



**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**May 23, 2012**

**Approved: July 30, 2012**

**PRESENT:** Raid Suleiman, Chair; Frank Powers, Member; Les Fox, Member; Vincent Amoroso and Robert Stemple

**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 7:30 P.M. in the Grange Meeting Room of Town Hall; welcoming the newly elected Selectmen, Vincent Amoroso and Robert Stemple

**REORGANIZATION OF THE BOARD OF SELECTMEN**

The Selectmen took up the Reorganization of the Board. Chair Suleiman explained these proceeding to Members Amoroso and Stemple. Chair Suleiman called for nominations for the Chair. Member Powers nominated Member Fox. Seconded by Member Stemple. Hearing no others, Chair Suleiman closed the nominations. **Approved 5-0.**

There was a call for nominations for Clerk. Chair Fox nominated Member Powers for a six month term as Clerk. Seconded by Member Suleiman. It was noted that it was the intention of the Selectmen to re-visit this in six months and call for nominations of another member to serve out the remaining six months. Hearing no other nominations, nominations for Clerk were closed. **Approved 5-0.**

**ANNOUNCEMENTS**

Chair Fox read the announcements.

**MINUTES**

- The Board passed over approval of the Executive session (Contract Negotiating Team) minutes of May 15, 2012; #1 – May 16, 2012; and #2 – May 16, 2012.
- Member Powers moved to accept the minutes for the Regular Session of May 14, 2012 and May 17, 2012, as written. Seconded by Member Suleiman. **Approved 5-0.**

**SELECTMEN REPORTS**

- Member Suleiman reported he has attended no meetings since Town Meeting adjourned.
- Member Powers reported that he met with Chief Ryder this morning to go over the results of Town Meeting and to review plans for FY 13.

He also reported on plans for this year's Fifer's Day. Among the festivities will be a return of the popular donut eating contest and the introduction of a new event a tug of war – Boxborough Fire vs. Boxborough Minutemen.

- Chair Fox reported that he, Member Powers, TA Shaw & Chief Ryder have met regarding Police contract negotiations.

He also reported on MAPC spring council meeting and the election of the Executive council.

- Member Amoroso reported that he is preparing a draft letter pursuant to Article 47 which was approved at Town Meeting.
- Member Stemple had nothing to report.

## OLD BUSINESS

Member Powers advised the other Selectmen that work continues on the various CBA contract negotiations.

## NEW BUSINESS

- The Selectmen took up two Reserve Fund Transfer Requests. Both RFTs were necessary due to the significant increase in fuel costs during FY 12. TA Shaw provided background on the Town Administrator's RFT regarding her Mileage Stipend.
  - Member Powers moved to forward to the Finance Committee for approval the request to transfer \$225 from the Reserve Fund to account #001-123-5700-5711, Town Administrator – Mileage Stipend. Seconded by Member Suleiman. **Approved 5-0.**
  - Member Powers moved to forward to the Finance Committee for approval the request to transfer \$7,205.19 from the Reserve Fund to account #001-429-5400-5482, Public Works – Fuel Expense. Seconded by Member Suleiman. **Approved 5-0.**
- The Selectmen reviewed the proposed meeting schedule for the period June 4, 2012 – January 7, 2013. Changes were made to the June meeting dates. There was discussion about changing the usual 7:30 PM start time but it was determined that the start time shall remain the same, the exception would be when the Selectmen conduct their annual en mass re-appointments; all other meetings' start times could be changed as needed. It was moved and seconded to approve the Selectmen's meeting schedule for period June 4, 2012 – January 7, 2013, as revised. **Approved 5-0.**
- The Selectmen provided background and reviewed the annual appointment process for boards and committees. A copy of list of appointees was included in the packet. The consensus was to maintain the current process.
- The Selectmen were provided copies of last year's BoS Liaisons list and were asked to think about which of these responsibilities they would consider taking on. An overview of what of these responsibilities; the background on the Board's existing practice and suggestions on managing these responsibilities were provided. The intention is to assign these liaison responsibilities at the next meeting.

## CONCERNS OF THE BOARD

- There was discussion on the latest information on the Local Aid (Cherry Sheet) portion of the FY 13 State budget.
- There was discussion about participation in the 495 Metrowest collaborative. Member Suleiman will be attending their next meeting. He provided information on this organization and encouraged the new members to come and attend a meeting.
- Member Suleiman also noted that he is unable to attend the A/B scholarship event. Member Stemple volunteered to step in.

## EXECUTIVE SESSION

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

## ADJOURN

- At 8:30 PM, Member Suleiman moved to adjourn. Seconded by Member Amoroso. **Approved 5-0.**

## SELECTMEN'S ANNOUNCEMENTS

MAY 23, 2012

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

➤ **Municipal Elections were held on May 21<sup>st</sup>.** Congratulations to the following incumbents on being re-elected:

- John Fallon, Town Moderator
- Maripatt Shewowat, Tax Collector
- Brigid Bieber, Local and Regional School Committee
- Mary Brolin, Local School Committee
- Mary Brolin and Jennifer Campbell, Library Board of Trustees
- Owen Neville, Planning Board
- Frank Roth, Board of Health; and

Congratulations are also in order to our newly elected Selectmen:

- Vincent Amoroso and Bob Stemple

The Selectmen would like to thank these volunteers and to all who ran for their commitment to the Town and to those of you who came out to vote on Monday.

➤ **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.

➤ The **Sargent Memorial Library will be closed** the Memorial Day holiday weekend; re-opening on Tuesday, May 29, 2012 at 10:00 AM, so the Library's network can convert 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 **Friends of the Council on Aging's Anniversary Lunch** will take place Wednesday, June 6<sup>th</sup> at 12:00 noon at the Boxborough Community Center, 30 Middle Road. Les Fox and Frank Powers, will be present to discuss their experiences as Selectmen. Les Fox has served for 13 years on the Board; Frank Powers has just completed his fifth year. They will also be discussing the current state of the Town, and the general outlook for the future. All are welcome and admission is free, but as we are hoping to have another large crowd please call Marcia McNeil at the COA office to make a reservation. The FCoA is grateful to Donelan's, Roche Brothers, and Twin Seafood for their generous donations supporting this event.
  
- **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. For those who have already submitted their applications, stickers will be available to be placed on their vehicles at Town Hall on Saturday, June 9<sup>th</sup> and June 23<sup>rd</sup> from 8:00 AM to 4:00 PM.
  
- The **Boxborough Museum** at 575 Middle Road will be open from 2:00 pm to 4:00 pm on 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. For information go to [www.fifersday.org](http://www.fifersday.org). The Public Celebrations & Ceremonies Committee is seeking nominees for Parade Marshall and Golden Fife. Forms are available at the Library, Town Hall or on-line at the Town's website. Deadline for nominations is May 29<sup>th</sup>.
  
- Consider buying a piece of Boxborough's history. The town will be selling the old three chair benches from Town Hall for \$25 each. Orders will be taken at Fifer's Day, or contact Town Administrator Selina Shaw.

- 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)
- If you wish more information on the Evergreen Open Systems conversion go to the Library's website: [www.boxlib.org](http://www.boxlib.org).
- Please call Marcia McNeil at the COA office (978-263-1116 extension 118) to make a reservation for **FCoA Anniversary Lunch on June 6<sup>th</sup>**.



## BOARD OF SELECTMEN

### Meeting Agenda

May 23, 2012

Boxborough Town Hall

Grange Meeting Room

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

#### 2. REORGANIZATION OF THE BOARD OF SELECTMEN

- a) Nominations for Chair  
(Call for nominations... close nominations... vote...)
- b) Nominations for Clerk  
(Call for nominations... close nominations... vote...)

VOTE:

VOTE:

#### 3. ANNOUNCEMENTS

#### 4. APPOINTMENTS

- a) Citizens' concerns

#### 5. MINUTES

- a) Regular session – May 14, 2012
- b) Regular session – May 17, 2012
- c) Executive session (Contract Negotiating Team), May 15, 2012
- d) Executive session #1 (Contract Negotiating Team), May 16, 2012
- e) Executive session #2 (Contract Negotiating Team), May 16, 2012

ACCEPT & POF

#### 6. SELECTMEN REPORTS

#### 7. OLD BUSINESS

#### 8. NEW BUSINESS

- a) Reserve Fund Transfer Requests
  - i. Town Administrator – Mileage Stipend (\$225)  
*Move to forward to the Finance Committee for approval the request to transfer \$225 from the Reserve Fund to account #001-123-5700-5711, Town Administrator – Mileage Stipend*
  - ii. Public Works – Fuel Expense (\$7,205.19)  
*Move to forward to the Finance Committee for approval the request to transfer \$7,205.19 from the Reserve Fund to account #001-429-5400-5482, Public Works – Fuel Expense*
- b) Proposed meeting schedule for period June 4, 2012 – January 7, 2013
- c) Appointment process for boards and committees – discussion
- d) BoS Liaisons – review for future meeting

VOTE:

VOTE:

#### 9. CORRESPONDENCE

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

ACCEPT & POF

#### 10. PRESS TIME

**11. CONCERNS OF THE BOARD**

**12. 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"

**13. ADJOURN**



**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**May 14, 2012**

Approved: \_\_\_\_\_

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

**ALSO PRESENT:** Selina Shaw, Town Administrator

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

**CALL TO ORDER**

At 6:15 P.M., Chair Suleiman called the meeting to order in the Blanchard Memorial School Library.

**MINUTES**

It was moved and seconded to approve all of the minutes as written, specifically:

- Executive session, May 2, 2012 (Contract Negotiating Team)
- Executive session, May 7, 2012 (Contract Negotiating Team)
- Executive session #1, May 9, 2012 (Contract Negotiating Team)
- Executive session #2, May 9, 2012 (Contract Negotiating Team)
- Executive session #1, May 10, 2012 (Contract Negotiating Team)
- Executive session, #2 May 10, 2012 (Contract Negotiating Team)

**Approved 5 – 0.**

**OLD BUSINESS**

Selectmen discussed draft recommendation on Article 9 (Regionalization) and agreed to revise first paragraph to include estimated amount of savings related to transportation (\$500k - \$750k). Selectmen agreed to the "con" as written and voted 3 – 2 in favor of the sense of the meeting motion, with Members Fox and Neville dissenting.

Selectmen then agreed to the recommendation on the proposed Board of Health budget amendment, which Selectman Powers will deliver on behalf of the Board.

**ADJORN**

At 6:30 PM, Selectman Neville moved to adjourn. Seconded, and **approved 5 – 0.**





**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**May 17, 2012**

Approved: \_\_\_\_\_

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

**ALSO PRESENT:** Selina Shaw, Town Administrator

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

**CALL TO ORDER**

At 6:20 P.M., Chair Suleiman called the meeting to order in the Blanchard Memorial School Library.

**MINUTES**

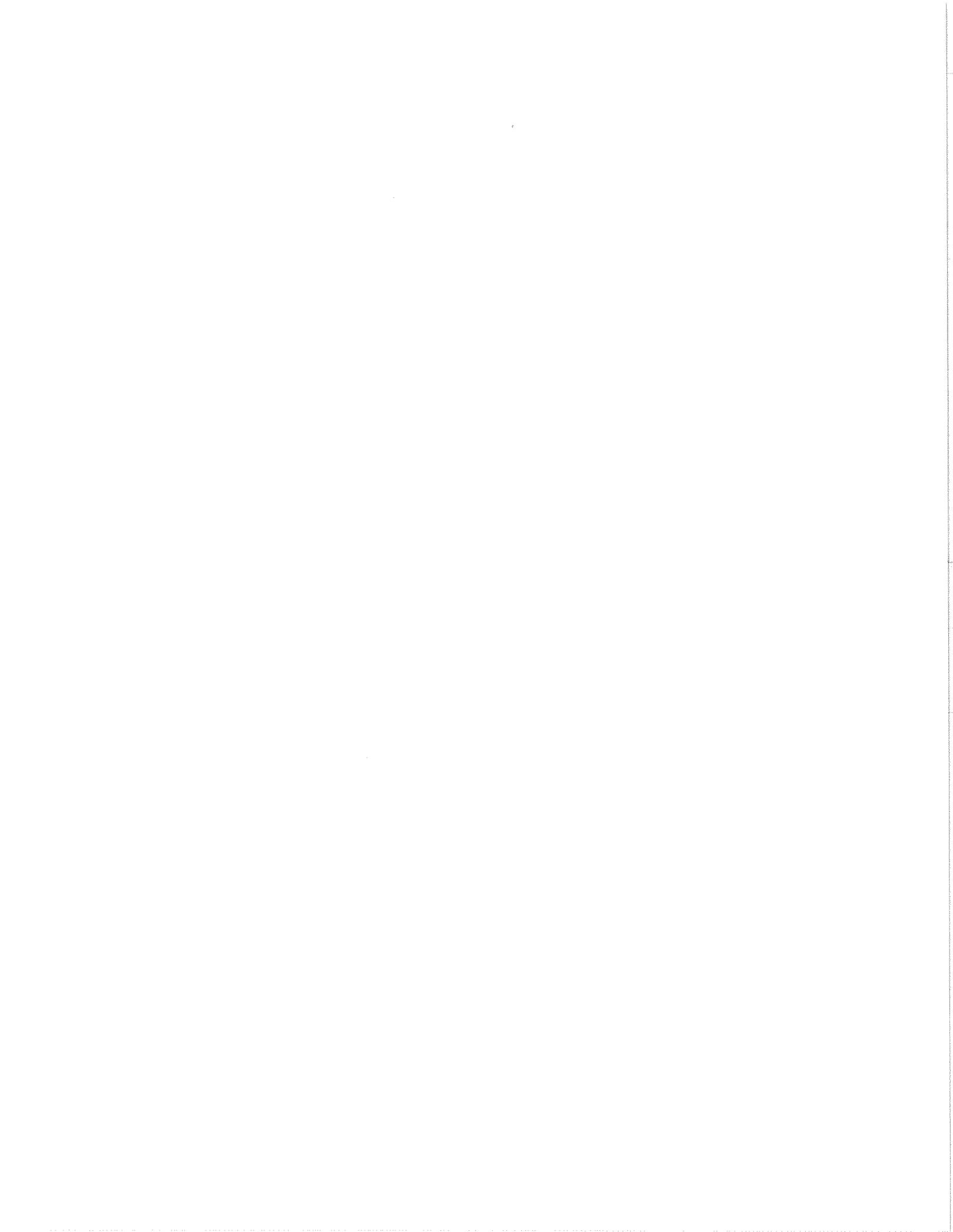
None were prepared... will be brought forward to a future meeting.

**OLD BUSINESS**

Selectman Powers distributed and reviewed presentation related to the police fleet. Selectmen discussed plan for moving forward if refurbishment article failed and agreed that the article for the Police Chief's command vehicle would not be passed over, but instead would be moved at the reduced amount of \$34,500. Discussion regarding type of vehicle SUV vs. cruiser. General agreement that it would be disingenuous to move forward with an SUV, given the sentiment expressed by Town Meeting. Selectman Powers will address with Chief.

**ADJORN**

At 6:30 PM, it was moved, seconded and **approved 5 – 0** to adjourn.





# Reserve Fund Transfer Request

Date: May 23, 2012

It is requested by the undersigned that the sum of \$225.00 be transferred from the Reserve Fund to: UMAS Acct. # 001-123-5700-5711

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

Description (i.e. Selectmen's expenses) Town Administrator - Mileage Stipend

The balance in the line item as of April 28, 2012 (Date) is \$ 6.25. An amount of \$2,550 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

When the FY 12 budget was prepared, the IRS rate was \$ 0.51 per mile, and the requested and appropriated budget was therefore \$2,550 (5,000 miles @ \$0.51/mile). The IRS increased the mileage rate effective July 1, 2012 to \$.555 per mile, which over the year totaled \$2,775 (5,000 miles @ \$0.555/mile), leaving a shortfall of \$225 for the month of June. (\$2,775 - \$2,550).

This request is for extraordinary or unforeseen expense and has been voted upon and approved by the majority of board or commission members, or in the case of a department, by the department head and Town Administrator, as indicated by the signatures below. Please also indicate name of board or commission.

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

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$225 from the Reserve Fund to UMAS Acct. # 001-123-5700-5711 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 MO ILY EXPENDITURE REPORT

For the Period 07/01/11 To 05/02/12

AccountNumber	AccountName	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Payments To Date	Receipts This Period	Receipts To Date	Payments to Date-Net	Ending Balance	Percent Expended
	Town Administrator										
001-123-5100-5110	Town Administrators Salary	91,000.00	0.00	91,000.00	74,613.16	74,613.16	0.00	0.00	74,613.16	16,386.84	81.99%
001-123-5700-5711	Town Administrator Mileage Stipend	2,550.00	0.00	2,550.00	2,543.75	2,543.75	0.00	0.00	2,543.75	6.25	99.75%
Sum	Town Administrator	93,550.00	0.00	93,550.00	77,156.91	77,156.91	0.00	0.00	77,156.91	16,393.09	82.48%



# Reserve Fund Transfer Request

Date: May 23, 2012

It is requested by the undersigned that the sum of \$7,205.19 be transferred from the Reserve Fund to: UMAS Acct. # 001-429-5400-5482  
(Fund # - Dept. # - Object - Detail)

Description (i.e. Selectmen's expenses) Public Works - Fuel Expense

The balance in the Public Works Fuel (Dept 429) line item as of May 14, 2012 (Date) is \$4,068.20. An amount of \$ 80,500 was originally budgeted/appropriated for Department 429. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

There are not sufficient funds in the Fuel Expense line item available to pay the May 2 invoice of \$7,205.19. The extent of increased cost of fuel was not anticipated when the budget was developed over a year ago. With this transfer from the reserve fund, there will be a remaining balance of \$ 3,136.99. This will be used towards the June bill, which will require another transfer from the reserve fund to cover the balance.

This request is for extraordinary or unforeseen expense and has been voted upon and approved by the majority of board or commission members, or in the case of a department, by the department head and Town Administrator, as indicated by the signatures below. Please also indicate name of board or commission.

<u>[Signature]</u>	(Signature)	<u>DPA Director</u>	(Title)
<u>[Signature]</u>	(Signature)	<u>Town Administrator</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$7,205.19 from the Reserve Fund to UMAS Acct. # 001-429-5400-5482 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 05/31/12

AccountNumber	AccountName	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Payments To Date	Receipts This Period	Receipts To Date	Payments to Date-Net	Ending Balance	Percent Expended
	Public Works - Fuel										
001-429-5400-5482	Public Works - Fuel Expense	79,000.00	0.00	79,000.00	78,028.80	78,028.80	2,472.00	2,472.00	75,556.80	3,443.20	95.64%
001-429-5400-5483	Public Works - Fuel Testing Expense	1,000.00	0.00	1,000.00	875.00	875.00	0.00	0.00	875.00	125.00	87.50%
001-429-5400-5484	Public Works - Fuel Maintenance	500.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00%
Sum	Public Works - Fuel	80,500.00	0.00	80,500.00	78,903.80	78,903.80	2,472.00	2,472.00	76,431.80	4,068.20	94.95%

765.16

**BURSAW GAS & OIL INC**  
94 GREAT ROAD  
ACTON, MA 01720  
978-263-8753

# INVOICE

May 3, 2012

Customer #:	3208
Invoice #:	1497918
Invoice Date:	5/2/12
Invoice Total:	\$7,205.19

Town of Boxborough  
DPW  
577 Massachusetts Avenue  
Boxborough, MA 01719

TERMS: Net Due in 10 Days.

Amount Enclosed: \$ \_\_\_\_\_

Please Return This Portion With Your Payment

Notes:

Quantity	Description	Unit Price	Amount
2002.0	Unleaded Gasoline	\$3.3609	\$6,728.52

Sub Total: \$6,728.52  
Fed .0023: \$4.60  
State .2358: \$472.07  
Tax Total: \$476.67  
Total Due: \$7,205.19



429-3400-5482

For Fuel or Service At: Town of Boxborough  
577 Massachusetts Avenue  
Boxborough, MA 01719

BURSAW GAS & OIL INC  
94 GREAT ROAD  
ACTON, MA 01720  
978-263-8753

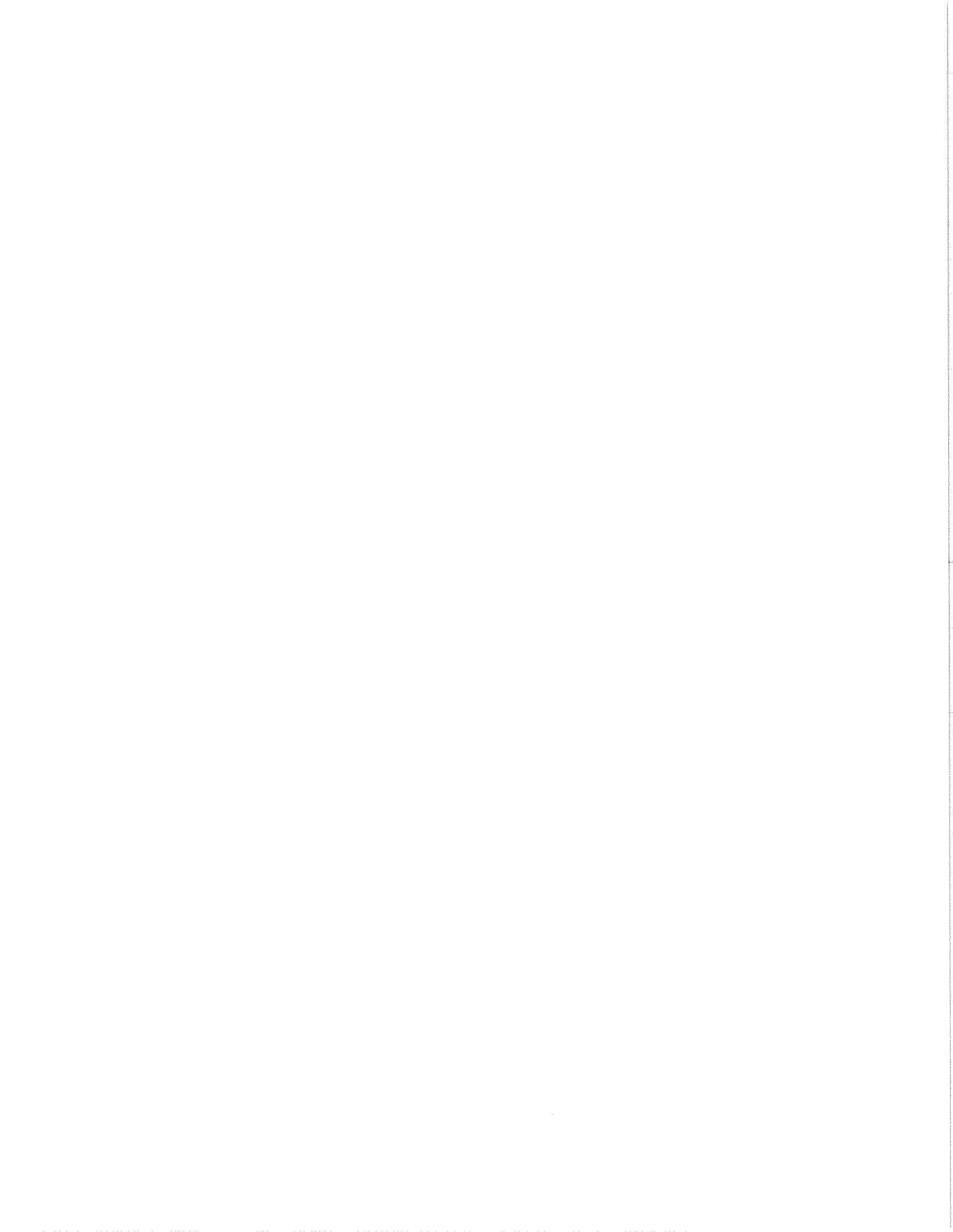
Customer #: 3208  
Invoice #: 1497918  
Invoice Date: 5/2/12



8b

**Board of Selectmen Proposed Meeting Schedule**  
**June 4, 2012 - January 7, 2013**  
for dicussion purposes

<b>Date</b>	<b>Business</b>
<b>June</b>	
4th	Meeting
11th	No Meeting
18th	Meeting - Appoint-a-thon, part 1
25th	No meeting
<b>July</b>	
2nd	Meeting - Appoint-a-thon, part 2
9th	No meeting [Les away July 7 - 14]
16th	Meeting
23rd	No meeting
30th	Meeting
<b>August</b>	
6th	No meeting [Raid away August 1 - 23]
13th	Meeting [TA away August 10 - 25]
20th	No meeting
27th	Meeting
<b>September</b>	
3rd	No meeting [Labor Day]
10th	Meeting
17th	No meeting
24th	Meeting
<b>October</b>	
1st	Meeting [TA away October 5 through October 12, ICMA & vacation)
8th	No meeting [Columbus Day]
15th	No meeting
22nd	Meeting
29th	No meeting
<b>November</b>	
5th	Meeting [TA away November 9 though November 12]
12th	No meeting [Veterans Day Holiday]
19th	Meeting - Public hearing - FY 12 Min Res Factor; Tax Rate Setting
26th	No meeting
<b>December</b>	
3rd	Meeting
10th	No meeting
17th	Meeting - Renewal of Licenses (alcohol, used car, common victuallers, etc.)
24th	No meeting [TA out December 24 through January 1]
31st	No meeting
<b>January</b>	
7th	Meeting





## ADMINISTRATION

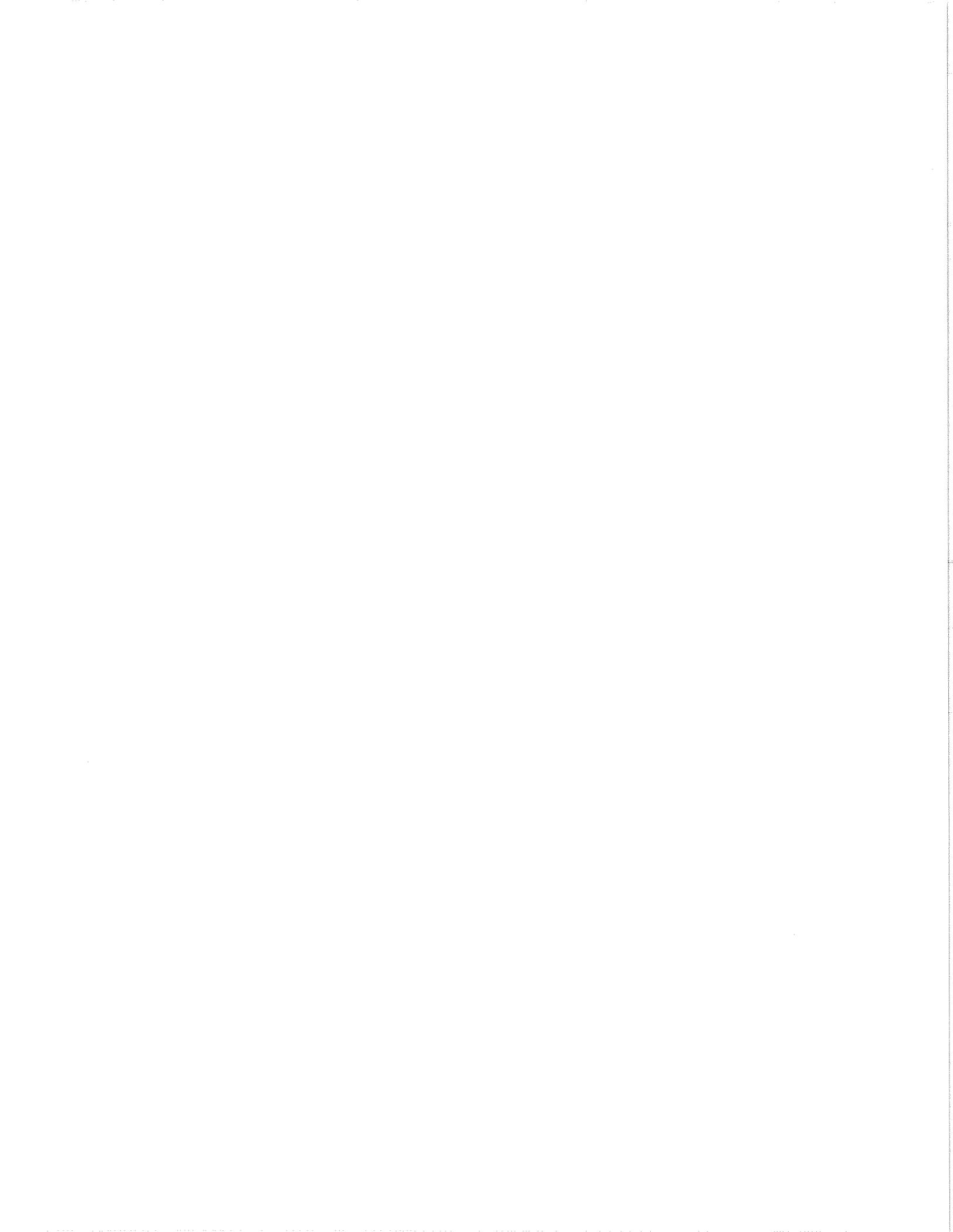
# Memo

**To:** Board of Selectmen  
**From:** Selina Shaw, Town Administrator  
**Re:** FY 2013 Appointments  
**Date:** May 23, 2012

As in previous years, in preparation for the annual "appoint-a-thon," I have attached a list of BoS appointed committees and their current membership and term expiration dates. Unless otherwise noted on the spreadsheet, the intention is to send e-mails to committee members with June expiration dates asking if the individuals would like to be considered for reappointment to their current committee or if perhaps they are interested in serving on another committee. An e-mail will also be sent to all board chairs informing them of the upcoming expirations and seeking input on the reappointment of members with expiring terms or the appointment of others.

Please let me know how you would like to move forward with the appointment process. In the past few years, we have scheduled appointees to come in to speak with the Board prior to re-appointment. The last two years, Town Clerk Liz Markiewicz also attended these meetings and publicly swore in the appointees. This public recognition of the Board's appointees has provided an opportunity to display the significance of public service and also allowed the selectmen to display their appreciation for the contributions made by the town's volunteers. For your consideration at tonight's meeting is a proposed meeting schedule with suggested dates of 18<sup>th</sup> June and 2<sup>nd</sup> July for the appointments.

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



**BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2013**

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
<b>A/B Cultural Council - Staggered 3 year terms; no more than 2 consecutive terms (MGL c10 §58)</b>					
Marion	Powers	07/01/09	2012	2015	
Pascale	White	07/01/08	2013		
Nancy	Kumaraswami	11/22/10	2012	2015	
VACANT			2013		
<b>Agricultural Commission -Staggered 3 year terms; 5 members (3 minimum)</b>					
<b>(one of which may be a non-resident directly engaged in Agric. Activities in Town) est. ATM 5/12/08</b>					
Kathie	Becker	7/21/2008	2014		
Bryon	Clemence	7/21/2008	2014		
Chris	DeLise	7/1/2009	2012	2015	
Owen	Neville	7/21/2008	2013		
John	Neyland	7/21/2008	2013		
<b>Airport Study Committee - 5 members; 3 year terms, est 8/9/93</b>					
James	Baum	04/12/10	2014		
Anne	Canfield	06/30/93	2012	2015	
Matt	Kosakowski	02/04/08	2013		
VACANT			2014		<i>Unexpired term of Bill Litant</i>
VACANT				2015	<i>Dave Barach not seeking re-appointment</i>
<b>Zoning Board of Appeals - staggered 3 year terms; 5 full &amp; 2 alternate members (1 year terms)</b>					
Tom	Gorman	01/27/03	2013		
Chris	Habersaat	09/22/03	2012	2015	
Kristin	Hilberg	11/03/08	2014		
Michael	Toups	10/02/06	2014		
Lonnie	Weil	10/02/06	2013		
Karen	Warner	09/10/07	2012	2013	Alternate
VACANT			2012		Alternate
<b>Board of Registrars - staggered 3 year terms; 3 members &amp; Town Clerk</b>					
Elizabeth	Markiewicz	elected 5/15/06	2013		Chair by virtue of Town Clerk position
Nancy	Brown	06/30/81	2014		
Tamar	MacFadyen	06/27/11	2012	2015	
Virginia	Richardson	05/22/06	2013		



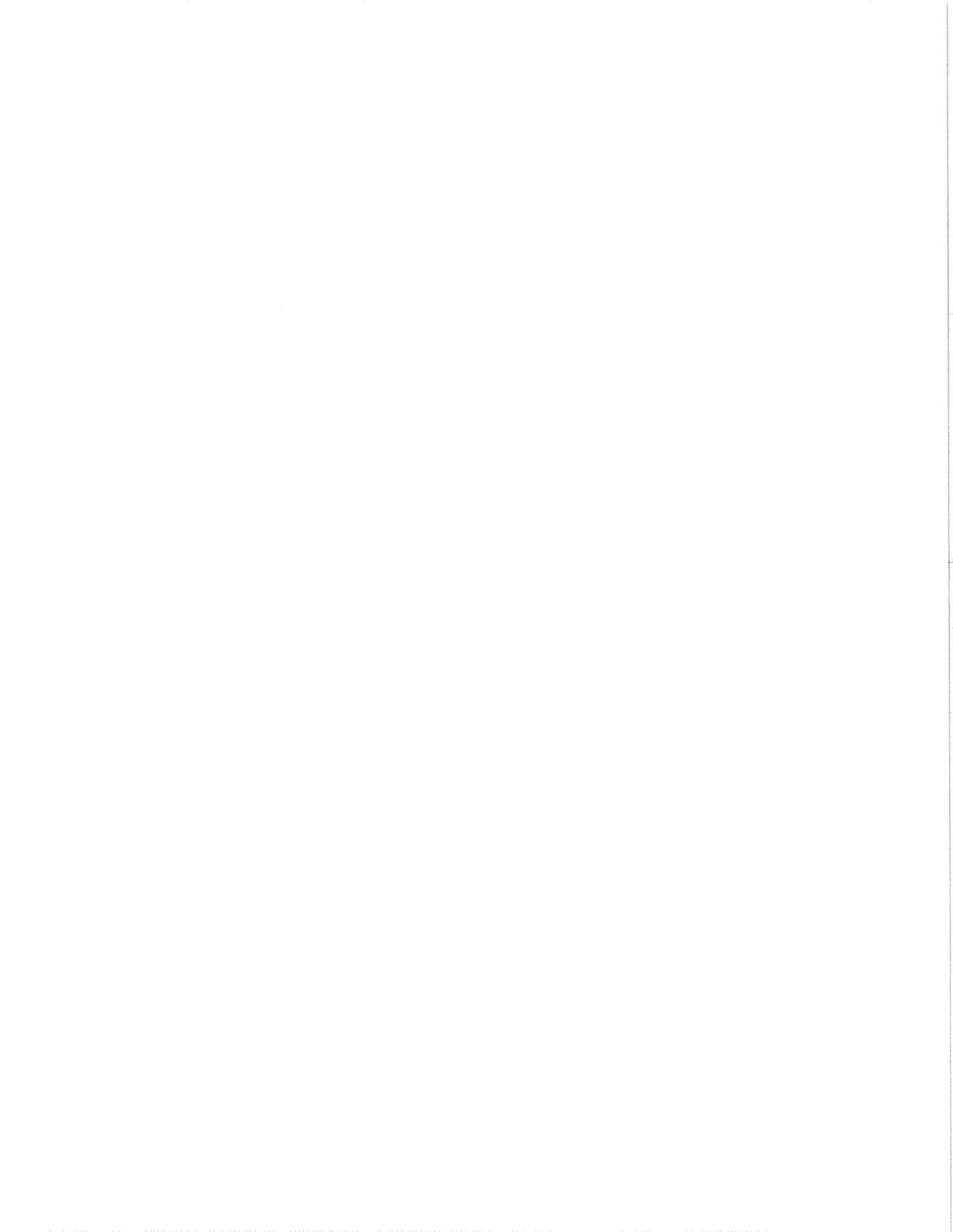
**BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2013**

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
<b>Boxborough Affordable Housing Trust - staggered 2 year terms, 5 members, est STM 5/14/07</b>					
Les	Fox	07/01/07	2013		BoS
<b>R. Allen</b>	<b>Murphy</b>	<b>07/01/07</b>	<b>2012</b>	<b>2014</b>	<b>BHB</b>
<b>Karim</b>	<b>Raad</b>	<b>10/19/09</b>	<b>2012</b>	<b>2014</b>	<b>FinCom</b>
Ron	Vogel	06/20/11	2013		BHB member
Channing	Wagg	06/20/11	2013		At - Large
<b>Boxborough Housing Board - Staggered 3 year terms; 5 + members, est. STM 10/30/00</b>					
Diane	Friedman	08/08/05	2013		
Jeff	Handler	01/28/02	2013		
<b>Joan</b>	<b>Meyer</b>	<b>01/08/01</b>	<b>2012</b>	<b>2015</b>	
R. Allen	Murphy	11/18/02	2014		
Ron	Vogel	01/22/01	2013		
<b>VACANT</b>			<b>2012</b>	<b>2015</b>	
Les	Fox		(2014)		ex-officio
Dave	Koonce		(2014)		ex-officio
<b>Boxborough Information Technology Committee (BIT.com) - Staggered 3 year terms; 7 members, est. 2/26/01 (Charter)</b>					
Jay	Bhatia	04/04/05	2013		
<b>Guillermo</b>	<b>Chang</b>	<b>12/03/07</b>	<b>2012</b>	<b>2015</b>	
Jamie	Rogers	04/08/02	2014		
Chris	Russo	09/10/07	2013		
<b>Eric</b>	<b>Wong</b>	<b>11/09/09</b>	<b>2012</b>	<b>2015</b>	
<b>VACANT</b>			<b>2013</b>		
<b>VACANT</b>			<b>2014</b>		
<b>Cemetery Commission - est. as an appointed board ATM 1973, staggered 3 year terms; 3 members.</b>					
Donald	Morse	07/01/09	2013		
William	Sutcliffe	07/01/09	2014		
<b>John</b>	<b>Flannery</b>	<b>07/01/09</b>	<b>2012</b>		<i>Not active member</i>



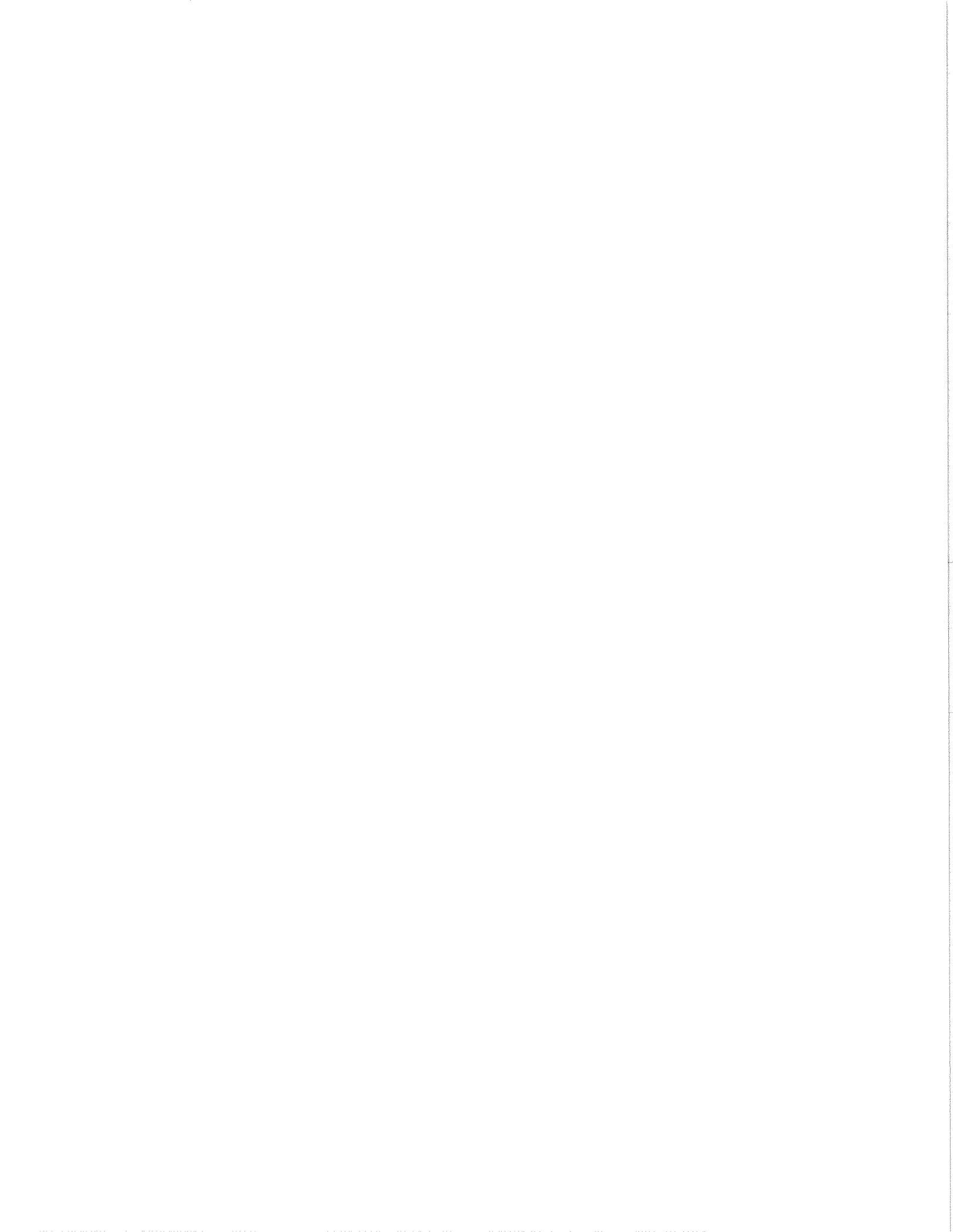
**BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2013**

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
<b>Conservation Commission - Staggered 3 year terms; 3 - 7 members (MGL c 40 §8C)</b>					
David	Follet	09/25/06	2014		
Charlene	Golden	pre-1974	2014		
Norm	Hanover	08/29/11	2013		
Dave	Koonce	06/30/87	2014		
<b>Dennis</b>	<b>Reip</b>	<b>09/08/03</b>	<b>2012</b>	<b>2015</b>	
<b>Rick</b>	<b>Williamson</b>	<b>11/19/07</b>	<b>2012</b>	<b>2015</b>	
<b>VACANT</b>				<b>2013</b>	
<b>Council on Aging - Staggered 3 year terms; 5 + members (est. 1975, amended 2006)</b>					
<b>Sonali</b>	<b>Bhatia</b>	<b>08/03/09</b>	<b>2012</b>	<b>2015</b>	
David	Birt	06/19/06	2013		
Susan	Fredrickson	06/15/09	2014		
<b>Frank</b>	<b>Sibley</b>	<b>04/02/07</b>	<b>2012</b>	<b>2015</b>	
Barbara	Wheeler	01/26/09	2013		
Patricia	Yen Gayowski	08/23/10	2013		
<b>VACANT</b>				<b>2015</b>	<i>Betsey Krusen not seeking re-appointment</i>
<b>Design Review Board - 3 year terms; 5 members (1 at-large; the others designated by their respective boards/committees)</b>					
James	Faulkner	08/02/10	2013		Planning Bd. Designee
Alan	Rohwer	06/28/10	2013		Hist Comm designee
<b>Raid</b>	<b>Suleiman</b>	<b>06/15/09</b>	<b>2012</b>	<b>2015</b>	<b>BoS designee</b>
<b>VACANT</b>					<b>Perm Bldg Comm designee</b>
<b>VACANT</b>					<b>At-large Member</b>
<b>Energy Committee - est. 2/9/09(Amended 3/8/10) by the Board of Selectmen; 7 members; staggered 3 year terms</b>					
K. C.	Donovan	11/09/09	2014		
<b>Larry</b>	<b>Grossman</b>	<b>03/08/10</b>	<b>2012</b>	<b>2015</b>	
Francie	Nolde	02/09/09	2013		
<b>Abigail</b>	<b>Reip</b>	<b>07/11/11</b>	<b>2012</b>	<b>2015</b>	
Santiago	Tapia-Perez	02/13/12	2014		
Margaret	Webber	03/08/10	2013		
<b>VACANT</b>				<b>2015</b>	<i>Ralph Hanrahan not seeking re-appointment</i>



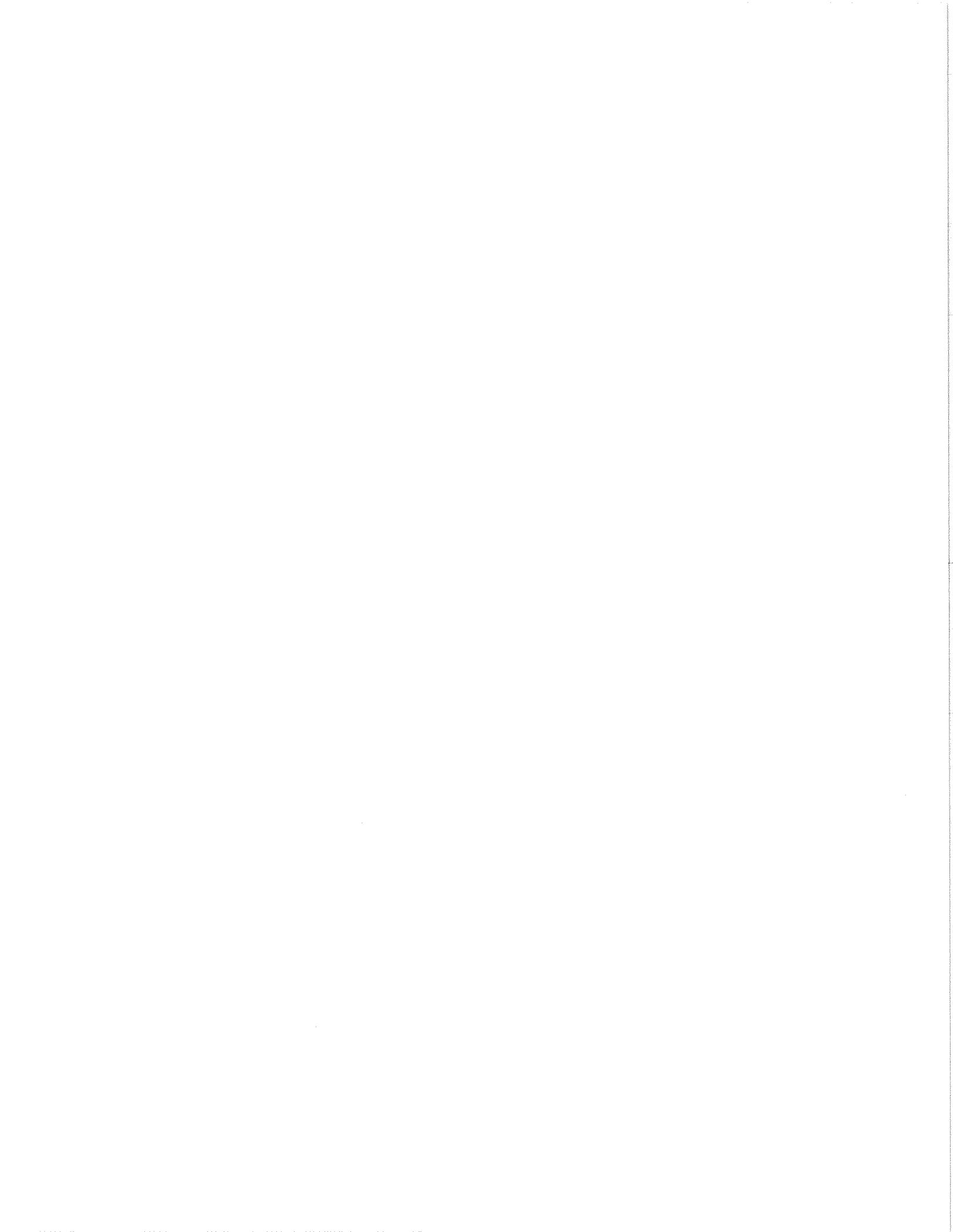
**BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2013**

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
<b>Historical Commission - staggered 3 year terms; 3 - 7 members (MGL c 40 §8D) est. 1985</b>					
Mary	Larson	06/30/97	2013		
Alan	Rohwer	07/01/88	2012	2015	
Shirley	Warren	07/01/88	2012	2015	
VACANT			2014		
VACANT			2013		
<b>MART Representative</b>					
Frank	Powers	07/01/09	2012	2015	
<b>Metropolitan Area Planning Council (MAPC) and MAGIC Representative</b>					
Les	Fox	05/04/09	04/30/15		
Frank	Powers	05/04/09	04/30/12	2015?	Alternate
<b>Permanent Building Committee</b>					
VACANT					
<b>Personnel Board est 1976 (as Adv Comm) - 3 year terms; 5 members</b>					
Susan	Bak	08/08/11	2014		
Anne	Canfield	10/16/06	2012	2015	
Pat	Flanagan	06/26/06	2012	2015	
Richard	Golden	06/30/96	2013		
VACANT			2014		
<b>Planning Board - Associate Member Joint Appointment of the Selectmen and Planning Board</b>					
Eduardo	Pontoriero	11/07/11	2013		
<b>Public Celebrations &amp; Ceremonies Committee - 3 year terms; 6 members per ATM vote (1996)</b>					
Sheila	Bauer	04/04/11	2013		
Matt	Kosakowski	08/31/09	2014		
Lori	Lotterman	07/20/09	2012	2015	
Trena	Minudri	08/03/09	2012	2015	
Owen	Neville	10/22/07	2014		
VACANT			2012	2015	



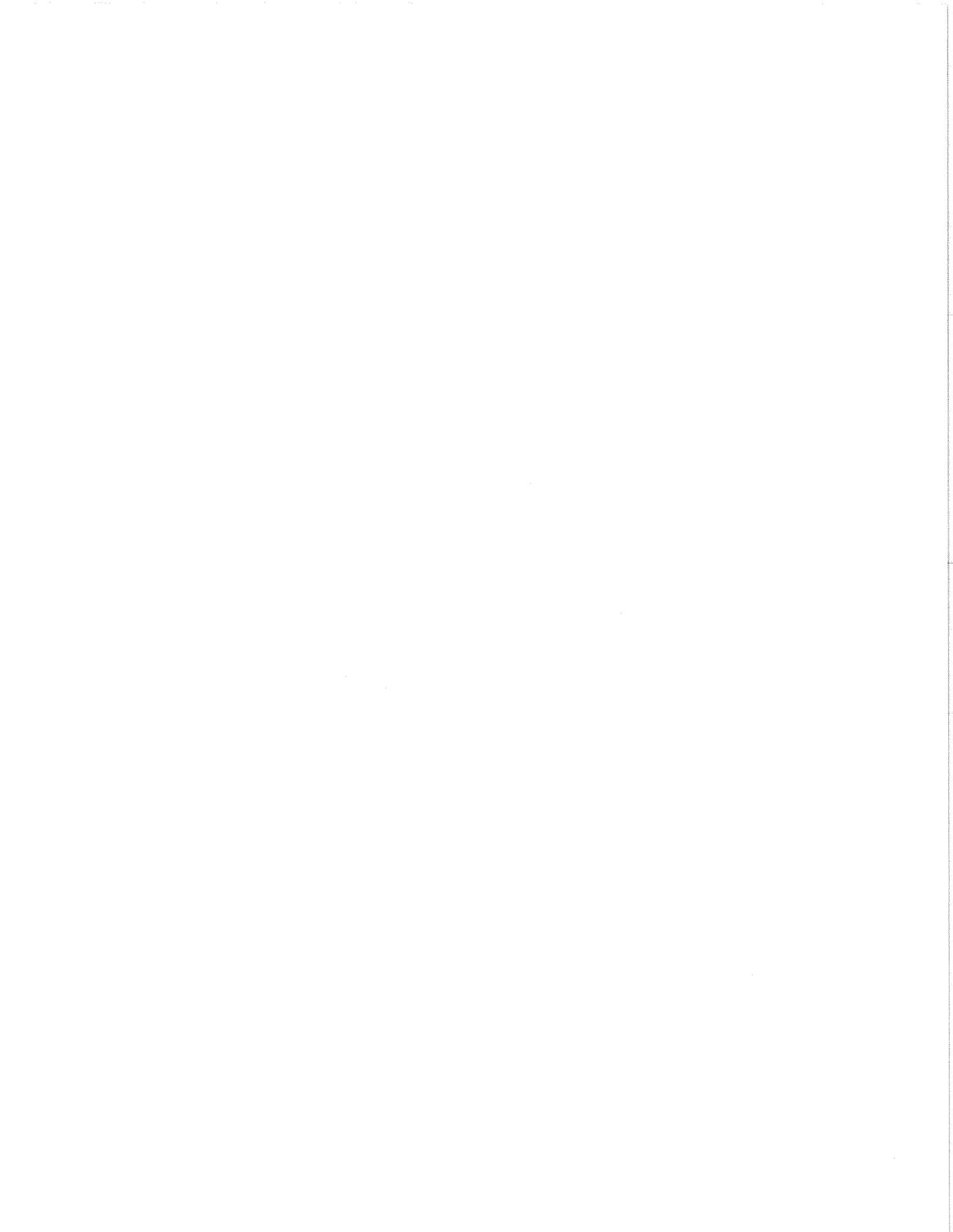
**BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2013**

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted		Notes
<b>Recreation Commission - Est. 1963; 3 year terms; 7 members; Appointing authority changed from Moderator to BoS per 2010 ATM vote (Article 20)</b>						
Kevin	Lehner	09/17/01	2013			
Matthew	Rosner	04/25/11	2013			
Victor	Tremblay	07/01/90	2014			
Robert	Zurek	11/07/08	2014			
<b>VACANT</b>			<b>2012</b>	<b>2015</b>		<i>Chris Noble not seeking re-appointment</i>
<b>VACANT</b>			<b>2012</b>	<b>2015</b>		<i>Sue Reuther not seeking re-appointment</i>
<b>VACANT</b>			<b>2012</b>	<b>2015</b>		<i>William Sisk not an active member</i>
<b>Steele Farm Committee - est. Sept 1994 ("Steele Land Advisory Comm"), BoS approved increase in term to 3 yrs, to be staggered, 6/5/05</b>						
Bruce	Hager	10/31/05	2013			
Judi	Resnick	09/08/08	2014			
John	Skinner	12/05/11	2014			
<b>Edward</b>	<b>Whitcomb</b>	<b>05/10/04</b>	<b>2012</b>	<b>2015</b>		
<b>VACANT</b>			<b>2012</b>	<b>2015</b>		
<b>VACANT</b>			<b>2012</b>	<b>2015</b>		



Ad Hoc Boards Committees  
FY 2013

First Name	Last Name	Orig. Appt. Date	Current Term Expires	new term would end on 6/30 of year indicated, unless otherwise noted	Notes
<b>Ad Hoc Stow Road Concept Development Committee - Established January 30, 2012 for 1 year terms - ending December 31, 2012</b>					
Irene	Boiarski	01/30/12	12/31/12		
Lorraine	Carvalho	01/30/12	12/31/12		
Ralph	DeMent	01/30/12	12/31/12		
Michael	Fetterman	01/30/12	12/31/12		
Heather	Fleming	01/30/12	12/31/12		
Les	Fox	01/30/12	12/31/12		BoS
Susan	Frederickson	01/30/12	12/31/12		
Diane	Friedman	01/30/12	12/31/12		BHB
Kurt	Hayes	01/30/12	12/31/12		
Jules	LaVoie	01/30/12	12/31/12		
Robert	Ludovico	01/30/12	12/31/12		<i>ex-officio</i>
Al	Murphy	01/30/12	12/31/12		BHB
Robert	Zurek	01/30/12	12/31/12		



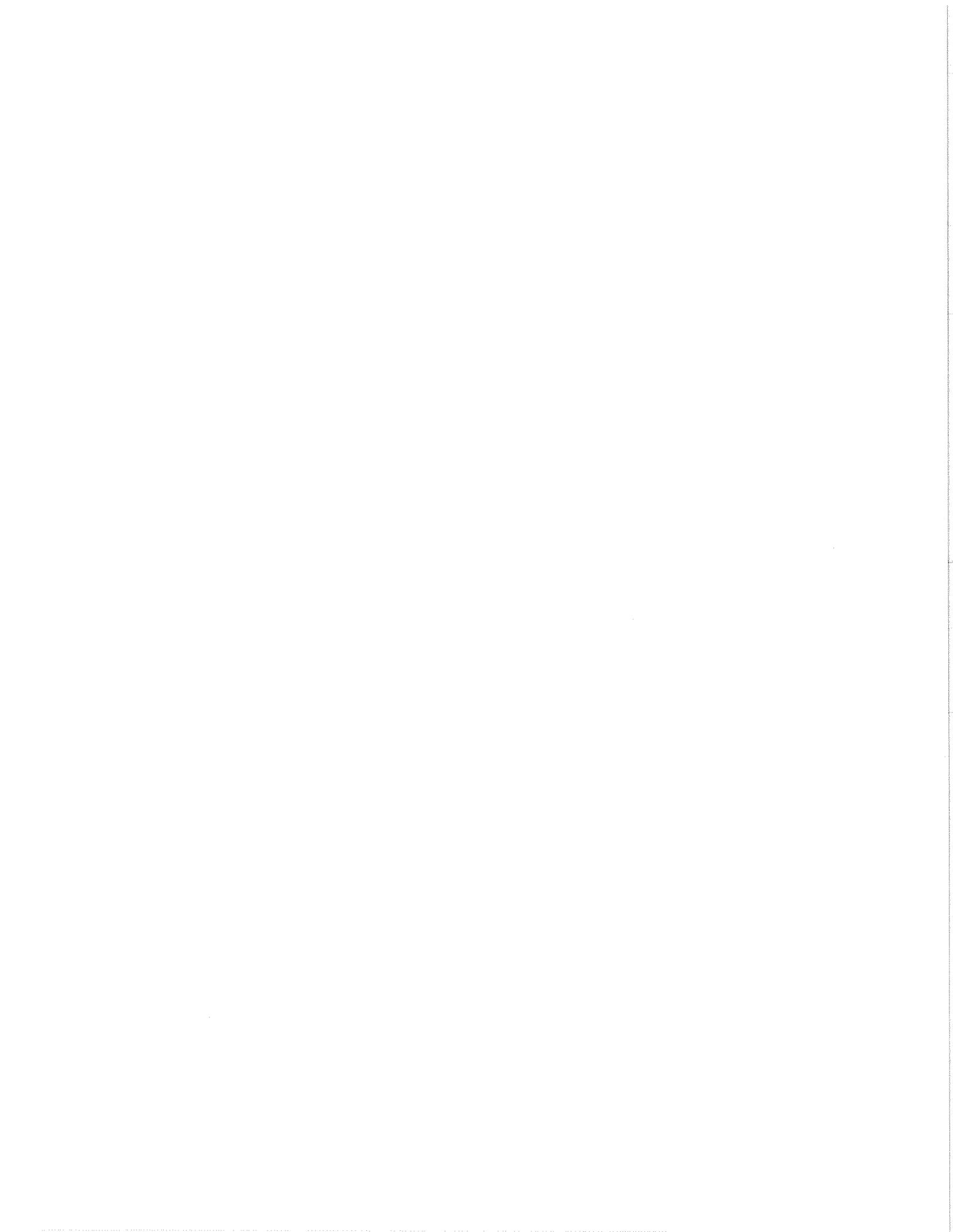
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**Board of Selectmen Committee/Liaison List**  
**Showing FY 12 Assignments**

**Current BoS Assignments/Positions**

X = Primary Member

L = Liaison

Assignment	Raid		Les		Frank
<b>BoS Chairmanship</b>					
<b>BoS Clerk</b>					
<b>Committees/Teams</b>					
Acton-Boxborough Cultural Council				L	
Agricultural Commission				L	
Airport Study Committee		L			
BHB (Housing Board)			L		
BIT.Com			L		
BLF (2)	X	X			
Cemetery Commission				L	
Conservation Commission					L
Contract Negotiating Team			X		X
CoA (Council on Aging)					L
Design Review Board	X				
Energy Committee	L				
Finance Committee				L	
Board of Health	L				
Historical Commission		L			
Library		L			
Municipal Affordable Housing Trust			X		
Personnel Board				L	
Planning Board (including Master Plan Steering)		L			
Public Celebrations Committee					L
Recreation Commission	L				
School Committee				L	
Steele Farm			L		
Senior Center Task Force					L
Water Resources					L
Well-being Committee					X
Zoning Board of Appeals				L	
<b>Departments</b>					
Fire/Emergency Management				L	
Police					L
Public Safety Dispatch		L			
Public Works			L		
Town Hall	L				
<b>External</b>					
MAGIC/ MAPC			X		
I-495	X				
MBTA					X
MART					X



**Board of Selectmen Committee/Liaison List FY 2013**

**Current BoS Assignments/Positions**

X = Primary Member

L = Liaison

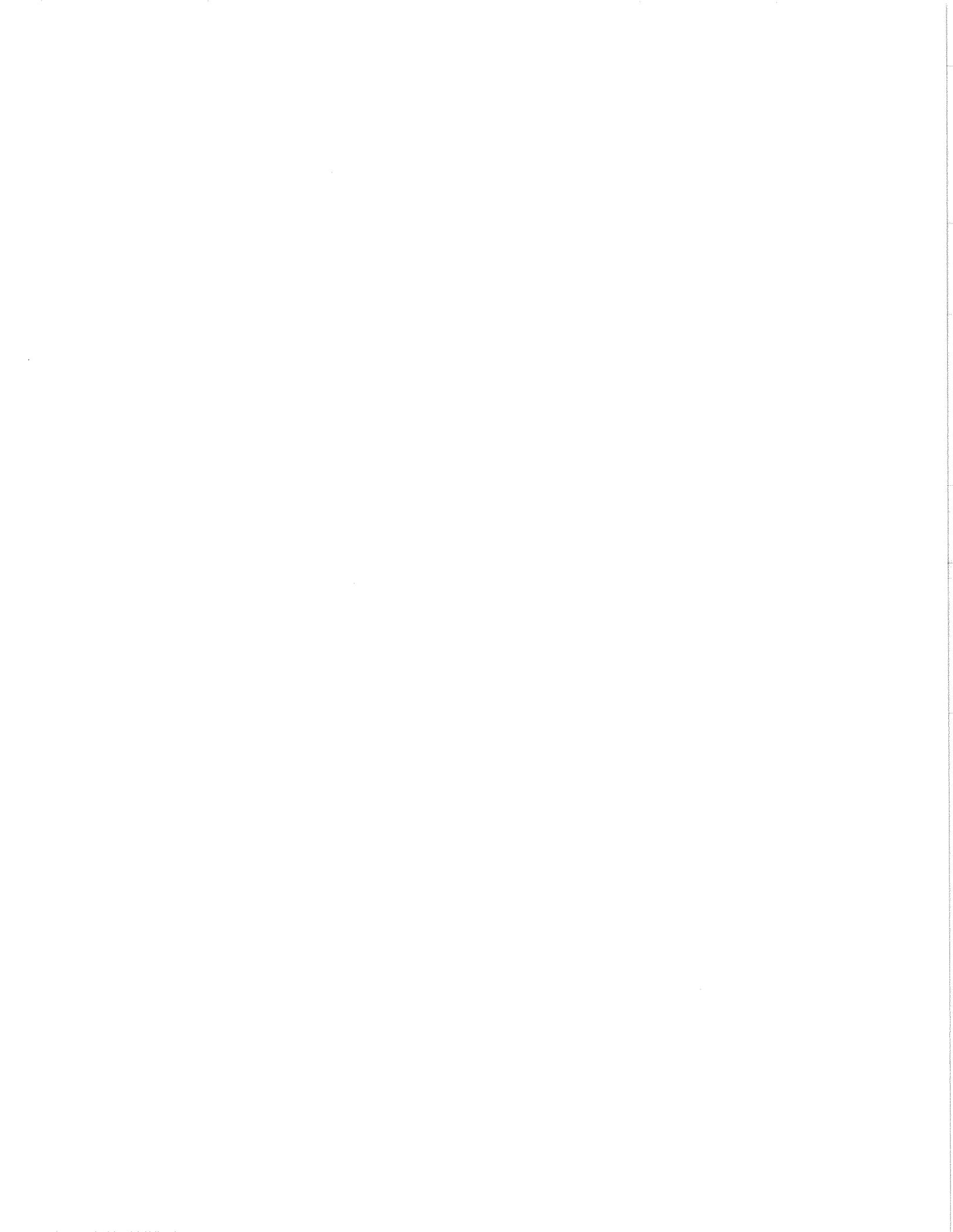
Assignment	V. Amoroso	L. Fox	F. Powers	R. Stemple	R. Suleiman
<b>BoS Chairmanship</b>					
<b>BoS Clerk</b>					
<b>Committees/Teams</b>					
Acton-Boxborough Cultural Council					
Agricultural Commission					
Airport Study Committee					
BHB (Housing Board)					
BIT.Com					
BLF (2)					
Cemetery Commission					
Conservation Commission					
Contract Negotiating Team					
CoA (Council on Aging)					
Design Review Board					
Energy Committee					
Finance Committee					
Board of Health					
Historical Commission					
Library					
Municipal Affordable Housing Trust					
Personnel Board					
Planning Board (including Master Plan Steering)					
Public Celebrations & Ceremonies Committee					
Recreation Commission					
School Committee					
Steele Farm					
Water Resources					
Well-Being Committee					
Zoning Board of Appeals					
<b>Departments</b>					
Fire/Emergency Management					
Police					
Public Safety Dispatch					
Public Works					
Town Hall					
<b>External</b>					
MAGIC/ MAPC					
I-495					
MBTA					
MART					





**Internal Communications and Outgoing Communications**  
**May 23, 2012**

1. Email communication, PEG Grant Report 1<sup>st</sup> Quarter 2012, and check for their 1<sup>st</sup> Quarter PEG payment of \$11,620.29 from Kathy Booker, Verizon New England, Inc., dated May 15, 2012, to Town Administrator Selina Shaw.
2. Letter from Comcast (Xfinity)'s Sr. Mgr of Gov't & Community Relations, Timothy Kelly, dated May 15, 2012, to the Board of Selectmen accompanying their 1<sup>st</sup> Quarter Report and access fee payment check of \$ 2,533.96.
3. Memorandum from TA Shaw, dated May 15, 2012, to J. Landgren, Pres., MCOP, Local 200; B. Carpenter, Pres., BPFA, Local 4601; B. Santucci, Pres. MCOP, Local 200A; and S. Baron, Co-Pres. & E. Whyte, Co-Pres., BTA, regarding Health Insurance Moving Forward.
4. Correspondence/Notice from ENPRO Services' Project Manager, Gregory Vorbach, dated May 9, 2012, to Selectmen Chair, Raid Suleiman providing a DEP Class A-2 Response Action Outcome Statement for a road-side release occurrence on I-495 Southbound (Mile Marker #75.2).
5. Letter from State Senator, Jamie Eldridge, dated May 16, 2012, to "Boxborough Local" advising of a Green Advisory Council Breakfast meeting, at the Parker Damon School in Acton on Saturday, June 9, 2012.





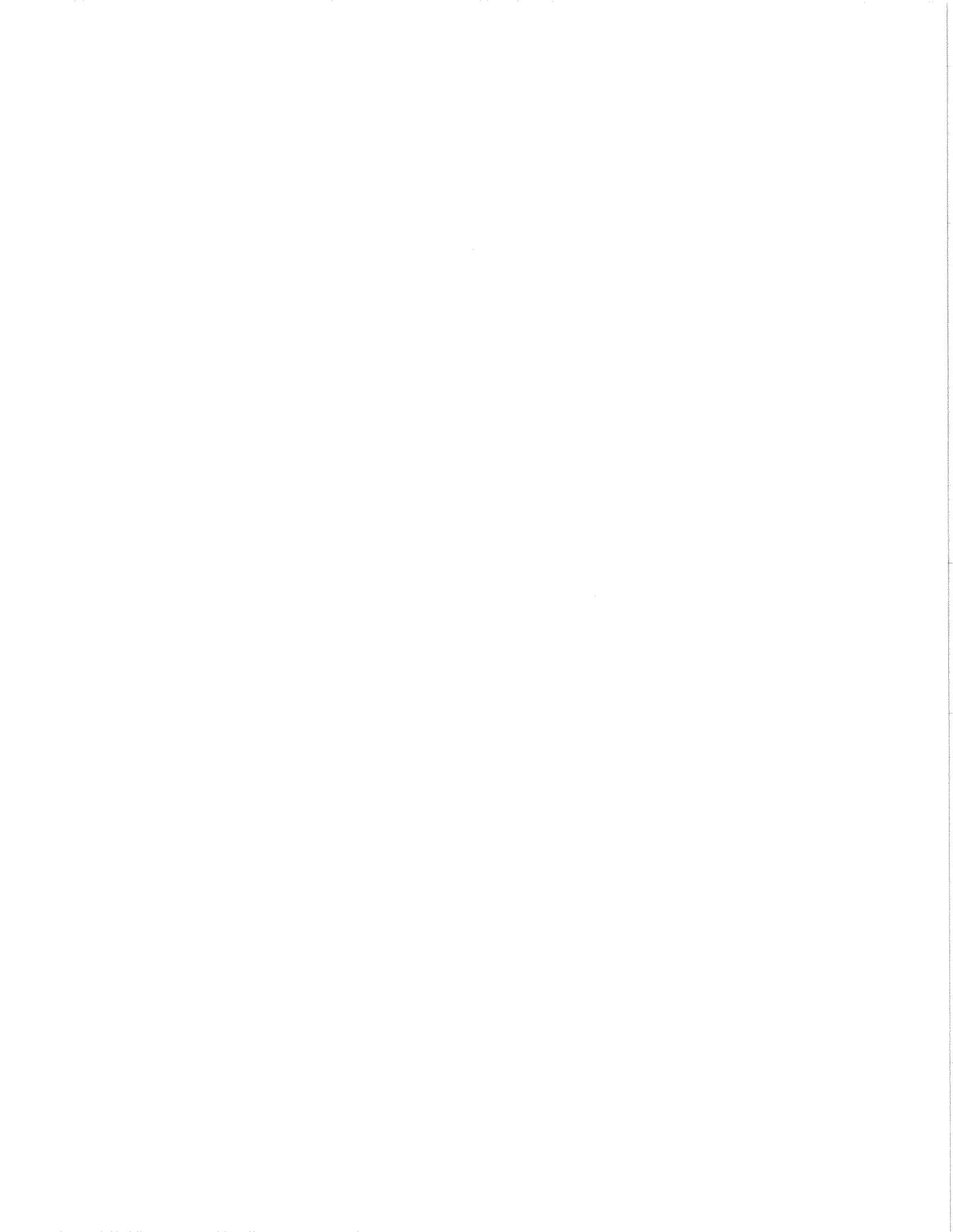
**Minutes, Notices and Updates  
May 23, 2012**

**Minutes**

None

**Notices**

1. Notice of a BITcom meeting held May 22, 2012.
2. Notices of Board of Selectmen meetings:
  - a. Regular Meeting to be held May 23, 2012
  - b. Contract Negotiating Team [Executive Session]
    - i. Held May 21, 2012 [Team]
    - ii. To be held May 29, 2012 [Dispatch]
    - iii. To be held June 5, 2012 [Fire]
    - iv. To be held June 14, 2012 [Police]
3. Notices of Boxborough School Committee meetings:
  - a. Policy Subcommittee meeting to be held May 23, 2012.
  - b. Contract Negotiations Subcommittee [Executive Session] to be held May 31, 2012.
4. Notice of a Boxborough Leadership Forum to be held June 12, 2012 [Agenda TBD].





**General Correspondence**  
**May 23, 2012**

1. May/June 2012 Newsletter, *TransReport*, from the Boston Region Metropolitan Planning Organization.
2. Notification from Sharon Timoner, of Applied Materials HR Legal Services & Employment Litigation, dated May 10, 2012, to Selectmen Chair, Raid Suleiman, of a workforce reduction at their facility located at 80 Central Street, Foxborough.

