



BOARD OF SELECTMEN
Meeting Minutes
September 10, 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

- Town Planner Elizabeth Hughes, members of the Planning Board, Fire Chief Randolph White, DPW Director Tom Garmon and Police Chief Warren Ryder (Ryder arrived at ≈8:00 PM), were present to discuss proposed intersection improvements at Stow & Burroughs Roads and Chester & Burroughs Roads. Residents/interested parties were also in attendance. The purpose of tonight is simply to review background as to what precipitated these proposed improvements and to provide a status update to the Selectmen. It further was clarified that there is no formal process and no public hearing is required for the Town to change a layout within an existing layout of a town roadway. Town Planner Hughes reviewed the history of this project and existing conditions at these locations. She also provided the details as to what investigative work has been done and data collected to date. They have been working with the Town's consulting engineer. The engineer has taken the data compiled (i.e. the turning radius for the largest school bus & fire apparatus and observations when cones & signs were place to revise traffic flow), and has adjusted the plans for these configurations/layouts accordingly. The intention is to conduct a final "dry-run" and then proceed with the work. The current proposal is to take back/tear-up pavement and restoring loam/grass at both intersections and to install signage, as needed. It was further noted that the intersection at Chester and Burroughs Roads would go from a 3-way stop to a "T" configuration. Director Garmon, Chief White and Chief Ryder also provided input. The proposed re-configurations are low cost and low maintenance ways to improve the safety and traffic flow at these locations, while maintaining the rural aspects of these roadways. Several abutters and interested residents spoke to their concerns about the existing conditions and provided their input as to the proposed re-configuration. The consensus of the abutters that were present seems to be in favor of this work.
- Owen Neville remained to present a citizen's concern. There has been discussion about moving the Town's war memorials down to the proposed turf area at the Burroughs/Stow Roads intersection. He is concerned about placing all of these memorials in just one location. These memorials need to be properly maintained, not moved. He further noted that the Town has no memorials for those conflicts after World War II.

MINUTES

- Member Powers moved to accept the minutes for the Executive Session of August 1, 2012 (Contract Negotiating Team, Fire); August 2, 2012 (Contract Negotiating Team, Police); August 27, 2012; September 5, 2012 (Contract Negotiating Team, Fire); and September 6, 2012, (Contract Negotiating Team, Police), as written. Seconded by Member Suleiman. **Approved 5-0.**

SELECTMEN REPORTS

- Member Amoroso reported and updated the Board on Regionalization Study Committee activities. The RSC submitted a report to the ABRSC last week, and requested the A/B School Committee's input. The RSC shall review the A/B School Committee's input; addressing the concerns raised, as the necessary. Ultimately the RSC will be presenting a proposal to the residents of both Boxborough and Acton.

- Member Suleiman reported that the Personnel Board continues its work on possible revisions to the Town's compensation model.

He also reported that the Acton Water District Legislative Bill has been signed. He thanked the various Acton officials for their cooperation in this effort.

- Member Stemple reported FinCom is starting FY 14 budget preparations. They are awaiting the cost figures for the various contracts. They have acknowledged Free Cash. A new member was at tonight's meeting, he also learned, tonight, that Amy Burke is resigning. FinCom is currently down by three members.
- Member Suleiman further reported that Burke has indicated that she would like to now serve on the Recreation Commission. However, she needed to formally resign from FinCom before she could seek this new position.
- Chair Fox reported that he has participated in several contract negotiation meetings since the last Selectmen's meeting.

He also reported that he attended a MAGIC meeting last week – one of the items discussed was a new Agricultural Survey project. They will be working on the project's final scope in the coming weeks.

- Member Powers reported that the contract negotiating team has reached an agreement with the Firefighter's union. Town Counsel is preparing the final language. They are scheduled to meet with the Police Union on Wednesday. Chair Fox noted that as the negotiation team is hopeful that they will be wrapping up Police Union negotiations soon. Then we can start preparations for the Special Town Meeting to approve the funding of these contracts.

Member Powers reported that he met with the Holiday Inn's General Manager on their providing salad for the Appreciation Event.

Member Powers also reported that the focus has shifted for the next Well-being Committee meeting. There is a significant concern about substance abuse especially among high-school aged youths. This is a concern both here and in Acton, so, representatives from Acton have been invited to participate in this meeting.

- Chair Fox reported that the Town's position letter to MassHousing on Minuteman Village 40B proposal has been submitted.

He also announced the details on the Selectmen's annual Appreciation Event.

NEW BUSINESS

- The Board took up the re-assignment of two members of the Zoning Board of Appeals (ZBA). Chair Fox noted that this restructuring had previously been discussed when these ZBA members were re-appointed back in June.
 - ◊ Chair Fox moved to accept with regrets and place on file the resignation of Christian Habersaat (as a full member) from the ZBA, effective immediately. Seconded by Member Powers. **Approved 5-0.**
 - ◊ Chair Fox moved to accept with regrets and place on file the resignation of Karen Warner (as an alternate member) from the ZBA, effective immediately. Seconded by Member Powers. **Approved 5-0.**
 - ◊ Chair Fox moved to appoint Karen Warner to the ZBA effective immediately to complete the unexpired term of Christian Habersaat, expiring June 30, 2015. Seconded by Member Powers. **Approved 5-0.**
 - ◊ Chair Fox moved to appoint Christian Habersaat to serve as an alternate member on the ZBA effective immediately to complete the unexpired term of Karen Warner, expiring June 30, 2013. Seconded by Member Powers. **Approved 5-0.**
- Member Amoroso opened discussion on the United Nations Association of Greater Boston's request for Boxborough to recognize October 24, 2012, as United Nations Day, referring to a memorandum that he had prepared. The other Board members related some of their personal experiences with various UN programs. Member Amoroso moved to recognize October 24, 2012 as United Nations Day. Seconded by Member Suleiman. **Approved 5-0.**

CORRESPONDENCE

- There was discussion on the notification from MEMA that they have grant funds available for hazard mitigation. This grant program was initiated by concerns that came to light after Oct. 2011 snow storm.
- There was discussion on the FY 13 State Budget - Chapter 70 disbursement information provided by Senator Eldridge.
- There was discussion on the notice from the State's Information Technology Division that they are proceeding with a GIS project to map tax parcels at no cost to Town. This seems to be a state-wide effort.

EXECUTIVE SESSION

- At 8:52 PM, Member Powers moved to adjourn to executive session to consider the purchase, exchange, lease or value of real estate, and to continue in executive session to discuss strategy with respect to collective bargaining (Massachusetts Coalition of Police, Local 200, Police and Boxborough Professional Firefighters, Local 4601) and to adjourn immediately thereafter. Seconded by Member Suleiman. Chair Fox stated to conduct such sessions in an open meeting may have a detrimental effect on the bargaining position of the Board. **Approved 5-0 by Roll Call Vote: Fox “aye,” Powers “aye,” Stemple “aye,” Suleiman “aye,” and Amoroso “aye.”**

SELECTMEN'S ANNOUNCEMENTS

SEPTEMBER 10, 2012

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

- After serving for 12 years on the Boxborough School Committee, Bruce Sabot recently resigned. We would like to thank Mr. Sabot for his effort and commitment to both the Boxborough and Acton-Boxborough School Districts. His resignation opens up a **local/regional seat on the Boxborough and Acton-Boxborough School Committees**. The seat has a three-year term that ends in May 2013. Massachusetts General Law provides that such a vacancy be filled by joint appointment of the Boxborough School Committee and Board of Selectmen. The Boxborough School Committee and Board of Selectmen will interview interested candidates on September 20, 2012 at 8:15 pm in the Grange Meeting Room at Town Hall. If you are interested in applying a letter of interest should be sent to the Boxborough School Committee, Blanchard Memorial School, 493 Mass Ave, Boxborough, MA 01719, by September 14th. For more information go to the Blanchard School or the Town websites. You can also contact School Committee Chair, Maria Neyland, at 978-264-1870 if you have any questions about the position.
- **Town Volunteer and Staff members** are invited to join the Boxborough Board of Selectmen for the 5th Annual **Volunteer and Staff Appreciation BBQ** to be held at Boxborough Town Hall on Saturday, September 29th from 4 - 7 PM. The Selectmen will once again be serving up a bevy of hamburgers and hot dogs with all the fixins. Please R.S.V.P. no later than September 21st to Cheryl Mahoney at: cheryl.mahoney@town.boxborough.ma.us or by phone to 978-263-1116, x 103. We look forward to seeing you and your families on September 29th.

- **This year's Hazardous Waste Day** will take place on Saturday, October 27th from 9:00 AM to 1:00 PM, at the Highway Barn, 577 Mass Ave. not the Transfer Station. An informational flyer has been posted at the Town Hall, Transfer Station, on the Town's website and various locations around Town.

- The Boxborough Police Department and the Governor's Auto Theft Strike are sponsoring a **"VIN Etching Day."** on **October 27th from 9:00 a.m. to 2:00 p.m.** at the **Boxborough Fire Station** at 502 Massachusetts Avenue. This process entails marking on all windows, including sunroofs and T-tops with the car's own unique Vehicle Identification Number (VIN), making your vehicle less wanted by car thieves. A certificate will be issued which can be submitted to your insurer to receive a discount on their comprehensive auto insurance. There is a \$10.00 (**CASH ONLY**) fee for this etching service. No appointment is necessary, and vehicles will be done on a first-come, first-served basis. Go to the Boxborough Police Department website for more information.

- **Central Mass Mosquito Control** personnel intend to be in Town to investigate residents' mosquito complaints on September 11th. Complaints about mosquitoes may be made by calling the CMMCP at 508-393-3055. 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 Boxborough Historical Society will be conducting their **2012 Tour of historic homes** in Boxborough on Saturday, September 22nd. The tour will start at the Boxborough Museum, 575 Middle Road, and consist of visits to nine homes, including three homes that will be seen for the first time this year. One of them is the Boaz Brown house, c.1730, also known as the "Muster" house, where local residents mustered as Minutemen on that historic day of April in 1775. Tickets are \$20.00 per person and can be ordered by contacting Jeanne Kangas, Christine Robinson or Alan Rohwer.

- The Board of Health wants residents to be aware that there has been an increase incidence of **tick-borne illness** in the area. Residents should use commonsense when outdoors to protect themselves and their pets from ticks. Links to information on ticks and how to protect yourself can be found under “NEWS” on the Town’s homepage or on the Board of Health’s webpage.

- The **Well-Being Committee** is conducting an on-line survey of Boxborough residents regarding their family's health and well-being. The input received will be used to help develop programs to address wellness issues. Go to the Link on the Town’s website under “NEWS” to provide your opinion with this on-line survey.

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

- 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. In the meantime you learn more by going 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 **Acton-Boxborough Farmers’ Market** is located on Pearl Street just off of Mass Ave./Route 111 in West Acton Village. The market will run through October and is open on Sundays from 10 AM to 1 PM.

- 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
- For more information Boxborough School Committee Vacancy go to the Blanchard School's website www.boxboroughschool.org or the Town's website www.town.boxborough.ma.us . Please contact Maria Neyland at 978-264-1870 if you have any questions.
- Go to the Boxborough Police Department website www.boxboroughpolice.com for more information on the **October 27th "VIN Etching Day."**
- 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 or to order tickets for the Boxborough Historical Society's **2012 Tour of historic homes** contact Planning Committee members: Jeanne Kangas (978-263-8495) Christine Robinson (978-263-6246); or Alan Rohwer (978-263-3944)
- For more information on the **Acton-Boxborough Farmers Market** go to www.abfarmersmarket.org ; or find them on Facebook – Acton-Boxborough Farmers Market.



BOARD OF SELECTMEN
Meeting Agenda
September 10, 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) Town Planner Elizabeth Hughes, members of the Planning Board, Police Chief Warren Ryder, Fire Chief Randolph White and DPW Director Tom Garmon to discuss proposed intersection Improvements at Stow & Burroughs Roads and Chester & Burroughs Roads, 7:30 PM
- b) Citizens' concerns

4. MINUTES

- a) Executive session (Contract Negotiating Team, Fire), August 1, 2012 **ACCEPT & POF**
- b) Executive session (Contract Negotiating Team, Police), August 2, 2012 **ACCEPT & POF**
- c) Executive session, August 27, 2012 **ACCEPT & POF**
- d) Executive session (Contract Negotiating Team, Fire), September 5, 2012 **ACCEPT & POF**
- e) Executive session (Contract Negotiating Team, Police), September 6, 2012 **ACCEPT & POF**

5. SELECTMEN REPORTS

6. OLD BUSINESS

7. NEW BUSINESS

- a) Zoning Board of Appeals (ZBA) resignations and appointments
 - i. Resignation of Christian Habersaat (as a full member) from ZBA
Move to accept with regrets and place on file the resignation of Christian Habersaat (as a full member) from the ZBA, effective immediately **VOTE:**
 - ii. Resignation of Karen Warner (as an alternate member) from ZBA
Move to accept with regrets and place on file the resignation of Karen Warner (as an alternate member) from the ZBA, effective immediately **VOTE:**
 - iii. Appointment of Karen Warner to complete the unexpired term of Christian Habersaat effective immediately and ending on June 30, 2015
Move to appoint Karen Warner to the ZBA effective immediately to complete the unexpired term of Christian Habersaat, expiring June 30, 2015 **VOTE:**
 - iv. Appointment of Christian Habersaat to complete the unexpired term of alternate member Karen Warner effective immediately and ending on June 30, 2013
Move to appoint Christian Habersaat to serve as an alternate member on the ZBA effective immediately to complete the unexpired term of Karen Warner, expiring June 30, 2013 **VOTE:**

- b. United Nations Association of Greater Boston to recognize October 24, 2012 as *United Nations Day*
[N.B. traditionally, the BoS has passed over]

VOTE:

8. CORRESPONDENCE

ACCEPT & POF

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

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. EXECUTIVE SESSION

- a) Real estate – 593 Massachusetts Avenue and 530 Massachusetts Avenue
Move to adjourn to executive session to consider the purchase, exchange, lease or value of real estate

**ROLL CALL
VOTE:**

- b) Collective bargaining
Move to continue in executive session to discuss strategy with respect to collective bargaining (Massachusetts Coalition of Police, Local 200, Police and Boxborough Professional Firefighters, Local 4601) and to adjourn immediately thereafter

**ROLL CALL
VOTE:**

Chair shall state: “To conduct such sessions in an open meeting may have a detrimental effect on the bargaining position of the Board.”

12. ADJOURN

3a

Selina S. Shaw

From: Selina S. Shaw [selina.shaw@town.boxborough.ma.us]
Sent: Wednesday, September 05, 2012 9:40 AM
To: 'Elizabeth Hughes'; Chief Randolph T. White (rwhite@boxboroughfire.com); Chief Warren B. Ryder; 'Tom Garmon (DPW@town.boxborough.ma.us)'
Cc: 'Les Fox'; 'Nancy Fillmore'
Subject: Intersection Projects
Importance: High
 Good morning, all.

As Elizabeth and I discussed last week, the Board of Selectmen would like to meet with you and hopefully members of the Planning Board as well, to discuss the proposed public safety improvements at Stow and Burroughs Road and Chester and Burroughs Road at the next BOS meeting on **Monday, September 10 at 7:30 PM**. The Selectmen have expressed concern regarding the manner in which the project has moved forward absent consultation with them on the project. Elizabeth brought this matter forward to the Planning Board and has been working diligently with you on it for the past couple of years. The matter has been included in the budget narrative for the Planning Board in the last few budget rounds and the BoS was cc-ed on the meeting with the abutters; however, as far as I can remember, there has not been any overt communication of the matter to the Board of Selectmen. We'll do some catch-up on Monday evening.

The Selectmen look forward to discussion and consideration of the project and receiving an advisory recommendation from the Planning Board, along with input from the DPW Director, Fire and Police Chiefs and others. Tom, Randy, Warren, have any of you had the opportunity to speak to your BoS liaisons about the project? Elizabeth, will members of the Planning Board be available to attend?

Thanks,
 Selina

Selina S. Shaw
 Town Administrator
 29 Middle Road
 Boxborough, MA 01719
 978-263-1116, ext. 101
 978-264-3127 (fax)
<http://www.town.boxborough.ma.us>

When writing or responding, please be aware that the Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential.

From: Elizabeth Hughes [mailto:elizabeth.hughes@town.boxborough.ma.us]
Sent: Thursday, March 29, 2012 4:04 PM
To: 'Selina S. Shaw'; 'Becky Neville'; 'Christine Robinson'; 'Frank Powers'; 'Les Fox'; 'Raid Suleiman'; 'Bill Sutcliffe'; 'Elizabeth Markiewicz'; 'John Flannery'; 'Tom Garmon'
Cc: 'Chief White'; Chief Ryder
Subject: RE: Intersection Project

Selina,

I will be send the notice to the Beacon to include in the Boxborough News and will be asking Liz to put it on the web site tomorrow. I do want to point out that the meeting is to answer people questions and get feedback. Some people may be opposed to the improvements because it will slow things down, but ultimately this is a safety improvement project.

Elizabeth

Elizabeth Hughes, Town Planner

9/5/2012

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

From: Selina S. Shaw [mailto:selina.shaw@town.boxborough.ma.us]
Sent: Thursday, March 29, 2012 3:43 PM
To: 'Elizabeth Hughes'; 'Becky Neville'; 'Christine Robinson'; 'Frank Powers'; 'Les Fox'; 'Raid Suleiman'; 'Bill Sutcliffe'; 'Elizabeth Markiewicz'; 'John Flannery'; 'Tom Garmon'
Subject: RE: Intersection Project

Dear all,

Shouldn't we be inviting input from all residents? The impact of the intersection improvement will affect Boxborough residents in general (and those traveling through). Perhaps written notice to only the abutters, but I think we should publicize this information by notice in the paper on the web etc. so it reaches Boxborough residents in general...

Selina

Selina S. Shaw
Town Administrator
29 Middle Road
Boxborough, MA 01719
978-263-1116, ext. 101
978-264-3127 (fax)

<http://www.town.boxborough.ma.us>

When writing or responding, please be aware that the Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential.

From: Elizabeth Hughes [mailto:elizabeth.hughes@town.boxborough.ma.us]
Sent: Thursday, March 29, 2012 3:23 PM
To: 'Becky Neville'; Christine Robinson; 'Frank Powers'; 'Les Fox'; 'Raid Suleiman'; 'Selina Shaw'; Bill Sutcliffe; Elizabeth Markiewicz; John Flannery; Tom Garmon
Subject: Intersection Project

Good afternoon everyone,

Attached is an invitation for an abutter information meeting regarding the proposed intersection improvement project.

Please let me know if you have any questions.

Elizabeth

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



TOWN OF BOXBOROUGH

29 Middle Road, Boxborough, Massachusetts 01719

Phone: (978) 263-1116 Fax: (978) 264-3127

www.town.boxborough.ma.us

March 28, 2012

Dear Resident,

Many years ago, the roads in Boxborough were narrower, cars went slower and the intersections were smaller. As the speed of vehicles increased and each road was repaved, the intersections got wider and wider. At this time, some of the intersections are large expanses of pavement that create unsafe turning movements, confusion for drivers and hazardous situations between vehicles, pedestrians and bicyclists.

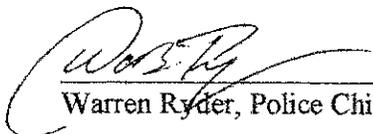
In 2010, the Planning Board began working with the Public Works Director, Fire Chief and the Police to assess low cost options to make safety improvements for vehicles, bicyclists, and pedestrians at certain intersection in Town. The first two intersections identified were Stow Road & Burroughs Road and Burroughs Road & Chester Road.

The Board had the Town's consulting engineer evaluate the intersections and make recommendations on removing portions of the existing pavement to realign the intersection and slow down vehicle turning movements.

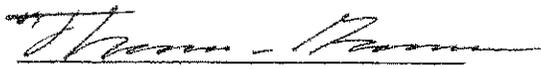
As a direct abutter to one of the two intersections, we would like to invite you to an information meeting on **April 11th at 5 pm** to answer your questions and get your feedback. The meeting will begin at the South Cemetery on Burroughs Road where Town staff will review the proposed modifications to the intersection of Stow Road & Burroughs Road. The meeting will then move to the Burroughs Road & Chester Road intersection. If you intend to drive your vehicle to this meeting, we would request that you park at the Cemetery for the first session and on the south side of Chester Road for the second session. Please do not park at the intersections.

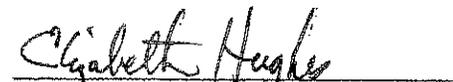
Please contact the Town Planner Elizabeth Hughes at 978-263-1116 x112 or elizabeth.hughes@town.boxborough.ma.us if you have any questions prior to the meeting.

Sincerely,


Warren Ryder, Police Chief


Randolph White, Fire Chief


Thomas Garmon, Public Works Director


Elizabeth Hughes, Town Planner

T a i

Christian W. Habersaat

Boxborough, MA 01719

September 5, 2012

Board of Selectmen
Town of Boxborough
29 Middle Road
Boxborough, MA 01710

Re: Zoning Board of Appeals

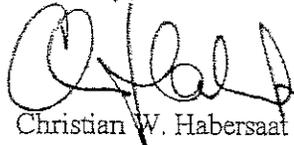
Dear Board of Selectmen:

Please accept this as my letter of resignation from the Zoning Board of Appeals (ZBA). Over the past 13 plus years I have thoroughly enjoyed my time as Chairman and a Member of the ZBA. I have also enjoyed working with the BoS, other Town Boards and with the community.

As I've mentioned to the several folks at Town Hall, I've recently taken over as President of Acton Boxborough Youth Soccer. The time that I expect I will be committing to ABYS, and to the Lower Field Project at ABRHS, will reduce my availability to continue to serve as a Member on the ZBA. The current makeup of the ZBA allows me, at this time, to transition off the Board as a Member without disrupting the business the Board needs to conduct.

If you wish, I am willing to serve on the ZBA as an Alternate Member. Let me know if such an appointment is something the BoS and ZBA are interested in.

Sincerely,



Christian W. Habersaat

cc: Thomas Gorman, Chairman ZBA
Mary O. Nadwairski

Selina S. Shaw

From: Habersaat, Christian W. [REDACTED]
Sent: Monday, June 18, 2012 9:11 AM [REDACTED]
To: 'Selina Shaw'
Cc: Tom Gorman; Mary Nadwairski; 'Thomas P. Gorman'; 'Elizabeth Hughes'
Subject: RE: ZBA

Hi Selina –

I continue to enjoy my time serving on the ZBA (I think it must be around 14 years now). However, last week I assumed the position of President of ABYS and, given the attention I have had to devote and believe I will continue to have to devote to ABYS business, including, in particular, the Lower Field Project at the high school (and my participation on the Board of FOLF), I'm a bit stretched on my volunteer time. So, what I'd like to do is to complete my term which expires at the end of the month. There is a matter currently pending (the Moran variance and special permit application) that I'd like to complete which would require that I be sworn in to continue on the Board for a month. Karen Warner currently sits as an alternate (though she participates on everything) and she can fill my expiring/vacant slot.

If the ZBA is unable to find another alternate in the near term I could slide into the alternate slot and participate when needed due to member conflicts/quorum issues, etc. If I filled this role I would not plan on attending regularly scheduled hearings, but would attend only if Tom advised that there was a quorum or conflict issue. I'll leave it to Tom and the BoS to decide if it makes any sense for me to continue as an alternate.

Please let the BoS know of the reasons why I will allow my term to expire. Thanks.

Chris

7/2/12 Re-appointed - 3 yr. term

From: Selina Shaw [mailto:selina.shaw@town.boxborough.ma.us]
Sent: Thursday, June 14, 2012 10:48 PM
To: Habersaat, Christian W.
Cc: Tom Gorman; Mary Nadwairski
Subject: ZBA
Importance: High

Good evening, Chris

Apologies for my tardiness in sending this out... The time is quickly approaching when the Board of Selectmen will take up the annual appointment process. Thank you so much for your dedicated service on the Zoning Board of Appeals. On Mondays, June 25 and July 2, the BoS will be meeting with their appointed volunteers who have expressed an interest in continuing their service, in order to discuss their interest in serving, as well as their goals for the committee. The meeting also gives the Board an opportunity to thank their volunteers for their tremendous support and contributions, without which the town could not operate.

I was very pleased to hear from Elizabeth that you would like to continue sharing your talents and be reappointed to the ZBA. Will you be able to attend the selectmen's meeting on **June 25 at 7 PM**. We will be continuing the process we started a couple of years ago and Town Clerk Liz Markiewicz will be present for a public swearing-in ceremony. Please let me know by Tuesday the 19th if you can make it on the 25th. I look forward to hearing from you.

6/18/2012

7 a iii

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

From: [REDACTED]
To: mary.nadwairski@town.boxborough.ma.us
Sent: Wednesday, September 05, 2012 11:50 PM
Subject: Re: ZBA

Yes, I am willing to be a full member of the ZBA. Let me know when to come to be appointed.

Karen

On 09/05/12, Mary Nadwairski<mary.nadwairski@town.boxborough.ma.us> wrote:

Karen,

Can you please confirm your willingness to be appointed as a member of the ZBA.
Chris is resigning but is willing to be an alternate.

Thanks,
Mary

Mary O. Nadwairski
Admin Support
ZBA & ConsCom
Mon/Tu/Wed
978.263.1116 (ext. 111)



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UNITED NATIONS ASSOCIATION OF GREATER BOSTON

10 Winter Place • Boston, MA 02108 • Tel: 617-482-4587 • Fax: 617-482-0937 • Email: info@unagb.org • www.unagb.org

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 Nathaniel Tassinari

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 Hon. William F. Weld
 James Woodard
 Mary Yntema

August 27, 2012
 Selectman of the Town of Boxborough
 Town Hall
 29 Middle Road
 Boxborough, MA 01719

received
 AUG-31, 2012

Dear Selectman,

Every day, the United Nations and its family of agencies work to improve people's lives throughout the world through peace-building, environmental sustainability, emergency relief, human rights, and global health work. We invite you to join us this year in recognizing the important work of the UN on October 24, 2012, the 67th anniversary of the United Nations. Since 1947, every US President beginning with Harry Truman has issued a proclamation asking citizens to observe this special occasion. This year's celebration focuses on the topic "The United Nations: Solutions for a Prosperous World".

We hope you will recognize October 24, 2012 as United Nations Day and ask other interested individuals, groups or schools in your community to participate in UN Day activities.

To mark the day, we encourage you to:

- Issue a UN Day proclamation
 - Sample enclosed (for electronic version, email info@unagb.org)
 - Please mail the proclamation to UNA-GB
 - Notify local newspapers so they can publish the proclamation on UN Day
- Fly the United Nations Flag
- Encourage educators to conduct Model UN simulations
- Encourage libraries to show displays on the United Nations

We will feature all of the proclamations that we receive at Boston's City Hall and the Massachusetts State House during our UN Day public events. The proclamations will also be on display at our annual UN Day Luncheon on Monday, October 29 in downtown Boston, where more than 250 business and community leaders will gather to recognize the importance of global engagement. Please let us know if you are interested in attending any of these events

UNA-GB will be pleased to provide any additional assistance to you or other interested community leaders in planning a local UN Day celebration. For ideas about how your town can commemorate UN Day, or for further information, please contact UNA-GB's office at 617- 482- 4587.

We look forward to receiving your proclamation and wish you a most successful UN Day 2012!

Sincerely,

Richard Golob
 President, UNA-GB

**SAMPLE UNITED NATIONS DAY PROCLAMATION 2011:
The United Nations: In Everyone's Interest**

Whereas, the United Nations was founded in 1945, and the anniversary of the day on which the UN Charter came into force is observed each year on October 24; and

Whereas, the United Nations promotes peace and security, development, democracy, economic prosperity, global health and human rights around the world, and is vital now more than ever; and

Whereas, the United Nations works to achieve the Millennium Development Goals, by providing a common development strategy for the international community, improving coordination, coherence, and effectiveness within the UN system, the donor community and developing countries; and

Whereas, the Goals address universal issues from poverty and access to education to improving healthcare and environmental sustainability and enjoy unprecedented political support because they are specific and measurable, with a deadline and indicators for monitoring progress attached to each goal; and

Whereas, the United States has a long tradition of leading international efforts to improve health, education and economic growth in developing countries; and has shown its commitment to the Millennium Development Goals through foreign assistance, progressive trade initiatives, and debt relief measures; and

Whereas, a bipartisan poll conducted in April revealed that more than eight out of ten voters say it is important that the United States maintain an active role within the UN;

Whereas, the UNA-USA and United Nations Foundation have declared "The United Nations: Solutions for a Prosperous World" as its theme for the 2012 United Nations Day commemoration

Whereas, the United Nations Association of Greater Boston is committed to educating and mobilizing our local communities to build a stronger network of global citizens and leaders to create a more prosperous, just and sustainable world;

Whereas, the citizens of _____ should participate in all activities related to UN Day;

NOW, THEREFORE, I _____ officially proclaim October 24, 2012 as

UNITED NATIONS DAY

In witness whereof, I have set my hand and caused the seal of _____ to be affixed on this _____ day of _____ in the year 2012.

Seal
Signature

Motion to Recognize October 24, 2012 as United Nations Day

Franklin Roosevelt first coined the term “United Nations” when he rallied the allies to defeat fascism. After WW II the United States and President Truman took the lead in creating the UN in order to resolve conflicts peacefully and prevent future wars. Since it was created, UN peacekeepers have worked all over the world to prevent bloodshed, from the Congo to El Salvador, from the India/Pakistan border to Bosnia, from Lebanon to East Timor. In 1962 when President Kennedy demanded that Nikita Khrushchev remove Russia’s ballistic missiles from Cuba, he sent Ambassador Adlai Stevenson to the United Nations to rally world opinion to our side. It worked, and the world was spared a nuclear holocaust.

In addition to peacekeeping, the UN does many other things, and does them well.

- The United Nations Children's Fund, (UNICEF) provides long-term humanitarian and developmental assistance to children and mothers in developing countries. It distributes some \$4 billion a year around the world to promote the health and well-being of children. For this work, UNICEF was awarded the Nobel Peace Prize.
- The World Health Organization (WHO), an agency of the United Nations, has played a leading role in the eradication of smallpox. It currently works to prevent the spread of HIV/AIDS, malaria and tuberculosis.
- The World Food Program (WFP) is the food assistance branch of the United Nations, and the world's largest humanitarian organization addressing hunger worldwide. It provides food, on average, to 90 million people per year, 58 million of whom are children.

In spite of all the good it has done, the United Nations has come under attack. Some even loudly demand that the United States turn its back on the role it played in creating the UN by withdrawing from it. Those voices remind me of these words by the poet William Butler Yeats, writing about the failure of civilized nations to prevent WWI:

*Things fall apart; the centre cannot hold;
Mere anarchy is loosed upon the world,
The blood-dimmed tide is loosed, and everywhere
The ceremony of innocence is drowned;
The best lack all conviction, while the worst
Are full of passionate intensity.*

I ask that this Board not be silenced by harsh voices full of passionate intensity. If you share in my conviction that the world is better off because of the good work of the United Nations, please speak up.



Internal Communications and Outgoing Communications
September 10, 2012

1. August 2012 Monthly Construction Activity Report from the Building Department, dated September 4, 2012.*
2. Copy of certified letter from Interim Inspector of Buildings, Craig Martin, dated September 6, 2012, to Concord Lumber Corp.'s VP of Operations, Rich Ursch, regarding outstanding issues that must be resolved before a Certificate of Occupancy can be issued for Unit B, 1220 Liberty Square Road.*
3. Memorandum from MAPC Executive Director, Marc Draisen, dated August 15, 2012, to MAPC Council Reps. and Other Local Officials, announcing, once again, the funding of the District Local Technical Assistance (DLTA) Program by the State and encouraging officials to think about potential proposals for projects.
4. Notification from MEMA Director, Kurt Schwartz and DCR Commissioner, Edward Lambert, Jr. regarding available FEMA Hazard Mitigation Grant (HMGP) program funding for costs associated with the October 29-30, 2011 snow storm. *
5. Letter from State Senator, Jamie Eldridge, dated August 21, 2012, to TA Shaw, providing an update on various legislative activities and budget matters. Accompanying a breakdown of some of program funding received by communities within his district.*
6. Letter from John Letchford, Asst. Secretary for Information Technology for the Commonwealth, dated August 27, 2012, to Selectmen Chair, Leslie Fox, providing information on a state-funding project to create and enhance the digital mapping of Boxborough's local tax parcels. *
7. Coverletter from Town Counsel, Jonathan Eichman, Kopelman & Paige, PC, dated August 30, 2012, to Chair Leslie Fox and the member of the Board of Selectmen acknowledging the recording of Order of Taking concerning 709 Mass. Ave. (*The original documents are filed with the Town Clerk*)
8. Memorandum from Central Mass. Mosquito Control Project Exec. Dir. Timothy Deschamps, dated August 30, 2012, to CMMCP Boards of Health providing an update mosquito control activities within CMMCP communities. *
9. Letter from Comcast's Senior Mgr of Gov't & Community Relations, Timothy Kelly dated September 5, 2012, to the Board of Selectmen advising of Channel Line up changes.

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



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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: September 4, 2012

RE: Building Department Monthly Construction Activity Report

The Building Department has released the August 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		6					50
Repairs			2		1	2	8	1					14
Foundation Only					1								1
Pool/Spa				1	1	1	1						4
Void													
Accessory Apartment													0
Business:													
New													0
Additions/Alterations	3	1	1		1		2	1					9
Other:													
Construct. trailers													0
Tents							2	1					3
Cell Tower / Antenna	1		1		1								3
Demolition		1		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:													0
Number of Permits	16	7	16	12	20	7	13	9	0	0	0	0	100
Construction Cost	1,508,792	128,600	405,142	172,600	357,755	100,150	140,250	219,300					3,032,589
Total Fees	9,640	1,403	4,495	2,128	5,222	1,077	1,543	2,218					27,726
Fines Collected													0

Permit Listing Report

by District

Printed On: Thu Aug 30, 2012

Date Range: Issued between 08/01/2012 And 08/31/2012

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

District	Address (Work Location)	District	Zoning	Owner	Work Category	Est. Cost	Proposed Use And Detail	Fees Paid	Check #
Permit Type	Permit No	Online Permit No	Permit Status	Date Issued	Contractor (Phone #)	Work Description			
Building	160 STOW RD BP-2013-0014			GANESAN, RAVI & LALITA R	Bathroom Remodel	\$14,000.00	Master Bath	\$140.00	1225
Building	1300 MASS AV BP-2013-0015			KOUMANTZELIS, ARTHUR G TR	TENT/TEMP. TRAILER	\$0.00	Temporary Tent 30 x 30 August 24, 2012	\$25.00	240
Building	1091 HILL RD BP-2013-0016		A/R	WILLIS, MICHAEL P	ADDITION/ALTERATIO N	\$120,000.00	Interior Renovationn Board of Health no additional expansion	\$1,200.00	2503
Building	276-318 CODMAN HILL RD (318 CODMAN HILL RD) BP-2013-0017			ELN Management Corp.	COMMERCIAL - ALTERATION OR FIT-UP	\$16,800.00	Addition to existing Pump House	\$168.00	3659
Building	847 LIBERTY SQ RD BP-2013-0018		A/R	Martin, Peter	Deck	\$27,000.00	Screen Porch and Deck		
Building	61 COOLIDGE FARM RD BP-2013-0019			ARNOLD, STEPHEN C & ARNOLD, CHARLOTTE C	Kitchen Remodel	\$18,000.00	Remodel Kitchen	\$180.00	1980

Permit Listing Report

by District

District	Address (Work Location)	District	Zoning	Owner	Work Category	Est. Cost	Proposed Use And Detail		
Permit Type	Permit No	Online Permit No	Permit Status	Date Issued	Contractor (Phone #)	Work Description	Fees Paid	Check #	
Building	256 LIBERTY SQ RD BP-2013-0020		OPEN	ROMAN, EDMUND J & MARILYN W Aug-28-2012	Kitchen Remodel ROMAN, EDMUND J & MARILYN W	\$12,000.00 Remodel Bathroom	\$120.00	1082	
Building	100 AVEBURY CR BP-2013-0021		OPEN	Carter Aug-29-2012	Finish Basement Carter	\$5,000.00 Finish Room in Basement and Add bathroom			
Building	288-300 SWANSON RD BP-2013-0022		OPEN	SURETTE, STEPHANIE Aug-29-2012	Repair Domenic Pugliares	\$6,500.00 Repair Rotten Exterior Wall Section			
District () TOTALS:						ESTIMATED COST:	\$219,300.00	NUMBER OF PERMITS:	9
						FEES INVOICED:	\$2,218.00	FEES PAID:	\$1,833.00
							BALANCE:	\$385.00	
GRAND TOTALS:						ESTIMATED COST:	\$219,300.00	NUMBER OF PERMITS:	9
						FEES INVOICED:	\$2,218.00	FEES PAID:	\$1,833.00
							BALANCE:	\$385.00	

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BOXBOROUGH BUILDING DEPARTMENT
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 263-1116 ext. 115
www.town.boxborough.ma.us

September 6, 2012

VIA CERTIFIED MAIL

Rich Ursch, V.P. Operations
Concord Lumber Corporation
55 White Street
P.O. Box 1526
Littleton, MA 01460

RE: Certificate of Occupancy
1220 Liberty Square Unit B, Boxborough, MA Interior Tenant fit-up
Building Permit 2012-0106

Dear Mr. Ursch,

This letter is to notify that Concord Lumber Corporation has not been issued a Certificate of Occupancy for the tenant fit-up at 1220 Liberty Square Unit B, Boxborough, MA.

The following outstanding items have not been addressed and/or rectified since the Town's last visit to the site:

- The installation of the street number/address on the road, location assigned by the Boxborough Fire Department.
- The Knox box has not been installed

Please have these items taken care of within 7 days of this notice, September 13, 2012. After the items have been addressed/rectified contact this office at 978-263-1116 x 115 to set up a final inspection.

Thank you in advance for your cooperation.

Respectfully,

Craig Martin
Interim Inspector of Buildings/
Code Administration Officer

CM/mga

cc: Board of Selectmen ✓
Selina Shaw, Town Administrator
Elizabeth Hughes, Town Planner
Lt. Randy White, Boxborough Fire Department

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BOS-IC*
DPW Dir
Fire Chief
Town Planner
TA
dcr
Massachusetts



THE COMMONWEALTH OF MASSACHUSETTS

MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY
400 WORCESTER RD., FRAMINGHAM, MA 01702-5399 508-820-2000 FAX 508-820-1404

DEPARTMENT OF CONSERVATION & RECREATION
251 CAUSEWAY STREET, SUITE 600-700, BOSTON, MA 02114-2104 617-626-1250 FAX 617-626-1449



Kurt N. Schwartz
DIRECTOR

Deval L. Patrick
GOVERNOR

Edward M. Lambert, Jr.
COMMISSIONER

received
AUG. 31, 2012

August 2012

To Potential Hazard Mitigation Grant Applicants:

The Massachusetts Emergency Management Agency (MEMA) and Department of Conservation and Recreation (DCR) are pleased to announce the availability of Federal Emergency Management Agency (FEMA) **Hazard Mitigation Grant Program (HMGP)** funding. This post-disaster mitigation grant funding is available as a result of the federal disaster declarations for the October 29-30, 2011 Snow Storm event. The grant application period is now officially "open". This HMGP funding is available to all communities in the Commonwealth that meet the sub-applicant and project eligibility requirements.

Why should this information be important to you? The federally-funded hazard mitigation grant program provide significant opportunities to reduce, minimize or eliminate potential damages to public and private non-profit infrastructure from natural hazard events. Funding for hazard mitigation plans and projects can reduce overall risks to the population and structures, while also reducing the reliance on taxpayer-funded federal disaster assistance for disaster recovery.

- *Who's eligible to apply?* State & local governments, tribal organizations and certain private non-profits.
- *What type of work is eligible?* Storm-water, drainage and culvert improvements, property acquisition, slope stabilization, infrastructure protection, seismic and wind retrofits, structure elevations, etc.
- *What is the grant cost share?* Funding reimbursement is typically 75% federal share, 25% non-federal match of eligible project costs (in most cases); 'in-kind' services are allowable as part of the non-federal match.
- To be eligible for FEMA HMGP hazard mitigation project grants, applicants must have a locally-adopted and FEMA-approved Local Natural Multi-Hazard Mitigation Plan (in accordance with 44 Code of Federal Regulations Part 201) at the time of official FEMA grant award.
- Formal grant briefings & technical assistance opportunities are available prior to application deadline.
- The State-established deadline for complete, full HMGP grant applications is: **Monday December 3, 2012 by 3:00 PM**

FEMA's hazard mitigation grant programs are not intended as a source of funding for repair, replacement or deferred maintenance activities, but are designed to assist sub-applicants to develop long-term, cost-effective improvements that will reduce or eliminate risk/damage to people and property from the effects of natural hazards. Projects that address operation, deferred or future maintenance, repairs or replacement (without a change in the level of protection provided) of existing structures, facilities, or infrastructure (e.g., dredging, debris removal, replacement of obsolete utility systems, bridges and facility repair/rehabilitation) are not eligible mitigation grant activities.

The Massachusetts Emergency Management Agency (MEMA) and Department of Conservation and Recreation (DCR) co-administer these grant programs on behalf of FEMA in the Commonwealth and encourage you to consider applying for grant funding to mitigate natural hazards that may impact your jurisdiction. For your information, this grant notice has been sent to the local chief elected and/or administrative official, conservation commission, building official, planning official, public works director and emergency manager in your community. Communities are encouraged to coordinate local project applications with other local officials.

To assist potential sub-applicants considering applying for FEMA HMGP mitigation funding, MEMA/DCR will be hosting a series of future grant program briefing(s) and technical assistance meetings. The grant program briefings will provide an overview of the HMGP program, available funding and relevant application process/deadlines. Interested sub-applicants are strongly encouraged to attend one of these briefings as details regarding the grant program will be described and discussed in detail. Technical assistance meetings will be a chance for you to meet one on one with representative from MEMA/DCR to discuss any questions you may have about your community's application. Details regarding the grant program briefings or technical assistance meetings are located below and will also be published on the 'Disaster Recovery & Mitigation' section of the MEMA website (www.mass.gov/mema) in the near future.

Interested applicants are encouraged to coordinate with MEMA/DCR early in the application development process to ensure that proposed mitigation projects are FEMA-eligible activities. Communities can submit multiple grant applications but each project must demonstrate cost-effective hazard mitigation benefits independent of other applications (no phased projects).

MEMA is the conduit for all applications and FEMA funding, and is required to review and rank all the individual local sub-applications that are ultimately submitted to FEMA for funding consideration. To allow sufficient time for this review and evaluation process the **State has established a deadline for complete, full grant applications of Monday December 3, 2012 by 3:00 PM.**

Some grant program requirements to be aware of (please attend the grant briefing and refer to the HMA Program Guidance for more specific sub-applicant and project eligibility requirements):

- **Multi-Hazard Mitigation Plan Requirement:** To be eligible for HMGP project grants, applicants must have a locally adopted and FEMA-approved Local Natural Multi-Hazard Mitigation Plan (in accordance with 44 Code of Federal Regulations Part 201) at the time of FEMA grant award;
- **Non-Federal Cost Share Requirement:** Sub-applicants must commit to the non-federal share of the proposed application cost; for HMGP this is 25% (or more) of the total estimated project cost.
- All proposed project applications must include a formal Benefit-Cost Analysis (using FEMA-approved methodology/software) to document the project's cost-effectiveness. Planning and HMGP '5% Initiative' applications do not have a BCA requirement.
- Community participation in the **National Flood Insurance Program (NFIP)**, may also be a requirement for sub-applicant and project eligibility (see Part III, Section D.7 of the FEMA Guidance for additional details).

Scott MacLeod,
Mitigation & Disaster Recover Division Manager
MA Emergency Management Agency
400 Worcester Road
Framingham, MA 01702
(508) 820-1445
Scott.MacLeod@state.ma.us

Richard Zingarelli,
State Hazard Mitigation Officer, NFIP Coordinator
Department of Conservation and Recreation
251 Causeway Street
Boston, MA 02114
(617) 626-1406
Richard.Zingarelli@state.ma.us

Alex Gill,
Hazard Mitigation Grants Coordinator
MA Emergency Management Agency
400 Worcester Road
Framingham, MA 01702
(508) 820-1406
Alex.Gill@state.ma.us

Dan Nietsche,
Hazard Mitigation Grants Coordinator
MA Emergency Management Agency
400 Worcester Road
Framingham, MA 01702
(508) 820-2016
Dan.Nietsche@state.ma.us

**Technical Assistance Meetings for
Hazard Mitigation Grant Program (HMGP)**

Technical Assistance Meeting(s)
Thursday September 13, 2012 (1:30pm ~ 3:30pm)
Tewksbury Public Library – Meeting Room
300 Chandler Street
Tewksbury, MA 01876

Technical Assistance Meeting(s)
Tuesday September 18, 2012 (1:00pm ~ 3:00pm)
Massachusetts Emergency Management Agency
Operations Room
400 Worcester Road
Framingham, MA 01701

Technical Assistance Meeting(s)
Friday September 21, 2012 (1:00pm ~ 3:00pm)
Berkshire Regional Planning Agency
1 Fenn Street, Suite 201
Pittsfield, MA 01201

Technical Assistance Meeting(s)
Tuesday September 25, 2012 (1:00pm ~ 3:00pm)
Department of Conservation and Recreation
Division of Water Supply Protection
180 Beaman Street
West Boylston, MA 01583

Technical Assistance Meeting(s)
Thursday September 27, 2012 (1:00pm ~ 3:00pm)
Plymouth Emergency Operations Center
Co-located with the Fire Station
2209 State Road (Route 3A)
Plymouth, MA 02360

These technical assistance meetings are targeted to those who have previously attended a formal mitigation grant program briefing. These technical assistance meetings are available to sub-applicants considering submission of a FEMA Hazard Mitigation Grant Program application. These individual 1-hour meetings are an opportunity to meet with members of the State Hazard Mitigation Team (MEMA & DCR staff) to:

- ✓ Discuss proposed project applications (including eligibility of proposed activities);
- ✓ Answer specific questions regarding grant application procedures and/or requirements;
- ✓ Discuss which FEMA mitigation grant program(s) may be most appropriate based on the type of activity/project proposed;
- ✓ Benefit-Cost Analysis (BCA), environmental/historic or other technical issues associated with project proposals; and,
- ✓ Other questions or issues sub-applicants may have regarding FEMA-funded mitigation grant programs.

These technical assistance meetings do not prohibit or prevent interested sub-applicants from contacting members of the State Hazard Mitigation Team to discuss questions or issues related to their proposed project activity. One (1) hour blocks of time (1:00-2:00pm, 2:00-3:00pm, 3:00-4:00pm) for each of the dates above will be available for prospective sub-applicants.

Please direct your requested date/time/location to:

Kathryn Fatherley, MEMA Hazard Mitigation Contract Specialist
(508) 820-1425, or via email at: Kathryn.Fatherley@state.ma.us

Interested sub-applicants are required to pre-register so that we can contact you in the event that the meeting logistics (date/time/location) must be changed. We will do our best to accommodate as many sub-applicants as possible but the 1-hour meetings will be booked on a first come – first serve basis.

Hazard Mitigation Grant Program (HMGP) Briefing Schedule

Please do not contact these facilities directly with questions about the briefings.

Grant Program Briefing & Overview

Thursday September 13, 2012 (10:00am ~ 12:00)

Tewksbury Public Library – Meeting Room
300 Chandler Street
Tewksbury, MA 01876

Grant Program Briefing & Overview

Tuesday September 18, 2012 (9:30am ~ 11:30am)

Massachusetts Emergency Management Agency
Operations Room
400 Worcester Road
Framingham, MA 01701

Grant Program Briefing & Overview

Friday September 21, 2012 (9:30am ~ 11:30am)

Berkshire Regional Planning Agency
1 Fenn Street, Suite 201
Pittsfield, MA 01201

Grant Program Briefing & Overview

Tuesday September 25, 2012 (9:30am ~ 11:30am)

Department of Conservation and Recreation
Division of Water Supply Protection
180 Beaman Street
West Boylston, MA 01583

Grant Program Briefing & Overview

Thursday September 27, 2012 (9:30am ~ 11:30am)

Plymouth Emergency Operations Center
Co-located with the Fire Station
2209 State Road (Route 3A)
Plymouth, MA 02360

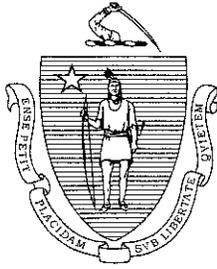
Please do not contact these facilities directly with questions about the briefings. Please RSVP your attendance to:

Kathryn Fatherley, MEMA Hazard Mitigation Contract Specialist
(508) 820-1425, or via email at: Kathryn.Fatherley@state.ma.us

RSVP's are required so that we can notify participants in the event that the briefing logistics (date/time/location) must be changed or postponed due to weather or other events.

Note: Please monitor the Disaster Recovery & Mitigation section of the MEMA website (www.mass.gov/mema) for additional training opportunities and updated and/or revised mitigation grant related information.

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The Commonwealth of Massachusetts
MASSACHUSETTS SENATE

SENATOR JAMES B. ELDRIDGE
Middlesex and Worcester District
STATE HOUSE, ROOM 413A
BOSTON, MA 02133-1053
TEL. (617) 722-1120
FAX (617) 722-1089
JAMES.ELDRIDGE@MASENATE.GOV
WWW.MASENATE.GOV

Chairman
COMMITTEE ON HOUSING
Vice Chairman
COMMITTEE ON ENVIRONMENT,
NATURAL RESOURCES AND CLIMATE CHANGE
Vice Chairman
SENATE COMMITTEE ON GLOBAL WARMING
AND CLIMATE CHANGE

DISTRICT OFFICE
225 MAIN STREET, ROOM 106
MARLBOROUGH, MA 01752
TEL. (508) 786-3040

August 21, 2012

Selina Shaw
Town Administrator
29 Middle Road
Boxborough, MA



Dear Selina,

With the close of formal sessions for the 2011-2012 Legislature I wanted to update you on some of the things we have accomplished for our cities and towns. Most recently, the Legislature passed and Governor Patrick signed the transportation bond bill, which includes nearly \$1.4 billion in bond funding to be spent on the state's infrastructure, including local projects in the district. This is in addition to the \$200 million in Chapter 90 funds to cities and towns that was approved by the Legislature in June.

The Legislature's continuing commitment to cities and towns, boosting investments in Unrestricted General Government Aid (UGGA), Chapter 70, and the Special Education Circuit Breaker – the three largest sources of direct state aid to municipalities and school districts, was also displayed by the passage of the FY13 budget. Specific figures for the municipalities in the Middlesex & Worcester District are attached.

The FY13 budget increases funding for local aid by \$288.9 million over FY12 projected spending, including \$899 million for unrestricted local aid. Chapter 70 funding is increased to \$4.17 billion, ensuring that all school districts receive at least an additional \$40 per pupil in aid. Regional School Transportation is also increased by \$2 million to \$45.52 million. Additionally, the FY13 budget fully funds the state's obligation for the Special Education Circuit Breaker at \$242 million for first time since FY08, ensuring that students with special needs receive the services and education they deserve.

In another effort to aid our cities and towns, the FY13 budget directs \$25 million from the state's FY13 budget surplus to the state's community preservation trust fund. This is in addition to

language that strengthens the Community Preservation Act (CPA), by expanding the use of funds to rehabilitate and support existing outdoor parks, recreational centers and affordable housing.

Governor Patrick signed the FY13 budget on July 8, 2012. While this budget is helping the Commonwealth move in the right direction, we certainly can and need to do more to assist our municipalities and neediest residents. Please take a moment to review this and send me your thoughts, questions, or concerns as we begin to move in to the next legislative session. I rely on the input and guidance of municipal officials to do my job here at the State House and look forward to hearing from you. Please also think of my office as a resource if you have questions or need information.

Best Wishes,

ja. 

Jamie Eldridge
State Senator
Middlesex Worcester District
State House, Room 413A
Boston, MA 02133-1054

www.SenatorEldridge.com
James.Eldridge@masenate.gov
Phone: 617-722-1120
Fax: 617-722-1089

Long time no see!
Glad to see that
the Legislature passed
the Buxton water bill!

Municipality	Chapter 70	Unrestricted General Government Aid	Projected McKinney- Vento Costs	Projected SPED Circuit Breaker
ACTON	\$5,537,500	\$1,183,155	\$0	\$527,571
AYER	\$333,567	\$640,306	\$0	\$0
BOXBOROUGH	\$1,310,578	\$213,357	\$0	\$102,602
DEVENS	\$308,588	\$0	\$0	\$0
HARVARD	\$1,763,706	\$1,252,599	\$0	\$529,295
HUDSON	\$10,247,975	\$1,686,649	\$56,040	\$952,331
LITTLETON	\$3,693,488	\$601,236	\$0	\$679,408
MARLBOROUGH	\$17,545,221	\$4,604,312	\$168,000	\$2,418,993
MAYNARD	\$3,990,865	\$1,328,816	\$4,568	\$308,411
NORTHBOROUGH	\$3,621,985	\$943,470	\$78,052	\$882,959
SHIRLEY	\$0	\$1,109,735	\$0	\$0
SOUTHBOROUGH	\$2,710,636	\$369,948	\$13,249	\$1,118,783
STOW	\$0	\$356,070	\$0	\$0
SUDBURY	\$4,325,145	\$1,184,015	\$0	\$875,560
WESTBOROUGH	\$4,475,455	\$980,165	\$103,715	\$1,417,697
ACTON BOXBOROUGH	\$7,124,122	\$0	\$0	\$1,315,550
ASSABET VALLEY	\$3,688,750	\$0	\$20,000	\$0
AYER SHIRLEY	\$7,915,436	\$0	\$0	\$707,150
NASHOBA	\$6,330,455	\$0	\$40,500	\$545,189
NORTHBORO SOUTHBORO	\$2,838,864	\$0	\$36,878	\$52,733
LINCOLN SUDBURY	\$2,609,495	\$0	\$0	\$810,047
NASHOBA VALLEY	\$3,273,056	\$0	\$0	\$0



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THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
INFORMATION TECHNOLOGY DIVISION

BOS-IC*
Town Planner

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JAY GONZALEZ
SECRETARY

JOHN M. LETCHFORD
COMMONWEALTH CIO

Ms. Leslie Fox, Chair, Board of Selectmen
Town Hall
29 Middle Road
Boxborough, MA '01719

August 27, 2012

Dear Chair, Board of Selectmen Fox:

This letter is to update you on a state-funded project which will provide significant benefit to your community.

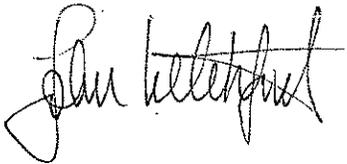
MassGIS, now part of the Information Technology Division, is the Commonwealth agency responsible for collecting, storing, and distributing digital maps for use in geographic information systems (GIS). The program's legislative mandate also includes setting standards and coordinating GIS activity within the Commonwealth. In the current fiscal year, MassGIS has received funding to develop essential geographic data for use by public safety and other agencies. As part of this overall effort, we have awarded a contract to Applied Geographics, Inc. to create and enhance digital mapping of Boxborough's local tax parcels.

A statewide specification for this parcel mapping work was developed based on input from local assessors, municipal GIS staff, public safety staff, regional planning agencies, and GIS consultants. This allows the mapping to be used for several towns or entire regions for purposes such as site selection for economic development, setting regional conservation priorities, planning for floods or other disasters, as well as defining emergency response zones and providing address locations for the State's 911 NextGen system.

MassGIS will provide the product from this project to your community free of charge. Together with mapping of streets and new aerial imagery soon to be distributed by MassGIS, parcel mapping provides the base for establishing a municipal GIS if you do not now have one. If you do have a municipal GIS, this will provide enhanced data for use in that system.

We very much appreciate your cooperation with Applied Geographics, Inc. as they work to create this product. If you have any questions concerning this project, please contact Paul Nutting, MassGIS' Outreach Coordinator at 617-619-5611 or paul.nutting@state.ma.us

Sincerely,



John Letchford
Assistant Secretary for Information Technology
Commonwealth of Massachusetts

cc: Christian Jacqz, Director, MassGIS

CC: Board of Assessors

afn
Should ask Rich Grady how this relates to product he is demanding for the town...

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Bos-DC *

MEMO

**Central Mass.
Mosquito Control
Project**

www.cmmcp.org



DATE: Aug. 30, 2012
SUBJECT: Mosquito Control Update
TO: CMMCP Boards of Health
FROM: Timothy Deschamps, Executive Director

Received
AUG. 31, 2012

What a busy season for CMMCP so far: 51 collections of mosquitoes with West Nile Virus and/or EEE in 25 member cities & towns, many areas with multiple collections – and the season is not over yet. I would like to thank everyone for their assistance in planning our responses; it has been a multi-faceted approach with many city and town departments working together.

The standard residential spraying program will end when cooler night time temperatures predominate (low temps reduce mosquito activity and the effectiveness of the pesticide) – spraying is not allowed until after sunset, and is prohibited at temperatures below 50°F due to label restrictions.

We are entering into the highest risk part of the season, a time where spraying interventions may not always be possible. Please continue to push the message of exercising caution when outside, using repellents and wearing long sleeved shirts and long pants whenever possible. People should also schedule outdoor events to avoid the mosquito's most active time, dawn and dusk. We will continue to monitor mosquitoes throughout September possibly into October. If virus is found in your area, please contact our office and we will determine the appropriate response together. **Risk from mosquito-borne disease may be present even after spraying, and will be present until we have several widespread, killing frosts.**

On our website we post weekly information from our arbovirus surveillance program: <http://www.cmmcp.org/2012vector.htm>. Please feel free to contact me if you have any questions, and you can log on to our website at any time at www.cmmcp.org for additional information.

cc: Member Boards of Selectmen



Minutes, Notices and Updates September 10, 2012

Minutes

1. Personnel Board meeting minutes from July 26, 2012

Notices

1. Notices of Board of Selectmen meetings to be held:
 - a. Notice/Agenda (revised) meeting held on August 27, 2012
 - b. Notice of meeting to be held on September 10, 2012
 - c. Contract Negotiating Team [Executive Session]
 - i. To be held September 5, 2012 [Fire and possibly Police]
 - ii. To be held September 6, 2012 [Police and possibly Fire]
 - iii. To be held September 12, 2012 [Fire] *Cancelled*
 - iv. To be held September 12, 2012 [Police]
2. Notice of a Finance Committee meeting to be held September 10, 2012
3. Notice of an Airport Study Committee meeting to be held September 13, 2012
4. Notice of a Boxborough Emergency Reserve Corps meeting to be held September 11, 2012
5. Notice of a Boxborough Information Technology Committee meeting to be held September 11, 2012
6. Notice of an Energy Committee meeting to be held September 12, 2012
7. Notice of a Steele Farm Advisory Committee meeting to be held September 13, 2012
8. Notice of a Boxborough Leadership Forum meeting to be held September 18, 2012 [*Agenda – TBD*]
9. Notice of the School Committee's Negotiation Subcommittee meetings:
 - a. To be held September 10, 2012
 - b. To be held September 11, 2012
10. Notice of a Vacancy on the Boxborough School Committee
11. Notice of Acton-Boxborough Cultural Council meeting dates September 17th – December 3rd, 2012
12. Notice from Boxborough Police – Vehicle Identification Number Etching Program, October 27, 2012
13. Notice of the MART Advisory Board meeting to be held September 12, 2012

8c



General Correspondence
September 10, 2012

1. Invitation from the Boxborough Historical Society for the 2012 Boxborough Historic Home Tour to take place on September 22, 2012. #

