



**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**November 19, 2012**

**Approved: December 3, 2012**

**PRESENT:** Les Fox, Chair; Frank Powers, Clerk; Raid Suleiman, Member; Robert Stemple, Member; and Vincent Amoroso, 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 7:32 P.M. in the Grange Meeting Room of Town Hall.

**ANNOUNCEMENTS**

Chair Fox read the announcements.

**PUBLIC HEARINGS**

Town Planner, Elizabeth Hughes, provided an update and background on her continuing effort to complete the road acceptance process for roadways that had existed but had been unaccepted at the time she was appointed as Town Planner.

- At 7:40 PM Chair Fox opened the public hearing to consider the proposed laying out and acceptance of Pine Pasture Run. He reviewed the public hearing process; procedure and the purpose of this hearing. There were no residents in attendance. Planner Hughes reported that this roadway is built to applicable standards; is in compliance with applicable laws & regulations and is in good condition. Police Chief Ryder and Fire Chief White have been consulted and have not expressed any concerns. The developer and their attorneys have been cooperative. Town Counsel has reviewed the documentation; has been working with the developer's attorneys and is recommending approval. Chair Fox closed the hearing at 7:45 PM. Member Powers moved to approve the laying out of Pine Pasture Run as shown on the plan entitled "Plan of Land in Boxborough Mass. Owner: John Flannery Inc.", dated July 1, 1997, prepared by R. Wilson and Associates, Land Surveyors and Civil Engineers, 308 Great Road, P.O. Box 238, Littleton, MA, and recorded with the Southern Middlesex Registry of Deeds as Plan 717 of 1997. Seconded by Member Suleiman. **Approved 5-0.**

Though not on the agenda, Planner Hughes provided an update on the Town's effort to continue the trail between the School and Library down to Liberty Square Road and the proposed MassDOT improvements to Route 111/Mass. Ave. between the School and Library. The Town's consulting engineer will be reviewing these matters with the Planning Board on November 26, 2012.

- At 7:50 PM Chair Fox opened the public hearing to consider Boxborough's FY 2013 Residential Factor/Tax Classification. He reviewed the background and the purpose of this hearing. No residents were present for this hearing. Town Assessor, Duane Adams, reviewed the materials provided. There was discussion on the data and the calculations in the presented models. There was discussion on the history of the Selectmen supporting a single tax rate and the rationale behind this. It was suggested that, next year, the Assessor provide data and an analysis as to the possible affect if the tax burden was shifted more towards commercial property owners. It was determined that the Selectmen would support the use of a single tax rate for FY 2013. Chair Fox closed the hearing at 8:20 P.M. Member Powers moved to adopt a residential factor of one, i.e. a single tax rate. Seconded by Member Suleiman. **Approved 5-0.**

**APPOINTMENTS**

- Amy Burke, Abigail (Abby) Reip & Mitzi Garcia-Weil were present as candidates for appointment to the Recreation Commission. Current RecCom member, Matt Rosen was also present.
  - ◇ Member Suleiman moved to appoint Amy Burke to the Recreation Commission to complete the unexpired term of Robert Zurek, effective immediately and ending on June 30, 2014. Seconded by Member Amoroso. **Approved 5-0.**
  - ◇ Member Suleiman moved to appoint Abigail (Abby) Reip to the Recreation Commission to complete the unexpired term of Victor (Buzz) Tremblay, effective immediately and ending on June 30, 2014. Seconded by Member Stemple. **Approved 5-0.**

◇ Member Suleiman moved to appoint Mitzi Garcia - Weil to the Recreation Commission for a term commencing immediately and ending on June 30, 2015. Seconded by Member Powers. **Approved 5-0.**

- Member Amoroso introduced Hoff Stuart as a candidate for appointment to the Conservation Commission. Member Amoroso moved to appoint Hoff Stuart to the Conservation Commission for a term commencing immediately and ending on June 30, 2013. Seconded by Member Stemple. **Approved 5-0.**
- Boxborough Conservation Trust President, Rita Grossman was present to discuss the BCT's proposed Conservation Restriction on "Campbell land" off of Depot Road. Grossman reviewed the recent history; provided background; legal requirements and the general timeline that BCT is following regarding this property. By law, BCT must get the Selectmen to sign off on this Restriction. The BCT anticipates having a draft "working copy" of the document ready next week. They would like to have the Selectmen sign the final document at their December 3<sup>rd</sup> meeting. To expedite this she would like permission to forward this draft document, directly, to Town Counsel for review. The Selectmen agreed that the document could go to Town Counsel prior to the December 3<sup>rd</sup> meeting. Grossman will forward the draft document to TA Shaw and she will then forward it to Town Counsel.
- During Citizens' Concerns Rita Grossman stated that she appreciated that half staff notices are now being posted on the website's calendar.

## MINUTES

- The Selectmen passed over approval of the Goals workshop minutes of November 3, 2012
- Member Suleiman moved to accept the minutes for the Regular Session of November 5, 2012, as revised. Seconded by Member Powers. **Approved 5-0.**

*The Selectmen took Agenda Item # 8a, out of order.*

## NEW BUSINESS

- Information Systems Coordinator, Matt Frost, was present to discuss the Town's VoIP project. Frost referred to the material provided in the packet to review the history, provide background and to update the Selectmen on this project. This information is a result of the concerns that came to light during the initial installation of the Asterisk system and the efforts of a group that was organized to analyze the situation. Frost broke out the essential requirements that were identified. This project is just for phone service. The School was purposely not included in this analysis. The analysis group investigated the systems and services offered by four vendors. The group is recommending that the Town go with the Cisco system. Frost reviewed the pricing and options chosen. This will be procured through Mass State Contract procedures. It has been determined that cable funds could be used to fund this project. Member Powers moved to authorize the use of cable funds for the acquisition and installation of VoIP at town facilities in an amount not to exceed \$70,000.00. Seconded by Member Stemple. **Approved 5-0.**

## SELECTMEN REPORTS

- Member Powers reported that the Council on Aging has decided to level fund the Minuteman Senior Services at \$685.00 in their FY 14 budget. This is the same amount paid for the past several years; however they are continuing discussions with Minuteman on this. The Community Center rental cost will be a line item in their FY14 budget.

He reported that he and TA Shaw had attended a joint Well being Comm. and Acton Safety Net meeting concerning substance abuse. This meeting generated a lot of feedback as to the root causes/driving factors. There was also discussion on strategies that have been implemented elsewhere and their effectiveness. A small task force has been formed to prepare an action plan that will be presented to the main group.

Member Powers also reported that he attended his first Cemetery Comm. meeting today. The focus of the meeting was preliminary budget discussions.

- Member Stemple reported that, prior to this meeting he was at the FinCom meeting. They reviewed the articles for funding the CBAs, draft slides and the numbers. They anticipate having their recommendations on the articles ready by December 3<sup>rd</sup>.
- Member Suleiman reported that Secure Energy Solutions (energy brokers) presented their business model at a recent Energy Comm. meeting. However, based on our current rates it is unlikely the Town could realize any effective savings. EnCom will be working with DPW to review the usage data for the recycling compactor and will be making an effort to obtain resident

feedback. They would like to work with Town on the upcoming trashhauling contract discussions. A DOER representative will be at an upcoming meeting to discuss Green Communities and what options may be available.

- Member Amoroso reported that ConsCom approved MMAF's amended OoC on November 7<sup>th</sup>. MMAF is to complete the necessary work by May 31, 2013.

He also reported on the outreach efforts on regionalization. He and Boxborough School Comm. Chair Neyland recently did a presentation for 10–12 residents; the intention is to hold similar small local events. They continue to collect feedback.

- Chair Fox reported that he has spoken to BSC Chair Neyland and Regionalization Study Comm. member Brolin about coming back in to update the Selectmen.

Chair Fox also reported that he, Chief Ryder, Chief White, and Info. Systems Coord. Frost met with the consultant on the Community Dispatch project. The consultant will be coming to the December 3<sup>rd</sup> meeting to discuss this project.

He also reported that the Housing Board has been notified by two affordable unit owners that they wish to sell. The BHB has begun the process that is necessary to sell these units. He further noted that there is a proposal before MAGIC to develop regional/district resources for affordable housing administrative services.

## OLD BUSINESS

- Chair Fox re-opened discussion on the January 7<sup>th</sup> Special Town Meeting. Final article language will be voted on at the December 3<sup>rd</sup> meeting. There was discussion on how to structure the numbers presented in the three CBA Articles, specifically the Dispatch Article (#3). It was noted that though these are multi year contracts funding must be approved every year by Town Meeting. It was noted that the MoU concerning Article #6 – Easement has been executed. There was a review of recommendation assignments and of the Chair Fox's proposed recommendation language. Revisions were suggested. The warrant will be signed on December 3<sup>rd</sup>.
  - ◇ Chair Fox moved to support Article #1 – Fund cost Items of First Year of Collective Bargaining Agreement – MCOP, Local 200, Police. Seconded by Member Powers. **Approved 4-0-1** (Member Suleiman abstained.)
  - ◇ Chair Fox moved to support Article #2 – Fund cost Items of First Year of Collective Bargaining Agreement – BPFA, Local 4601, Fire. Seconded by Member Powers. **Approved 5-0.**
  - ◇ Chair Fox moved to fund Article # 3 – Fund cost Items of First Year of Collective Bargaining Agreement – MCOP, Local 200A, Dispatch. Seconded by Member Powers. **Approved 5-0.** .
  - ◇ Chair Fox moved to support Article #4 – Inspector of Buildings/Code Administration Officer – Additional Hours to cover Facilities Management. Seconded by Member Powers. **Approved 5-0.**
  - ◇ Chair Fox moved to support Article #5 – Change the Elected Position of Tax Collector to Appointed. Seconded by Member Suleiman. **Approved 5-0.**
  - ◇ Chair Fox moved to support Article #6 – Release of Existing Easement. Seconded by Member Powers. **Approved 5-0.**
  - ◇ Chair Fox moved to support Article # 7 – Road Acceptance – Pine Pasture Run. Seconded by Member Powers. **Approved 5-0.**
- The Selectmen had a brief discussion on the funding sources for the articles, as no FinCom members were present. FinCom had adjourned their meeting and left for the evening.

## NEW BUSINESS (Continued)

- The Selectmen were updated and background was provided on the regional effort to identify ways to improve local public transportation services. The data that has been compiled, so far, will be provided. This group has an opportunity to fund additional research through a second round of Community Innovation Challenge Grants. The paperwork has been prepared they are just looking for the member communities' support in order to apply. Member Powers moved to support the submission of the Community Innovation Challenge Grant (round 2) for Shared Transportation among Acton, Boxborough, Concord, Littleton, Maynard, Stow, Westford and Clock Tower Place. Seconded by Member Stemple. **Approved 5-0.**
- The Selectmen took up the resignations of two members of the Boxborough Information Technology Committee (BIT.com). There was discussion on the contributions that Jay and Chris have made to the Town over the years. There was also discussion on the quorum issues that this Committee now faces. Chair Fox moved to accept with regrets and place on file the resignations of Boxborough Information Technology Committee members Christopher Russo and Jay Bhatia, effective immediately. Seconded by Member Powers. **Approved 5-0.**

## **CONCERNS OF THE BOARD**

- Member Suleiman advised that he had been approached by a farmer (Mr. Stanley) leasing land from MMAF that fronts Stow Road. Concern was expressed that MMAF's recently approved amended OoC would negatively impacted on his ability to farm this property. Chair Fox noted that he had also been contacted by Mr. Stanley. Member Amoroso, the ConsCom liaison, noted that he had been unaware that these concerns existed. There was discussion on the terms of this OoC. It was suggested that a conversation take place among the stakeholders and that there should be a follow up with Mr. Stanley.
- Member Powers expressed concern that residents seem to be unaware that there is a Special Town Meeting in January. There was discussion on ways to get the word out to residents.

## **ADJOURN**

- At 10:40 PM, Member Powers moved to adjourn. Seconded by Member Suleiman. **Approved 5-0.**

## SELECTMEN'S ANNOUNCEMENTS

NOVEMBER 19, 2012

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

- Residents are reminded that a **winter parking ban** is in effect from Nov. 15<sup>th</sup> until April 1<sup>st</sup>. On street parking is not allowed between the hours of 1:00 AM and 6:00 AM and at all times whenever inclement weather is forecasted. Also no overnight or weekend parking is allowed at any of the Town owned facilities, without permission. Unattended vehicles can obstruct the snow removal operations and may be subject to towing. Please go to the Town's website under NEWS or contact the DPW for more information.
- The town is exploring the feasibility of a **Regional Emergency Communication Center** with the town of Littleton. Webb Consulting will be preparing the feasibility study and will be on hand, along with Police Chief Ryder and Fire Chief White, at 7:30 PM on Monday, December 3<sup>rd</sup> at the Board of Selectmen's meeting to provide information about the proposed project and to seek your input.
- **Save the Date.....**  
A **Special Town Meeting** will be held on **Monday, January 7<sup>th</sup>** at the Blanchard Memorial School. More details will be provided in the coming months.
- The **2012 Deer Hunting** Archery Season runs through November 24<sup>th</sup>, followed by Shot Gun season which opens on November 26<sup>th</sup> and runs through December 8<sup>th</sup> and is then followed by Muzzle season. For everyone's safety and enjoyment please remember to exercise some trail safety commonsense during Hunting Season. A listing of suggested Trail Safety Rules may be found on the Town's website.

The Holiday Season quickly approaching.....

- The **Boxborough Museum** at 575 Middle Road will be open from 2:00 pm to 4:00 pm also be opened on SATURDAY, December 1<sup>st</sup>. Stop by before heading up the Tree Lighting to explore our various exhibits and to get a head start on your holiday shopping. Items include Lucie Hager's book, *Portrait of a Town* and the Boxborough Afghan. Admission is free and all are welcome. Members of the Boxborough Historical Society will be on hand to help you and to discuss the exhibits. Contact John Fallon for more information or to arrange for a private tour.
  
- Then head on up to the Annual **Holiday Tree Lighting** taking place at 4:30 PM on Saturday, December 1<sup>st</sup> at the Old Town Center, located at the intersection of Hill and Middle Road with parking available at the Boxborough Museum, just down the hill. Please come and join in the celebration singing along with the Blanchard's own Brass Ensemble and Chorus. The Spirit of Giving Award recipient will be announced and they will have the honor of lighting the tree. You are asked to bring donations for the food pantry and you are invited to bring your baked goods and other treats to the tree lighting to share with others, however we ask that you provide your treats in individual bags for sharing.
  
- The Boxborough **Friends of the Council on Aging's Annual Holiday Party** and luncheon will be held on Wednesday, December 5<sup>th</sup> from 12:00 to 2:00 P.M. at the Boxborough Community Center, 30 Middle Road. There will be a performance by the Acton-Boxborough High School's Madrigal Singers. All are Boxborough Seniors are welcome, admission is free, however this event is always well attended and we request that you call the COA office in advance for reservations.

- 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. 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.
  
- 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 (4), Design Review Board (1 at-large member), Energy Committee (1), Personnel Board (1), Public Celebrations & Ceremonies Comm. (1) Recreation Commission (2) and the Steele Farm Advisory Committee (1). 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](mailto:selectmen@town.boxborough.ma.us).
- If you wish to find out more about **volunteer opportunities** on Town boards or committees contact Town Administrator Selina Shaw [Selina.shaw@town.boxborough.ma.us](mailto:Selina.shaw@town.boxborough.ma.us)
- Board of Selectmen, Boxborough School Committee and Acton-Boxborough Regional School Committee **meetings are broadcast on both Comcast's Channel 9 and Verizon's Channel 39.** Residents can also tune-in and view the public meetings playback schedule, to find out when a particular meeting is scheduled for broadcast.
- For more information on the **winter parking ban** please go to the Town's website under NEWS or contact the DPW at 978-263-1600.
- Please call Laura Arsenault at the COA office (978-263-1116 extension 106) to make a reservation for the Boxborough **Friends of the Council on Aging's Annual Holiday Party** and luncheon.
- For more information on the **Boxborough Museum** or to arrange for a small group private tour of the Museum or Historic Town Center please call John Fallon at 978-264-0069.
- Information on the **Regionalization Study Committee** can be found on the web at: [www.ab.mec.edu](http://www.ab.mec.edu) or email your comments to: [rsd\\_study\\_comm@mail.ab.mec.edu](mailto:rsd_study_comm@mail.ab.mec.edu).



**BOARD OF SELECTMEN**  
**Meeting Agenda**  
**November 19, 2012**  
**Boxborough Town Hall**  
**Grange Meeting Room**

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

**2. ANNOUNCEMENTS**

**3. PUBLIC HEARINGS**

- a) Proposed laying out and acceptance of Pine Pasture Run, 7:40 PM  
*Move to approve the laying out of Pine Pasture Run as shown on the plan entitled "Plan of Land in Boxborough Mass. Owner: John Flannery Inc.", dated July 1, 1997, prepared by R. Wilson and Associates, Land Surveyors and Civil Engineers, 308 Great Road, P.O. Box 238, Littleton, MA, and recorded with the Southern Middlesex Registry of Deeds as Plan 717 of 1997* **VOTE:**
- b) FY 2013 Residential Factor/Tax Classification Hearing, 7:50 PM  
*Move to adopt a residential factor of one, i.e. a single tax rate* **VOTE:**

**4. APPOINTMENTS**

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

- a) Candidates for appointment to Recreation Commission – Amy Burke, Abigail (Abby) Reip & Mitzi Weil, 8:10 PM
- i. *Move to appoint Amy Burke to the Recreation Commission to complete the unexpired term of Robert Zurek, effective immediately and ending on June 30, 2014* **VOTE:**
  - ii. *Move to appoint Abigail (Abby) Reip to the Recreation Commission to complete the unexpired term of Victor (Buzz) Tremblay, effective immediately and ending on June 30, 2014* **VOTE:**
  - iii. *Move to appoint Mitzi Weil to the Recreation Commission for a term commencing immediately and ending on June 30, 2015* **VOTE:**
- b) Hoff Stuart, candidate for appointment to the Conservation Commission, 8:15 PM  
*Move to appoint Hoff Stuart to the Conservation Commission for a term commencing immediately and ending on June 30, 2013* **VOTE:**
- c) Rita Grossman, to discuss BCT Conservation Restriction on "Campbell land", Depot Road, 8:20 PM
- d) Citizens' concerns

**5. MINUTES**

- a) Goals workshop, November 3, 2012 **ACCEPT & POF**
- b) Regular session, November 5, 2012 **ACCEPT & POF**

**6. SELECTMEN REPORTS**

**7. OLD BUSINESS**

- a) Special Town Meeting, January 7, 2013
- i. Final votes on articles

- ii. Review recommendations
- iii. Review funding of articles with FinCom

**VOTE:**

## **8. NEW BUSINESS**

- a) VoIP – discussion regarding status and funding in an amount not to exceed \$...  
*Move to authorize the use of cable funds for the acquisition and installation of VoIP at town facilities in an amount not to exceed \$...*

**VOTE:**

- b) Community Innovation Challenge Grant  
*Move to support the submission of the Community Innovation Challenge Grant (round 2) for Shared Transportation among Acton, Boxborough, Concord, Littleton, Maynard, Stow, Westford and Clock Tower Place*

**VOTE:**

- c) Boxborough Information Technology Committee (BIT.com) – resignations  
*Move to accept with regrets and place on file the resignations of Boxborough Information Technology Committee members Christopher Russo and Jay Bhatia, effective immediately*

**VOTE:**

## **9. CORRESPONDENCE**

**ACCEPT & POF**

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

## **10. PRESS TIME**

## **11. CONCERNS OF THE BOARD**

## **12. ADJOURN**

Laying Out of Public Ways – Pine Pasture Run

**LEGAL NOTICE  
BOXBOROUGH BOARD OF SELECTMEN  
PUBLIC HEARING**

The Board of Selectmen will hold a public hearing on Monday, November 19 at 7:40 p.m. in the Grange Meeting Room, Boxborough Town Hall, 29 Middle Road, on the proposed laying out and acceptance of Pine Pasture Run.

All are welcome to attend.

Per Order  
Board of Selectmen

**LAYING OUT OF PUBLIC WAYS-  
PINE PASTURE RUN  
LEGAL NOTICE  
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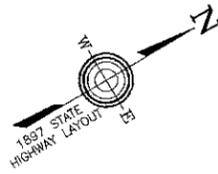
Per Order  
Board of Selectmen

AD#12840707  
Acton Beacon 11/8/12

PINE PASTURE RUN  
ROAD ACCEPTANCE  
WARRANT ARTICLE

To see if the Town will vote to accept as a public way Pine Pasture Run as it has been laid out by the Board of Selectmen as shown on the plan entitled: "Plan of Land in Boxborough Mass. Owner: John Flannery Inc.", dated July 1, 1997, prepared by R. Wilson and Associates, Land Surveyors and Civil Engineers, 308 Great Road, P.O. Box 238, Littleton, MA, and recorded with the Southern Middlesex Registry of Deeds as Plan 717 of 1997, which plan has been filed with the Town Clerk pursuant to G.L. c.82, s.21-23 and to authorize the Board of Selectmen to acquire by purchase, eminent domain, gift or otherwise, such interests in land within the layout as are necessary to use Pine Pasture Run for all purposes for which public ways are used in the Town of Boxborough and to establish it as a town way, together with all drainage and other easements related thereto; or take any other action relative thereto.





BOXBOROUGH PLANNING BOARD  
 "APPROVAL UNDER THE SUBDIVISION CONTROL LAW NOT REQUIRED."  
 DATE: 7/1/97

*Boyan T. ...*  
*John M. ...*

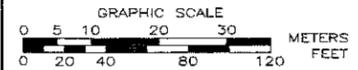
"ENDORSEMENT HEREON DOES NOT CONSTITUTE APPROVAL OF THIS PLAN FOR ZONING PURPOSES, AND DOES NOT RELIEVE THE APPLICANT FROM THE OBLIGATION TO OBTAIN SUCH BUILDING AND ZONING PERMITS OR VARIANCES AS MAY BE REQUIRED BY MASSACHUSETTS GENERAL LAWS OR THE TOWN OF BOXBOROUGH REGULATIONS"

ZONING DISTRICT: AGRICULTURAL-RESIDENTIAL  
 ASSESSORS' REFERENCE: MAP 10 & 11, GROUP 4,  
 PART OF LOT 267 & 268

PLAN REFERENCES:  
 PLAN NO. 1018 OF 1996, DEFINITIVE PLAN OF PINE PASTURE RUN IN BOXBOROUGH MASS., PREPARED BY R. WILSON AND ASSOCIATES, DATED MAY 16, 1996, REVISED JULY 31, 1996  
 PLAN NO. 1019 OF 1996, PREPARED BY R. WILSON AND ASSOCIATES, DATED AUGUST 28, 1996

THIS PLAN IS TO CORRECT ERRORS CONTAINED ON THE AFORESAID PLANS AND TO ELIMINATE THE TURNAROUND EASEMENT ON LOT 2B, SHOWN ON THE DEFINITIVE PLAN (PLAN NO. 1018 OF 1996).

NOTE: G.B.D.H. = GRANITE BOUND WITH DRILL HOLE

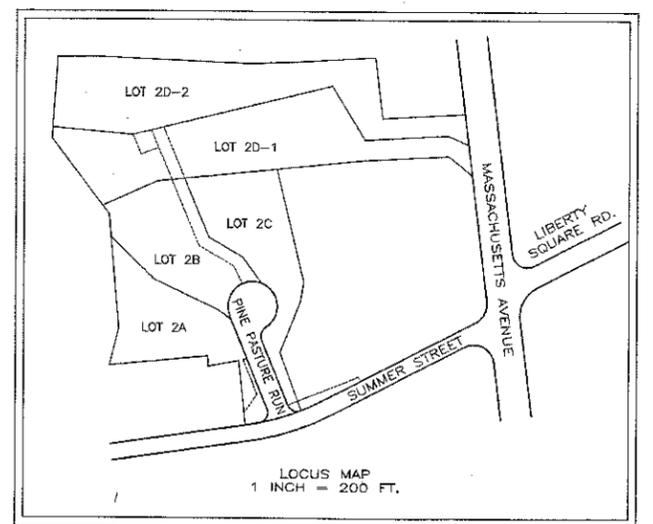
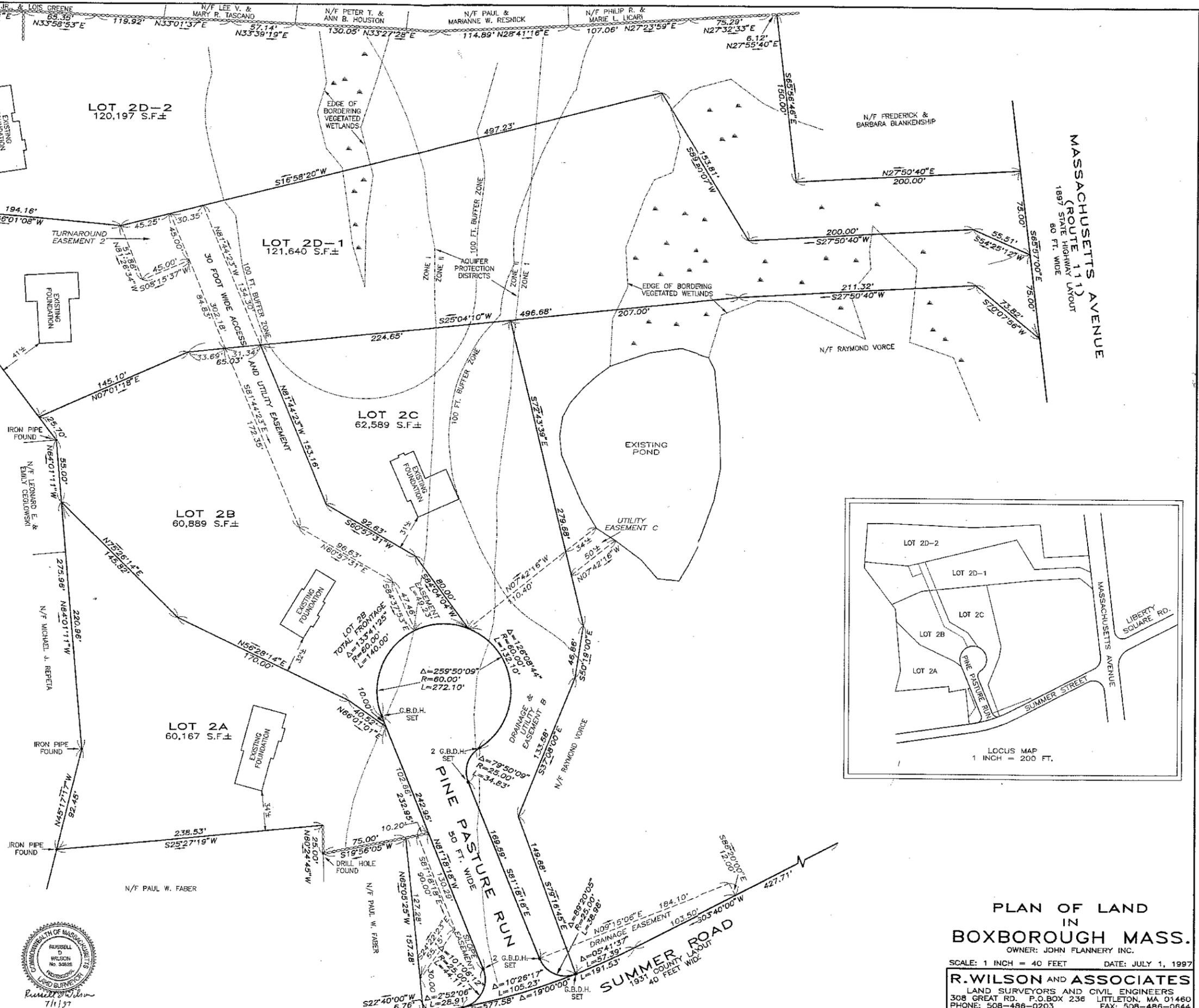


"I CERTIFY THAT THIS PLAN CONFORMS WITH THE RULES AND REGULATIONS OF THE REGISTER OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS"

*Russell D. Wilson*  
 RUSSELL D. WILSON, P.L.S. 34628  
 7/1/97



Middlesex Registry of Deeds,  
 Southern District  
 Cambridge, Massachusetts  
 Plan No. 717 of 19 97  
 Rec'd 7-11 19 97  
 at 3:04 P.M. Doc No. 635  
 Rec'd, Bk 27473 Page 570  
 Attest  
*John R. ...*  
 Register



PLAN OF LAND  
 IN  
 BOXBOROUGH MASS.  
 OWNER: JOHN FLANNERY INC.  
 SCALE: 1 INCH = 40 FEET DATE: JULY 1, 1997  
 R. WILSON AND ASSOCIATES  
 LAND SURVEYORS AND CIVIL ENGINEERS  
 308 GREAT RD., P.O. BOX 236 LITTLETON, MA 01460  
 PHONE: 508-486-0203 FAX: 508-486-0644  
 FILE NO. 158



**LEGAL NOTICE  
BOXBOROUGH BOARD OF SELECTMAN  
PUBLIC HEARING  
FY2013 TAX CLASSIFICATION HEARING**

Pursuant to MGL Chapter 40 Sec. 56, the Board of Selectman will hold a **Public Hearing in the Grange Meeting Room, Town Hall, 29 Middle Road, Boxborough on Monday, November 19, 2012 at 7:50 pm** on the adoption of a Residential Factor, thereby determining the percentages of the tax burden borne by each class of real and personal property for FY2013. At said hearing, the Assessor shall provide all information and data relevant to making such determination and the fiscal effect of the available alternatives.

Per order,  
Board of Selectman

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FY2013 TAX CLASSIFICATION  
HEARING

**LEGAL NOTICE  
BOXBOROUGH BOARD OF  
SELECTMAN  
PUBLIC HEARING  
FY2013 TAX CLASSIFICATION  
HEARING**

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Per order,  
Board of Selectman

AD#12840141  
Beacon Acton 11/1/12

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**Boxborough Massachusetts  
Fiscal Year 2013  
Residential Factor/Tax Classification Hearing  
Monday, November 19, 2012**

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**Prepared for:**     *Boxborough Board of Selectmen*

**Leslie Fox, Chair  
Frank Powers, Clerk  
Vincent Amoroso  
Raid Suleiman  
Robert Stemple**

**Prepared by:**     **Duane Adams  
Town Assessor**

November 19, 2012

To the Board of Selectmen and the Citizens of Boxborough:

As Town Assessor, I am pleased to present information and options for the Board of Selectmen to determine whether there shall be a single tax rate or split tax rate for various classes of property for Fiscal Year 2013, also known as the adoption of the **residential factor**.

Prior to the residential factor discussion, I feel it is noteworthy to mention the work of the past 12 months in which The Town of Boxborough has successfully completed its Fiscal Year 2013 Triennial Reassessment of all real and personal property. The Commissioner of Revenue has certified that the locally assessed values of real and personal property in Boxborough represent full and fair cash valuation as of January 1, 2012 for fiscal year 2013 and that these proposed property assessments satisfy the minimum requirements for certification.

The Commissioner further certifies that:

1. all real property has been classified according to its use as of January 1, 2012 as required by Chapter 59, § 2A(b).
2. a majority of the assessors have been qualified to classify property by their attendance at a classification workshop conducted by the Department of Revenue.

Results and valuation adjustments are outlined below. Supporting analysis was based on sales of property within Boxborough during calendar year 2011. Notice of Certification was received from the Department of Revenue on 10/25/2012.

**Town of Boxborough**  
**GENERAL DATA & STATISTICS**

The assessment date for FY2013 is **January 1, 2012** (It is June 30, for parcels with building permits per Chapter 653)

**Property Classifications**

**Class 1 Residential**

**Class 2 Open Space**

**Class 3 Commercial**

**Class 4 Industrial**

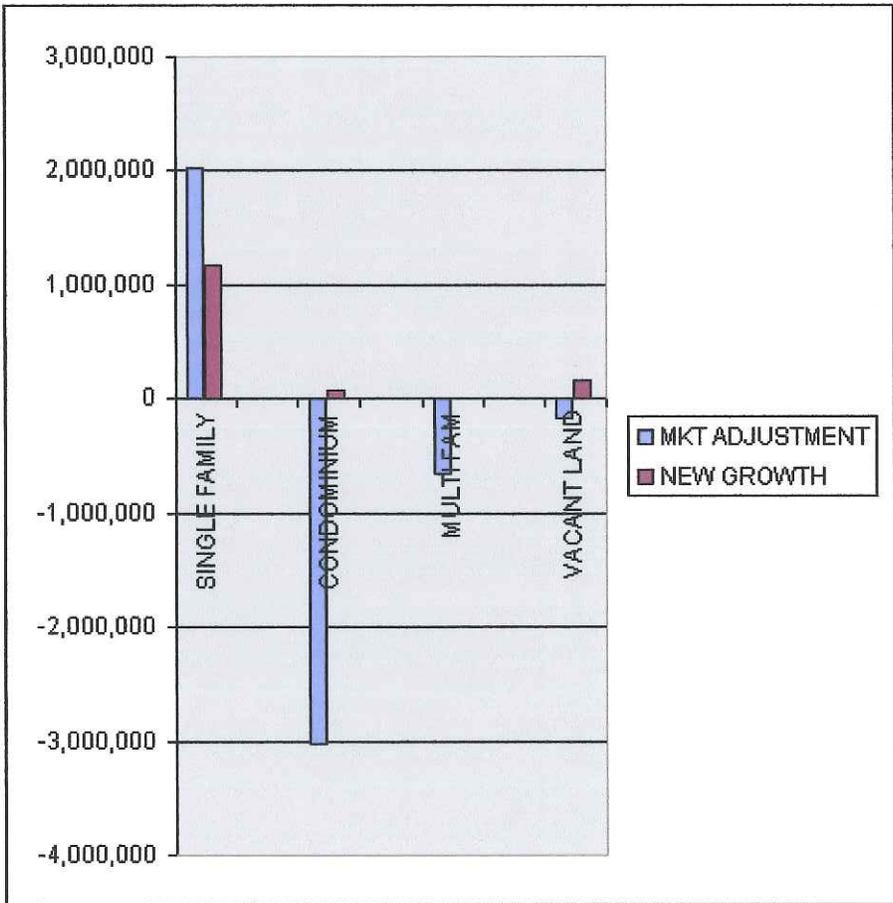
**Class 5 Personal Property**

**Under a split tax rate option, the residential rate is applied to residential and open space property and a commercial rate is applied to the commercial, industrial and personal property classes.**

The following spreadsheets are a summary of the real and personal property valuation totals by property class showing adjustments from Fiscal Year 2012 for market revaluation and new growth to current Fiscal Year 2013 total valuation.

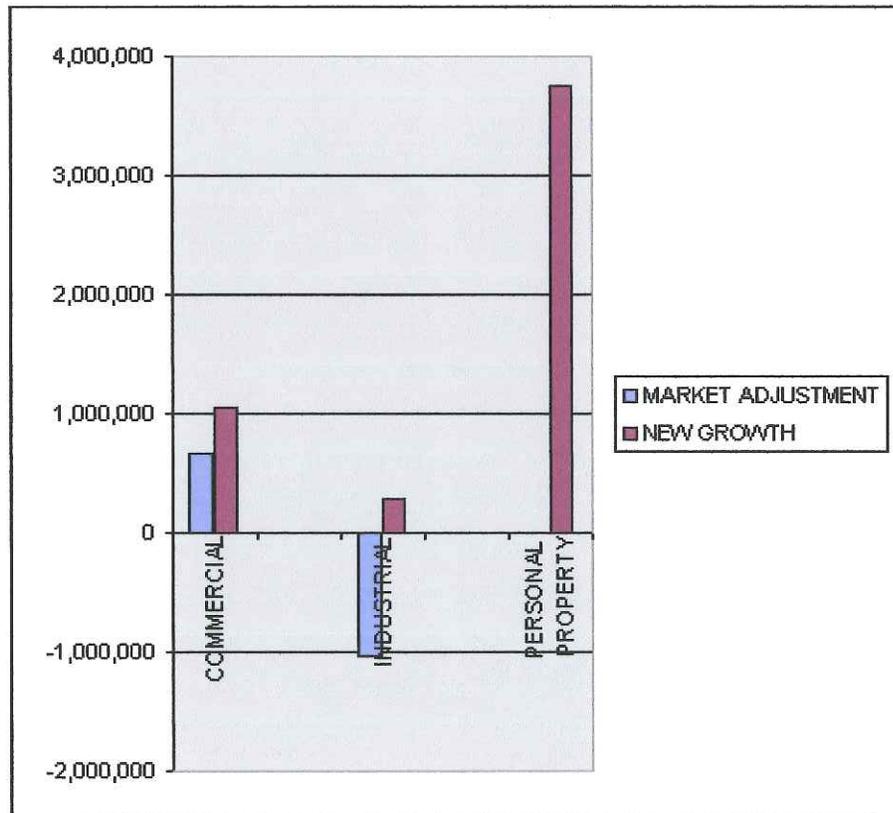
**CLASS 1 RESIDENTIAL**

	2012 TOTAL VALUE	MKT ADJUSTMENT	NEW GROWTH	2013 TOTAL VALUE	NET CHANGE
<b>SINGLE FAMILY</b>	609,054,086	2,058,636	1,175,100	612,287,822	0.53%
<b>CONDOMINIUM</b>	85,681,000	-3,025,500	82,700	82,738,200	-3.43%
<b>MULTI FAM</b>	8,805,200	-655,800	0	8,149,400	-7.44%
<b>VACANT LAND</b>	7,979,300	-174,400	155,800	7,960,700	-0.23%



**CLASS 3,4,5  
COMMERCIAL,  
INDUSTRIAL,  
PERSONAL  
PROPERTY**

	2012 TOTAL VALUE	MARKET ADJUSTMENT	NEW GROWTH	2013 TOTAL VALUE	NET CHANGE
<b>COMMERCIAL</b>	75,754,031	682,861	1,057,600	77,494,492	2.30%
<b>INDUSTRIAL</b>	128,070,575	-1,380,200	285,000	126,975,375	-0.86%
<b>PERSONAL PROPERTY</b>	28,972,060	0	3,755,702	29,343,438	1.28%



## Town of Boxborough

### ASSESSED VALUES BY CLASS

FISCAL YEAR	CLASS 1 RESIDENTIAL	CLASS 3 COMMERCIAL	CLASS 4 INDUSTRIAL	CLASS 5 PERSONAL PROPERTY
2013	711,136,122	77,494,492	126,975,375	29,343,438
2012	711,519,586	75,754,031	128,070,575	28,972,060
2011	716,783,627	74,329,816	129,915,715	22,556,930
2010	722,063,119	81,176,198	138,354,394	19,737,030
2009	784,289,120	90,390,037	145,949,404	18,360,190
2008	811,347,716	85,080,563	141,119,639	14,647,710
2007	796,389,798	80,697,358	141,013,607	9,994,460
2006	782,105,788	84,876,375	142,770,314	10,044,100
2005	708,686,571	80,829,539	128,815,714	8,866,140
2004	668,458,861	81,433,421	123,734,762	8,577,870
2003	656,587,806	75,740,920	118,246,490	7,374,610

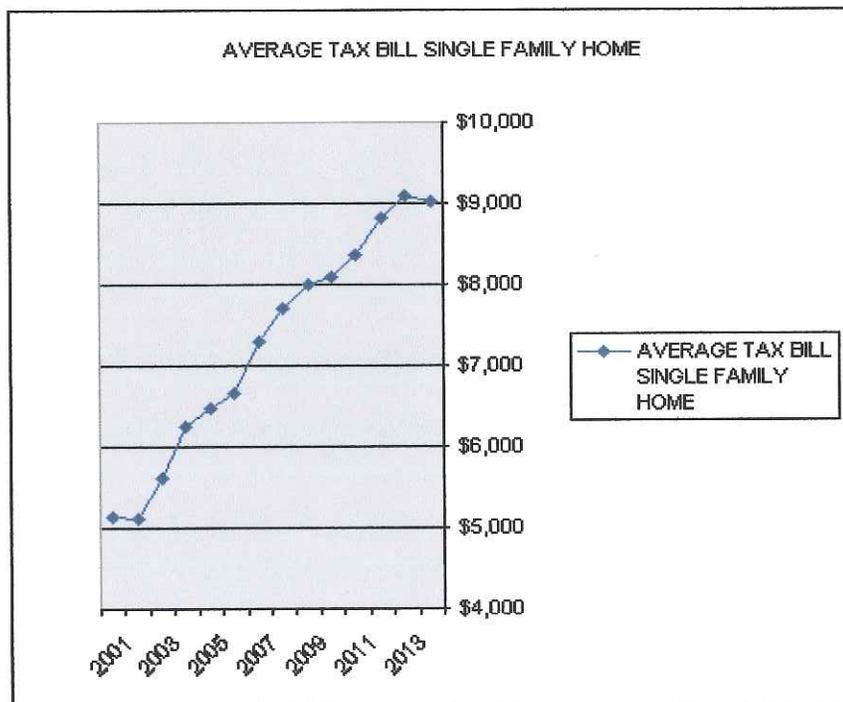
- ◆ Based upon a residential factor of one, (meaning single tax rate), the anticipated **FY2013 tax rate** would be **\$17.69/1000 value**. The average single family tax bill would be \$9,022, a decrease of 0.63%

# TAX RATE RECAPITULATION INFORMATION

## TOWN OF BOXBOROUGH – Property Tax Levy

The property tax levy is the revenue a community can raise through real & personal property taxes.

<u>FISCAL YEAR</u>	<u>AVERAGE TAX BILL SINGLE FAMILY HOME</u>	<u>% CHNG</u>	<u>AVERAGE SINGLE FAMILY ASSESSMENT</u>	<u>REAL AND PERSONAL PROPERTY TOTAL VALUE</u>	<u>TAX LEVY</u>	<u>TAX RATE</u>
2013	<b>\$9,022</b>	<b>-0.63%</b>	<b>510,000</b>	944,949,427	<b>16,719,808</b>	<b>17.69</b>
2012	\$9,080	2.95%	508,136	944,316,252	16,875,732	17.87
2011	\$8,819	5.38%	507,184	943,586,088	16,403,457	17.38
2010	\$8,369	3.31%	506,349	961,330,741	15,894,409	16.53
2009	\$8,101	1.29%	545,872	1,038,988,751	15,418,593	14.84
2008	\$7,998	3.72%	565,637	1,052,195,628	14,878,046	14.14
2007	\$7,711	5.62%	554,000	1,028,095,223	14,259,680	13.87
2006	\$7,301	9.62%	551,921	1,109,796,577	13,502,106	13.24
2005	\$6,660	2.92%	508,396	927,197,964	12,146,293	13.1
2004	\$6,471	3.72%	485,810	882,204,914	11,733,325	13.32
2003	\$6,239	11.17%	488,184	857,949,826	10,964,599	12.78
2002	\$5,612	9.65%	362,766	637,838,225	9,867,357	15.47
2001	\$5,118	-0.35%	330,193	566,866,200	8,786,426	15.5
2000	\$5,136		304,265	475,101,240	8,019,709	16.88



**Massachusetts Department of Revenue  
Division of Local Services  
Municipal Databank/Local Aid Section (source)**

**FY2012 Average SINGLE FAMILY Tax Bill**

Municipality	Total Assessed Value	Average Assessed Value	Tax Rate	Average SF Tax Bill
Concord	3,889,030,000	851,550	13.58	<b>\$11,564</b>
Acton	2,440,410,000	499,163	18.55	<b>\$9,259</b>
<b>Boxborough</b>	<b>595,535,800</b>	<b>508,136</b>	<b>17.87</b>	<b>\$9,080</b>
Harvard	909,100,400	545,679	16.24	<b>\$8,862</b>
Stow	882,774,400	429,156	17.90	<b>\$7,682</b>
*Westford	2,794,232,900	443,811	15.55 (RES)	<b>\$6,901</b>
*Littleton	1,047,757,000	370,625	16.08 (RES)	<b>\$5,960</b>
STATE AVG.	-	361,629	-	<b>\$4,537</b>

\* Community had a FY2012 split tax rate:

Littleton – CIP rate \$25.74      Class % share – RES 78.42    CIP 21.57

Westford – CIP rate \$15.79      RES 85.92    CIP 14.07

**Town of Boxborough**  
**Relationship of Class Values**

<b>FISCAL YEAR</b>	<b>RESIDENTIAL/ OPEN SPACE Class 1</b>	<b>COMM/IND/ PER PROP Class 3,4,5</b>	<b>TOTALS</b>
2013	75.25	24.75	100.0%
2012	75.35	24.65	100.0%
2011	75.96	24.04	100.0%

**This hearing requires a vote on the  
ADOPTION OF A RESIDENTIAL FACTOR pursuant to  
MGL Chapter 40 Sec. 56.**

Below are factor & tax rate options to consider:  
Tax burden CIP shift can be up to 150%.

**RESIDENTIAL FACTOR**

**Fiscal Year 2013 Tax Rate Options**

**OPTION 1:            SINGLE RATE (factor of 1) – NO SHIFT**

<b><u>SINGLE RATE</u></b>	<b>ALL \$17.69</b>
Average Single Family Value	\$510,000
Average Single Family Tax Bill	\$ 9,022
Average Comm/Ind Value	\$1,703,915
Average Comm/ Ind Tax Bill	\$30,142

**OPTION 2:            SHIFTING THE TAX BURDEN BY 5%**

<b><u>SPLIT RATE WITH CIP SHIFT OF 105%</u></b>	<b>RES. \$17.40</b>
<b>RESIDENTIAL FACTOR OF 98.3561</b>	<b>CIP \$18.58</b>
Average Single Family Tax Bill	\$8,874
<b><u>Average Single Family Tax Bill decrease</u></b>	<b>\$148</b>
Average Comm/ Ind Tax Bill	\$31,658
<b><u>Average Comm/Ind Tax Bill increase</u></b>	<b>\$1,516</b>

**MORE OPTIONS**

**OPTION: 3                    SHIFTING THE TAX BURDEN BY 10%**

<b><u>SPLIT RATE WITH CIP INCREASE OF 110%</u></b>	<b>RES. \$17.11</b>
<b><u>RESIDENTIAL FACTOR OF 96.7121</u></b>	<b>CIP    \$19.46</b>
Average Single Family Tax Bill	\$8726
<u>Average Single Family Tax Bill decrease</u>	\$296
Average Comm/ Ind Tax Bill	\$33,158
<u>Average Comm/Ind Tax Bill increase</u>	\$3,016

**OPTION 4:                    SHIFTING THE TAX BURDEN BY 15%**

<b><u>SPLIT RATE WITH CIP INCREASE OF 115%</u></b>	<b>RES. \$16.82</b>
<b><u>RESIDENTIAL FACTOR OF 95.0682</u></b>	<b>CIP    \$20.35</b>
Average Single Family Tax Bill	\$8,578
<u>Average Single Family Tax Bill decrease</u>	\$444
Average Comm/ Ind Tax Bill	\$34,674
<u>Average Comm/Ind Tax Bill increase</u>	\$4,532



**THANK YOU!**

4c

**Selina S. Shaw**

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**From:** Rita Grossman [leahjen@verizon.net]  
**Sent:** Tuesday, November 06, 2012 1:43 PM  
**To:** lesfox@comcast.net  
**Cc:** Simon@SimonBunyard.com; 'Selina Shaw'; 'Susan Crane'  
**Subject:** BCTrust and Campbell land

Hi Les,

As you recall, the BCTrust acquired the 35 ac parcel on Depot Road known as the Campbell Land three years ago through an assignment of the Town's right of first refusal to the Trust. As required by law, the BCTrust will be placing a CR on 70% of the property and I've scheduled time with the BoS for Nov. 19th's meeting to get the BoS sign off on the document (hopefully, a final draft).

According to our attorney, the Cons Com does not technically need to "sign off" on this, however, am I correct to assume that the BoS will want their input? I'm on Cons Com's agenda for tomorrow's meeting.

The CR will be co-held by the BCTrust and the Sudbury Valley Trustees (Susan Crane cc'd on this). All of the land will be in private ownership, with 70% deed restricted w/ the CR and the Trust is currently working w/ a buyer for the land.

Other than a draft and a map showing the CR, is there anything else the Town will require?

Hope you are doing well.

Best,  
Rita Grossman

11/6/2012





**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**November 5, 2012**

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

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

**ABSENT:** Robert Stemple

**ALSO PRESENT:** Selina Shaw, Town Administrator and Cheryl Mahoney, Department Assistant

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

Chair Fox called the meeting to order at 7:30 P.M. in the Meeting Room of the Sargent Memorial Library.

**ANNOUNCEMENTS**

The announcements were not read.

*The Board took agenda items #4a-b, out of order.*

**MINUTES**

- Member Powers moved to accept the minutes for the Regular Sessions of October 15, 2012 and October 22, 2012, as revised. Seconded by Member Suleiman. **Approved 4-0.**

**APPOINTMENTS**

- As he has for previous, severe, weather events, Fire Chief, Randolph White, was present to provide a de-briefing on Hurricane Sandy. We have experienced four (4) severe weather events in the past year. On Friday morning the stakeholders, Police Dept.; Fire Dept.; DPW; CoA; TA Shaw; the Selectmen; BERC; and LELWD come together to prepare. There was also a meeting Monday morning, with the utilities companies. As with the previous events, MEMA and FEMA again provided assistance. MEMA and National Weather Service conducted conference calls twice a day prior to and during the storm. LELWD did a good job keeping us updated. Hager well was topped off and extra staffing was put in place for the necessary departments. Periodic updates were provided to residents via posting on the Town and Fire Department websites; and on the Beacon's website. Information was also communicated through Nixle, CodeRED, RU OK and reverse 911. Residents seemed have been able to be kept well informed using these systems. Emergency shelter protocols were established. Town Hall, Blanchard School and the Library were closed in anticipation of the storm. Power was out for most of the Town Monday afternoon but most homes were restored by that evening. There were two road closures due to downed trees and/or lines – Old Harvard Road and Depot Road. There were 2-3 calls inquiring about emergency shelters but power was restored before they needed to relocate. Several issues/concerns came to light during the storm. Once again there were problems with the Fire Station's generator but they were able to "piggyback" on the Police generator. There are sections of the Fire Station that are not wired for generator power. Though it is in process, there are still no generators for the Hager Well site or the School. DPW had to use a portable generator to run the fuel pump. The Town's internet service went down when Town Hall lost power. We are now in the process of switching these services down to the Police Station to avoid this in the future. Radios were inoperable because the cell tower sites where the broadcast units are located lost power and these sites do not have emergency generators. The Dispatch center experienced a power surge and many of their systems, including phones, went out and could not be restored during the storm. Luckily, the enhanced 911 system automatically rolled all 911 calls over to our mutual aid community, Harvard. To further complicate matters, the State's 911 "trunk" line was down for several hours. Fortunately, emergency personnel were able to communicate using an older radio system. There is still a concern about being able to maintain emergency services during prolonged outages. To address many of these issues/concerns the Town will need to work on improvements to our essential core structure. Chief White and Chief Ryder will be working with their liaisons on this. Chief White related input he had received from the LELWD General Manager. There was discussion about whether local gas stations are equipped with generators to run their fuel pumps during an outage.

*The Board took agenda item #6a, out of order.*

#### **OLD BUSINESS**

- The Selectmen opened discussion on the proposed articles and to close the warrant for the January 7, 2012, Special Town Meeting. Conservation Comm. Chair, Dennis Reip & member, Norm Hanover were present to discuss Article #6 – Release of Existing Easement. The intent of this article is to “swap” an access easement in the Barteau Lane area. This article is necessary because the original easement was approved by Town Meeting. Reip outlined the need for this article and provided background, referencing the proposed Agreement of Easements and maps and diagrams provided. Chair Fox moved to support Article # 6 – Release of Existing Easement and to draft a favorable recommendation for this article. Seconded by Member Suleiman. **Approved 4-0.** The Selectmen reviewed the rest of the warrant. The Moderator has provided his input. There was discussion as to the funding breakout being presented in the three Collective Bargaining Agreement articles (#1, 2 & 3). There was discussion about the Chiefs providing input on the information being provided in the articles. The Chiefs have been strongly advised that they are responsible for making these numbers work. It was suggested that the stakeholders should come to together, in order to discuss and eliminate potential issues prior to Town Meeting. The visuals should be as clear and as simple as possible. There was discussion on the FY 13 budget data. There was discussion about the Building Inspector position Funding article (#4) and the previous efforts to fill this position. It was noted that, again, there has to be a thorough discussion among the stakeholders prior to Town Meeting to identify potential concerns. TA Shaw intends to create a forward-looking funding model on this. As to the remaining articles: the Selectmen had already gone over # 5- Tax Collection Article at their last meeting; Article #6 – Easement “swap” was just reviewed and with Article #7 – Road Acceptance there is nothing unusual. This is just standard procedure.

The drafting of recommendations was assigned:

Articles #1, 2 & 3 (CBAs) – Powers & Fox

Article # 4 (BICAO) – Suleiman & Fox

Article #5 (Tax Collector) - Suleiman

Article # 6 (Trail Easement) – Amoroso

Article #7 (Pine Pasture Run) – Pro forma

Member Powers moved to close the warrant for the Special Town Meeting to be held on January 7, 2013. Seconded by Member Amoroso. **Approved 4-0.**

#### **SELECTMEN REPORTS**

- Member Amoroso reported that the Regionalization Study Committee is in “outreach mode,” getting the word out about the regionalization proposal and seeking further input.
- In related matters, Chair Fox reported he has asked TA Shaw to form a team to work on determining the possible concerns, and the legal description & language regarding conveying the Blanchard School facility to the newly formed regional school district if it is approved. He further noted that there will probably also need to be a discussion on the School’s water system as it is supplied from the Town’s Hager well site.
- Member Powers reported that he and Chair Fox had met with both Chief Ryder and Chief White to discuss the communication issues that arose during Hurricane Sandy.
- Member Suleiman reported that the Energy Comm. continues its effort to gain benefits similar to those offered by Green Communities. He is working to keep communications positive and open with LELWD. It was suggested that a lobby effort, at the state level, discussing how to allow communities like Boxborough to participate in Green Communities could be a positive step.
- Chair Fox reported that at a recent MAGIC meeting he learned that Bedford and Arlington are discussing a joint hiring of an Energy Manager to administer Green Communities related items in their communities.

He also reported that the Stow Road Concept Development Committee has adopted the remote participation option. A working group has, also, been formed to begin to outline what kind of development that could be considered.

- All of the Selectmen noted that they had attended the Selectmen’s goal workshop on Saturday.

#### **NEW BUSINESS**

- Member Fox opened discussion on the filing of disclosures of appearance of conflict of interest pursuant to c. 268A §23(b)(3) by the Boxborough members of the ABCC. He outlined the process and the reasons for these filings. Member Powers moved to accept and place on file the disclosures of conflict of interest filed pursuant to c. 268A §23(b)(3) by Acton-Boxborough

Cultural Council members Pascale Belin-White, Todd Davis, Nancy Kumaraswami & Marion Powers. Seconded by Member Suleiman. **Approved 4-0.**

- The Selectmen reviewed their proposed Meeting Schedule (January – May 2013). Member Powers moved to approve the proposed meeting schedule for the Board of Selectmen for the period January 7 – May 22, 2013, as presented. Seconded by Member Suleiman. **Approved 4-0.**

#### **CORRESPONDENCE**

- There was discussion on a letter from a resident who had an issue with the Tax Collector's \$1.00 duplicate bill fee, which is charged when the remittance slip does not accompany a payment. There is no notice on the tax bill that this fee may be charged.

#### **ADJOURN**

- At 9:24 PM, Member Powers moved to adjourn. Seconded by Member Suleiman. **Approved 4-0.**





**TOWN OF BOXBOROUGH  
SPECIAL TOWN MEETING  
JANUARY 7, 2013  
LIST OF ARTICLES**

1. **FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE**
2. **FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - BOXBOROUGH PROFESSIONAL FIREFIGHTERS ASSOCIATION, LOCAL 4601**
3. **FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH**
4. **INSPECTOR OF BUILDINGS/CODE ADMINISTRATION OFFICER – ADDITIONAL HOURS TO COVER FACILITIES MANAGEMENT**
5. **CHANGE THE ELECTED POSITION OF TAX COLLECTOR TO APPOINTED**
6. **RELEASE OF EXISTING EASEMENT**
7. **ROAD ACCEPTANCE – PINE PASTURE RUN**

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To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, Massachusetts Avenue, Boxborough, MA on Monday, January 7, 2013 at 7:00 p.m. to act on Articles 1 through 7 of this Special Town Meeting Warrant.

**ARTICLE 1 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE**

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the amounts necessary to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200, Police (July 1, 2012 to June 30, 2015); and further to amend the operating budget approved by the Annual Town Meeting for the fiscal year beginning July 1, 2012 as follows:

Line Item	Account Name	Appropriated at ATM 5/15/12	Proposed Increase/Decrease	Total FY 13 Allocation
210	Total Salaries – Police	\$937,794	\$27,676	\$965,470
915	Total Other – Employee Benefits	\$1,404,740	\$<7,634>	\$1,397,106
Net amount required to transfer from free cash			<b>\$20,042</b>	

Or take any other action relative thereto.

N.B. The total decrease to Line # 915, Total Other – Employee Benefits if articles 1 – 3 are approved will be \$11,614, resulting in a total FY 13 Allocation of \$1,393,126.

**The Board of Selectmen recommends...**

**The Finance Committee...**

**NOTES:**

**ARTICLE 2 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - BOXBOROUGH PROFESSIONAL FIREFIGHTERS ASSOCIATION, LOCAL 4601**

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the amounts necessary to fund the cost items of the first year of the collective bargaining agreement between the Town and the Boxborough Professional Firefighters Association, Local 4601 (July 1, 2012 to June 30, 2015); and further to amend the operating budget approved by the Annual Town Meeting for the fiscal year beginning July 1, 2012 as follows:

<b>Line Item</b>	<b>Account Name</b>	<b>Appropriated at ATM 5/15/12</b>	<b>Proposed Increase/Decrease</b>	<b>Total FY 13 Allocation</b>
220	Total Salaries – Fire	\$716,199	\$7,635	\$723,834
220	Total Other - Fire	\$102,650	\$400	\$103,050
915	Total Other – Employee Benefits	\$1,404,740	\$<1,691>	\$1,403,049
Net amount required to transfer from free cash			<b>\$6,344</b>	

Or take any other action relative thereto.

N.B. The total decrease to Line # 915, Total Other – Employee Benefits if articles 1 – 3 are approved will be \$11,614, resulting in a total FY 13 Allocation of \$1,393,126.

**The Board of Selectmen recommends...**

**The Finance Committee...**

**NOTES:**

**ARTICLE 3 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH**

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the amounts necessary to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200A, Dispatch (July 1, 2012 to June 30, 2015); and further to amend the operating budget approved by the Annual Town Meeting for the fiscal year beginning July 1, 2012 as follows:

Line Item	Account Name	Appropriated at ATM 5/15/12	Proposed Increase/Decrease	Total FY 13 Allocation
220	Total Salaries - Dispatch	\$233,898	\$13,428	\$247,326
220	Total Other - Dispatch	\$35,347	\$200	\$35,547
915	Total Other - Employee Benefits	\$1,404,740	\$<2,289>	\$1,402,451
Net amount required to transfer from free cash			<b>\$11,339</b>	

Or take any other action relative thereto.

N.B. The total decrease to Line # 915, Total Other – Employee Benefits if articles 1 – 3 are approved will be \$11,614, resulting in a total FY 13 Allocation of \$1,393,126.

**The Board of Selectmen recommends...**

**The Finance Committee...**

**NOTES:**

**ARTICLE 4 INSPECTOR OF BUILDINGS/CODE ADMINISTRATION OFFICER –  
ADDITIONAL HOURS TO COVER FACILITIES MANAGEMENT**

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Six Thousand Dollars (\$6,000) more or less, for the purpose of funding fifteen additional hours for the position of Inspector of Buildings/Code Administration Officer to cover facilities management responsibilities across the town and school facilities; and further to amend the operating budget approved by the Annual Town Meeting on May 15, 2012 for the fiscal year beginning July 1, 2012 as follows:

<b>Line Item</b>	<b>Account Name</b>	<b>Appropriated at ATM 5/15/12</b>	<b>Proposed Increase</b>	<b>Total FY 13 Allocation</b>
241	Total Salaries – Building Inspector	\$40,500	\$6,000	\$46,500

Or take any other action relative thereto.

**Summary**

Include rationale for increased hours... benefits of facilities management professional... reduced impact to FY 13 budget due to unfilled budgeted hours... and cost in future years of 40 hrs position...

**The Board of Selectmen recommends...**

**The Finance Committee...**

**The Personnel Board recommends (4 – 0).**

The Personnel Board voted unanimously to recommend that the hours of the BI/CAO be increased from 25 hours per week to 40 hours per week. The Personnel Board believes that the increase in hours is necessary to adequately cover the facility management needs of both Boxborough’s municipal buildings and school buildings.

**NOTES:**

**ARTICLE 5 CHANGE THE ELECTED POSITION OF TAX COLLECTOR TO APPOINTED**  
(Majority vote required)

To see if the Town will vote to have its elected Tax Collector become an appointed Tax Collector of the town; or take any other action relative thereto.

**Summary**

Explain process... ballot question at annual town election... rationale...

**The Board of Selectmen recommends...**

**The Finance Committee...**

**The Personnel Board recommends (4 – 0).**

The Personnel Board voted unanimously to recommend that the position of Tax Collector be changed from an appointed position to an elected position. Making this change will allow the Board of Selectmen to set qualifications and educational standards; it will also allow the BoS to employ the same vetting process that is in place for all department heads. Lastly, this change will ensure that the high quality of excellence exhibited in this vital position will continue to be maintained.

**NOTES:**

**ARTICLE 6 RELEASE OF EXISTING EASEMENT**

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to release an existing access easement described in a deed recorded with the Southern Middlesex Registry of Deeds in Book 22281, Page 67, on a parcel of land owned by Ken C. and Sandra G. Fabian, in consideration of and contingent upon on the Conservation Commission’s acceptance of a new trail easement, pursuant to G.L. c.40, §8C, on the same parcel of land as shown on a plan entitled “Easement Plan, 90 Barteau Lane, Boxborough, MA; prepared for: The Town of Boxborough & Ken C. & Sandra G. Fabian; scale: 1”=40’; dated: September 2, 2012”, a copy of which is on file with the Town Clerk, or take any other action relative thereto.

**Summary**

The proposed new easement is intended to confirm the Town’s legal right to use and maintain an existing trail in exchange for releasing the original access easement which is of minimal use and is no longer desired. The easement to be released can be seen on a plan recorded as Plan No. 646 of 1992 with the Southern Middlesex Registry of Deeds.

The existing easement to be released was previously accepted by the Town in 1992 as a gift of the Cynthia H. Fisk Estate and was intended to provide access to Conservation land also gifted by the Fisk Estate. Over time, a more favorable and practical trail location providing access to that same land was established on the Fabian land by way of an informal agreement with the Fabians. The new trail easement is aligned to match this existing trail location on the Fabian property which provides a direct connection between two existing parcels of Town Conservation Land.

**The Conservation Commission recommends (5 – 0).**

**The Board of Selectmen...**

**The Finance Committee...**

**ARTICLE 7      ROAD ACCEPTANCE – PINE PASTURE RUN**

(Majority vote required)

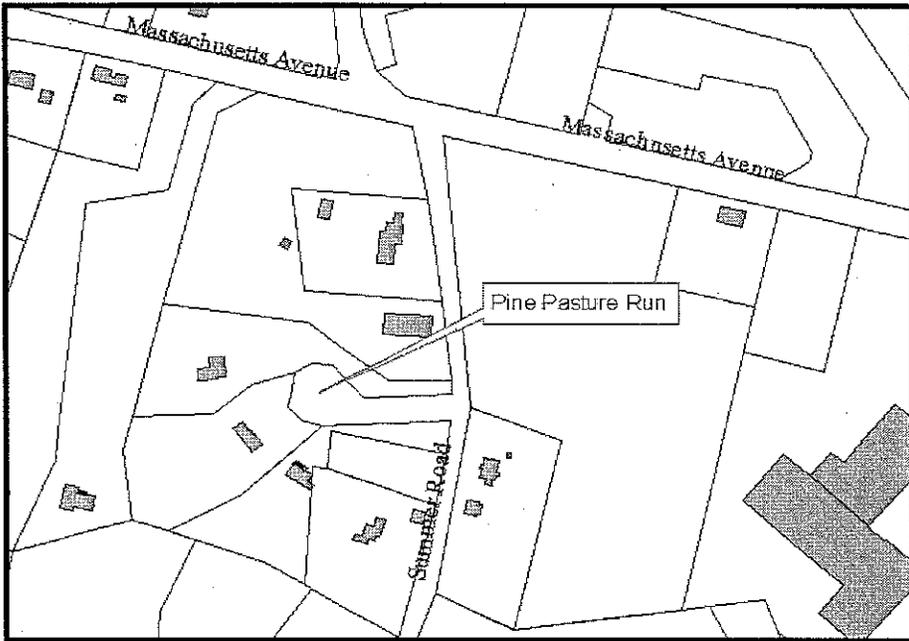
To see if the Town will vote to accept as a public way Pine Pasture Run as it has been laid out by the Board of Selectmen as shown on the plan entitled: "Plan of Land in Boxborough Mass. Owner: John Flannery Inc.", dated July 1, 1997, prepared by R. Wilson and Associates, Land Surveyors and Civil Engineers, 308 Great Road, P.O. Box 238, Littleton, MA, and recorded with the Southern Middlesex Registry of Deeds as Plan 717 of 1997, which plan has been filed with the Town Clerk pursuant to G.L. c.82, s.21-23 and to authorize the Board of Selectmen to acquire by purchase, eminent domain, gift or otherwise, such interests in land within the layout as are necessary to use Pine Pasture Run for all purposes for which public ways are used in the Town of Boxborough and to establish it as a town way, together with all drainage and other easements related thereto; or take any other action relative thereto.

**The Planning Board recommends.**

**The Board of Selectmen recommends...**

**The Finance Committee...**

**NOTES:**



You are required to serve this Special Town Meeting Warrant by posting copies thereof, attested by you, at the Town Hall, at the Sargent Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before December 21, 2012.

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Leslie R. Fox, Chairman  
Board of Selectmen

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Francis J. Powers, Clerk  
Board of Selectmen

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Vincent M. Amoroso  
Board of Selectmen

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Robert T. Stemple  
Board of Selectmen

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Raid M. Suleiman  
Board of Selectmen

## Town of Boxborough VoIP Project

An outline covering Boxborough's Initial Plan, Initial solution and its shortcomings, and roadmap forward

### Initial Goals

A new VOIP System which is

- \* Scalable to Boxborough's future needs
- \* Adds new features to increase efficiency such as
  - \* Direct Fax
  - \* DID Access
  - \* Enhanced IVRs
  - \* More efficient call flows
  - \* Provides redundancy for equipment failures

## Additional Pressures for New Solution

- \* Unresolvable RF emissions / interference from current PD/FD phone switch and disruption of PD/FD communications
- \* Degradation of current PD/FD phone system leading to intermittent failure of main processing card
- \* Lack of replacement part availability for PD/FD phone system (Past End-of-Life)

## Approved Initial System Features

- \* Incoming CID
- \* DID Support
- \* Fax Support
- \* Enhanced IVR's
- \* Holiday Messages
- \* Ring Groups
- \* Dial by Name
- \* Voice Mail
- \* Redundant Server (Active Standby or Hot/Hot)
- \* Record Compatibility with State Recorder
- \* Backup Internet Connection (For SIP Trunk)
- \* Backup (POTS) phone at Each Location
- \* Scalable

## Initial Implementation Plans

- \* Asterisk (Open Source)
- \* SIP Trunk connectivity (Via FIOS/Comcast or T1)
- \* Redundant (Hot/Hot) asterisk servers at PD
- \* Initial Installer offered 4hr SLA

## Initial Implementation Failures

- \* Lack of guidance from Asterisk installation vendor
  - \* Phone Choice – Cisco
  - \* Call Flow – Fax Detection + IVR Processing
  - \* Best Practices – System Layout/Extension Design
  - \* Hardware Selection – Echo Cancelation

## Regrouping

- \* Realized that Asterisk with original vendor is not feasible
- \* Realized that Boxborough needed responsive support / more stable system
- \* Met with possible alternative vendors – Learned about many downfalls + best practices which were missed
- \* Learned that a higher understanding of VOIP was needed to weed out systems which are not appropriate for Town needs

## Regrouping (2)

- \* Contacted other area Towns to see if there are other local VOIP deployments used in town business offices
- \* Contacted local public safety facilities to see if others have moved to VOIP Deployments
- \* Sought documentation from professional organizations (PD/FD/Dispatch) regarding best practices in phone system deployments
- \* Contacted local government/public safety communications specialist for additional recommendations.

## What we Learned

1. Several systems which we looked at are not E911 compliant
  1. High resolution location information must be reported to PSAP
  2. DID mapping is not an acceptable alternative
  3. This is a semi-recent law change – many phone systems are incapable of meeting this requirement

## What we Learned (2)

1. SIP trunks not reliable enough for our needs (yet)
  1. SIP trunks must be used on dedicated connection to phone provider (VIA T1 or similar)
  2. SIP trunks via Comcast/FIOS will lead to QOS issues
  3. If using dedicated connection for SIP (T1) there is no incentive not to use PRI – pricing is the same, and head-end hardware can be reduced.

## What we Learned (3)

1. All sites must be treated equally
  1. OSHA regulations – equal access to all employees
  2. Every phone must be backed up to local call processing with at least 1 layer of backup connectivity to phone network
  3. Failure to do so leaves Boxborough open to high level of liability in event of emergency, especially with outgoing 911

## What we learned (4)

- \* Out of Service Redirect – not a great option
  - \* They will redirect ALL calls / DID's mapped to a PRI/SIP trunk to a designated number
  - \* Not granular – so that designated number will get ALL town calls – not just local department calls

## What we Learned (5)

### 1. Additional Best Practices

1. Bring additional PRI from same provider in to 2<sup>nd</sup> facility – can be bonded as to provide redundancy with CID/DID intact
2. Provide sufficient UPS power to run system in event of sustained generator outage (enough time to get portable genset on site and powered up)

## Expanded Requirements

- \* Redundant Servers (Active Standby)
- \* Local call processing at each site
- \* E911 Location Reporting
- \* Incoming Caller ID
- \* DID Support
- \* Fax Support
- \* Enhanced IVRs
- \* Holiday Messages
- \* Ring Groups
- \* Dial By Name
- \* Voice Mail
- \* Record compatibility (with state system)
- \* PRI connection for dial service
- \* Backup (POTS) lines to local call processor
- \* Scalable

## Requirements Matrix

Feature	Cisco	Digium	Asterisk	Coud
Redundant Servers (Active Standby)	x		x	
Local call processing at each site	x			
Backup (POTS) lines to local call processor	x			
E911 Location Compliance	x			
Incoming Caller ID	x	x	x	x
DID Support	x	x	x	x
Fax Support	x	x	x	
Enhanced IVRs	x	x	x	x
Holiday Messages	x	x	x	x
Ring Groups	x	x	x	x
Dial By Name	x	x	x	x
Voice Mail	x	x	x	x
Record compatability (with state system)	x	x	x	
PRI connecton for dial service	x	x	x	
High Quaility support available	x			x*
Scalable	x	x	x	x*

## Initial Deployment – 1, 5 and 10 Year

Police/Fire/Town Hall/ Highway

	Cisco	SwitchVox	Asterisk
Total Installed Price - 1st year	\$ 61,257.73	\$ 28,870.00	\$ 31,900.00
Total Installed Cost - 5 Year	\$ 83,878.97	\$ 32,170.00	\$ 31,900.00
Monthly phone cost - 5 year	\$ 27.96	\$ 10.72	\$ 10.63
Maintance Only Cost - 5 year	\$ 22,621.24	\$ 3,300.00	\$ -
Montlyl Phone Maintance Cost - 5 year	\$ 7.54	\$ 1.10	\$ -
Total Installed Cost - 10 Year	\$ 115,485.97	\$ 35,800.00	\$ 31,900.00
Monthly phone cost - 10 Year	\$ 19.25	\$ 5.97	\$ 5.32
Maintance Only Cost - 10 Year	\$ 54,228.24	\$ 6,930.00	\$ -
Monthlyl Phone Maintance Cost - 10 Year	\$ 9.04	\$ 1.16	\$ -

## Additional Options

Not included in the Cost Analysis (but identical for all solutions)

1. Granite
  1. PRI - \$375/month + \$35/100 DID's + Current per-minute rates
  2. Backup PRI to different facility \$375/month
2. Verizon
  1. State Contract pricing of ~400/month
  2. Looking for additional details RE per minute, DID etc.

## Additional Options

1. Cisco Managed Services
  1. 1500 setup + 933/month
  2. Full managed services with SLA
  3. Remote monitoring and repair
  4. Provides for alterations to system outside initial specifications
  5. Provides 24/7 access to technicians to fix any issues
  6. May consider for YEAR 1 ONLY

## Review

- \* Many requirements are driven by legal requirements in conjunction with desire to reduce liability
- \* Many of our requirements are driven by a need for a smooth transition between primary and backup systems
- \* Automated systems provide better service to Public Safety personnel and Town Residents
- \* Only one system thus far meets ALL of these requirements

## Review

1. Other (possibly cost saving) considerations
  1. New features to ensure more rapid access to town personnel
    1. DID
    2. Secure (Direct) Faxes
    3. Direct VM Access (PD/FD)
    4. Attendant Consoles (PD/FD)
    5. Additional automated and informational IVRs and Announcements

## Community Innovative Challenge Grant Shared Transportation

Project Partners: Acton, Boxborough, Concord, Littleton, Maynard, Stow, Westford and Clock Tower Place

In January of 2012 five of the partner communities (Acton, Boxborough, Littleton, Maynard and Stow) and one business (Clock Tower Place of Maynard) submitted a grant application to the Community Innovative Challenge Grant Program. A grant of \$184,575 was awarded to support a study of the benefits for sharing transportation services being offered by each of the partners individually.

The project is now nearing completion with all of its goals being realized. These goals were to: examine the routing of local van services through GIS/GPS technology and daily trip manifests in order to discern the primary origin and destination points of riders; examine route redundancies between the 13 operational vans; study the current utilization of the seven dispatch entities to identify the benefits of shared dispatching; research dispatch technology which would allow real time routing of vans; and to identify a formal structure the partners could use to coordinate transportation services.

The key recommendation that has been brought to the partners for consideration is the formation of a Transportation Management Association (TMA). This would be a non-profit public/private partnership whose Board would consist of equal representation by all of the partners. It would serve as the umbrella organization that could effectively coordinate the development and implementation of transportation routes as well as all dispatching efforts. The TMA would seek to address: "daily needs" trips for area residents such as for shopping or doctors appointments, traditional commuting from the city into the area, suburb to suburb commuting, and reverse commuting from the city to the region. It would also offer programs that promote the use of alternatives to driving alone to work and would engage in marketing efforts to increase its membership and promote participation in its programs.

Another key finding of the grant is the increasing demand of the general population for public transportation and the necessity for reverse commute services for young professionals seeking employment opportunities in this area. The timing of the grant implementation in addressing these needs will be able to build off the current improvements being made to the Fitchburg commuter rail line; including dual tracking and new Stations in Littleton (by 2013) and Acton (by 2014). These commuter rail improvements will enhance the reverse commute from Boston to our region, and this opportunity will provide a framework for decisions on how local shuttle services can connect to the rail stations to the benefit of area employers and the surrounding towns.

On November 30<sup>th</sup> a second round of Community Innovative Challenge grant applications will be open for consideration of funding by the State. The original Shared Transportation partners, along with new partners Concord and Westford, are in the process of developing a \$100,000 grant application. The application will: seek to

implement the findings of the original CIC grant; expand the existing public/private partnership to include adjacent communities and businesses in the region; and to advance the dispatching technology for all of the partners by linking transportation software/tablet hardware with dispatching efforts.

Should the partners be successful in receiving funding, the implementation/expansion program would run from January 1<sup>st</sup> through October 1<sup>st</sup>. The first phase of the project will be to identify additional private and public partners; examine their transportation needs and their current transportation efforts; determine if their participation provides them with the appropriate benefits; and assist all partners in implementing the appropriate legal framework that allows their participation.

The second phase will be to examine all available dispatching software and select the option that works best for all of the partners; examine all of the available tablet hardware and again select the option that is most viable for all of the partners; and develop a model sensitivity training program for all drivers and dispatchers to ensure that regular communication between the transportation providers and the Councils on Aging remains in place.

The third phase which will run from July 1, 2013 through October 1<sup>st</sup> will be the launching of the Transportation Management Association. This will include the selection and partial funding of a TMA Director and the implementation of marketing and outreach efforts to transportation customers.

As part of their second grant application the partners are seeking support letters from any interested transportation advocates and stakeholders in the region. They are also seeking letters of interest from any current public entities or transportation providers or any business partners or users of transportation resources who would like to participate in the planning process and may consider joining as partners in the proposed TMA.

8c

**Selina S. Shaw**

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**From:** Chris Russo [russoch@gmail.com]  
**Sent:** Tuesday, November 13, 2012 12:28 PM  
**To:** JayBhatia@gmail.com; 'Guillermo Chang'; 'Jamie Rogers'; 'Eric Wong'  
**Cc:** 'Les Fox'; 'Matt Frost'; 'Selina Shaw'  
**Subject:** BitCom

Not to pull a "me too", but I will also be resigning from BitCom, effective immediately. My apologies for the somewhat inconvenient timing, though I had been waiting on for some time hoping that we would get some other volunteers so I could make this transition an easier one. Unfortunately I don't think it's wise to wait any longer.

I spoke with Jay about this last night, but it doesn't have anything to do with *his* choice to resign. This is entirely for personal reasons.

I want to thank you all for the experience. It has been great meeting with you and getting to know you better, and of course I'll still see you around town now and again and am always up for getting together for a reunion of sorts. ☺

Thanks, all!

-Chris

11/15/2012

**Selina S. Shaw**

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**From:** Jay Bhatia [jaybhatia@gmail.com]  
**Sent:** Tuesday, November 13, 2012 11:42 AM  
**To:** 'Guillermo Chang'; Jamie Rogers; Chris Russo; 'Eric Wong'  
**Cc:** 'Les Fox'; 'Matt Frost'; 'Selina Shaw'  
**Subject:** #BITcom

Hi fellow BITcomers,

Greetings.

As you know, earlier this year, I had firmly decided that I would leave BITcom in July 2012 as a direct result of my time commitments and frequent travel. However, based on various discussions, I felt that I would defer that till the VOIP upgrade completed. However, I now realize that such delay is not warranted.

Therefore, I will resign from BITcom. I know we have had serious issues with meeting quorum (including one tonite). So, I will be available to attend the meetings when you need me to meet the quorum but I will not participate in any discussions effective immediately.

I think it has been a long ride and consequently fatigue has set in on all sides including me.

I appreciate the opportunity to serve our great community. I has been an honor and privilege to be part of BITcom. I value each of you friendship and that shall continue.

I know and believe that we have made the difference to the town with efforts to the best of our abilities and I thank you for your efforts and commitment.

Thanx and regards

Jay Bhatia  
Tel: 978 274 5932  
Cell: 781 929 4971

P.s. I think BITcomers is the phrase that is probably used for the first time and would not be surprised if that is the last time ☺. (At least nice to end on that funny note.)

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**Internal Communications and Outgoing Communications**  
**November 19, 2012**

1. Letter from TA Shaw, dated November 7, 2012, to Cisco Systems Workplace Manager, Donald Bird, thanking Cisco for their equipment contribution.
2. Correspondence from Xfinity [Comcast] Sr. Manager of Government & Community Relations, Timothy Kelly, dated November 8, 2012, to the Board of Selectmen:
  - a. Coverletter accompanying their Quarterly Report and access fee payment [PEG] check of \$ 2,454.59.
  - b. Coverletter regarding their obligation pursuant to their renewal license accompanying checks in the amount of \$30,000 [per Section 6.4(d)] and \$4,557 [per Section 6.5(a)(ii)].
3. October 2012 Monthly Construction Activity Report from the Building Department, dated November 8, 2012.\*
4. Email communication, PEG Grant Report 3<sup>rd</sup> Quarter 2012, and check for their 3<sup>rd</sup> Quarter PEG payment of \$13,969.31 from Kathy Booker, Verizon New England, Inc., dated November 15, 2012, to Town Administrator Selina Shaw.

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





92(3) \*

**BOXBOROUGH BUILDING DEPARTMENT**

29 Middle Road, Boxborough, Massachusetts 01719

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

[www.town.boxborough.ma.us](http://www.town.boxborough.ma.us)

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To: Board of Selectmen ✓  
Town Planner  
Town Assessor  
Finance Committee  
School Committee

From: Building Department

Date: November 8, 2012

RE: Building Department Monthly Construction Activity Report

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

ma



# Permit Listing Report

by District

Date Range: Issued between 10/01/2012 And 10/31/2012

Printed On: Thu Nov 01, 2012

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

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 #	
	<b>34 MASS AV</b>			OLYMPUS REALTY INC	COMMERCIAL -	<b>\$110,000.00</b>			
Building	BP-2013-0036		OPEN	Oct-01-2012	Stephen Marsh	ALTERATION OR FIT-UP	Renovate existing building - Ice Cream Parlor, Restaurant and Garden Center	<b>\$1,869.00</b>	<b>2369</b>
	<b>188 LIBERTY SQ RD</b>			MAHONEY, KEVIN & CHERYL	Windows	<b>\$1,000.00</b>			
Building	BP-2013-0037		OPEN	Oct-02-2012	MAHONEY, KEVIN & CHERYL	Replacement Windows		<b>\$50.00</b>	<b>1143</b>
	<b>411 WHITCOMB RD</b>			Todd Stout	Woodstove	<b>\$0.00</b>			
Building	BP-2013-0038		OPEN	Oct-02-2012	Todd Stout	Woodstove		<b>\$50.00</b>	<b>5895</b>
	<b>286 PICNIC ST</b>			YEH, KAREN Y	Front Entry Replacement	<b>\$0.00</b>			
Building	BP-2013-0039		OPEN	Oct-02-2012	YEH, KAREN Y	Replacement Entry Door		<b>\$60.00</b>	<b>8236</b>
	<b>70 BENJAMIN DR</b>		A/R	TRAINOR, CHRISTOPHER V	ROOF	<b>\$38,000.00</b>			
Building	BP-2013-0040		OPEN	Oct-02-2012	Integrity Building and Design	Roof		<b>\$380.00</b>	<b>2901</b>
	<b>275 OLD HARVARD RD</b>			SORVARI, JOHN M & ANN B	Bathroom Remodel	<b>\$14,000.00</b>			
Building	BP-2013-0041		OPEN	Oct-02-2012	SORVARI, JOHN M & ANN B	Master Bathroom		<b>\$140.00</b>	<b>2472</b>



# 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	377 HILL RD BP-2013-0042		OPEN	ANNAVAJHALA, RAMAK RISHNA & ANNAVAJHALA, LAKSHMI V Oct-04-2012	Insulation ANNAVAJHALA, RAMAK RISHNA & ANNAVAJHALA, LAKSHMI V	\$1,000.00 Install Insulation to Attic	\$50.00	1463	
Building	27 WAITE RD BP-2013-0043		OPEN	SCHERFLING, MARK R & POLLY B Oct-09-2012	Finish Basement Peter Monaghan (774) 993-9027	\$21,000.00 Basement			
Building	828 HILL RD BP-2013-0044		A/R OPEN	ROBINSON, BARBARA Oct-11-2012	Alteration Owner	\$40,000.00 Remodel and insulate inside home	\$400.00	181	
Building	79 PRESCOTT RD BP-2013-0045		OPEN	COOPRIDER, JAY COOPRIDER, KAREN Oct-15-2012	ADDITION/ALTERATIO N Lawrence McNulty	\$120,000.00 Add additional living space to first floor	\$1,290.00	4407	
Building	157 PINE HILL RD BP-2013-0046		A/R OPEN	Richard Cowett MD Oct-18-2012	Richard Cowett MD	\$2,000.00 Convert Storage Space to Office	\$50.00 \$0.00	4274 paid	
Building	328 JOSEPH RD BP-2013-0047		A/R OPEN	PARKER, RONALD M., TR Oct-22-2012	Insulation TruGreen	\$950.00 Attic Insulation	\$50.00	4200	



# Permit Listing Report

by District

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			
	<b>70 CODMAN HILL RD</b>			70 CODMAN HILL ROAD, LLC C/O WINSTANLEY ENTERPRISES	COMMERCIAL DEVELOPMENT	<b>\$250,000.00</b>			
Building	BP-2013-0048		OPEN	Oct-25-2012	Cole Contracting, Inc.	Electronic Testing Lab		\$2,500.00	19361
	<b>70 CODMAN HILL RD</b>			70 CODMAN HILL ROAD, LLC C/O WINSTANLEY ENTERPRISES	COMMERCIAL DEVELOPMENT	<b>\$325,000.00</b>			
Building	BP-2013-0049		OPEN	Oct-25-2012	Cole Contracting, Inc.	New Building 40 x 52 (sheet metal)		\$3,250.00	19362
	<b>318 DEPOT RD</b>			ALLING, PETER	Repair	<b>\$240,000.00</b>			
Building	BP-2013-0050		OPEN	Oct-25-2012	Jerry Mazzola LLC (978) 549-2504	Repair Porch New Stairs Outside and Re-Roof		\$240.00	349
	<b>59 BURROUGHS RD</b>			BAK, SUSAN M & STUART, HARVEY H		<b>\$25,000.00</b>			
Building	BP-2013-0051		OPEN	Oct-30-2012	BAK, SUSAN M & STUART, HARVEY H	Bath Remodel		\$250.00	1593
<b>District ( ) TOTALS: ESTIMATED COST:</b>						<b>\$1,187,950.00</b>	<b>NUMBER OF PERMITS:</b>		<b>16</b>
<b>FEEES INVOICED:</b>						<b>\$10,839.00</b>	<b>FEEES PAID:</b>		<b>\$10,629.00</b>
<b>BALANCE:</b>							<b>BALANCE:</b>		<b>\$210.00</b>
<b>GRAND TOTALS: ESTIMATED COST:</b>						<b>\$1,187,950.00</b>	<b>NUMBER OF PERMITS:</b>		<b>16</b>
<b>FEEES INVOICED:</b>						<b>\$10,839.00</b>	<b>FEEES PAID:</b>		<b>\$10,629.00</b>
<b>BALANCE:</b>							<b>BALANCE:</b>		<b>\$210.00</b>



## Building Department Monthly Construction Activity CY 2012

	January	February	March	April	May	June	July	August	Sept.	October	November	December	Y-T-D Total
<b>Residential:</b>													
Single Family - new													0
Additions/Alterations	8	3	10	8	11	4		6	5				55
Repairs			2		1	2	8	1		12			26
Foundation Only					1								1
Pool/Spa				1	1	1	1						4
Void													
Accessory Apartment													0
<b>Business:</b>													
New													0
Additions/Alterations	3	1	1		1		2	1		3			12
<b>Other:</b>													
Construct. trailers													0
Tents							2	1	1				4
Cell Tower / Antenna	1		1		1				1				4
Demolition		1		1	2								4
Foundation Only	1								4				5
Mechanical /Sheet Met	1	1											2
Woodstove	2	1	2							1			6
Signs					2								2
Shed/Barn				2					2				4
Change of Use													0
<b>Totals:</b>													0
Number of Permits	16	7	16	12	20	7	13	9	13	16	0	0	129
Construction Cost	1,508,792	128,600	405,142	172,600	357,755	100,150	140,250	219,300	1,071,000	1,187,950			5,291,539
<b>Total Fees</b>	9,540	1,403	4,495	2,128	5,222	1,077	1,543	2,218	5,455	10,839			44,020
<b>Fines Collected</b>													0



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**Minutes, Notices and Updates**  
**November 19, 2012**

**Minutes**

1. Finance Committee minutes of the meetings held September 24, 2012 and November 5, 2012.
2. Conservation Commission minutes of the meeting held October 22, 2012.
3. Personnel Board minute of the meeting held October 9, 2012.

**Notices**

1. Notices of Boxborough School Committee meetings:
  - a. Held November 13, 2012.
    - i. Regular Session
    - ii. Executive Session
  - b. Held November 16, 2012 [Quorum notice – Conducting Interviews]
2. Notices of Finance Committee meetings:
  - a. Held November 13, 2012.
  - b. To be held November 19, 2012.
3. Notice of a Boxborough Emergency Corps meeting held November 13, 2012.
4. Notice of a Public Celebrations and Ceremonies Committee meeting held November 13, 2012.
5. Notice of a Boxborough Information Technology Committee meeting held November 13, 2012.
6. Notice of a Minuteman School Committee meeting held November 13, 2012.
7. Notice of a Board of Health meeting held November 14, 2012.
8. Notice of a Housing Board meeting held November 14, 2012.
9. Notice of a Joint Acton Safety Net & Boxborough Well-Being Committee meeting held November 15, 2012.
10. Notice of an Agricultural Commission meeting held November 15, 2012.
11. Notice of a Steele Farm Advisory Committee meeting held November 15, 2012.

12. Notice of a Cemetery Commission meeting to be held November 19, 2012.
13. Notice of a Board of Selectmen meeting to be held November 19, 2012.
14. Job Posting – Inspector of Buildings/Code Administration Officer and Job Description.
15. Conservation Commission’s Order of Conditions, issued October 31, 2012, to Harvard Ridge Condominium Trust c/o The Dartmouth Group, regarding the property identified as 182 Swanson Road [RE: Private Water Supply; Groundwater Supply; Storm Damage Prevention; Prevention of Pollution; Protection of Wildlife Habitat; and Flood Control.]
16. Conservation Commission’s Order of Conditions, issued November 7, 2012, to Jigj Fortmiller, regarding the property identified as 459 Sargent Road [RE: Private Water Supply; Groundwater Supply; Storm Damage Prevention; Prevention of Pollution; Protection of Wildlife Habitat; and Flood Control.]
17. Notice from the Mass. Dept. of Public Utilities of a Petition filed by Boston Gas Co. & Colonial Gas Co. dba National Grid for approval of its three year Energy Efficiency Plan (2013-2015). Public Comment deadline: December 5, 2012. Hearing date: December 5, 2012.

9c



**General Communications**  
**November 19, 2012**

1. Press Release from Minuteman High School, dated November 3, 2012, announcing *Minuteman High School Students Construct Training Facility at Mass. Firefighting Academy in Stow.*

