



BOARD OF SELECTMEN
Meeting Minutes
December 3, 2012

Approved: December 19, 2012

PRESENT: Les Fox, Chair; Frank Powers, Clerk; Vincent Amoroso, Member and Robert Stemple, Member arrived at ≈ 7:10 PM

ABSENT: Raid Suleiman

ALSO PRESENT: Selina Shaw, Town Administrator; Town Counsel, Joseph Fair; Town Moderator, John Fallon and Finance Committee members: Chair, Karim Raad; Susan Bak; Neal Hesler; Dilip Subramanyam & Jeff Scott arrived at ≈ 6:40 PM.

At 6:35 PM Chair Fox called the meeting to order in the Morse/Hilberg Meeting Room.

EXECUTIVE SESSION

- Member Powers moved to adjourn to executive session to discuss strategy with respect to collective bargaining (Massachusetts Coalition of Police, Local 200A, Dispatch; Massachusetts Coalition of Police, Local 200, Police; Boxborough Professional Firefighters, Local 4601) and to reconvene in open session in the Grange Meeting Room at 7:30 PM. Seconded by Chair Fox. Chair Fox stated that to conduct such session in an open meeting may have a detrimental effect on the bargaining position of the Board. **Approved 3-0 by Roll Call Vote: Powers “aye,” Fox “aye,” and Amoroso “aye.”**

Chair Fox reconvened the meeting in Open Session at 7:45 P.M. in the Grange Meeting Room of Town Hall.

ALSO PRESENT: 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.

ANNOUNCEMENTS

- Chair Fox read the prepared announcements and also announced that the Spirit of Giving Award, given at the Town’s annual tree lighting ceremony, was awarded to Littleton Electric in recognition of the many contributions they make to our community.

APPOINTMENTS

- Police Chief, Warren Ryder; Fire Chief, Randolph White, along with Joseph Webb, President of Webb Consulting; were present to discuss conducting a feasibility study for a joint RECC with Littleton. Boxborough, Littleton Public Safety and Littleton Electric are cooperating in the project. This study is to consider the consolidation of just dispatch services not the fire or police departments. Chief Ryder provided background and general details. The discussion was turned over to Mr. Webb who spoke to the proposed scope; phases and timeframe involved in this analysis. The intent is to look for efficiencies; identify cost management items and ultimately ways to improve both towns’ response capabilities. His company will also be helping to identify and recommend potential funding sources. There was discussion on the administrative responsibilities and potential make up of whatever governing body that is created. The intent is complete this analysis by the end of January with a working/draft report to follow.

*Member Powers moved to take 8b (i & ii) out of order. Seconded by Chair Fox. **Approved 4-0.***

NEW BUSINESS

- Chief White remained to request that the Selectmen accept two grants awarded to the Fire Department. Chief White advised that several grants have been applied for. Of those two have been awarded one from MEMA and the other from our insurance carrier, MIIA. He provided an outline of these programs and what each grant will be used for.

- ◇ Member Powers moved to accept the Emergency Management Performance Grant (EMPG) from MEMA for the Fire Department in the amount of \$2,500, which will be used to purchase a photo ID system. Seconded by Member Stemple. **Approved 4-0.**
- ◇ Member Powers moved to accept the MIIA Loss Prevention Grant in the amount of \$2,000 for the Fire Department, for the purpose of acquiring and installing a radio box transmitter at the fire station. Seconded by Member Stemple. **Approved 4-0.**

APPOINTMENTS (Continued)

- Members of the Regionalization Study Committee; Boxborough School Committee and Boxborough School Superintendent, Curt Bates were present to discuss the various aspects of expanding the Acton-Boxborough Regional School District to include grades Pre-K through 12. Member Amoroso opened the discussion providing his perspective as to the population trends in Boxborough and his own family's experience with our current educational system and spoke to the materials provided. Boxborough and Acton have a history of collaboration and the sharing of resources. Both towns have a strong commitment to education. The Blanchard School population is decreasing while Acton is experiencing a lack of space and personnel for some mandated services and programs. The intent of this proposed regionalization is to maintain the educational philosophy/culture in both communities while streamlining administrative tasks and costs; thereby gaining greater stability. He reviewed the potential savings that could be realized and what the breakout would be for each town. There was discussion regarding some of the concerns that have been voiced such as the loss of local control; maintaining Blanchard's identity; Boxborough families being able to stay with the Blanchard; the ownership of the Blanchard School facility and the new District's possible capital planning. There was also discussion as to the possible make up of the new regional school board and any transitional board that would have to be formed. The Study Committee is working on a draft agreement which they continue to modify as additional input is received. The existing agreement (Grades 7-12) seems to work well and the Study Committee has determined that any new agreement could just build upon the existing one. The intent is to have a draft agreement ready by the spring of 2013. Any agreement would have to be approved by the Department of Education and both towns at town meeting. If approved the district would be in effect for the 2014-2015 school year. After participating in this process Member Amoroso stated he can now recommend that the Selectmen support regionalization. Additional input was provided by audience members including members of the Study Committee and Boxborough School Committee.
- Boxborough School Committee member Brigid Bieber spoke to the materials provided regarding the Town's possible alternatives if regionalization does not move forward. Some members of the Study Committee and the Boxborough School Committee were present and provided input. Audience members also provided input. The reality is that education has gotten much more complicated and it has become more and more expensive to educate students. Boxborough's current per pupil cost is 30% higher than in Acton. She reviewed the increasing number of unfunded mandates and administrative tasks facing school districts in Massachusetts; the necessary restructuring for administrative responsibilities if regionalization does not go forward; possible class sections, student population, and budgetary impact trends. A significant portion of the Boxborough School District's focus would need to be shifted from educational initiatives to managing expenses. A significant increase of School Choice slots (estimated at 60) would need to be implemented in order to offset the operational funding deficit at Blanchard. There was a general discussion on School Choice – the current application process; staffing/service issues with a significant influx of students and the possible effect on the regional Junior High and High School. There was discussion about Boxborough residents' ability to choose enrollment at the Blanchard; the future of Blanchard music programs; the management of Blanchard school library and how the new District could possibly determine school assignments, sections and individual class size, if regionalization goes forward. There was discussion about the A-B District's current administrative staffing; the time administrative staff would spend at the individual schools; the Blanchard's day-to-day staffing needs; the positions at the Blanchard that they anticipate will be absorbed or reassigned; and the net staffing reduction that the new pre-K through 12 Regional District would realize. There was further discussion on the fiscal impact, if regionalization does not go forward, including cutting services and the potential of an override. There will always be fiscal concerns; but the priority is the students and protecting the quality of education in Boxborough. Over the next two months several public forums will be held in both Boxborough and Acton to allow residents to learn about the proposed regionalization and to provide their input.

MINUTES

- Member Powers moved to accept the minutes for the Goals workshop of November 3, 2012 and the Regular Session of November 19, 2012, as revised. Seconded by Member Stemple. **Approved 4-0.**

SELECTMEN REPORTS

- Member Powers reported that he was only able to briefly attend the first meeting of the Joint (A-B) Substance Abuse Task Force. The Task Force's purpose is to identify causes behind abuse and ways to address them so an action plan can be developed for the Acton-Boxborough community. He also referred to a fall 2012 Boston Globe article citing that this region

had highest reported emergency room visits for drug issues in the country and it was further reported that this area also had the highest number of issues related to heroin usage.

- Chair Fox reported that the main focus of the recent BLF meeting was on how to proceed with the STM Articles. The next BLF meeting is scheduled for January 15th.
- Member Amoroso noted that he had already reported on the School Regionalization items.

OLD BUSINESS

- The Selectmen took up the final review and signing of the January 7, 2013, Special Town Meeting warrant. The Finance Committee's recommendations were discussed. The Selectmen's recommendations were reviewed. Revisions were made to the Article # 2 and #3 recommendations. Member Powers moved to approve the Selectmen's recommendations to the January 7, 2013 Special Town Meeting warrant articles, as amended. Seconded by Member Stemple. **Approved 4-0.** The warrant was signed by the Board.

NEW BUSINESS (Continued)

- Due to the absence of the Inspector of Wires, the Assistant Inspector, Charles Weeks, has taken over his responsibilities. However there still needs to be an alternate/additional inspector in case the Mr. Weeks is unavailable. Member Powers moved to appoint William C. Morehouse as Assistant Inspector of Wires for a term beginning effective immediately and ending on June 30, 2013. Seconded by Member Stemple. **Approved 4-0.**

CONCERNS OF THE BOARD

- Member Powers announced that the Boxborough Minutemen, Fire Department and DPW will be collaborating again this year on the collection of Christmas trees on January 5, 2013. This year's drop-off location has been moved from the Fire Station to the DPW.
- Member Stemple noted that there were some safety concerns regarding this weekend's Tree Lighting Ceremony. Though the DPW did a good job salting on Saturday there was concern about black ice in the area. Also after the ceremony ended and people were leaving it was noted that cars were along Hill Road at faster than prudent speeds given the weather and the pedestrian traffic. Chair Fox concurred with these observations. It was suggested that, for next year's event, cautionary signage or signals be put in place.

ADJOURN

- At 9:50 PM, Member Powers moved to adjourn. Seconded by Member Amoroso. **Approved 4-0.**

SELECTMEN'S ANNOUNCEMENTS

DECEMBER 3, 2012

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

- We would like to apologize to callers for the frustrating experience they have encountered with the **phone system at Town Hall** over the last several months. Thank you for your perseverance and patience. We know how difficult and inconvenient it has been and have been working to remedy the situation. We want to assure you that we are addressing the issue and will have a new phone system in place here at the town hall and at the police, fire and public works facilities as well by March 1, 2013. Thank you very much for your continued patience.

- **Save the Date.....**
A **Special Town Meeting** will be held on **Monday, January 7th** at the Blanchard Memorial School. More details will be provided in the coming months.

- Thanks very much to David Kembel for his generous donation of fluorescent orange fleece hunting caps. They were so popular that they were all gone by Friday.

- The **2012 Deer Hunting** Shot Gun season is now in effect and runs through December 8th, followed by Muzzle season which opens on December 10th and runs through to the end of the year. 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.

- Residents are reminded that a **winter parking ban** is in effect from Nov. 15th until April 1st. 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.

- **There is a TOYS FOR TOTS drop off box at the Fire Station.** If anyone wishes to donate a toy to help underprivileged children they may drop it off at the Fire Station located across from the Blanchard School, at 502 Mass. Ave. They are looking for new, non-violent, unwrapped toys for boys and girls of all ages. Residents are asked to have their donations in by December 14th.

- The Boxborough **Friends of the Council on Aging's Annual Holiday Party** and luncheon will be held on Wednesday, December 5th 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.
- 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
- 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.
- 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.



BOARD OF SELECTMEN

Meeting Agenda

December 3, 2012

Boxborough Town Hall

Grange Meeting Room

1. CALL TO ORDER, 6:30 PM – Town Administrator's Office

2. EXECUTIVE SESSION (with members of the Finance Committee and Town Counsel)

Move to adjourn to executive session to discuss strategy with respect to collective bargaining (Massachusetts Coalition of Police, Local 200A, Dispatch; Massachusetts Coalition of Police, Local 200, Police; Boxborough Professional Firefighters, Local 4601) and to reconvene in open session in the Grange Meeting Room at 7:30 PM

ROLL CALL
VOTE:

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

RECONVENE IN OPEN SESSION IN THE GRANGE MEETING ROOM, 7:30 PM

3. ANNOUNCEMENTS

4. APPOINTMENTS

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

- a) Joseph Webb, Webb Consulting; Police Chief Warren Ryder and Fire Chief Randolph White re: feasibility study for joint RECC with Littleton – 7:30 PM
- b) Mary Brolin, representing the Regionalization Study Committee - presentation on the study to consider expanding the Acton-Boxborough Regional School District to include grades pre-K – 12, 8 PM
- c) Boxborough School Committee members Maria Neyland (Chair) and Brigid Bieber - presentation on the possible alternatives if regionalization does not move forward, 8:30 PM
- d) Citizens' concerns

5. MINUTES

- a) Goals workshop, November 3, 2012
- b) Regular session, November 19, 2012

ACCEPT & POF
ACCEPT & POF

6. SELECTMEN REPORTS

7. OLD BUSINESS

- b) Special Town Meeting, January 7, 2013 – final review and sign warrant

8. NEW BUSINESS

- a) Appointment of William C. Morehouse as Assistant Inspector of Wires
Move to appoint William C. Morehouse as Assistant Inspector of Wires for a term beginning effective immediately and ending on June 30, 2013

VOTE:

b) Acceptance of Grants for Fire Department

i. MEMA - \$2,500

Move to accept the Emergency Management Performance Grant (EMPG) from MEMA for the Fire Department in the amount of \$2,500, which will be used to purchase a photo ID system

VOTE:

ii. MIIA Loss Prevention Grant - \$2,000

Move to accept the MIIA Loss Prevention Grant in the amount of \$2,000 for the Fire Department, for the purpose of acquiring and installing a radio box transmitter at the fire station

VOTE:

9. CORRESPONDENCE

ACCEPT & POF

a) Internal Communications

b) Minutes, Notices & Updates

c) General Communications

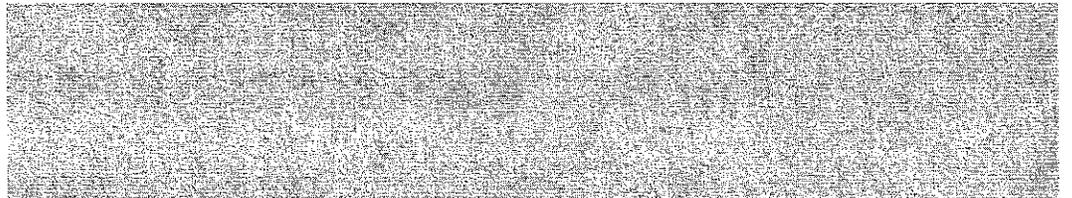
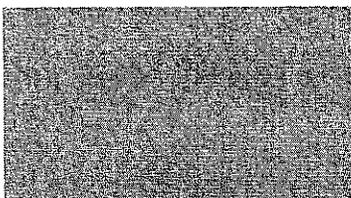
10. PRESS TIME

11. CONCERNS OF THE BOARD

12. ADJOURN

**PROPOSED PRE-K-12
REGIONALIZATION
BETWEEN ACTON AND
BOXBOROUGH**

Presentation by the Regional
School District Study
Committee



Purpose of Presentation:

- Update communities about process
- Share rationale for full regionalization
- Educate the communities about the issues
- Share preliminary recommendations on a revised regional agreement
- Start the process of getting community input

2

Phased Process

- Phase 1: ABRSD Study Committee formed last fall to assess pros and cons of full regionalization
 - Findings brought to 2012 Town Meetings which voted to take to next step to revise Regional Agreement
- Phase 2: Expanded Committee identified and explored issues in detail
 - Preliminary recommendation of framework for revised agreement presented to all three SCs

3

Current Stage of the Process

- Outreach to communities taking place
- Revising Agreement with legal input
- DESE will review revised Agreement
- Final recommendations to April 2013 Special Town Meetings
- Note, the committee identified other important issues that were not relevant to the Regional Agreement that will be addressed by the ABRSC to the extent possible

4

Under a Pre-K to Grade 12 Region

- **Boxborough would share existing APS/ABRSD central office staff**
 - Superintendent
 - Dir of Finance
 - Dir of Curriculum & Assessment
 - Dir of Pupil Services
 - Related Administrative Support
 - Dir of Personnel and Admin Svcs
 - Dir of Facilities & Transportation
 - Dir of Educational Technology
 - Dir of Food Service
 - Dir of Community Education
- **Similar to APS schools, Boxborough would have:**
 - Full-time Principal
 - Part-time Assistant Principal
 - Related Administrative Support
 - .5 FTE Instruction Technology Specialist
 - .5 FTE Desktop Support
 - .2 FTE Building SpEd Leader

5

Under a Pre-K to Grade 12 Region

- To support addition of Boxborough, the Region would add:
 - Full-time K-6 ELA Curriculum Specialist
 - Full-time Network Administrator
- Educational philosophy and local site control that has existed within APS and BPS would continue

6

Benefits of Full Regionalization:

- Administration: Streamlined structure, greater efficiencies
- Education: More time/resources directed to student education and support
- Finances: Estimated annual benefits of \$600,000



Three school districts with common educational values coming together to streamline the administration and enhance educational services



7

Possible “Cons” of Regionalization

- Concern re loss of control
- Concern re loss of Acton “voice” on the RSC and loss of Boxborough majority vote on local school issues
- Concern re loss of identity of individual schools
- Concern re longer distances by bus to school for some
- Concern re possible changes in class sizes and number of specialists
- Concern re 5 year sunset provision on cost sharing
- Concern re hometown/school choice

8

Educational Benefits Deserve Highlighting

- Decreased administrative work = more time to focus on education and curriculum
- Broader opportunities for professional development
- More classroom facilities to allow flexibility in managing class sizes

9

Educational Benefits Deserve Highlighting

- SpEd transitions may be eased
- New opportunities for new SpEd classrooms
- Decisions on taking out-of-district students made by Region instead of local school districts

10

New Region Requires Revision to Regional Agreement

- Regional Agreement is contract between Acton and Boxborough
- Current agreement does not address issues relevant to pre-K to 6th grade
- Tried to change as little as possible
- Revised agreement must pass Town Meeting votes in both communities
- Opportunity now to educate the communities and get input prior to Town Meetings

11

Key Proposed Changes to Agreement Include:

- Buying or leasing school buildings
- Will current debt flow to region or stay with towns
- Guarantee of at least one elementary school in each town
- Hometown guarantee
- Assessment of transportation costs
- Assessment of construction/renovation costs
- How to share financial benefits
- How to establish the transitional school committee
- Make-up of new Regional School Committee

12

Buying or Leasing School Buildings

- Recommend:
 - The Region purchases six elementary buildings for a nominal fee (\$1.00 each)
- Rationale:
 - The Region will be responsible for the maintenance, insurance, snow plowing, etc, not the Towns
 - Follows the same logic, experience and precedents currently for the Junior and Senior High Schools

13

Will Current Debt Flow to Region or Stay with Towns

- Recommend:
 - The Region will pay debt service on existing debt, although Towns will continue to be bond holders; in the future, the Region will issue all new debt
- Rationale:
 - The Region will benefit from improvements covered by current debt
 - If the Region purchases the assets of the elementary buildings it should also take on the debt

14

Guarantee of at Least One Elementary School in Each Town

- Recommend:
 - The Region includes elementary schools in Acton *and* Boxborough
- Rationale:
 - Keeps elementary schools operational in each community

15

Hometown Guarantee

- Recommend:
 - Hometown guarantee if requested by parents for 5 years
 - Sibling preference guaranteed
 - After 5 years, administration decides approach
 - SpEd decided separately to ensure best educational environment
- Rationale:
 - Parents/Guardians should be guaranteed access to hometown school
 - Regional Agreement should not create undue burden for Regional School Committee and Administration

16

Assessment of Transportation Costs

- Recommend:
 - Allocated region-wide based on percentage of three-year rolling average of student population
- Rationale:
 - Allocated the same as operational costs
 - Allows for unified bus service and greater possibility of savings due to economy of scale

17

Assessment of Construction/ Renovation Costs

- Recommend:
 - For elementary buildings, allocated to each Town based on percentage of three-year rolling average of student population
 - Existing 5% discount/premium will remain in effect for grades 7-12
- Rationale:
 - Region will own elementary buildings so costs should be within region's budget
 - Region will include elementary buildings in both communities
 - Allows systemic approach to construction/renovation efforts
 - Proportion of students within a school may vary, which would make it difficult to allocate proportionally within a school

18

How to Share Financial Benefits

- Recommend:
 - Financial benefits of approximately \$600,000 shared by allocating 65% to Acton and 35% to Boxborough
- Rationale:
 - Two Towns must collaborate to make this happen – argues for 50%/50% split
 - Acton has larger proportion of students – argues for 80%/20% split
 - Compromise split the difference at 65%/35%

19

How to Establish the Transitional School Committee

- Recommend:
 - Allow three current School Committees (APSC, BPSC, ABRSC) to discuss and decide
- Rationale:
 - Falls within legal requirements
 - Lets those with experience decide workload needs

20

Make-up of New Regional School Committee

- Recommend:
 - 5 Acton members and 3 Boxborough members
 - Proportionally weighted votes 2.4 Acton to 1 Boxborough
 - Members voted by own Towns
- Rationale:
 - Gives Boxborough slightly more persuasive power
 - Ensures Acton retains voting power proportional to community size

21

Next Steps

- Outreach – more community forums – WE NEED YOUR INPUT
 - PTSOs, PTF, COAs, teachers/staff, other groups
 - Dates will be announced
 - Requests
- Goal is to have community input and revised agreement end of January
- DESE review and prepare STM materials
- Concurrent Special Town Meetings scheduled for April 29, 2013

22

Input

- Your thoughts and comments
- Study Committee Web Site:
<https://sites.google.com/site/abregionalstudycmt/>
- Study Committee e-mail:
rsd_study_comm@mail.ab.mec.edu

23

Alternative Plan to Regionalization

October 2, 2012

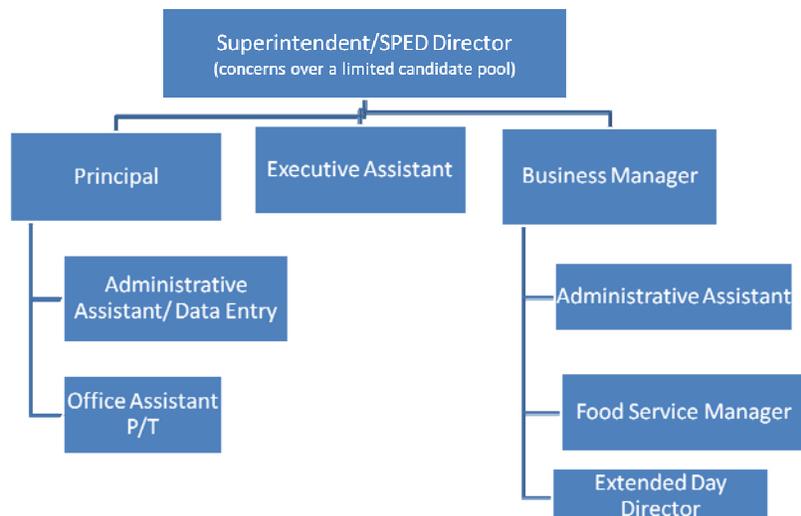
Why Does District Size Matter?

- Larger districts have Administrative infrastructure
- Administrators in small districts wear many hats
- Unfunded mandates put pressure on Administrators
- Larger districts have Curriculum Specialists and Committees to implement changes
- Changes in frameworks require significant time to maintain
- New Teacher Evaluation require additional classroom time for Principals
- MCAS testing requirements
- Challenges in professional development collaboration and training

10/11/12

2

POTENTIAL ADMINISTRATION ORGANIZATIONAL CHART



10/11/12

3

Class Sections and Student Population

Year	Student population	Sections
2008	508*	27
2012	419*	22
2016	358 + 60** 418	20

* 2008 & 2012 Population includes current choice students (K-6)

** Approximately 60 new Choice students added in grades 1-6. Teaching Staff maintained at 20 sections. 60 Choice students will bring in \$300,000 in revenue per year. It should be noted that 60 choice students would bring us to our maximum Class Size Guidelines.

10/11/12

4

Projected Budget Impact of Choice

- Assume a 3% budget increase per year. In the last three years our budget increases have been less than 3% but the Committee realizes this trend is not sustainable.
- The 3% budget increase *only* assumes 3% increase in SPED funding.
- 60 additional Choice Students (effective 2014) help to offset budget increases.

FYE	Projected Budget Increase	Total Budget Increase	Choice Funds	Choice Funds Balance
2014	\$191,043	\$191,043	\$300,000	\$108,957
2015	\$196,774	\$387,817	\$300,000	\$21,140
2016	\$202,677	\$590,494	\$300,000	(\$269,354)
2017	\$208,758	\$799,252	\$300,000	(\$768,606)

10/11/12

5

WHAT DOES THIS MEAN FOR BLANCHARD?

- Choice Students **will** fill **every** empty seat, but Grade Sections will be cut
- Even with careful fiscal management, the budget will continue to grow as costs of collective bargaining agreements and fixed expenses increase
- Focus will be increasingly on managing expenses vs. educational innovation

10/11/12

6

WHAT IS THE IMPACT TO EDUCATION?

- Teachers have less time for individual students
- Inclusion and least restrictive environment = more students with individual needs in each classroom
- As number of students in classrooms increases, so do the administrative tasks
- More administrative tasks for teachers = less time for instruction and student interaction

10/11/12

7

Vulnerable Positions With Decrease in Sections

- 1.8 Gym
- .8 Librarian
- .9 Art
- .8 Music
- 2.0 Reading Support
- 1.0 Math Support
- 1.2 Technology Support
- 6.63 General Paraprofessional
- 5.18 Café Staff and aides
- Before and After School Help (including MCAS)

10/11/12

8

Band and Chorus

- Band(\$17K) and Chorus(\$5K) programs currently supported in School Budget as well as by fees
- Stress on budget may make budget support of these programs impossible to continue
- Financial burden for Band and Chorus programs will likely shift to families
- As participation declines, ensembles may be eliminated

10/11/12

9

Summary

- Tradition of excellence in Boxborough education is at risk
- The business of educating our children has become more complicated
- Decrease in grade sections with increase in class size
- New Federal and State mandates = additional time and resources to implement = UNFUNDED
- Limited number of teachers and administrators to absorb this work and/or brainstorm toward future initiatives
- Limited staff does not allow opportunity to take on new initiatives
- Strategic planning for continuous improvement and excellence in education overshadowed

Frequently Asked Questions about Expansion of Current AB District to Include Prek-6 Grades

Acton-Boxborough Regional School District Study Committee
October 30, 2012

Why are we having a discussion on regionalization?

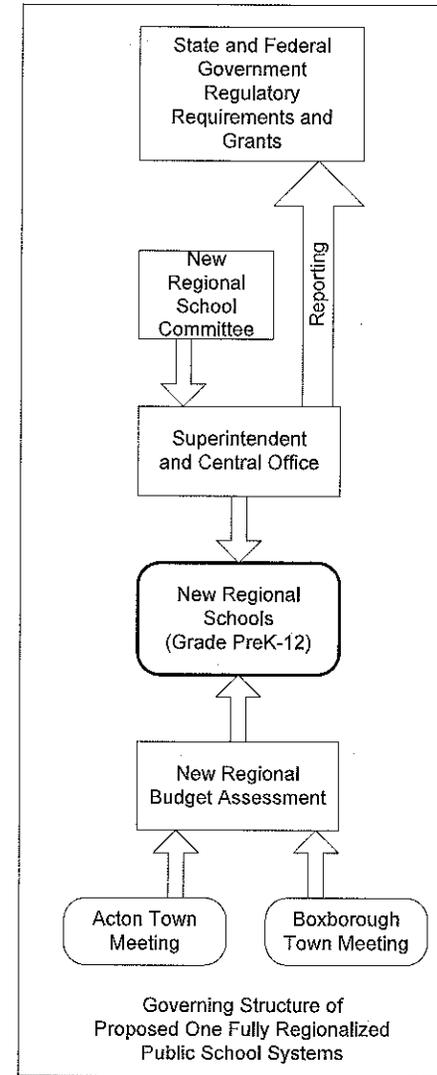
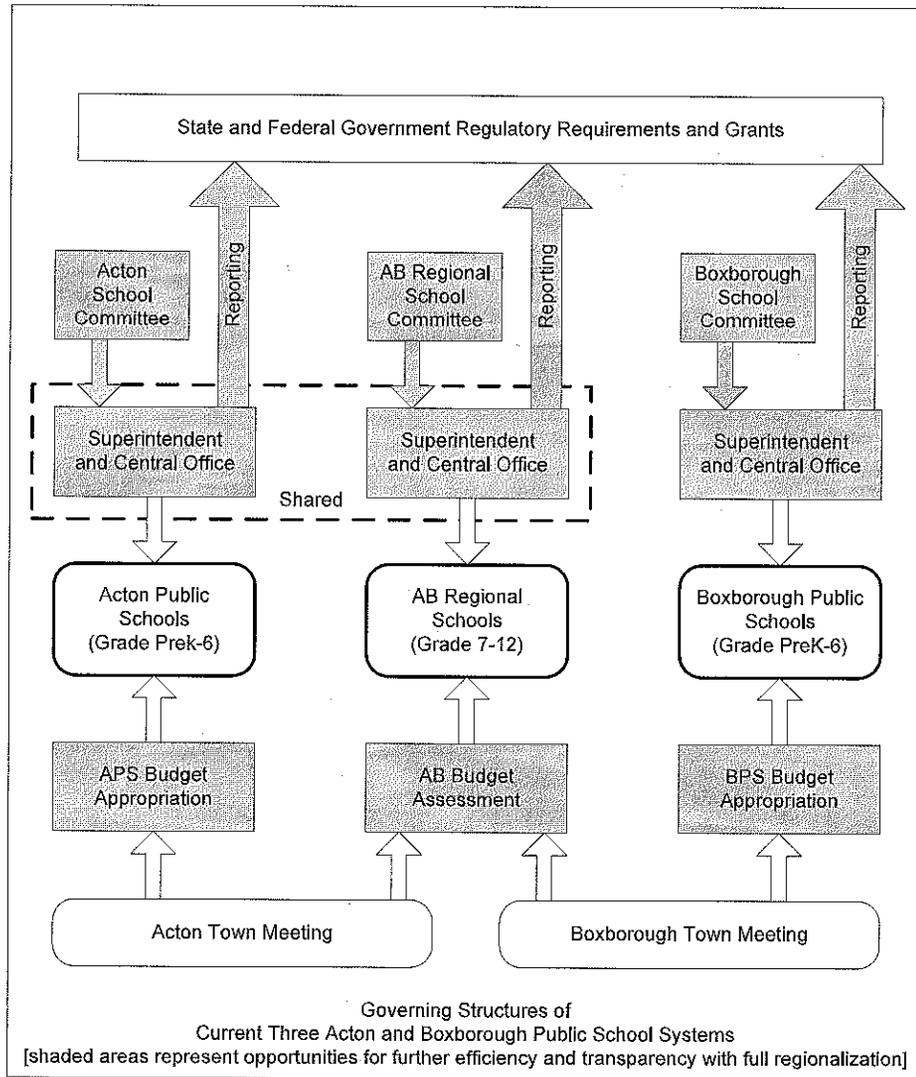
Currently, the towns of Acton and Boxborough have three separate school districts. Elementary school-aged children of each town go to either Acton or Boxborough Public Schools while all students attend the Acton-Boxborough Regional Schools for grades 7 through 12. Combining three school districts into one has many educational, operational, and financial benefits.

At their respective 2012 annual town meetings, Acton and Boxborough town meeting participants voted affirmatively that a regional agreement between Acton and Boxborough should be drafted so that the current Acton-Boxborough Regional School District includes grades pre-kindergarten through twelve. The draft agreement must be approved by both towns in the spring of 2013 in order for it to take effect on July 1, 2014.

The Regional School District Study Committee (RSDSC), with representatives from both Acton and Boxborough, has reached a consensus on a new regionalization agreement framework. All three School Committees have also agreed to the framework. The RSDSC is currently conducting public outreach to inform residents about the new agreement framework and to receive feedback from the public.

What are the governing structures of the current public schools in Acton and Boxborough?

The organization chart on the next page provides an overview of the three school districts currently serving the students of Acton and Boxborough. There are three duplicative administrative structures and three distinct budgets (shaded boxes). To the right of the chart would be the structure of a fully regionalized school district. The Acton Public School and Acton-Boxborough Regional School districts are already sharing a superintendent and central office staff. We estimate that further administrative cost savings can be achieved with a fully regionalized school district serving preK-12 students.



An Overview of Current and Proposed Acton and Boxborough Public School System Governance Structures

What are the educational benefits of a fully regionalized school district?

The Regional School District Study Committee interviewed and discussed this question with the academic stakeholders (teachers, staff, parents, administrators). Major benefits include:

- Ability to share resources. This was highlighted as a distinct advantage of a fully regionalized district for improving the learning experience of our students. An expanded region allows for a more unified administration and service delivery program for special education and other specialized programs. As an example, both Acton and Boxborough saw a significant demand increase in their preschool special education services during school year 2011-2012. The Acton Public School system lacked classroom resources so it had to collaborate with a private not-for-profit organization to obtain additional classroom space. Blanchard Memorial Elementary School would have been an ideal educational setting for Acton students if we had been fully regionalized.
- Enrichment and technology services, including economies of scale in purchasing. The economies of scale, provided by regionalization, may enhance opportunities for such enrichment services as after-school athletics and physical activities, music, art, performing arts, world languages, and artists-in-residence. A fully regionalized school district will also allow more systematic planning for deploying classroom technology for students from both towns.
- Teacher mentoring and professional development programs. The already joint collaboration on curriculum (Writing and Cathy Richardson program) by Acton and Boxborough elementary school systems would be enhanced by the wider opportunities offered for professional development with full regionalization. It would also create more opportunities for instructional and administrative personnel to collaborate across grade levels among elementary, junior high, and senior high schools. Furthermore, each district has strengths in different areas of curriculum implementation, instruction, and assessment and we can benefit from each other's success in a more timely and effective manner with regionalization.
- Community engagement. This will be enhanced by the very nature that our community size, talents, and resources will expand for both districts. For example, seven years ago, Acton began inviting Blanchard 4th graders to the annual PIP sponsored Star Party. Each district's parent involvement organizations and community industries (Cisco-elementary school-business partnership for science) will become available to the other. This, in turn, enriches the curriculum for all students.

Will there be a guarantee that all elementary school students can attend an elementary school in his/her hometown?

Only the future School Committee has authority in determining this matter. However, the three existing School Committees have drafted a position statement giving students the priority to attend a school in their hometown. For kindergarten enrollment, residents in their town will have first right of refusal to have their children attend the school in their town as well as sibling guarantee but the Superintendent's staff will have flexibility to balance classes in the six elementary schools. Transportation will be provided for all students.

What will be the makeup of the Regional School Committee?

Ensuring a voice for each community is critical to the success of regionalization. Currently, each town has its own School Committee to govern its elementary school(s); junior high and senior high schools are governed by a regional school committee, consisting of 6 Acton members and 3 Boxborough members. Because Acton's population is roughly four times that of Boxborough (21,924 versus 4,996, per 2010 federal census), a vote from each of six Acton members on the regional school committee is counted as two versus one from each of the three Boxborough members on the committee, following the "one man, one vote" principle enunciated by the U.S. Supreme Court decision.

The new Regional School Committee will consist of 5 Acton members and 3 Boxborough members. Each Acton member holds 2.4 votes and each Boxborough member will cast one vote to conform to the "one man, one vote" requirement. While the new committee makeup allows Acton to retain its "voting power," it gives the Boxborough community a greater "persuasion power" on the Regional School Committee than the current 6-3 membership makeup.

What are the operational benefits of a fully regionalized school district?

A fully regionalized school district will simplify governance and administrative structures. Reduced administrative burden allows district leadership to focus more on delivering better services to students by

- ◆ streamlining operations and organizations
- ◆ improving parent-guardian interaction with schools
- ◆ creating more coherent learning experience for students

A single district will also allow more transparent financial reporting and management for both towns.

What are the financial benefits of a fully regionalized school district?

A fully regionalized school district will benefit from operational efficiency, cost-savings initiatives, and additional state reimbursement of transportation. "Future Baseline Cost" refers to

the sum of the total budgets of the three school districts as if they are operating independently of each other like today. "Financial Benefit" is the difference between the projected budget of a fully regionalized school district and the future baseline cost. The estimated dollar amount of financial benefits is about \$600K per year for the next five years.

What is the regional school transportation reimbursement?

Regional school districts are reimbursed by state appropriations for a portion of their transportation expenses. For school year 2012-13, the Acton-Boxborough Regional School District is expected to spend \$1.3M on regular student transportation and to receive \$600K reimbursement from the state to offset that expense. (See Table 6 in the Regional School budget book.) The Acton Public School and Boxborough Public School districts do not currently receive this reimbursement. We estimate that a fully regionalized school district would receive an additional \$500K per year in transportation reimbursement from the state.

What are assumptions for estimating future financial benefits?

Removing administrative structure redundancy will save about \$150K annually. A fully regionalized school district will also receive \$500K state reimbursement for K-6 student transportation costs which currently are not eligible for reimbursement. Teaching staff salary and health insurance benefits will decrease slightly (~\$20K) if the Boxborough staff is placed onto the current Acton-Boxborough regional district salary scale. Finally, Chapter 70 aid (state education funding) will be reduced by about \$148K due to how demographics of both towns are used differently in the Chapter 70 formula to determine the state education aid to fully regionalized districts. However, a regionalization bonus aid will offset the Chapter 70 loss by about 80K on average for the first five years.

How will the financial benefits be shared by the two towns?

The plan is to allocate 65% of the benefits to Acton and 35% to Boxborough over the first five years. The exact allocation percentages may vary in each year with Acton having a higher percentage in the first year and a lower percentage in the fifth year. No matter how the sliding scale is implemented, the average over the five-year period will be 65% Acton versus 35% Boxborough. Future budget of the full regionalized district will be allocated to the two towns based solely on the three-year rolling enrollment average; effectively the two towns will share the financial benefits proportional to their PreK-12 student population.

What about the ownership of school buildings?

A fully regionalized district will own all school buildings. Currently, elementary school buildings are owned by either the town of Acton or Boxborough, depending upon the building location. Junior and Senior High School buildings belong to the regional school district.

How about access to school buildings by community members?

Parent and community members will maintain current levels of accessibility to school buildings, according to a draft position statement adopted by all three existing School Committees. In particular, they recognize that the Blanchard school is the emergency shelter for the town of Boxborough and in an emergency, will be made available as soon as practical by the Superintendent of Schools.

What is the formula for allocating the costs of running a fully regionalized district?

All costs will be allocated to the two towns based solely on the three-year rolling enrollment average, with the exception that Boxborough receives a 5% discount on any construction cost related to school facilities related to grade 7-12.

What are the timeline and milestones for establishing a fully regionalized school district?

The Regional School District Study Committee will continue its public outreach to hear feedback from the school committees as well as various other stakeholders including all parents and taxpayers. Based on that feedback, the committee would hope to finalize the new agreement that would be brought to both town meetings in the spring of 2013. As one may imagine, this is an extremely time-consuming and difficult process which is why the committee sought a sense of town meeting vote from both communities before proceeding ahead with such negotiations.

A *possible* timeline and a list of milestones of this regionalization process:

[2012 Fall/Winter]: Tentative agreement for input from public and elected/appointed town boards and committees

[2013 January]: Finalize regional agreement and submit to the Department of Elementary and Secondary Education for review

[2013 January-April]: Public outreach and town meeting approval

[2013 April 29th]: Special Town Meetings to vote on new regionalization agreement

[If both towns vote affirmatively to accept the regional agreement as presented]

[2013 May/June]: Submit the new regional agreement to DESE for Commissioner's approval

[2013 Spring/Summer]: Form transitional school committee for new regional district. Three existing school committees continue to run the three existing districts.

[2013 Fall/Winter]: Transitional Regional School Committee prepares FY2015 budget for town meeting approval, develops policy, negotiates union contract, and hires superintendent (if necessary).

[2014 Spring]: Elect regular members for new regional district school committee.

[2014 Spring TM]: Regional School Committee presents FY2015 budgets to town meetings.

[2014 July 1st]: New regional school district becomes operational for FY2015 and other two local school districts will cease operation at the end of FY2014.



Approved: _____

**Town of Boxborough
Board of Selectmen
Goals Workshop Minutes
November 3, 2012**

PRESENT: Les Fox, Chair; Frank Powers, Clerk; Vince Amoroso, Member; Bob Stemple, Member; Raid Suleiman, Member

ALSO PRESENT: Selina Shaw, Town Administrator

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

Call to Order

Chair Fox called the meeting to order at 8:15 AM in the Board Room of the Boxborough Holiday Inn, 242 Adams Place.

The Chair reviewed the items in the packet: the "Goals and Projects List", which is prefaced by the overarching goals and followed by a number of specific projects; the minutes from the goals workshop held on July 9, 2011 and information regarding code of conduct and ethics. The Board agreed that the last item would be reviewed and taken up at a future selectmen's meeting, with the intent to adopt and then distribute to boards under the selectmen's purview for adoption. Selectmen Suleiman and Stemple agreed to work on these.

Goals and Project List

Before reviewing the projects list and discussing the status of each, the selectmen agreed that it would be best to hold future goals workshops in September (once the summer has passed and before the end of the first quarter), and established this as their first goal.

- **Appreciation Event:** Board agreed to continue the successful barbecue format, which Selectmen Amoroso agreed to coordinate. The selectmen also agreed to increase the budget to \$750. All agreed to move to brownies and cookies for dessert, which are much easier to handle than cake.
- **Information Technology:** Agreed on the 3 major areas on which to focus: VoIP, upgrading of cable infrastructure and implementation of new website. Board would like a quarterly review on the status of these projects. Discussed possibility of consultant to complete transition of the website, and options for webmaster responsibility. Agreed that it was premature to move further until the selectmen had a better understanding of current status. Chair Fox will follow up with BITcom. Also discussed sources of funding for the IT projects and availability of cable monies for a number of these. Expectation that BoS will vote on funding for VoIP on the 19th November.
- **Capital Plan:** Chair would like to ensure that a line for debt service is included to provide better understanding of fiscal impact of items on plan. TA noted that this has been done.

- **5-Year Personnel Plan:** Brief discussion. FinCom's view that there should be a zero sum gain when hiring was discussed by the selectmen who agreed that this is not necessarily practicable nor is it the FinCom's purview.
- **Fire Cistern Replacement:** Chief White is using plan of his predecessors (Chief Neagle or Chief Clayton). Selectman Powers will follow up with the Chief on updating and moving forward.
- **Town Hall Improvements:** TA updated Board on painting (original section of Town Hall exterior) procurement and need to re-bid. Grange Meeting Room floor will need to wait until cable plan has been developed. Foundation work needs to be evaluated before paving and other repairs can be made.
- **LEPC:** Selectman Powers reported that preliminary certification had been granted and will follow up on status of final approval. Selectman Amoroso asked if there was an emergency generator in place at the gas station in town and proposed working with the owner to explore viability of getting one in place in the event of future power outages. Selectman Powers will follow up with Chief White. Selectmen would like a better understanding of the responsibilities of the residents vs. LELWD when the power entry goes down, and discussed development of an "instruction booklet" for residents on how to prepare for and react to a power outage and more broadly in an emergency, and the need for such a document to be readily and prominently available on the town's website. Selectman Powers will follow up with Tom Argento (Electrical Inspector) and LEPC.
- **Master Plan:** Planning Board is trying to hire a consultant to update the town's build-out analysis and the open space plan. Chair Fox will follow up.
- **Collective Bargaining Agreements:** CBA's with Dispatch, Fire and Police CBU's have been negotiated and authorization for funding will go to Special Town Meeting in January. Board agreed to add a goal to evaluate health insurance alternatives. TA noted that MIA would not provide a quote to the town citing that it could offer nothing more beneficial than the town's current plans due to the employee demographics and existing claims. Selectman Stemple suggested the use of a broker to evaluate health insurance providers and will work with TA and Treasurer. TA advised the BoS on the process moving forward if Town Meeting does not agree to fund the CBA's. Parties would return to negotiating table and continue to negotiate, possibly seeking to arbitrate the matter. The process could continue for an indeterminate period of time until Town Meeting authorizes funding of agreements that are acceptable to CBU's and BoS.
- **Department Head Negotiations:** Salary survey was completed... TA reported that notifications on all successor agreements are set, except for TA's; BoS must notify TA of intent to negotiate successor agreement by 12/31.
- **Department Head Reviews:** Prior year's reviews were completed for the Chiefs; those for TA and DPW Director are still outstanding. Selectmen agreed that target date for current year should be moved from January to March.
- **Water Exploration:** Selectman Suleiman reported that agreement with Acton Water District had been reached and legislation was successfully drafted and signed into law. Would like to continue work on database of water quality in town and to explore means to protect future potential resources. Related to latter goal, Selectman Suleiman will work with TA to set meetings with both the Harvard Sportsmen's Club and LELWD General Manger Savas Danos.
- **OPEB – GASB 45:** The BoS will continue to review liability and funding.
- **Regional Dispatch:** TA reported that consultant has been hired to examine feasibility of joint dispatch with Littleton. Report is due in March 2013.

- **Regional Transfer Station:** Selectman Amoroso will work with DPW Director on viability of allowing access to (some number of) Stow residents.
- **Consolidation of Town Services:** Currently, IT is shared across town and school facilities, as will be facilities management. DPW is providing trash removal for the library. BoS agreed to remove item from project list.
- **Hiring of Fire Chief:** Completed.
- **Disposition of Tax Title Properties:** Selectman Suleiman will work with Treasurer and TA.
- **Road Acceptances:** BoS agreed to remove from list. Town Planner continues to move these forward.
- **Interim Community Center:** Lease has been executed. BoS agreed to remove from list.
- **Stow Road Task Force:** Concept Development Committee has been established and is working on establishing a framework for issuance of an RFP by June 2013.
- **Outreach to Public on Town Services:** Selectmen agreed that more should be done to ensure that residents know how to sign up for Nixle and Code Red. Discussed expansion of website. Selectmen Stemple and Powers will work on the comprehensive plan for communication through a number of media.

The Selectmen agreed to add two new goals as discussed above:

- **Review of alternative health insurance providers**
- **Code of conduct/values for Board of Selectmen and town committees**

Selectman Powers brought up the topic of the establishment of an Animal Control Commission as Lancaster has done. After brief discussion, BoS agreed not to take on this matter for consideration at this time.

Adjourn

At 11:00 AM, it was moved and seconded to adjourn. **Approved 5 – 0.**

Goals

All citizens will be accorded respect, courtesy, and fair due process by Town employees and members of all boards and commissions dealing with the public. Policies will be created for key government functions, based upon generally accepted practices throughout the Commonwealth.

Promote transparency in town government. Continue to provide information about town government, including related documents (e.g. minutes, bylaws, contracts), on town's website.

Expand the communication channels among the BoS, department heads and boards/commissions - by instituting formal quarterly meetings with department heads and meetings at least semi-annually with all boards. Liaisons should meet with department heads on a monthly basis. Expand communication channels among the selectmen, keeping all members informed.

Reinforce a high level of accountability flowing down from the BoS to the departments by creating overall goals for the town government and flowing specific contributing objectives and priorities to the department heads. Performance reviews will be based upon an accounting of actual performance against the agreed-upon objectives and priorities. Refine performance tool.

Formalize a personnel and capital resource planning activity in order to effectively prioritize potential personnel additions, infrastructure requirements, capital equipment purchases, and other large discretionary acquisitions such as land purchases in an environment of limited and possibly shrinking resources. This will require department heads, boards and commissions to carefully forecast personnel, infrastructure, capital, and real property needs and priorities. These individual forecasts will be integrated and prioritized from a town-wide perspective in order to constitute comprehensive five-year and ten-year plans that will form the basis for effective town meeting actions.

Establish several realistic goals and participate in regional and statewide municipal organizations working toward improvements in local revenue distributions, effective development policies, regional management of emergency services, affordable housing policies and other resource management issues. Review potential for consolidation of services within the town.

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed	Notes
Annual Goals Workshop	BoS Chair	BoS/TA			Annually in September	Fun time for volunteers and staff			BBQ @ Town Hall... Increase budget to \$750... cookies and brownies for dessert (no cake)
Appreciation Event	Vince Amoroso	BoS			Annually in September				
Information Technology (VoIP, WAN, Cable)	Les Fox	Network/IT Coordinator/BITcom/TA	ongoing		Winter 12-13	Implementation of VoIP at Town Hall, Police, Fire & DPW	BoS will discuss funding at meeting on 11/19/12.		Seeking to procure services in late Nov/early Dec 2012.
Capital Plan	BLF/Raid Suleiman	Dilip Subramanyam, Gary Kushner, Treasurer, Accountant, TA	ongoing			Upgrading of cable system	Student volunteer worked on project during summer 2012		L. Fox will follow up with BITcom on status
5-Year Personnel Plan	BoS liaisons to dept heads	Primary dept heads				Migration to new improved website	Ongoing process.		Plan is a living document, continually updated.
						Excel linked spreadsheet by years and departments in detail, including annual debt service			
						Comprehensive town-wide integrated plan of personnel resource utilization	Ongoing as part of budgeting process		This should be a fluid document to be reviewed annually.

FY 2013 BoS Goals and Projects
 Adopted November 3, 2012

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed	Notes
Fire Cistern replacement	Frank Powers	Fire Chief				Master cistern plan to be included in comprehensive capital plan	Analysis ongoing. Cisterns are noted in capital plan, but have not been "scheduled" for any particular years		F. Powers will follow up with Chief on status.
Town Hall Improvements	Raid Suleiman	DPW Director/TABICAO				Scrape/paint exterior of older section of Town Hall Replace Grange Meeting Room floor Foundation and paving improvements	Re-bid painting in spring 2013		May include Steele Farm barn in procurement... and look at option of removing clapboards and replacing with pre-primed and painted clapboards. Need to coordinate with cable improvements Need to be coordinated with one another... Awaiting input from "professionals"
LEPC/Emergency Mgt	Frank Powers				Ongoing	Updated CEMP, meetings on standard basis Explore feasibility of emergency generator at Gulf station Emergency preparedness guide for residents	July 2009 - received preliminary LEPC certification. Still awaiting final approval.		F. Powers will follow up with dept. on status. F. Powers will follow up with Chief White F. Powers will seek input from Elect. Inspector and LELWD on responsibilities of residents vs. utility co.. Work with LEPC to put into brochure together for distro and posting on website.
Master Plan Update	BoS					Revised Master Plan, including Open Space and Rec Plan and updated build-out analysis Executed CBAs			L. Fox will follow-up. Planning Board in process of hiring a consultant.
Collective Bargaining Agreements Dispatch, Fire and Police CBU's	Les Fox/Frank Powers								BoS has negotiated and ratified. Awaiting Town Meeting action on 1/7/13
Explore and Evaluate Alternative Health Insurance Providers	Bob Stemple	TA & Treasurer		Nov. 2012	Feb. 2013	Data regarding potential alternate providers/plans			When plan design changes were considered for FY 13, it was agreed that town would look at options for other health ins providers. TA has explored with MIA, who will not provide quote, citing demographics and claims For successor agreements, must notify as follows: TA by 12/30/12; Police & Fire Chiefs by 12/30/13 & DPW Director by 3/30/14.
Department Head Negotiations	BoS liaisons to dept. heads			Various (see notes)	Various	Negotiated contract and salary	Salary survey completed in Feb. 2012. Salaries to be negotiated for FY 14. Contracts up-to-date. BoS must notify TA by 12/31 of intent to negotiate successor agreement.		
Department Head Reviews	BoS				Annually in March		FY 12 completed for Police & Fire Chiefs, but not for DPW Dir & TA		

FY 2013 BoS Goals and Projects
Adopted November 3, 2012

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed	Notes
Water Exploration	Raid Suleiman					Amendment of Acton Water District enabling legislation	Amended legislation has been enacted.	2012	
						Protection of potential water sources			Initiate dialog with HSCand LELWD.
OPEB - GASB 45	BoS	BoS, FinCom, Treasurer, Mid Ret	ongoing			Plan to fund future benefits	Actuarial Study was updated in FY 2012. ATM (May 2012) authorized appropriation to start funding the liability.		
Regional Dispatch	Bob Stemple	TA, Police Chief, Fire Chief	ongoing		March 2013	Feasibility study	Consultant will begin on 12/3 with a public forum to be held at BoS meeting.		Study feasibility of RECC with Littleton
Regional Transfer Station	Vince Amoroso	TA, DPW Director				Access to some number of residents from Stow if feasible			V. Amoroso will meet with DPW Dir. to examine feasibility and costs/benefits....
Disposition of Tax Title Properties	Raid Suleiman	TA, Town Treasurer	Fall 2011			Possible revenue to town			Continue to review properties and determine next steps (auction, transfer to another town entity).
Stow Road Task Force	Les Fox		Fall 2011		June 2013	Develop a plan for moving forward with aff housing project	SRDCDC establishing framework to issue an RFP		Stow Road Concept Development Committee was established to develop plan for use of property
Outreach to Public on Town Services	Bob Stemple & Frank Powers					Comprehensive plan for communication to residents on town matters, including how to sign up for Code Red and Nixle and expansion of website.			
<i>Establishment of code of conduct/values and statement of ethics</i>	<i>Bob Stemple & Raid Suleiman</i>					<i>Code of conduct, ethics for BoS and town boards (and employees)</i>			

Additions in bold italics.



BOARD OF SELECTMEN

Meeting Minutes
November 19, 2012

Approved: _____

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 3rd meeting. To expedite this she would like permission to forward this draft document, directly, to Town Counsel for review. 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. They investigated the systems and services offered by four vendors. The group is recommending that the Town go with the Cisco system. He 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 3rd.
- 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 7th. 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 3rd 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 7th Special Town Meeting. Final article language will be voted on at the December 3rd 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 3rd.
 - ◊ 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.**



**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**

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			\$20,042	

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 (4-0-1).

The collective bargaining agreement resulted from 10 months of negotiations with the Police Collective Bargaining Unit. The agreement was not complete at the time of the May, 2012 Annual Town Meeting, requiring that funding for the first year of the contract be appropriated at this Special Town Meeting. To help control costs, terms of the contract provide for increased union share of annual health insurance cost and reduced step increases over time. The wage increases and insurance agreement negotiated for the Police contract are consistent with those for Fire and Dispatch.

The Finance Committee does not recommend (5-0-1).

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:

Line Item	Account Name	Appropriated at ATM 5/15/12	Proposed Increase/Decrease	Total FY 13 Allocation
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			\$6,344	

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 unanimously (5-0).

The collective bargaining agreement resulted from 10 months of negotiations with the Firefighters Collective Bargaining Unit. The agreement was not complete at the time of the May, 2012 Annual Town Meeting, requiring that funding for the first year of the contract be appropriated at this Special Town Meeting. To help control costs, terms of the contract provide for increased union share of annual health insurance cost and reduced step increases over time. The wage increases and insurance agreement negotiated for the Police contract are consistent with those for Police and Dispatch.

The Finance Committee does not recommend (5-0-1).

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 (full year)	Pro-rated Increase/Decrease	Total FY 13 Allocation
220	Total Salaries – Dispatch	\$233,898	\$13,428	6,570	\$240,468
220	Total Other - Dispatch	\$35,347	\$200	\$200	\$35,547
915	Total Other – Employee Benefits	\$1,404,740	\$<2,289>	\$<2,289>	\$1,402,451
Net amount required to transfer from free cash				\$4,481	

Or take any other action relative thereto.

N.B. Although the terms and wages of the collective bargaining agreement will be retroactive to July 1, 2012, impact of proposed revisions to order in, call back and call-in and the first right of refusal on open shifts will only apply *after* the contract has been approved at Town Meeting (i.e., going forward). Therefore, the amount necessary to fund the first year of the CBA has been pro-rated to reflect the cost of those terms for only the second half of the fiscal year.

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 unanimously (5-0).

The collective bargaining agreement resulted from 10 months of negotiations with the Dispatchers Collective Bargaining Unit. The agreement was not complete at the time of the May, 2012 Annual Town Meeting, requiring that funding for the first year of the contract be appropriated at this Special Town Meeting. To help control costs, terms of the contract provide for increased union share of annual health insurance cost and reduced step increases over time. The wage increases and insurance agreement negotiated for the Police contract are consistent with those for Police and Fire.

The Finance Committee does not recommend (5-0-1).

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:

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

Or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5-0).

Over the past several years the town has not been able to hire and retain a qualified Building Inspector/Code Administration Officer at a level of up to 25 hours per week. The town also is in need of a qualified individual to work with the department heads and the Board of Selectmen (as well as the Finance Committee) to develop a comprehensive management plan for town buildings (a facility management plan), including ongoing regular maintenance as well as capital planning for major repairs, improvements and replacements. Over and above our difficulty in hiring a qualified individual, we have recently been advised by outside experts that we underestimated the time required for facilities management. Based on the input the Board of Selectmen received from an ad hoc hiring committee that included the Stow Building Commissioner, who also serves as Stow's facility management professional, the Board believes that at 40 hours/week, we will be able to hire a qualified individual capable of filling both roles.

Because the full-time position will not be filled until halfway through the fiscal year, and there are unexpended monies available in the FY 13 budget, the full fiscal impact of the additional fifteen hours per week will not be felt in the current year. Next year's FY 14 total salary budget request is expected to be approximately \$68,000, which represents an increase of \$27,500 for the additional fifteen hours per week requested for the position. The position is currently benefited; therefore, the increase to 40 hours will not have any cost impact on benefits.

The Finance Committee recommends (5 -1).

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.

The Board of Selectmen recommends unanimously (5-0).

The position of Tax Collector plays a vital role in town operations and is responsible for the collection of the town's largest revenue source. The position is too important to be left without oversight and accountability. The Board of Selectmen wants to ensure that the position continues to be filled by a qualified individual. Changing the position to an appointed one will enable the Board to maintain oversight and to set qualifications standards that will allow the town to maintain the high quality of service to which the town residents are accustomed. The legal process to make this change is two-part and requires a vote at town meeting as well as a ballot question at the annual town election."

The Finance Committee recommends (6-0).

The Personnel Board recommends (4 – 0).

The Personnel Board voted unanimously to recommend that the position of Tax Collector be changed from an elected position to an appointed 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 recommends unanimously (5-0).

The Board of Selectmen unanimously recommends that this Article be approved as it would confer a net benefit to the Town.

The Article would release the existing easement, which gets minimal use, in exchange for the creation of a new easement in the location that has proven most useful to Town residents in providing a direct connection between two existing parcels of Town Conservation Land. Without this exchange there is no guarantee that the Town would be able to continue using the direct connection, which it enjoys now only by way of an informal agreement with the current owners.

The Finance Committee recommends (6-0).

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.

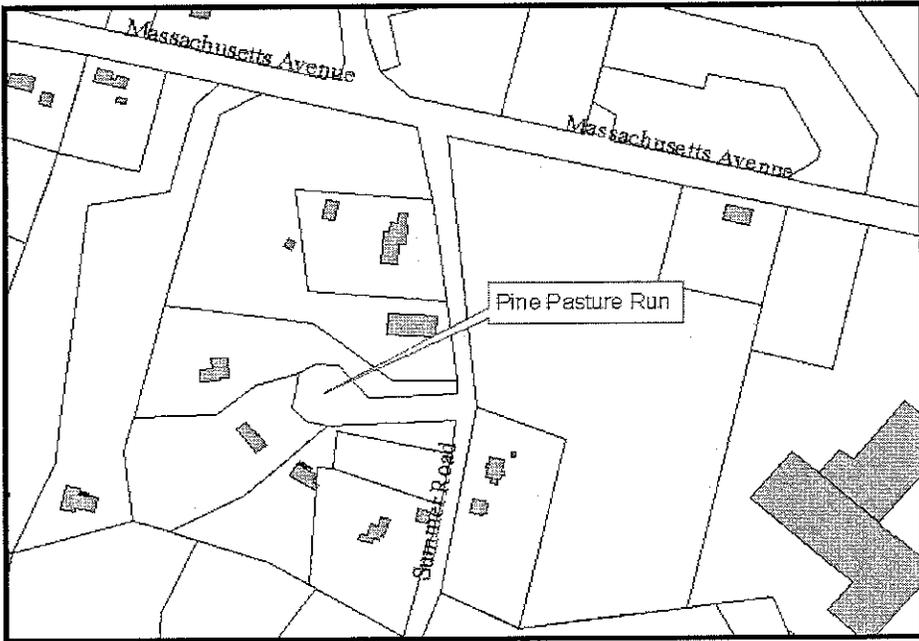
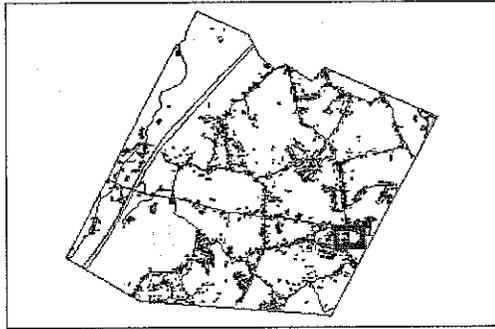
The Planning Board recommends.

The Board of Selectmen recommends unanimously (5-0).

A public hearing was held on November 19, 2012 to approve the laying out of Pine Pasture Run. Acceptance of the road as a public way will increase the town’s Chapter 90 funds and enable the road to be maintained by the Town.

The Finance Committee recommends (6-0).

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.

Leslie R. Fox, Chairman
Board of Selectmen

Francis J. Powers, Clerk
Board of Selectmen

Vincent M. Amoroso
Board of Selectmen

Robert T. Stemple
Board of Selectmen

Raid M. Suleiman
Board of Selectmen

Finance Committee Recommendations

Articles 1,2,3:

The Finance Committee does not recommend (5-0-1). Although the amount requested in this article may seem small, it needs to be considered in context of the overall budget and its impact over the next three years, and beyond. The Finance Committee believes the increases recommended in the article are unsustainable, based on the recently negotiated Collective Bargaining Agreements (CBA). The full impact of these increases will take hold in the next fiscal year, beginning July 1, 2013, when salary increases with built-in cost of living adjustments will average over 5.5% per year for all members of the collective bargaining unit. The introduction of new Steps, which will build in an 8.8% increase for all new hires going forward, adds a major structural issue to future budgets, including the additional increases that will be added to all current top Step employees, and will also set a precedent for future contracts and negotiations. Higher proposed rates for overtime could push the average increase higher, which will not be known until budgets are proposed every year.

The FinCom recognizes and appreciates that members of the collective bargaining units have accepted a greater share of health insurance costs. Unfortunately, in the face of rising health insurance rates, this increased participation is not expected to significantly reduce the impact of the negotiated increases. These increases, in combination with other essential spending (including fire and public safety equipment, facility upkeep, other Town wages and benefits, and retirement liabilities), are likely to force consideration of a Proposition 2 ½ Override as early as next year. A 'no' vote signifies your recommendation that the proposed increases should not be approved in their current form.

Article 4:

The Finance Committee recommends (5-1). The additional hours for the Building Inspector position to cover the facility management needs of the Boxborough's municipal buildings. The combination of these duties are a good fit with the Building Inspector's position and will help cover the facilities management needs in Town.

Article 5:

The Finance Committee unanimously recommends (6-0). The change of the Tax Collector's position from Elected to Appointed. This change will allow the Board of Selectmen more flexibility with the qualifications of the position, its management as a department head, as well as its possible combination with the office of the Treasurer.

Articles 6,7:

The Finance Committee unanimously recommends (6-0).

Selina S. Shaw

From: Chief White [rwhite@boxboroughfire.com]
Sent: Tuesday, November 27, 2012 9:11 AM
To: lesfox@comcast.net; Powers Frank; Robert Stemple; selina.shaw@town.boxborough.ma.us; sraid@yahoo.com; Vincent Amoroso
Subject: Grants

I am pleased to inform the BoS on two recent grants the departments received. The first grant was for \$2,000, from the Town's insurance provider MIIA. This was a loss prevention grant program that I applied for towards purchasing, and installing a Radio Box Transmitter at the fire station. This transmitter will be connected to the existing fire alarm system at the fire station, and alert Dispatch of an alarm condition when the station is vacant.

The seconded was for \$2,500, from Massachusetts Emergency Management Agency (MEMA) through an Emergency Management Performance Grant (EMPG). With this grant, we will purchase a Photo ID System that will play a critical role in identifying firefighters, emergency personnel, and other town government agencies, in disaster situations.

I recently spoke with my lesion at FEMA, about our 2012 Assistance to Firefighters Grant's (AFG). He informed me that our Regional Radio Grant for \$710,813.00 and our Air-Pak Replacement Grant for \$224,290.00 are still in the running. I hope to have a better idea after the first of the year.

I have attached a spread sheet of other grants I have obtained for your review.

Regards,

Randy

rwhite@boxboroughfire.com
Randolph T. White, Fire Chief
Emergency Management Director
Boxborough Fire Department
502 Massachusetts Avenue
Boxborough, MA 01719

978-263-7546 Main
978-263-0038 Fax
www.boxboroughfire.com

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Thank you.

11/27/2012



Chief Randolph T. White
Fire Chief
Boxborough Fire Department
Town of Boxborough
502 Massachusetts Ave.
Boxborough, MA 01719

Dear Chief,

We are pleased to inform you that your application for a MIIA Loss Control Grant has been approved for the following items and amounts.

Radio box linked to fire alarm system

\$2000

You may choose to have the vendor/supplier invoice MIIA directly or MIIA will reimburse you upon receipt of a copy of a paid invoice and copy of cancelled check(back and front). Please note: Due to fiscal year budgeting requirements, all grants must be invoiced or paid by June 15, 2013. There will be no exceptions. Invoices or requests for payment received after June 15th cannot be paid.

Please contact myself or Mary Ann Marino if you have any questions.

Very truly yours,

A handwritten signature in black ink, appearing to read "JJ Siena". The signature is written in a cursive, flowing style.

Jeffrey J. Siena
Loss Control Manager

CC: Selina Shaw, Town Administrator



Internal Communications and Outgoing Communications
December 3, 2012

1. Copy of Memorandum "Agreement on Easements"[MoU] from the Conservation Commission, dated October 31, 2012, to Ken and Sandra Fabian, regarding the "swapping" of access easements on their property at 90 Barteau Lane. *
2. Correspondence from Mary L. Frere, Franchise Service Mgr., of Verizon Communications:
 - a. Letter dated, November 12, 2012, providing Notice of a "Force Majeure" event [Hurricane Sandy].
 - b. Email communication, dated, November 16, 2012, advising of FiOS TV programming changes.
3. Memorandum from TA Shaw, dated November 20, 2012, to Town Clerk Markiewicz, advising of the Selectmen's vote at a public hearing held November 19, 2012, to approve the laying out of Pine Pasture Run.
4. Copy of correspondence from Tax Collector, Maripatt Shemowat, dated November 20, 2012, to Lynn Stahlberg, in response to Ms. Stahlberg's letter of October 23, 2012*
5. Letter from DEP Commissioner, Kenneth Kimmell, dated November 15, 2012, to Board of Selectmen Chair, Leslie Fox, congratulating Boxborough for being awarded a Sustainable Materials Recovery Program Municipal Grant [Single stream recyclables]. #

Indicates that the item had been previously distributed.

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

92 (1)

B.S.*



Boxborough Conservation Commission
29 Middle Road, Boxborough, Massachusetts 01719
Phone: 978.263.1116 (ext. 111) · Fax: 978.264.3127
www.town.boxborough.ma.us

David Follett Charlene Golden Norm Hanover David Koonce Dennis Reip, Chair Rick Williamson

To: Ken and Sandra Fabian
From: Boxborough Conservation Commission
Date: Oct. 31, 2012
Subject: Agreement on Easements

The ConsCom has recently had several discussions with you relative to modifying the easements that the Town owns on your land on Barteau Lane. This letter is intended as a **"Memo of Understanding"** so that both you, the ConsCom, the Board of Selectmen and Town Planner are in agreement on the path forward. Please sign two duplicate originals as indicated below to indicate your agreement and return one original to the ConsCom.

At the ConsCom meeting on Oct. 22 the ConsCom and Ken agreed to the following items.

1. Prior to the Special Town Meeting on January 7 of 2013, Ken and Sandra Fabian will deliver to the Conservation Commission a fully-executed grant of easement conveying to the Town a permanent easement for public access purposes in the portion of their property shown as "Proposed Trail Easement" on a plan prepared by Places Site consultants, Inc. 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". The easement will include the existing marked trails in the northern part of your property that go from the former Hamilton property (*now Town property*) to the former Fiske property (*now Town property*) and to the former Delano property (*now Town property*) as shown on the trail maps for Have Not Pond. The ConsCom will vote to accept this easement at a regular business meeting in either November or December of 2012. The ConsCom has the authority to accept trail easements with the approval of the Board of Selectmen.

2. A ConsCom vote to accept the new easement on your property will be conditional upon the January 7, 2013 Special Town Meeting voting to authorize the Board of Selectmen to release the prior access easement given by the Fiske family to the Town and approximately shown on the above-referenced plan as "Existing trail easements to be abandoned (See Reference Plan #1)", and further conditional upon the approval of the Board of Selectmen.

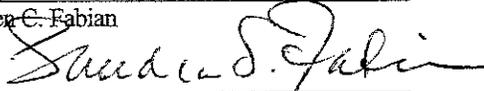
3. At the Special Town Meeting on January 7, 2013 the ConsCom will sponsor and support a warrant article to release the existing easement on your property that runs from the common drive shared by 60, 90 and 110 Barteau Lane along the old cart path to the northerly end of your property. **Town Meeting authorization is necessary to release this easement.**

4. Prior to the ConsCom acceptance of the new easement and the January Town Meeting, the ConsCom will review with Town Counsel, Town Planner and the Selectmen the proposed new easement and the process for its acceptance.

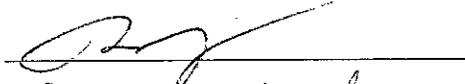
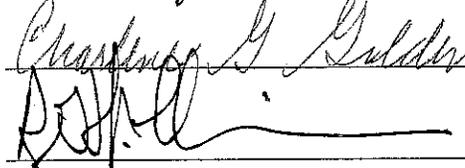
5. The ConsCom will also review with Town Counsel, Town Planner and the Selectmen the proposed wording of the Special Town Meeting warrant article to abandon the old easement and the process for going forward.

6. In the event either the January 7, 2013 Special Town Meeting fails to authorize release of the existing access easement on your property, or the Selectmen refuse to approve the ConsCom's acceptance of the new easement or refuse to release the existing easement, the ConsCom will return the grant of easement referenced in Section 1, above, to you. The ConsCom will only record the new easement in the event all necessary approvals are obtained and it has delivered to you a fully-executed and authorized release of the existing access easement.

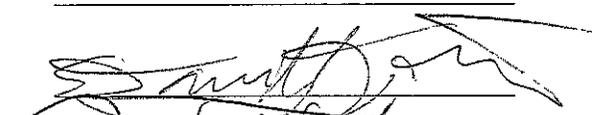
Time is of the essence in advancing this according to the schedule for Town Meeting in January 2013, and we mutually understand that any delay in this process may result in the postponement of action until after the Special Town Meeting in January. This memorandum is not intended to obligate Ken and Sandra Fabian to convey a new access easement to the Town or obligate the Town to accept that easement or to release its existing access easement. It is intended to memorialize the intent of the parties with respect to relocating the existing access easement and the terms upon which the Town may accept and record the new easement.


Ken C. Fabian

Sandra S. Fabian

TOWN OF BOXBOROUGH
CONSERVATION COMMISSION


Christopher G. Bulder

David M. Hance

N. Hanover


David M. Hance

CC: Selectmen
Town Planner
Selina Shaw

92(4)
TOWN OF BOXBOROUGH
TAX COLLECTOR



29 MIDDLE ROAD
BOXBOROUGH, MASSACHUSETTS 01719
Tel. 978-263-1116 • Fax. 978-264-3127

November 20, 2012

Ms. Lynn Stahlberg
343 Sargent Road
Boxborough, MA 01719

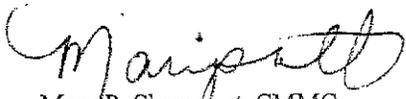
Dear Lynn,

I would like to address the issues raised in your letter. First of all Tax Collectors are required by Massachusetts General Law to have a hard copy of a bill or invoice/voucher that are open for inspection at any time. My cash books are also open for examination. When online payments first became popular, I would send out a notice (see enclosed) the first time anyone used their banks bill payment service explaining why the administrative fee was charged and I still follow this practice. In order to accommodate taxpayers who wanted to pay bills online, I introduced the Town of Boxborough online payment system in 2005. Our online system sends me a daily report of all activity which our auditors accept as payment vouchers for my cash balancing. Our duplicate bill charge has been in effect since 1994. Taxpayers who wish to use their bank's payments system (i.e. DCU) for their own convenience just add the administrative fee to their tax payment. When you came into my office I did explain this to you. The \$10.00 Demand fee is only charged if there is a balance outstanding after May 1st and I have to issue a fifth bill (Demand Bill).

All towns have the option of doing some things differently. We must all be in accordance with the laws, but fees can be determined by each department – Mendon and Tyngsborough charge \$.50, Medway charges \$1.00, Berlin & Natick charge \$2.00 – I could go on, but I don't care what other Town's do, Boxborough charges \$1.00. Other states may not have the requirements imposed on us by the Massachusetts Department of Revenue so I cannot speak for them.

As for why our bills are printed in triplicate, one copy is a receipt voucher and one is a remittance vouchered and the center of the bill is your assessment detail (Q3 & Q4). This should be kept for your income tax records. People who have escrow accounts need to send one copy to their mortgage companies to return with the tax payment, but also keep one copy for their records.

I want to thank you for sending your November 1st tax bill, but the fee charged for August 1st will remain. If you would like to come into my office I would gladly show you what I do on a daily basis which may provide a better explanation of what I am required to do..


Mary P. Shemowat, CMMC
Tax Collector

✓ Cc: Board of Selectmen



TOWN OF BOXBOROUGH

TAX COLLECTOR

29 MIDDLE ROAD
BOXBOROUGH, MASSACHUSETTS 01719
Tel. 978-263-1116 • Fax. 978-264-3127

Dear Boxborough Taxpayer,

During this past year there has been a large increase of taxpayers using electronic checks for payment of Real Estate, Personal Property and Motor Vehicle Excise Taxes. Since our auditors require that my office have a copy of each bill that is paid, I have had to re-print a bill to correspond with each payment that is sent electronically. This has become an extremely time consuming process for my office. From now on, copies of tax bills must be sent with the electronic payment or each payment must include a \$1.00 Duplicate Bill Fee for each bill to be reprinted. If this is not done your payment will be returned to you.

If you have any questions regarding this procedure, please do not hesitate to call my office at (978) 263-1116 x107.


Mary P. Shemowat, CMMC
Tax Collector

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**Minutes, Notices and Updates
December 3, 2012**

Minutes

1. Energy Committee minutes of the meeting held November 7, 2012.
2. Finance Committee minutes of the meetings held November 13, 2012 & November 19, 2012.
3. Conservation Commission minutes of the meetings held October 31, 2012 & November 7, 2012.

Notices

1. Notices of Finance Committee meetings:
 - a. Held November 26, 2012.
 - b. To be held December 3, 2012.
2. Notice of a Public Celebrations and Ceremonies Committee meeting held November 27, 2012.
3. Notice of Boxborough Leadership Forums:
 - a. Held November 27, 2012
 - b. To be held January 15, 2013
4. Notice of a Historical Commission meeting held November 28, 2012.
5. Notice of a Substance Abuse Task Force meeting held November 30, 2012.
6. Notice of Board of Selectmen meetings:
 - a. To be held December 3, 2012
 - b. 2013 meeting dates – January 7 – May 22, 2013#.
7. Notice of a Boxborough School Committee meeting to be held December 3, 2012 [with BoS].
8. Notice of an Acton-Boxborough Cultural Council meeting to be held December 3, 2012.
9. Notice of a Recreation Commission meeting to be held December 3, 2012.
10. Notice of a Personnel Board meeting to be held December 4, 2012.
11. Notice of a Sargent Memorial Library Trustees meeting to be held December 4, 2012.

12. Notice of an Airport Study Committee meeting to be held December 5, 2012.
13. Notice of an Energy Committee meeting to be held December 5, 2012.
14. Notice of a Steele Farm Advisory Committee meeting to be held December 6, 2012.
15. Materials for the Recreation Commission 2013 Recreation Programs:
 - a. Web Notice
 - b. Application Packet.
16. Conservation Commission's Order of Conditions, issued November 20, 2012, to Brian Griffin, regarding the property owned by Viktoria Prokopovich identified as 156 Burroughs Road [RE: Improvements to an existing non-conforming condition – regrading/backfilling backyard.]

9c



**General Correspondence
December 5, 2012**

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

