



BOARD OF SELECTMEN
Meeting Minutes
July 16, 2012

Approved: September 24, 2012

PRESENT: Les Fox, Chair; Frank Powers, Clerk; Raid Suleiman, Member; Vincent Amoroso, Member; and Robert Stemple, 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 Fox called the meeting to order at 7:30 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

Chair Fox read the announcements.

APPOINTMENTS

- Members of the Planning Board; Town Planner Elizabeth Hughes; Police Chief Warren Ryder and Minuteman Village of Boxborough LLC (“Minuteman Village”) principals, Mike Jeanson; John Lyons; Donna Cisek; their architect, George Dimakarakos and attorney, Diahn McGlynn, were present to discuss a proposed affordable housing development on Stow Road. Residents/interested parties were also in attendance. Chair Fox clarified that this is just an initial discussion. The primary purpose is for the Selectmen to listen to the developer’s concept. Chair Fox provided a review of the current status of this project and the application process for a proposed affordable housing development (aka 40B), in general. Mr. Dimakarakos opened the discussion on behalf of Minuteman Village – providing a history of the property; describing the proposed number of units; and affordable housing component of this project. There was further discussion as to the local & veteran preference ratios; various preferential criteria include those for veterans and the Affordable Housing lottery process. In response to the Selectmen’s questions the Minuteman Village representatives provided additional information on their organization’s experience as to residential development; this development’s size; price range and size of the proposed units; the parcel’s size and configuration. Town Planner Hughes noted that single family dwellings are not a by right use in the Town Center zoning. She went on to discuss the original intent when this zoning district was created. There was discussion about access/egress, density, public safety and infrastructure concerns. There was discussion on the information provided and not provided to MassHousing in the Minuteman Village’s application. There was general discussion as to a potential timeline and the proposed development phases. Chair Fox noted that the Selectmen will be gathering input on this proposal from various town board & officials and compiling these comments into a letter that will be submitted to MassHousing. It was noted that MassHousing has, yet, to provide a date for their site visit.
- Energy Committee Chair, Francie Nolde, presented Richard Garrison as a candidate for appointment to the Energy Committee. Garrison related his background in recycling/waste management. The Selectmen were updated on the improvements being made at the Transfer Station. Further to the recommendation of the Energy Committee, Member Suleiman moved to appoint Richard Garrison to serve a three-year term on the Energy Committee, effective July 16, 2012 through June 30, 2015. Seconded by Member Powers. **Approved 5-0.**
- BITcom member, Eric Wong, was present to discuss pending improvements to the Town’s website. He explained some of the options that would now be available using the new platform and the timeline for implementation. He recognized Minuteman Tech student, Annie Vigh’s, contributions to this project. There was also discussion on switching to a new host for the website and Eric explained the benefits of acquiring a new domain name. The Selectmen complimented him on all of his hard work and determined that Wong should move forward in acquiring the new domain name for the Town.

- Police Chief Warren Ryder was present to discuss his, occasionally, working outside details. Member Powers provided background on the terms negotiated with the Chief when he accepted his promotion and the intent when these terms were originally negotiated. The Chief is before the Board seeking clarification as to his working details. Chief Ryder noted that since accepting the promotion to Police Chief his annual income has been reduced by 10 % because of the loss of income due to foregoing detail work. In subsequent conversations, since his promotion, it has been discussed that he would like that the Town be more flexible in allowing him to work outside details, under specific conditions. His ability to work details in outside communities is permitted under his current contract. There was discussion on what would be the allowable circumstances and the level of oversight the Selectmen would have in approving/allowing these detail assignments. There was discussion as to mechanics of notifying the Selectmen of these assignments. Details in Boxborough would require Selectmen approval prior to accepting the assignment and the Chief shall provide a summary report of his out-of-town details on a quarterly basis. Chief Ryder affirmed that, as Chief, he is contracted to be available 24/7. So, in emergency situations he would leave any detail that he was working to fulfill this obligation. There was general discussion on the Department's current overtime rate.

MINUTES

- Chair Fox moved to accept the minutes for the July 2, 2012, Executive Session - Contract Negotiating Team, Dispatch, as written. Seconded by Member Powers. **Approved 5-0.**
- Member Powers moved to accept the minutes for the July 2, 2012, Executive Session - Contract Negotiating Team, Police, as revised. Seconded by Member Stemple. **Approved 5-0.**

SELECTMEN REPORTS

- Member Powers reported that an agreement has been reached with Dispatch. However, they have reached an impasse with the Police union and the parties will now be seeking mediation.

He also reported that there had been some flooding in the basement of the Community Center There seems to be little damage to the CoA equipment stored there but BERCC still has to determine if their stored items suffered any damage. Due to this occurrence it has been suggested to the UCC that additional keys be made available. There has also been discussion about acquiring newer A/C units for the Community Center.

- Member Stemple reported that he attended the FinCom meeting earlier this evening - all of the RFTs were approved.
- Member Suleiman reported that the Energy Comm. is working on the getting the recycling compactor installed at the Transfer Station. They are also continuing their efforts to find ways for Boxborough to obtain the benefits available through the State's Green Communities programs. We are currently excluded because we are serviced by a municipal lighting company.
- Member Amoroso reported on Regionalization Study Committee activities. At the July 30th Selectmen's meeting he will provide a more extensive report and the other Selectmen will be asked for input that he can bring forth at the August 7th RSC meeting. The Beacon has published information on the RSC and their contact information has been mailed to resident. The public input that has been received is being compiled.
- Chair Fox reported that the Steele Farm preservation restrictions will also be on the agenda for July 30th. He requested the Selectmen provide their input on this by the end of the month.

OLD BUSINESS

- Discussion was opened on the status of the Minuteman Regional High School feasibility study for the proposed building project and recent communications generated by the towns of Belmont and Carlisle related to this. Cheryl Mahoney, as Minuteman School Comm. Rep., participated in this discussion. It was noted that these communities have concerns about non-district towns not having to contribute to the capital costs for the proposed building project. Boxborough has previously voiced similar concerns. There was discussion on the various lobbying efforts, both locally and at the state level, that are being conducted by Minuteman on this issue and related items. It was determined that Mahoney will communicate to the School Committee a suggestion from the Selectmen that the Minuteman School Committee schedule a forum on this one issue and that stakeholders and state legislators be invited to participate.
- There was discussion on the Selectmen's appreciation event for Town volunteers and employees. The date was changed to September 29, 2012; preparations and tasks were reviewed and assigned.

CONCERNS OF THE BOARD

- There was discussion on the Town Hall painting project.

NEW BUSINESS

- Member Suleiman moved to accept with regrets and place on file the resignation of K.C. Donovan from the Energy Committee effective immediately. Seconded by Member Powers. **Approved 5-0.**

ADJOURN

- At 10:13 PM Member Stemple moved to adjourn. Seconded by Member Amoroso. **Approved 5-0.**

SELECTMEN'S ANNOUNCEMENTS

JULY 16, 2012

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

- Due to the expected extreme heat this week the Boxborough Community Center, Sargent Memorial Library and Town Hall will be available as **cooling stations** during the next few days. The Boxborough Police and Fire Departments will issue alerts to the public in the event of extreme heat and humidity. Residents are encouraged to contact them if they are feeling the negative effects due to this extreme weather. Please contact the Council on Aging if you have any questions regarding the hours and amenities available at these cooling stations.
- We are looking forward to welcoming **Karen Guzzardi** as the newest member of the Town Hall team at the end of the month. Karen has been hired as a part-time Department Assistant, and will provide support to the Town Clerk and back-up to the Town Treasurer and Tax Collector.
- As you may have noticed in recent weeks, the Town Hall is in the process of getting a much need facelift. DPW Director Tom Garmon and his crew have been doing a wonderful job painting the newer, eastern-most section of Town Hall. The de-leading and painting of the original section of the building is expected to be done by a contractor in the late summer/early fall.
- As noted at the last Selectmen's meeting, the town was successful in its application to FEMA to acquire and install emergency generators at the Blanchard Memorial School and Hager well house. The town's local share of the program will be provided through the generous support of one of its community partners, LELD; funding from Town Meeting and in-kind contributions of staff. Over the next couple of months, the town will begin the procurement process to acquire these generators, along with one for the DPW facility.

- Over the next several weeks the Town will be working on traffic safety improvements at the intersection of **Stow and Burroughs Roads**. The proposed layout will be finalized shortly and the roadwork is expected to take place in the coming weeks. Please check the town's website for further updates, and be sure to use caution as the work progresses. The town will also see safety improvements undertaken at the Burroughs and Chester Roads intersection in the near future. use care at the Stow and Burroughs Roads intersection as this work progresses.

- Drivers are also asked to use extra caution on Stow Road as the **Town's Summer Day Camp Program** is being held at Flerra Meadow through Friday, July 27th. Drop off begins around 8:30 a.m. with pick up after 12:30 p.m. Also many children will be riding their bikes to camp and around town in general during the summer so you are asked to drive with care.

- The **Stow Road Concept Development Committee** continues its effort to reach out to residents to hear what you would like to see built at 72 Stow Road. There will be a booth and update at Boxborough's Harvest Fair on Sept 8. Meanwhile to provide your thoughts, please go to the Link on the Town's website under "NEWS" for background on the project and to provide your opinion by completing a brief on-line "Suggestion Box" survey.

- The Town is also conducting a **Transit Service Survey** to better understand the transportation needs of residents. Go to the Link on the Town's website under "NEWS" to provide your opinion by completing a brief on-line survey or to print out a paper copy for submission.

- The Towns of Acton and Boxborough are considering expanding the Regional School District to include grades Pre-K through 12. Residents are invited to share their thoughts and ideas with Regionalization Study Committee. An informational flyer was included in your recent real estate tax bills with the Committee's internet contact information.

- **FY 2013 Transfer Station stickers are being distributed at the Transfer Station.** There is still time, if you have not yet submitted your application. Forms may be obtained at Town Hall, the Town's website or at the Transfer Station. Please refer to the application for an explanation of fees. Note that after July 31, fees go up, so remember to apply soon. Once your application has been submitted and processed, you can have your sticker affixed to your vehicle at the Transfer Station shed during regular operating hours. Please note applications can only be processed by the Tax Collector, at Town Hall, 29 Middle Road, and will not be accepted at the Transfer Station.

- The **Central Mass Mosquito Control Program** personnel intend to be in Town to investigate residents' complaints about mosquitoes on July 17th, 24th and 31st. Complaints about mosquitoes may be made by calling the CMMCP at 508-393-3055. Notice of the CMMCP spraying schedule is posted on their phone system daily after 3:30 PM and also available on their website: www.cmmcp.org.

- The **Acton-Boxborough Farmers' Market** is back and will run through October. The market is located on Pearl Street just off of Mass Ave./Route 111 in West Acton Village and is open on Sundays from 10 AM to 1 PM.

➤ **Save the date....**

The Boxborough Harvest Fair, previously known as the Agricultural Fair, will be held on Saturday, September 8th at the Boxborough Town Hall and UCC Church. An informational flyer was included in your recent real estate tax bills with more information forthcoming in the future.

- 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: Airport Study Committee (1), ZBA (1 alternate member), Housing Board (1), BITcom (2), ConsComm (1), Design Review Board (1 at-large member), Energy Committee (1), Recreation Commission (4) and the Steele Farm Advisory Committee. Also, the Town Moderator is seeking 3 volunteers to serve on the Finance Committee. Please consider participating on a town board. 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

- Information on the Regionalization Study Committee can be found on the web at: www.ab.mec.edu or email your comments to: rsd_study_comm@mail.ab.mec.edu.

- For more information on the Acton-Boxborough Farmers Market go to www.abfarmersmarket.org ; or find them on Facebook – Acton-Boxborough Farmers Market.

- **To start planning on entering or for more information on the 2012 Boxborough Harvest Fair** go to www.boxboroughfair.org ; or find them on Facebook - Boxborough Harvest Fair.



BOARD OF SELECTMEN
Meeting Agenda
July 16, 2012
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 7:30 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

[Please be advised that times are approximate; please plan to arrive 15 minutes earlier than scheduled]

- a) Minuteman Village of Boxborough LLC principals, to discuss proposed affordable housing development on Stow Road, 7:30 PM
- b) Richard Garrison, candidate for appointment to the Energy Committee, 8:15 PM
Further to the recommendation of the Energy Committee, move to appoint Richard Garrison to serve a three-year term on the Energy Committee, effective July 16, 2012 through June 30, 2015
- c) Eric Wong, BITcom member, to discuss town's website, 8:20 PM
- d) Police Chief Warren Ryder, to discuss working occasional outside details, 8:35 PM
- e) Citizens' concerns

VOTE:

4. MINUTES

- a) Executive session (Contract Negotiating Team, Dispatch), July 2, 2012
- b) Executive session (Contract Negotiating Team, Police), July 2, 2012

ACCEPT & POF
ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

- a) Minuteman Regional High School feasibility study
Communications from the town of Belmont and Carlisle, discussion
- b) Selectmen's appreciation event for Town volunteers and employees, discussion

7. NEW BUSINESS

- a) Resignation of K.C. Donovan from the Energy Committee
Move to accept with regrets and place on file the resignation of K.C. Donovan from the Energy Committee effective immediately

ACCEPT & POF

8. CORRESPONDENCE

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

ACCEPT & POF

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. ADJOURN

36

Selina S. Shaw

From: Frances Nolde [REDACTED]

Sent: Wednesday, July 04, 2012 4:33 PM

To: Selina S. Shaw

Cc: Richard Garrison; Frances Nolde

Subject: New member of the Energy Committee

Hi Selina,

We are happy to announce that Richard Garrison has become a member of the Energy Committee.

Raid thought July 16th might be a good date for the Board of Selectmen to meet Richard, accept him as a member, and have Liz swear him in. I will accompany Richard to the meeting.

Will that date work for you as well, Richard?

Also, at our meeting last night, we decided to leave the membership number at 7, even though we are down one person. Over time, we hope to find another member.

Thanks, Francie

Francie Nolde

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



ADMINISTRATION

Memo

To: Board of Selectmen
From: Selina Shaw, Town Administrator
Re: Minuteman Regional School District Feasibility Study
Date: July 16, 2012

We have received a number of communications over the last couple of months related to Minuteman's decision to move forward with the feasibility study to consider options for making infrastructure improvements to the high school, which could include any combination of renovating, reconstructing, remodeling and/or adding to the existing building..

A brief (recent) history... In 2010, the Minuteman School District sought authorization from its member towns to execute a feasibility study agreement with the Massachusetts School Building Authority. When the funding request was taken to the respective town meetings, it was approved in fifteen of the sixteen member communities; Belmont defeated the funding request and Arlington approved conditionally.

Over the following few months, the School Committee and Minuteman Administration continued to work with representatives in Arlington and Belmont, as well as with the Massachusetts School Building Authority (MSBA), to find an agreeable means by which the matter could move forward. The School Committee voted to authorize expenditure up to \$724,000 for the feasibility study, while also recognizing the concerns of the member towns and MSBA regarding the school's potential enrollment and educational program. It was agreed that an enrollment study would be undertaken to review the enrollment potential for member communities and the right-sizing of an improved facility; a strategic plan would be developed to consider alternative models of career and technical information, and a regional agreement task force would be established to evaluate a number of issues including the possibility of expanding the number of member towns, sharing of capital costs in an equitable manner, while also considering how non-member towns could share the burden of capital project costs.

The process by which the member towns were to act on this new vote of the School Committee was either to call a special town meeting to authorize the funding, or to take no action, i.e. by not calling a special town meeting to authorize funding, the selectmen in each of the member towns would have caused the towns to approve the funding by default. The supporting authorization by the member towns was by default.

Over the next year and a half, Minuteman prepared its strategic plan, engaged a consultant to perform the enrollment study and held a number of meetings with officials from the member towns to discuss a methodology to provide a fair and equitable capital cost allocation. The foremost concern among the member towns seems to be the consideration non-member towns in the mix, especially with regard to the enrollment study and right-sizing of the facility and to the allocation of capital costs.

In May, the School Committee voted to move forward with the feasibility study. This action prompted the letters from Belmont's Town Counsel and Carlisle, which expressed concerns about a number of issues noted above, with the emphasis of the Belmont letter on the legality of the approval process to proceed with the feasibility study.

The Boxborough Board of Selectmen may wish to discuss these matters further. Cheryl Mahoney, Boxborough's representative to the School Committee, or Superintendent Ed Boquillon would be pleased to address any questions or concerns that the selectmen may have.

Selina S. Shaw

From: KC Donovan [REDACTED]
Sent: Monday, July 02, 2012 4:31 PM
To: Frances Nolde
Cc: Selina S. Shaw
Subject: Re: Resignation note to Selina

Hello
I have resigned from the Energy Commission.
K.C.

On Mon, Jul 2, 2012 at 11:46 AM, Frances Nolde <[REDACTED]> wrote:
Hi K.C.,

Hope all is going well. We miss you on the committee.

Please send Selina a statement that you are resigning. She needs it right away.

Thanks and enjoy the holiday with your family, Francie

Francie Nolde
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

--
K.C. Donovan
CEO
[REDACTED]
[REDACTED]



Internal Communications and Outgoing Communications
July 16, 2012

Internal Communications

1. Boxborough Building Department report. The department released its June 2012 Construction Activity Report on July 6, 2012.*
2. Massachusetts Municipal Association correspondence. A letter to the Town Administrator dated July 1, 2012, discusses the benefits of membership and summarizes the association's ongoing activities.*
3. Minuteman High School press release. This news item, dated July 5, 2012, describes the performance of the school's students, including Boxborough resident Annie Vighh, at a recent conference in Kansas City.
4. Correspondence to the Montachusets Regional Transit Authority (MART). A letter from the Town Administrator dated July 13, 2012, re temporary placement of mobile GPS unit in the CoA van, as part of a shared transportation resources project.
5. Correspondence to Kopelman & Paige, P.C. A letter from the Town Administrator dated July 12, 2012, submits Hughes Lane deeds for recording.

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



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
Finance Committee
School Committee

From: Building Department

Date: July 6, 2012

RE: Building Department Monthly Construction Activity Report

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

ma

Building Department Monthly Construction Activity CY 2012

	January	February	March	April	May	June	July	August	Sept.	October	November	December	Y-T-D Total
Residential:													
Single Family - new													0
Additions/Alterations	8	3	10	8	11	4							44
Repairs			2		1	2							5
Foundation Only					1								1
Pool				1	1	1							3
Void													
Accessory Apartment													0
Business:													
New													0
Additions/Alterations	3	1	1		1								6
Other:													
Construct. trailers													0
Tents													0
Cell Tower / Antenna	1		1		1								3
Demolition				1	2								4
Foundation Only	1												1
Mechanical /Sheet Met	1	1											2
Woodstove	2	1	2										5
Signs					2								2
Shed/Barn				2									2
Change of Use													0
Totals:													
Number of Permits	16	7	16	12	20	7	0	0	0	0	0	0	78
Construction Cost	1,508,792	128,600	405,142	172,600	357,755	100,150							2,673,039
Total Fees	9,640	1,403	4,495	2,128	5,222	1,077							23,965
Fines Collected													0

Permit Listing Report

by District

Printed On: Thu Jul 05, 2012

Date Range: Issued between 06/01/2012 And 06/30/2012

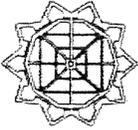
SQL Statement: ([Type of Permit]="Building")

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	142 HAGER LN BP-2012-0163		SIGNED OFF	KEIM, THOMAS A	Jun-04-2012	KEIM, THOMAS A	ROOF	Strip and Re-roof	\$13,000.00			\$130.00	CASH
Building	63 KENDALL RD BP-2012-0164		A/R OPEN	Fannie Mae	Jun-06-2012	Fannie Mae	Insulation	Remove Drywall and Insulation in Basement	\$900.00				
Building	160 STOW RD BP-2012-0165		OPEN	GANESAN, RAVI & LALITA R	Jun-14-2012	WEISMAN CONT. (508) 662-7390	Alteration	Add 7'4" x 9'4" closet	\$8,600.00			\$86.00	1214
Building	13 MAYFAIR DR BP-2012-0166		OPEN	LUSH, ALLEN M & GAIL A	Jun-14-2012	Morse, Lee	Deck	re-side house and repair deck	\$8,600.00			\$86.00	1142
Building	110 SCHOOL HOUSE LN BP-2012-0167		A/R OPEN	ROY, WILLIAM M	Jun-14-2012	Snyder Swimming Pools	POOL	inground pool	\$30,000.00			\$300.00	64487
Building	811 LIBERTY SQ RD BP-2012-0168		A/R OPEN	Pozz, Jeff	Jun-25-2012	Pozz, Jeff	Repair	repair	\$1,500.00			\$50.00	3375
Building	380 BURROUGHS RD BP-2012-0169		OPEN	CHATEAUNEUF, JOHN E & ALISON A	Jun-27-2012	CHATEAUNEUF, JOHN E & ALISON A	Bathroom Remodel	Bath and Kitchen Remodel	\$37,550.00			\$375.00	1707

Permit Listing Report

by District

District	Address (Work Location)	District	Zoning	Owner	Date Issued	Contractor (Phone #)	Work Category	Work Description	Est. Cost	Proposed Use	And Detail	Fees Paid	Check #
District () TOTALS: ESTIMATED COST: \$100,150.00 NUMBER OF PERMITS: 7													
FEEES INVOICED: \$1,077.00 FEES PAID: \$1,027.00													
BALANCE: \$50.00													
GRAND TOTALS: ESTIMATED COST: \$100,150.00 NUMBER OF PERMITS: 7													
FEEES INVOICED: \$1,077.00 FEES PAID: \$1,027.00													
BALANCE: \$50.00													



MASSACHUSETTS MUNICIPAL ASSOCIATION

ONE WINTHROP SQUARE, BOSTON, MA 02110 617-426-7272 • 800-882-1498 • fax 617-695-1314 • www.mma.org

July 1, 2012

Selina Shaw Town Administrator Town of Boxborough 29 Middle Road Boxborough, MA 01719

received 7-2-2012

Dear Town Administrator Shaw,

Enclosed with this letter is the invoice for the Town of Boxborough's membership in the Massachusetts Municipal Association for fiscal year 2013, which begins on July 1, 2012.

Your membership in the MMA ensures that cities and towns in Massachusetts have a clear and effective voice fighting for you when municipal issues are being debated on Beacon Hill and in Washington. With your membership for fiscal 2013, the MMA will keep you up to date on key legislative and regulatory activities at the state and federal levels. As an MMA member, you will stay connected to a diverse array of meetings, workshops and professional development activities, and to the special services offered to our member cities and towns.

The enclosed MMA dues invoice reflects a small, below-inflation adjustment of just 1.5%, and we note with pride that in seven of the past eleven years the MMA has had no dues adjustment at all, reflecting our commitment to provide high-quality services at very low cost.

The past several years have been extraordinarily challenging for local government, and the value of your membership in the MMA has never been clearer. Working tirelessly with local officials, we have leveraged the strength of cities and towns to engage with the Governor, legislators and state officials on every key issue. The MMA has been successful in protecting millions for cities and towns, although the road to a full fiscal recovery is still a long one.

Since the beginning of the greatest economic recession in eighty years, the MMA has won a number of important victories. The MMA's advocacy efforts have delivered true reform and results:

- The MMA has led the fight to restore municipal aid and education funding, and this month the MMA won a \$144 million total increase for fiscal 2013 above the budget filed by the Governor in January - the MMA's budget victories include the \$65 million increase in unrestricted municipal aid, \$35 million more for Chapter 70 to guarantee an increase for all communities and school districts, \$29 million for the special education circuit breaker, and \$11.3 million to fund the McKinney-Vento unfunded mandate;
• As you know, the MMA led the fight and won municipal health insurance reform one year ago this month, passing the powerful reform law to give town and city leaders plan design authority. The new law will save cities and towns at least \$120 million this year alone;
• The MMA is leading the fight to secure Chapter 90 funding for local roads, boosting the program to a record \$200 million a year for fiscal 2012 and 2013, and is continuing its efforts to permanently increase the program to at least \$300 million a year;

The Association's effectiveness has been clear in recent years, too. The MMA has won passage of the first-ever local option meals tax; won the first increase in the local hotel-motel tax in over 20 years; closed the century-old telecom tax loophole on poles and wires; defeated a plan to impose binding arbitration on cities and towns in the area of health insurance; and during the recession years the MMA protected local aid from deeper-than-expected cuts in the final versions of the state budget.

(over, please)

The MMA is your voice leading the fight to protect municipal and Chapter 70 education aid, increase Chapter 90 road monies, boost the payment-in-lieu-of-taxes program, fund regional school transportation reimbursements, allocate special education costs, unravel the Quinn Bill funding problems created by the state, fix the deeply flawed charter school funding system, and much more. It is clear that the MMA has protected an enormous amount of local aid for your community, as the cuts would have been much deeper without our advocacy. Yet we know that this is not enough. The MMA is devoted to protecting localities, and we know that winning permanent local aid commitments and securing real management tools are essential to our state's economic success, and to your ability to move your community forward.

Listed below are a just a few of the MMA's ongoing activities:

• From Chapter 70 and unrestricted general government aid, PILOT funds, Charter School Reimbursements, Regional and Regular School Transportation, and scores and scores of accounts in between, **the MMA is clearly the dominant advocate for \$5 billion in local aid for cities and towns;**

• The MMA serves as the primary counter-balance to public sector unions on civil service, collective bargaining, public retirement and other important labor-management issues, and **is championing real mandate relief;**

• In the midst of a national crisis in insurance, the MMA-created **Massachusetts Interlocal Insurance Association (MIIA) has saved its member cities and towns millions of dollars annually** through its health, dental, long-term disability, workers' compensation, and property and casualty programs. MIIA is the strongest and most stable municipal insurer in the state, and has seen record growth in membership because of its well-deserved reputation for value, stability and service;

• The MMA communicates through a **state-of-the-art electronic advocacy system to instantly inform and mobilize thousands of local officials** on key matters and priorities before the Legislature and the Governor, to make sure that the communities of Massachusetts are heard on Beacon Hill;

• The MMA membership services program sponsors **workshops and training sessions for members throughout the year**, and also organizes regular meetings of the MMA affiliate groups as a way for local officials to meet with their colleagues, and **meets with hundreds of local officials in regional legislative breakfast meetings each spring and fall;**

• The MMA has **expanded its member education programs and training and learning opportunities** for local officials at all levels, with a long-range vision of linking our programs with accredited public management and leadership certificate and graduate degree programs;

• MMA publications include its monthly flagship, *The Beacon*, the quarterly *Municipal Advocate* and regular updates on activities on Beacon Hill affecting local government through *Action Alerts* and bulletins;

• The **MMA's website (www.mma.org)** offers the latest in news and information, as well as a rich array of materials and resources, with a growing state-of-the-art members' section to share important updates and calls for action; and

• Each year in January, the MMA organizes the two-day **MMA Annual Meeting and Trade Show, the largest yearly gathering of local officials in New England**, offering a wide array of workshops and education sessions. The annual achievement awards provide recognition for local leaders who have been innovative in governing or managing their communities.

The MMA is your organization! We consist of you and thousands of your municipal colleagues from hundreds of communities across the state. With your continued membership, active participation and leadership, we will continue to advance the many vital causes of local government in Massachusetts. With the global, national and state economies remaining stagnant, your membership is more important than ever. We look forward to working with you, and as always, remain at your service.

Thank you!

Sincerely,



Geoffrey C. Beckwith
Executive Director



4. *
BOXBOROUGH BOARD OF SELECTMEN
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 263-1116 • Fax: (978) 264-3127
www.town.boxborough.ma.us

Leslie R. Fox, Chair Francis J. Powers, Clerk Vincent M. Amoroso Robert T. Stemple Raid M. Suleiman

July 13, 2012

Mohammed Khan
Administrator
Montachusets Regional Transit Authority
R1427 Water Street
Fitchburg, MA 01420

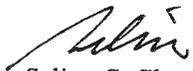

Dear Mr. Khan,

The communities of Acton, Boxborough, Littleton, Maynard, and Stow have received a Community Innovative Challenge grant from the State of Massachusetts. The purpose of the grant is to look at shared transportation resources among the five municipalities. As part of the first phase of the project the communities are seeking to collect GPS/GIS data from the existing transportation services. The purpose is to look at daily usage and see where efficiencies could be improved.

To accomplish this goal, we would like to place a mobile GIS/GPS unit for a period of 60 days on the CoA van utilized by the Town of Boxborough. These are temporary mobile units that will not be affixed to the vehicle and will be used to collect only data on routes and stops. Drivers and COA Directors will be made aware of the placement of these units. We hope that MART will be agreeable to this request.

Please do not hesitate to let me know if you have any questions or if would like any additional information about the regional shared transportation project.

Sincerely,


Selina S. Shaw
Town Administrator



Minutes, Notices and Updates
July 16, 2012

Minutes

1. Minutes of the Boxborough Board of Appeals meeting held May 1, 2012.
2. Minutes of the Boxborough Board of Appeals meeting held June 12, 2012.

Notices

1. Agenda for the meeting of the Board of Selectmen to be called to order at 7:30 pm on July 16, 2012, in the Grange Room at Town Hall.
2. Agenda for the meeting of the Board of Selectmen's Contract Negotiating Team with respect to the Massachusetts Coalition of Police, Local 200, held at 9:00 am on July 16, 2012, in the Morse Room at Town Hall.
3. Agenda for the Boxborough Board of Health meeting to be held at 7:30 pm on July 18, 2012, in the Morse Room at Town Hall.
4. Agenda for the Boxborough Information Technology Committee meeting held at 7:30 pm on July 10, 2012, in the Hilberg Room at Town Hall.
5. Agenda for the Steele Farm Advisory Committee meeting held at 7:00 pm on July 12, 2012, in the Grange Room at Town Hall.
6. Agenda for the Boxborough Well-Being Committee meeting to be held at 8:45 am on July 18, 2012, in the Morse/Hilberg Room at Town Hall.
7. Agenda for the Sargent Memorial Library Trustees meeting to be held at 7:30 pm on August 7, 2012, in the library meeting room.

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General Correspondence
July 16, 2012

1. Newsletter *MASS Interchange*, Summer 2012. The newsletter, published by the Baystate Roads Program, seeks to share and apply the best transportation technologies.

