDMENTS**

**Dept. 192, Town Hall (Raid Suleiman, Board of Selectman Chair)**

I move that the Town increase Department 192, Total Salaries – Town Hall by Three Thousand Nine Hundred Eighty-Nine Dollars (\$3,989), and to meet this appropriation, that an additional amount of Three Thousand Nine Hundred Eighty-Nine Dollars (\$3,989) **be raised by taxation.**

**Dept. 210, Police (Frank Powers, Board of Selectman)**

I move that the Town increase Department 210, Total Salaries – Police by Twenty-Five Thousand Seven Hundred Fifty-Six Dollars (\$25,756), and to meet this appropriation, that an additional amount of Twenty-Five Thousand Seven Hundred Fifty-Six Dollars (\$25,756) **be raised by taxation.**

I move that the Town decrease Department 210, Total Other – Police by Thirty-Four Thousand Five Hundred Dollars (\$34,500), and to meet this appropriation, that an amount of Thirty-Four Thousand Five Hundred Dollars (\$34,500) be deducted from the amount to **be raised by taxation.**

**Dept. 220, Fire (Rebecca Neville, Board of Selectman)**

I move that the Town increase Department 220, Total Salaries – Fire by Four Thousand Eight Hundred Ninety Dollars (\$4,890), and to meet this appropriation, that an additional amount of Four Thousand Eight Hundred Ninety Dollars (\$4,890) **be raised by taxation.**

I move that the Town increase Department 220, Total Other – Fire by Four Thousand Five Hundred Fifty Dollars (\$4,550), and to meet this appropriation, that an amount of Four Thousand Five Hundred Fifty Dollars (\$4,550) **be raised by taxation.**

**Dept. 221, Dispatch (Frank Powers, Board of Selectman)**

I move that the Town increase Department 221, Total Other – Dispatch by One Thousand Two Hundred Twelve Dollars (\$1,212), and to meet this appropriation, that an additional amount of One Thousand Two Hundred Twelve Dollars (\$1,212) **be raised by taxation.**

**Dept. 523, Mental Health Services (Marie Cannon, Board of Health Chair)**

I move that the Town increase Department 523, Total Other – Mental Health Services to Seven Thousand Dollars (\$7,000), and to meet this appropriation, that an additional amount of Seven Thousand Dollars (\$7,000) be raised by taxation.

**Dept. 692, Public Celebration (Frank Powers, Board of Selectmen)**

I move that the Town increase Department 692, Total Other – Public Celebration by Three Hundred Dollars (\$300), and to meet this appropriation, that an additional amount of Three Hundred Dollars (\$300) be raised by taxation.

**“WRAP UP” AMENDMENT IF ALL AMENDMENTS ARE APPROVED:**

I move that the Town raise and appropriate the sum of:

~~\$19,678,445~~    \$19,691,642

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 except for:

Department 192, Total Salaries – Town Hall, \$176,816 is increased to \$180,805,

Department 210, Total Salaries – Police, \$931,429 is increased to \$957,185,

Department 210, Total Other – Police, \$137,706 is decreased to \$103,206,

Department 220, Total Salaries – Fire, \$716,199 is increased to \$721,089,

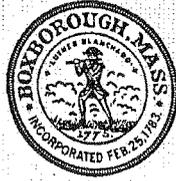
Department 220, Total Other – Fire, \$102,650 is increased to \$107,200,

Department 221, Total Other – Dispatch, \$34,135 is increased to \$35,347,

Department 523, Total Other – Mental Health Services, \$0 is increased to \$7,000,

and that

Department 692, Total Other – Public Celebration, \$665 is increased to \$965.



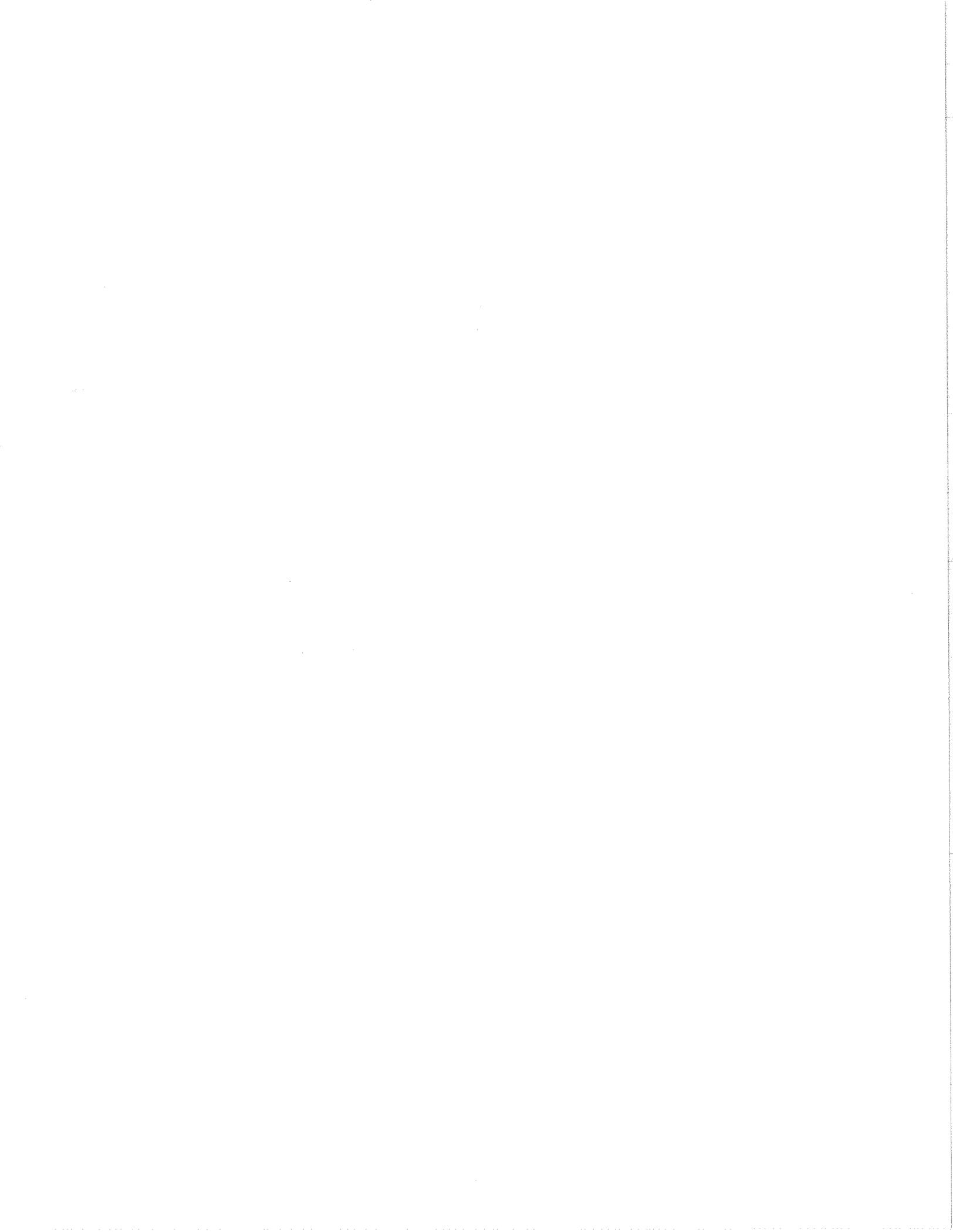
## ADMINISTRATION

# Memo

**To:** Board of Selectmen  
**From:** Selina Shaw, Town Administrator *MS*  
**Re:** Disposition of Grange Meeting Room Tri-fold Benches  
**Cc:** Alan Rohwer, Historical Commission Chair; Owen Neville, Boxborough Grange  
**Date:** May 4, 2012

I am seeking the Board's approval to dispose of the "old" seating in the Grange meeting room, specifically, the wooden tri fold bench seats. There are a number of these in the Grange meeting room as well as many in storage in the Steele Farm barn. I have asked the DPW to inventory the total number of seats in good condition and to dispose of those in disrepair. With your approval, I would like to offer the seats at Fifer's Day as an opportunity to "Own a Piece of Boxborough History." I would plan to have a few on display at a booth where interested folks could place their orders for collection at a later date, at Town Hall. I am also hoping to be able to draw in a few potential volunteers at the booth, which I am tentatively calling "Boxborough Needs You." By the time of Monday's meeting, I hope to be able to bring forward a fair price for your consideration.

Thank you for your consideration of this matter.

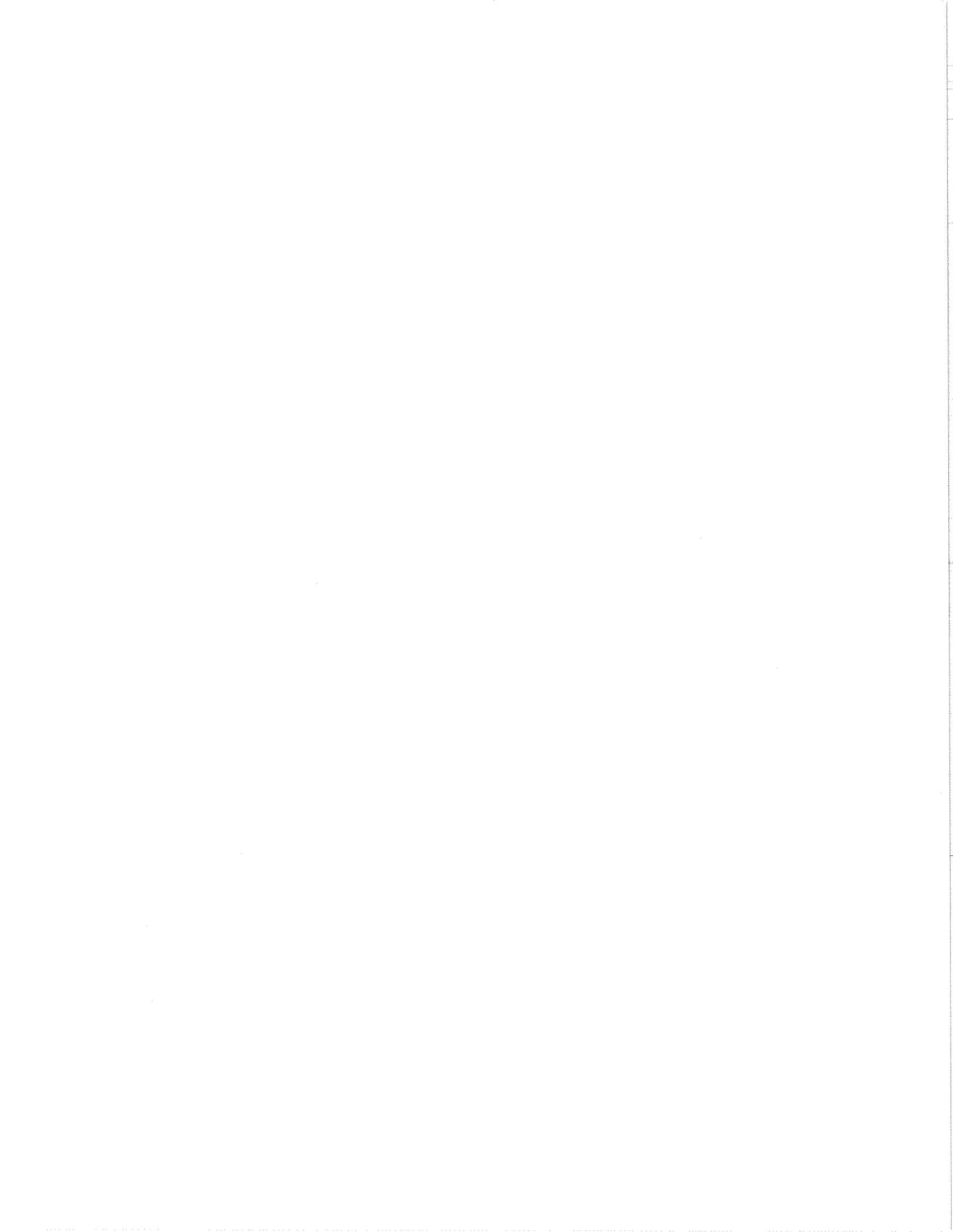




**Internal Communications and Outgoing Communications**  
**May 7, 2012**

1. April 2012 Monthly Construction Activity Report from the Building Department, dated May 1, 2012.\*
2. Correspondence from Comcast[Xfinity]'s Senior Manager of Government & Community Relations, Timothy Kelly, to the Board of Selectmen:
  - a. Dated April 24, 2012, CTV Form 200 *Financial Balance Sheet*; CTV Form 300 *Statement of Revenue & Expenses Parts A&B*; and CTV Form 400 *Statement of Ownership* – in regards to their Fiscal Year 2011.
  - b. Dated April 30, 2012, providing an update regarding service changes/offerings.
  - c. Dated May 3, 2012, advising of channel line-up changes.

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



82(1)

\*



**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: May 1, 2012

RE: Building Department Monthly Construction Activity Report

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

ma



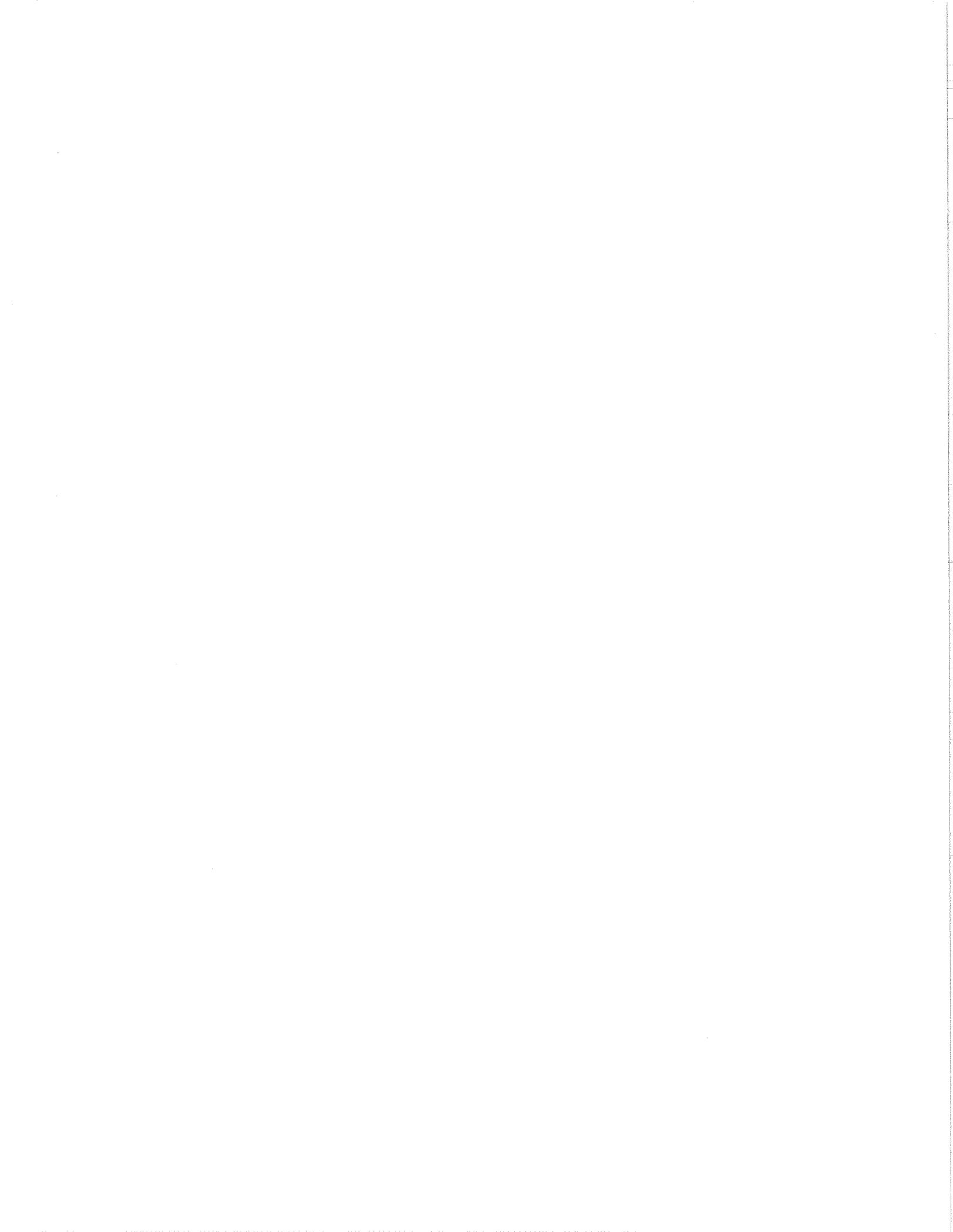
# Permit Listing Report

by District

Date Range: Issued between 04/01/2012 And 04/30/2012  
 SQL Statement: ([Type of Permit]="Building")

Printed On: Tue May 01, 2012

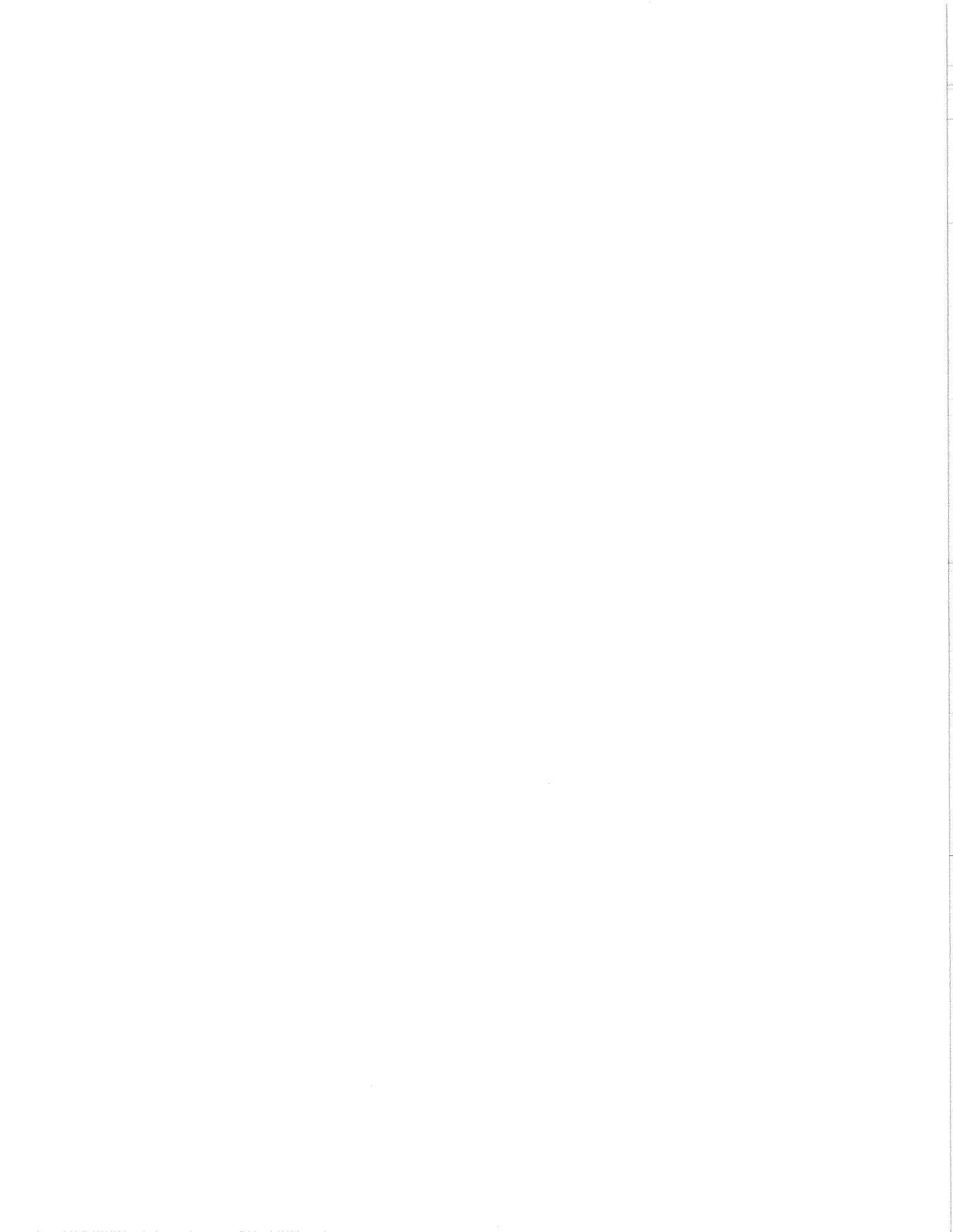
District	Address (Work Location)	District	Zoning	Owner	Date Issued	Contractor (Phone #)	Work Category	Work Description	Est. Cost	Proposed Use And Detail	Fees Paid	Check #
Permit Type	Permit No	Online Permit No	Permit Status									
Building	199 MIDDLE RD		A/R	Mikhlin, Leonid	Apr-03-2012	Henry Harrington	Siding	siding, windows roofing	\$2,800.00		\$280.00	1430
Building	BP-2012-0130		OPEN									
Building	(54 Boxmill Road)		OPEN	Susan Dugette	Apr-09-2012	Susan Dugette	ROOF	Roof over Deck	\$4,900.00		\$50.00	12556
Building	BP-2012-0131		OPEN									
Building	411 WHITCOMB RD		OPEN	Stout, Todd	Apr-09-2012	Stout, Todd	SHEED/BARN	Repair of Existing Shed	\$3,000.00		\$50.00	1201
Building	BP-2012-0132		OPEN									
Building	120 REED FARM RD		OPEN	MURPHY, PHILIP J & DONNA S	Apr-11-2012	MURPHY, PHILIP J & DONNA S	SHEED/BARN	10x12 shed	\$7,000.00			
Building	BP-2012-0133		OPEN									
Building	648 STOW RD		OPEN	SPALDING, SCOTT W & ANNE C	Apr-11-2012	J.C. Pools Inc	POOL	Inground Pool	\$20,000.00		\$200.00	827
Building	BP-2012-0134		OPEN									
Building	265 SARGENT RD		A/R	AGLE, BRIANE	Apr-12-2012	Lawrence McNulty	Finish Basement	Finish Basement TV and Weight Room Board of Health approved Division of Room 4-18-12	\$66,800.00		\$668.00	3616
Building	BP-2012-0135		OPEN									
Building	159 SWANSON RD		OPEN	RAPPAPORT, JEROME L JR	Apr-12-2012	Carclann Constant	ROOF	Remove existing wood joists and infill with steel and metal decking. Re-roof	\$1,100.00		\$110.00	1737
Building	BP-2012-0136		OPEN									



# Permit Listing Report

by District

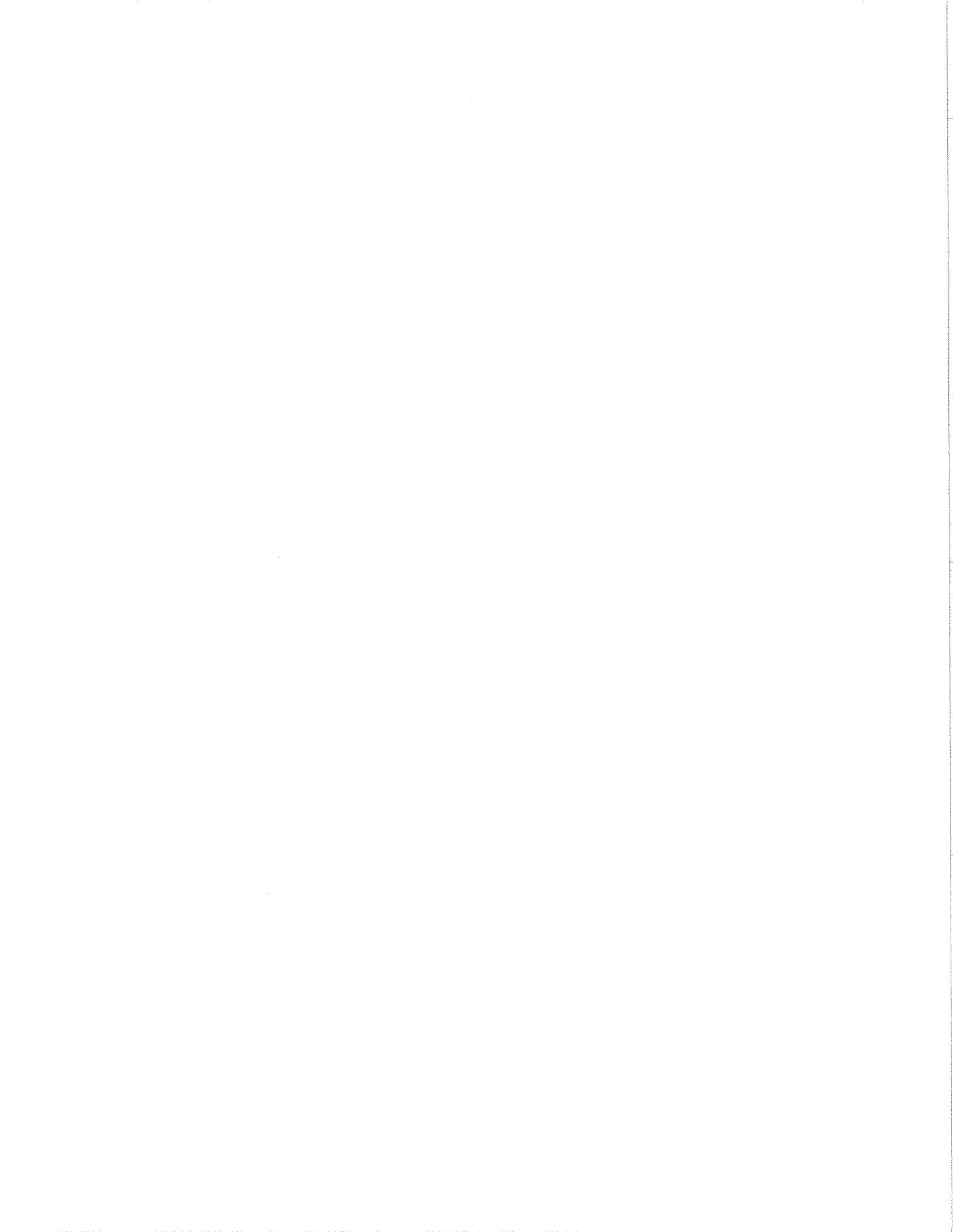
District	Address (Work Location)	District	Zoning	Owner	Date Issued	Contractor (Phone #)	Work Category	Est. Cost	Proposed Use And Detail	Fees Paid	Check #
Permit Type	Permit No	Online Permit No	Permit Status				Work Description				
Building	64 CEDARWOOD RD		OPEN	ANDERSEN, LANCE J & ANDERSEN, TONYAL	Apr-13-2012	Padraig Obeine (978) 460-3949	Bathroom Remodel	\$35,000.00	Renovation of Master Bathroom	\$350.00	122
Building	BP-2012-0137		OPEN								
Building	MACINTOSH LN		OPEN	APPLEWOOD COMMUNITY CORP APPLEWOOD ASSOCIATION TREASURE R	Apr-18-2012	James Rossi (508) 881-8200	Windows	\$7,000.00	Windows at 64 Macintosh Lane	\$70.00	40333
Building	BP-2012-0138		OPEN								
Building	520 BURROUGHS RD		OPEN	WARREN, RICHARD B & VALERIE	Apr-18-2012	Christina and Jason Mazzone	Deck	\$10,000.00	re-build existing deck with no changes to foot print	\$100.00	cash
Building	BP-2012-0139		OPEN								
Building	145 HAGER LN		OPEN	O'LEARY, MICHAEL J & O'LEARY, TAMZEN R	Apr-23-2012	O'LEARY, MICHAEL J & O'LEARY, TAMZEN R	Demolition	\$0.00	Fill in Pool	\$50.00	2092
Building	BP-2012-0140		OPEN								
Building	555 LIBERTY SQ RD		OPEN	VORCE, KATHLEEN A	Apr-25-2012	VORCE, KATHLEEN A	ADDITION/ALTERATIO N	\$15,000.00	Interior Only Conversion of Existin loft space to bedroom/bath	\$150.00	11684
Building	BP-2012-0141		OPEN								
<b>District ( ) TOTALS: ESTIMATED COST:</b>								\$172,600.00	<b>NUMBER OF PERMITS:</b>	12	
<b>FEES INVOICED:</b>								\$2,128.00	<b>FEES PAID:</b>	\$2,078.00	
<b>BALANCE:</b>									<b>BALANCE:</b>	\$50.00	



# Permit Listing Report

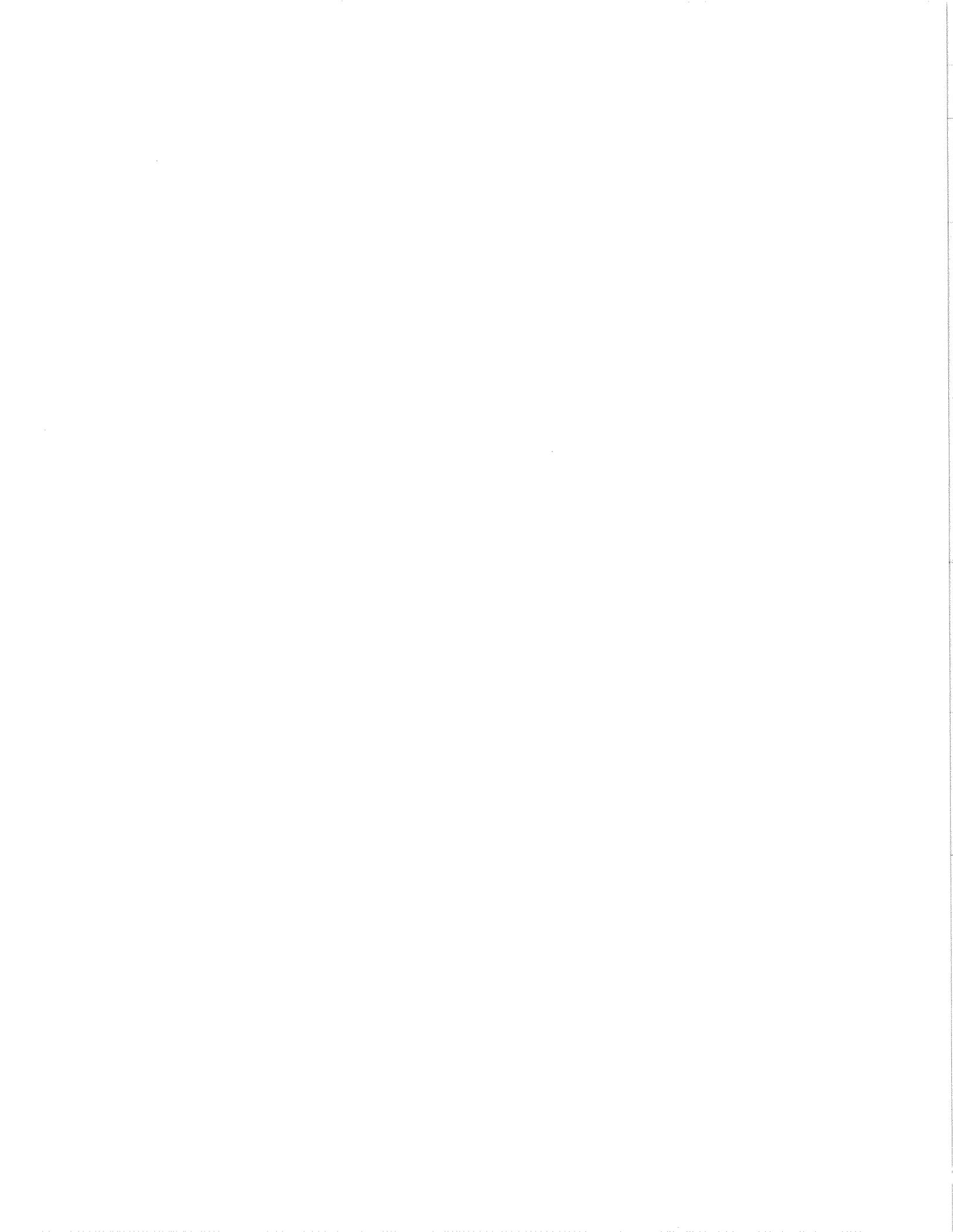
*by District*

District	Address (Work Location)	District	Zoning Owner	Date Issued	Contractor (Phone #)	Work Category	Work Description	Est. Cost	Proposed Use And Detail
Permit Type	Permit No	Online Permit No	Permit Status					Fees Paid	Check #
GRAND TOTALS: ESTIMATED COST:									
						\$172,600.00			12
FEES INVOICED:									
						\$2,128.00		FEES PAID:	\$2,078.00
								BALANCE:	\$50.00



## Building Department Monthly Construction Activity CY 2012

	January	February	March	April	May	June	July	August	Sept.	October	November	December	Y-T-D Total
<b>Residential:</b>													
Single Family - new													0
Additions/Alterations	8	3	10	8									29
Repairs			2										2
Foundation Only													0
Pool				1									1
Accessory Apartment													0
<b>Business:</b>													
New													0
Additions/Alterations	3	1	1										5
<b>Other:</b>													
Construct trailers													0
Tents													0
Cell Tower / Antenna	1		1										2
Demolition		1		1									2
Foundation Only	1												1
Mechanical /Sheet Met	1	1											2
Woodstove	2	1	2										5
Signs													0
Shed/Barn				2									2
Change of Use													0
<b>Totals:</b>													
Number of Permits	16	7	16	12	0	0	0	0	0	0	0	0	51
Construction Cost	1,508,792	128,600	405,142	172,600									2,215,134
<b>Total Fees</b>	<b>9,640</b>	<b>1,403</b>	<b>4,495</b>	<b>2,128</b>									<b>17,666</b>
<b>Fines Collected</b>													<b>0</b>





**Minutes, Notices and Updates**  
**May 7, 2012**

**Minutes**

1. Minutes of the Zoning Board of Appeals meetings held April 17, 2012.
2. Minutes of the Finance Committee meetings of April 9, 2012 and April 23, 2012.

**Notices**

1. Notice of a Public Celebrations Committee meeting held May 3, 2012.
2. Notice of a Acton-Boxborough Cultural Council meeting to be held May 7, 2012.[Acton]
3. Notice of a Boxborough Emergency Reserve Corps meeting to be held May 8, 2012.
4. Notice of a Boxborough Information Technology Committee meeting to be held May 8, 2012.
5. Notice of a Steele Farm Advisory Committee meeting to be held May 10, 2012.
6. Notices of Board of Selectmen meetings:
  - a. Regular Meeting to be held May 7, 2012
  - b. Contract Negotiating Team [Executive Session]
    - i. To be held May 1, 2012 [Fire] - *Recessed 9:00AM to be reconvened at 1:00PM*
    - ii. To be held May 9, 2012 at 8:00 AM [Dispatch]
    - iii. To be held May 9, 2012 at 9:30 AM [Police]
    - iv. To be held May 10, 2012 [Dispatch]
    - v. To be held May 15, 2012 [Dispatch]
    - vi. To be held May 16, 2012 [Police]
7. Notice Finance Committee meetings:
  - a. To be held May 7, 2012.
  - b. To be held May 14, 15, & 17, 2012 [Pre-ATM]



8c



**General Correspondence**  
**May 7, 2012**

1. Spring 2012 Newsletter for the Communities for Restorative Justice "*The Talking Piece.*"

