



**BOARD OF SELECTMEN**  
**Meeting Agenda**  
**Boxborough Town Hall**  
**Grange Meeting Room**  
**December 17, 2012**

**Approved: January 14, 2013**

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

**ABSENT:** Raid Suleiman

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

Chair Fox called the meeting to order at 7:00 PM in the Town Administrator's Office.

**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 7:45 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 4-0 by Roll Call Vote: Fox "aye," Powers "aye," Amoroso "aye," and Stemple "aye."**

Chair Fox reconvened the meeting in Open Session at 7:50 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 requested a moment of silence for the victims of the Sandy Hook tragedy.

**APPOINTMENTS**

- Acton-Boxborough Cultural Council (ABCC) Chair, Barbara Estabrook was present to introduce Alexis Presti-Simpson, as a candidate for appointment to the ABCC. Presti-Simpson spoke to her background and volunteer experience. Further to the recommendation of the Acton Boxborough Cultural Council, Member Powers moved to appoint Alexis Presti-Simpson to the ABCC for a term effective beginning immediately and ending on June 30, 2015. Seconded by Member Amoroso. **Approved 4-0.**
- School Superintendent, Curtis Bates; Police Chief, Warren Ryder; Boxborough School Committee Chair, Maria Neyland, and other School Committee members were present to provide an update on school safety. Supt. Bates provided copies of the materials distributed to his staff this morning. Though his staff had been prepared to handle questions and concerns from students it had been determined that there would be no announcement concerning Friday's events and teachers would not discuss it unless it was necessary. He reported on his responses to the public inquiries, mostly from concerned parents. There was a visible police presence at dismissal on Friday and also this morning. Supt. Bates and Chief Ryder have met and reviewed the school's safety procedures and identified areas for improvement. The School and the Police have a good, cooperative relationship. There was general discussion on the Blanchard's updated School Threat Assessment and Response System (STARS) report which was delivered to the school just this morning. The Chief did note a specific concern that has been discussed before - how to manage a crisis if only one officer is on duty. School Committee members present voiced their support of Supt. Bates and Chief Ryder and commended them for the job they have done. It was suggested that the Selectmen

receive an update, after the STARS report has been digested, to receive feedback as to what items were identify as necessary to enhance public safety at the School.

*The Selectmen took Agenda Item 4d, out of order.*

- School Committee Chair Neyland and members of the School Committee remained to provide an update on the proposed expanded region and to the discussed alternatives. School Comm. and Regionalization Study Comm. member Mary Brolin spoke to a presentation updating some of the regionalization financial components. As public forums continue on the proposed expanded region one particular concern generated significant feedback - the realized savings seem to be fairly slim. Based on this feedback Dr. Bates & Dr. Mills have taken another look at the components and have been able to identify greater potential savings – the new district could now realize savings of \$858,000 in the first year and the projected savings, over the initial 5 years, can also now be revised up as a result of these adjustments. School Comm. member Bridget Bieber provided a follow-up presentation concerning the alternatives to the expanded region. Based on additional feedback that has also been provided the assumptions previously presented concerning the Boxborough School District’s alternatives to regionalization have been revised. This revised presentation now outlines an assumed 3% annual increase for the main stream and SPED budgets and illustrates the breakout the options with and without Choice Students. One assumption is that a minimum of 60 School Choice slots would need to be filled to help fund operations. There was discussion on the state’s maximum allowable School Choice tuition and how these tuitions are funded. As budgetary increases are cumulative filling these 60 Choice slots would only stabilize the budget until FY 16. If Boxborough remains an individual school district the impact could include a 2 ½ override or severe cutbacks to services/operations. It was also noted that with the proposed regionalization; the potential savings, would continue past the five year model being used for these discussions. It would be helpful if the Study group could point out the potential savings due to the expanded region in direct correlation to the necessary adjustments and exponential costs if we remain an individual district.
- Personnel Board Chair, Anne Canfield; and members Sue Bak & Sheila Bauer were present to provide an update to the Selectmen as to their activities and to discuss a proposed compensation study. Canfield reviewed the changes taken over the last year to Personnel Plan’s Schedule B and reported on the Personnel Board’s investigation into implementing a merit based compensation system. Based on their research, discussion with compensation professional(s) and the feedback that has been received from other communities, the Personnel Board voted unanimously that they can not, at this time, recommend that the Town pursue implementing this type of compensation system. There was discussion on the potential issues and obstacles that were identified during their investigation. There was discussion on how the current system works; how a merit based system might work and if there were alternatives such as a “hybrid” structure. Canfield advised that another related concern came to light during these discussions with the compensation professional – the need to review and possibly re-work the Personnel Plan’s Schedule B. The consultant is recommending a complete labor market review before any revisions to Schedule B are undertaken. The Personnel Board, however, does not have the level of expertise that a consultant would have in undertaking this task. They have voted unanimously to recommend the hiring of the consultant to complete this analysis. They would like to have this analysis completed in time for the FY 14 budget, so they would like to get started on this as soon as possible so that the stakeholder can conduct a careful, detailed review and discussion of this analysis. There was discussion as to the projected cost for this study. It was suggested that step increases be frozen and only COLA/wage adjustments would be made, until a determination can be made as to data to be presented. Maria Neyland suggested that the discussion and education on a possible merit based system should begin soon to get the town prepared if it is decided to move forward with this system. Chair Fox moved to approve the recommendation of the Planning Board to pursue the hiring of a consultation to review the Town’s Personnel Plan Schedule B and for the Town Administrator to prepare a Reserve Fund Transfer request for this purpose not to exceed \$10,000. Seconded by Member Powers. **Approved 4-0.**
- Bob Stanley spoke under Citizens’ concerns. For the past 3 years, he has farmed land, off of Stow Road, that he rents from Minuteman Air Field (MMAF). The recent revised Order of Conditions (OoC) the Conservation Commission has issued regarding MMAF’s Boxborough property will have a significant effect on his ability to farm. He disagrees with some of the determinations that the ConsCom has made regarding this property. He outlined the work he has done to clear, reclaim and improve this property. He advised that this area has been continuously used for agricultural purposes for over a hundred years and provided some history of the farming activities that have taken place on this property. He noted that, though, the ConsCom has acknowledged that certain agricultural activities are not under their purview this OoC, as written, still impacts his ability to farm. He is caught in the middle between MMAF and the Conservation Comm. He has had to hire an attorney because of this. He is asking for the Selectmen’s help. There was discussion as to the events leading up to the recently issued revised OoC and the mitigation measures included therein. The Selectmen noted that no one is happy about the situation that Mr. Stanley is in, noting however that he would not be in this position but for MMAF actions and their failure to comply with previously orders. It was suggested that an informal discussion take place that will address the mitigation concerns and still achieve an equitable solution for everyone concerned. The Selectmen noted that they would like to see more cooperation between the Agriculture Commission and the ConsCom. Several audience members spoke in support of Mr. Stanley. Concern was also voiced about setting a precedent and the need to support and promote agricultural interests in our community.

## MINUTES

- The Selectmen passed over approval of the Executive Session minutes of December 3, 2012
- Member Powers moved to accept the minutes for the Regular Session of December 3, 2012 as revised. Seconded by Member Stemple. **Approved 4-0.**

## SELECTMEN REPORTS

- The Board passed over Selectmen reports.

## OLD BUSINESS

- There was discussion on efforts to fill the Building Inspector/Code Administration Officer position and the need to extend the appointments of the interim officials currently covering these responsibilities. A candidate was unanimously selected by the interview committee and the Town Administrator is completing the process so a formal offer can be made. The candidate has been advised that this offer shall be made contingent on STM approval of the budget increase. Further to the recommendation of the Town Administrator, Member Powers moved to re-appoint Ray Renzoni as the Interim Building Inspector /Code Administration Officer and Craig Martin as the Interim Inspector of Buildings/Code Administration Officer for terms effective immediately until January 31, 2013, or until a successor is appointed, whichever is sooner. Seconded by Member Stemple. **Approved 4-0.**

## NEW BUSINESS

- The Selectmen took up the annual renewal of various business licenses:
  - ◇ Member Powers moved to approve the liquor license renewal applications for Hotel Boxborough Lessee, LLC, J & M Houghton, Inc., d.b.a. Boxborough Liquors; and Robert Hirsch, d.b.a. The Grapevine for the year ending December 31, 2013. Seconded by Member Stemple. **Approved 4-0.**
  - ◇ Member Powers moved to approve the Common Victualler license renewal applications for Hotel Boxborough Lessee, LLC; Harvard Sportsmen's Club and Karel's Café, Nashoba Valley Olympia as well as license applications for Live Entertainment, Sunday Entertainment, Innholder & Automatic Amusement Devices also for the Holiday Inn for the year ending December 31, 2013. Seconded by Member Stemple. **Approved 4-0.**
  - ◇ Member Powers moved to approve the renewal applications for the Class II Used Vehicle Dealers' Licenses for WIN Group, Inc., d.b.a. DRW Motorsports; Alpha Trading Services, Inc., d.b.a. AlphaCars; CBK Automotive Repair, Inc. and Asset Group of New England, LLC for the year ending January 1, 2014. Seconded by Member Stemple. **Approved 4-0.**
  - ◇ Member Powers moved to approve the renewal application for the Class I New Vehicle Dealer's License for Alpha Trading Services, Inc., dba URAL of New England for the year ending January 1, 2014. Seconded by Member Stemple. **Approved 4-0.**
- The Town's Hazardous Waste day is now being held every two years. This year's event was very successful and there was a higher than anticipated turnout. Member Powers moved to forward to the Finance Committee for approval the request to transfer \$4,882 from the Reserve Fund to account #01-431-5200-5296, Public Works - Hazardous Waste. Seconded by Chair Fox. **Approved 4-0.**
- The Selectmen acknowledged that Julie Carroll has notified the Board that she has resigned from the Planning Board. There was a review of the process to fill this position. There will be a joint meeting of the Planning Board and the Selectmen on January 14, 2013 to choose a candidate.
- The Selectmen took up approval of the Grant of Easement from Ken C. and Sandra G. Fabian. The Fabians were thanked for their cooperation. There is a special town meeting article for the release of an existing easement that is directly related to this. Contingent upon the Conservation Commission's acceptance of the Grant of Easement from Ken C. and Sandra G. Fabian, Member Amoroso moved to approve acceptance of the trail easement on the plan entitled: "Easement Plan, 90 Barteau Lane, Boxborough, MA; Prepared for: The Town of Boxborough and Ken C. and Sandra G. Fabian", scale: 1"=40'; dated: September 2, 2012, and prepared by Places Site Consultants, Inc. and to authorize the Chair to sign said approval on behalf of the Board of Selectmen. Seconded by Member Powers. **Approved 4-0.**

- Chair Fox moved to notify the Town Administrator of the Board's intent to re-negotiate her contract, the current term of which expires on June 30, 2013. Seconded by Member Powers. **Approved 4-0.**
- The Selectmen conducted a brief review of the FY 2014 Budget. Some of the Selectmen reported on their discussions with their liaised departments. There was also discussion on the recent changes to the procedures for communicating revisions/updates during the budget process. There will be follow up discussions with the appropriate staff members regarding this process.

#### **ADJOURN**

- At 10:18 PM, the Selectmen wished everyone a wonderful holiday season, and then Member Powers moved to adjourn. Seconded by Chair Fox. **Approved 4-0.**

## SELECTMEN'S ANNOUNCEMENTS

DECEMBER 17, 2012

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

- **A Special Town Meeting** will be held on **Monday, January 7, 2013** at the Blanchard Memorial School.
  - ◇ The Special Town Meeting Warrant is now available on the Town's website and will be mailed out to registered voters by the end of the week.
  - ◇ Friday, December 28<sup>th</sup> is the **last day for voters to register** in order to be eligible to vote at the January 7<sup>th</sup> Special Town Meeting. The Town Clerk's office will be open until 8 PM on that day.
  
- The Towns of Acton and Boxborough are considering expanding the **Regional School District** to include grades Pre-K through 12. The Acton-Boxborough School Regionalization Study Committee is currently hosting public forums in both Boxborough and Acton to update the community and to receive feedback on the issue of expanding the current regional schools to include the elementary schools. Forums in Boxborough will also include information on an alternative plan if regionalization does not pass Town Meeting. There will be two such forums at the Sargent Memorial Library this Wednesday, December 19<sup>th</sup> at 10:00 AM and 7:00 PM. For a list of other forum dates or for more information please go to the Town's website under NEWS. Residents can also provide their input to the Study Committee via a link on this NEWS posting.
  
- **The FY 2014 budget process has begun. The current draft budget is available on the Town's website (Home page, under "NEWS").** You are encouraged to attend Selectmen, Finance Committee, School Committee and Library Trustee meetings at all times, but especially during the budget season. Please check the web calendar for meeting dates. Your input is important.

- **Town Hall will be closing at noon on Monday, December 24<sup>rd</sup>** and will re-open for business on Wednesday, December 26<sup>th</sup>, at 8:00 AM.
  
- Residents are advised that the **Transfer Station** will be open for regular hours – 11:00 AM to 7:00 PM on Wednesday, December 26<sup>th</sup> and January 2<sup>nd</sup>.
  
- The Boxborough Firefighters' Association, the Boxborough Minutemen, and the Highway Department are collaborating once again this year to hold a **Christmas Tree collection** on Saturday, January 5<sup>th</sup>. Residents can drop off their trees at the DPW Barn along with a check for \$5.00 or they can register for pickup at their home for \$10 by filling out a form at the fire station or by completing the form online on the Fire Department's website: [www.boxboroughfire.com](http://www.boxboroughfire.com) Please note drop-off is at the DPW Barn **NOT** at the Fire Station.
  
- Residents are reminded that a **winter parking ban** is in effect from Nov. 15<sup>th</sup> until April 1<sup>st</sup>. On street parking is not allowed between the hours of 1:00 AM and 6:00 AM and at all times whenever inclement weather is forecasted. Also no overnight or weekend parking is allowed at any of the Town owned facilities, without permission. Unattended vehicles can obstruct the snow removal operations and may be subject to towing. Please go to the Town's website under NEWS or contact the DPW for more information.
  
- The **2012 Deer Hunting** Muzzle or Black powder season is now in effect and runs through December 31<sup>st</sup>. For everyone's safety and enjoyment please remember to exercise some trail safety commonsense during Hunting Season. A listing of suggested Trail Safety Rules may be found on the Town's website.

- The **Stow Road Concept Development Committee** continues its effort to reach out to residents to hear what you would like to see built at 72 Stow Road. You learn more by going to the Link on the Town's website under "NEWS" for background on the project and to provide your opinion by completing a brief on-line "Suggestion Box" survey.
  
- **Town Departments** welcome your questions and feedback on services. Please contact them through the email hyperlink appearing on each department's web page, give them a call or stop in to chat. If you are unable to stop in during normal office hours, don't hesitate to call and make an appointment for a mutually convenient time outside of normal hours.
  
- The **Selectmen want to hear from you** and invite residents to contact them regarding issues of concern. The Board can be contacted via e-mail from the link on the Selectmen's webpage.
  
- The Board of Selectmen continues to look for volunteers willing to serve on the various **Town boards and committees**, many of which have openings: Airport Study Committee (1), ZBA (1 alternate member), Housing Board (1), BITcom (4), Design Review Board (1 at-large member), Energy Committee (1), Personnel Board (1), Public Celebrations & Ceremonies Comm. (1) Recreation Commission (2) and the Steele Farm Advisory Committee (1). Also, the Town Moderator is seeking 3 volunteers to serve on the Finance Committee. Please consider participating on a town board. You will find it to be a worthwhile and rewarding experience. No matter what your knowledge or interest is, we can use your help in making Town government work.

- Contact information is available on the town website: <http://www.town.boxborough.ma.us> or you may call Town Hall at 978-263-1116 if you have any questions.
- The Selectmen can be contacted directly at [selectmen@town.boxborough.ma.us](mailto:selectmen@town.boxborough.ma.us).
- If you wish to find out more about **volunteer opportunities** on Town boards or committees contact Town Administrator Selina Shaw [Selina.shaw@town.boxborough.ma.us](mailto:Selina.shaw@town.boxborough.ma.us)
- Board of Selectmen, Boxborough School Committee and Acton-Boxborough Regional School Committee **meetings are broadcast on both Comcast's Channel 9 and Verizon's Channel 39.** Residents can also tune-in and view the public meetings playback schedule, to find out when a particular meeting is scheduled for broadcast.
- To view a copy of the January 7<sup>th</sup> Special Town Meeting warrant please go to the Town's website under NEWS or go directly to the STM warrant: <http://www.town.boxborough.ma.us/boxborough/STMWarrant01072013.pdf>
- Information on the **Regionalization Study Committee** can be found on the web at: [www.ab.mec.edu](http://www.ab.mec.edu) or email your comments to: [rsd\\_study\\_comm@mail.ab.mec.edu](mailto:rsd_study_comm@mail.ab.mec.edu).
- For more information on this year's **Christmas Tree collection** go to the Fire Department's website [www.boxboroughfire.com](http://www.boxboroughfire.com) All questions should be directed to the Fire Department at 978-263-7546.
- 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.



**BOARD OF SELECTMEN**  
**Meeting Agenda**  
**Boxborough Town Hall**  
**Grange Meeting Room**  
**December 17, 2012**

**REVISED**

**1. CALL TO ORDER, 7:00 PM - Town Administrator's Office**

**2. EXECUTIVE SESSION**

*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 7:45 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, 7:45 PM**

**3. ANNOUNCEMENTS**

**4. APPOINTMENTS**

- a) Alexis Presti-Simpson, candidate for appointment to Acton-Boxborough Cultural Council (ABCC), 7:50 PM  
*Further to the recommendation of the Acton Boxborough Cultural Council, move to appoint Alexis Presti-Simpson to the ABCC for a term effective beginning immediately and ending on June 30, 2015* **VOTE:**
- b) Personnel Board, to discuss proposed compensation study, 8 PM
- c) School Committee members Maria Neyland (Chair) and Brigid Bieber to discuss alternatives to expanded regionalization, 8:30 PM
- d) Citizens' concerns

**5. MINUTES**

- a) Regular session, December 3, 2012
- b) Executive session December 3, 2012

**ACCEPT & POF  
ACCEPT & POF**

**6. SELECTMEN REPORTS**

**7. OLD BUSINESS**

- a) Extend appointments of Interim Building Inspector and Inspector of Buildings  
*Further to the recommendation of the Town Administrator, move to re-appoint Ray Renzoni as the Interim Building Inspector /Code Administration Officer and Craig Martin as the Interim Inspector of Buildings/Code Administration Officer for terms effective immediately until January 31, 2013, or until a successor is appointed, whichever is sooner* **VOTE:**

[an update on the Building Inspector search will be provided under Selectmen Reports, with a potential recommendation for appointment]

## 8. NEW BUSINESS

- a) Alcohol License Renewals
- i. Hotel Boxborough Lessee, LLC (Holiday Inn Boxborough Woods)
  - ii. J & M Houghton, Inc. (d.b.a. Boxborough Liquors)
  - iii. Robert Hirsch (d.b.a. The Grapevine)  
*Move to approve the liquor license renewal applications for Hotel Boxborough Lessee, LLC, J & M Houghton, Inc., d.b.a. Boxborough Liquors; and Robert Hirsch, d.b.a. The Grapevine for the year ending December 31, 2013* **VOTE:**
- b) Common Victualler License Renewals
- i. Hotel Boxborough Lessee, LLC (Holiday Inn Boxborough Woods) (also Live Entertainment, Sunday Entertainment, Innholder and Automatic Amusement Devices)
  - ii. Harvard Sportsmen's Club
  - iii. Karel's Café, Nashoba Valley Olympia  
*Move to approve the Common Victualler license renewal applications for Hotel Boxborough Lessee, LLC; Harvard Sportsmen's Club and Karel's Café, Nashoba Valley Olympia as well as license applications for Live Entertainment, Sunday Entertainment, Innholder & Automatic Amusement Devices also for the Holiday Inn for the year ending December 31, 2013* **VOTE:**
- c) Class II Used Vehicle Dealer License Renewals
- i. WIN Group, Inc., d.b.a. DRW Motorsports
  - ii. Alpha Trading Services, Inc., d.b.a. AlphaCars
  - iii. CBK Automotive Repair, Inc.
  - iv. Asset Group of New England, LLC  
*Move to approve the renewal applications for the Class II Used Vehicle Dealers' Licenses for WIN Group, Inc., d.b.a. DRW Motorsports; Alpha Trading Services, Inc., d.b.a. AlphaCars; CBK Automotive Repair, Inc. and Asset Group of New England, LLC for the year ending January 1, 2014* **VOTE:**
- d) Class I New Vehicle Dealer's License Renewal
- i. *Move to approve the renewal application for the Class I New Vehicle Dealer's License for Alpha Trading Services, Inc., dba URAL of New England for the year ending January 1, 2014*
- e) Reserve Fund Transfer - Public Works – Hazardous Waste  
*Move to forward to the Finance Committee for approval the request to transfer \$4,882 from the Reserve Fund to account #01-431-5200-5296, Public Works - Hazardous Waste* **VOTE:**
- f) Resignation of Julie Carroll from the Planning Board  
[BoS will meet jointly with Planning Board on January 14 @ 7PM to select a successor]
- g) Approval of Grant of Easement from Ken C. and Sandra G. Fabian  
*Contingent upon the Conservation Commission's acceptance of the Grant of Easement from Ken C. and Sandra G. Fabian, move to approve acceptance of the trail easement on the plan entitled: "Easement Plan, 90 Barteau Lane, Boxborough, MA; Prepared for: The Town of Boxborough and Ken C. and Sandra G. Fabian", scale: 1"=40'; dated: September 2, 2012, and prepared by Places Site Consultants, Inc. and to authorize the Chair to sign said approval on behalf of the Board of Selectmen* **VOTE:**
- h) Notify the Town Administrator of the Board's intent to re-negotiate her contract  
*Move to notify the Town Administrator of the Board's intent to re-negotiate her contract, the current term of which expires on June 30, 2013* **VOTE:**
- i) FY 2014 Budget - brief review

**9. CORRESPONDENCE**

**ACCEPT & POF**

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

**10. PRESS TIME**

**11. CONCERNS OF THE BOARD**

**12. ADJOURN**



# WORDS, STRATEGIES AND 'WHY' TO TALK TO CHILDREN

Maria Trozzi, M.Ed

Boston University School of Medicine

Director of the Good Grief Program at Boston Medical Center

The most pressing questions that we, as parents and adults, have as we face yesterday's tragedy are

- 1) how do we talk to our children, and
- 2) how can we reassure our children and ourselves that we are doing everything we can to keep us safe

The airline instruction to 'put on our OWN oxygen masks before we put on our children's' comes to mind.

## 1. Limit YOUR EXPOSURE to media coverage

It can feel almost addictive to need to sit in front of the TV as the drama unfolds over and over. It's our adult way of trying to sort out what happened. The endless news stories about the 'real people' in this tragedy will seduce us to watch, read, reflect and feel in the days and weeks ahead. However, this exposure can overwhelm us and heighten our own sense of vulnerability. **Be prudent and especially avoid exposure to our children.** Young children, in particular, cannot distinguish between real time and what they see on the screen.

## 2. Be aware of your child's age and developmental stage as you help them to sort out their thoughts and feelings.

Understand that we can't completely shield our children from what happened. What we can do is provide them with information that is developmentally informed.

Children look to the adults in their lives whom they trust for answers; their parents, their grandparents, their teachers, their clergy. We need to do our best to sort out our own thoughts, beliefs and feelings *before* we speak with our children.

We need to present information to them in a calm way, giving ourselves permission to show our sadness and horror while we also **project our capacity to care for our children**. They need to see that we care, that we feel terrible about this tragedy, and that we do everything we can to keep them safe. Don't project your adult fears onto your children. They will take their cues from your behavior.

Children, ages 3-6

Keep your explanations simple (two or three sentences). Limit exposure to conversations with older siblings if possible. Speak calmly and continue with routines. Good news.... If they have always felt safe in their home and community, they will 'assume' that you will continue to keep them safe.

Children, ages 6-10

From the time children enter school, they are apt to worry about the safety of their world. They will not believe you if you say, "No, this could never happen here." However you can and must offer them **perspective**.

School age children may ask for details that make us uncomfortable. They are trying their best to sort out something that is beyond their capacity to understand. Ask them what they know already? What they are thinking and feeling? Your reassurance that although a terrible thing occurred in a school like their own, you believe that they are safe and that their schools are safe and it's your job to keep them safe.

e.g. We know (and they know) that accidents occur. That's why we wear seat belts and bike helmets. Yet, we still get into cars and we still ride bikes. It's the same with school safety. For this school in this town, yesterday morning, some of the children and adults were NOT safe; however, it's very, very very rare for this kind of violence to occur. (It's hard to remember that when faced with this tragedy, but it is true.)

Children (and families) already struggling with a stressor such as a family illness or loss may be more vulnerable to symptoms of stress; e.g. trouble sleeping, eating, clinging behaviors, nightmares, stomach aches, headaches. Be aware of it and know that that's normal. If symptoms don't abate with time, consult your pediatrician.

Children, ages 10-young adult

Pre-adolescents are familiar with the painful realities of their world. They understand that violence and death carry heavy burdensome feelings. They may react to this tragedy by attempting to dismiss or avoid the feelings because they feel overwhelmed.

Adolescents may want to engage with you about the philosophical 'why's' and what it means to live in a world that at times feels scary and uncertain. Although you may not feel you have 'wisdom' about these issues, listening to your teen more and talking less is helpful. Reminding him about perspective and what you do to cope is helpful.

### **3. In a crisis, the 'danger' is obvious; the 'opportunity' is hidden.**

Denial is a normal defense mechanism for both adults and children. Offering explanations that 'distance' ourselves as we attempt to understand this tragedy is normal and makes us feel less helpless. However, explaining away this horrible violence as mental illness and/or asperger's or as access to weapons is self-serving and stigmatizing.

Reasons for this violence are complicated and may never be totally understood. Explaining and connecting this unspeakable violence with mental illness or autism is dangerous and faulty. Would we say that being a young adult or a male is an explanation given that historically, the perpetrators of large-scale violence have been young adult males?

### **WHAT CAN WE DO?**

We can create a national conversation in each of our own communities about:

- Early identification of 'troubled' children and adolescents and access to effective psychiatric treatment
- Psychoeducation about and psychological services in the schools where children are identified
- Better access for ALL children and families to mental health services
- Home, school, community focus on modeling tolerance and mitigating isolation for children who are 'different'

- Making informed decisions about our children's exposure to media violence, both on television and films.
- Rethinking our decisions about our children's exposure to violent video games.
- Reconsidering our nation's laws about purchasing and possessing automatic weapons.

It is emotionally incongruous for us to move forward into the holiday season while we as a nation grieve this tragedy. For many of us, we had successfully dismissed the mall shooting in Oregon that occurred less than a week ago as we shopped for presents in our own local malls.

**However, renewing and sustaining a conversation within our families, our schools, our churches and our communities about what we CAN do going forward will ultimately protect our children and their future,**

## Parent Tips for Helping School-Age Children after Disasters



Reactions	Responses	Examples of things to do and say
<p><u>Confusion about what happened</u></p>	<ul style="list-style-type: none"> <li>▪ Give clear explanations of what happened whenever your child asks. Avoid details that would scare your child. Correct any misinformation that your child has about whether there is a present danger.</li> <li>▪ Remind children that there are people working to keep families safe and that your family can get more help if needed.</li> <li>▪ Let your children know what they can expect to happen next.</li> </ul>	<ul style="list-style-type: none"> <li>▪ “I know other kids said that more tornadoes are coming, but we are now in a safe place.”</li> <li>▪ Continue to answer questions your children have (without getting irritable) and to reassure them the family is safe.</li> <li>▪ Tell them what’s happening, especially about issues regarding school and where they will be living.</li> </ul>
<p><u>Feelings of being responsible:</u> School-age children may have concerns that they were somehow at fault, or should have been able to change what happened. They may hesitate to voice their concerns in front of others.</p>	<ul style="list-style-type: none"> <li>▪ Provide opportunities for children to voice their concerns to you.</li> <li>▪ Offer reassurance and tell them why it was not their fault.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Take your child aside. Explain that, “After a disaster like this, lots of kids—and parents too—keep thinking, ‘What could I have done differently?’ or ‘I should have been able to do something.’ That doesn’t mean they were at fault.”</li> <li>▪ “Remember? The firefighter said no one could save Pepper and it wasn’t your fault.”</li> </ul>
<p><u>Fears of recurrence of the event and reactions to reminders</u></p>	<ul style="list-style-type: none"> <li>▪ Help identify different reminders (people, places, sounds, smells, feelings, time of day) and clarify the difference between the event and the reminders that occur after it.</li> <li>▪ Reassure them, as often as they need, that they are safe.</li> <li>▪ Protect children from seeing media coverage of the event, as it can trigger fears of the disaster happening again.</li> </ul>	<ul style="list-style-type: none"> <li>▪ When they recognize that they are being reminded, say, “Try to think to yourself, I am upset because I am being reminded of the hurricane because it is raining, but now there is no hurricane and I am safe.”</li> <li>▪ “I think we need to take a break from the TV right now.”</li> <li>▪ Try to sit with your child while watching TV. Ask your child to describe what they saw on the news. Clarify any misunderstandings.</li> </ul>
<p><u>Retelling the event or playing out the event over and over</u></p>	<ul style="list-style-type: none"> <li>▪ Permit the child to talk and act out these reactions. Let him know that this is normal.</li> <li>▪ Encourage positive problem-solving in play or drawing.</li> </ul>	<ul style="list-style-type: none"> <li>▪ “You’re drawing a lot of pictures of what happened. Did you know that many children do that?”</li> <li>▪ “It might help to draw about how you would like your school to be rebuilt to make it safer.”</li> </ul>

## Parent Tips for Helping School-Age Children after Disasters

Reactions	Responses	Examples of things to do and say
<u>Fear of being overwhelmed by their feelings</u>	<ul style="list-style-type: none"> <li>Provide a safe place for her to express her fears, anger, sadness, etc. Allow children to cry or be sad; don't expect them to be brave or tough.</li> </ul>	<ul style="list-style-type: none"> <li>"When scary things happen, people have strong feelings, like being mad at everyone or being very sad. Would you like to sit here with a blanket until you're feeling better?"</li> </ul>
<u>Sleep problems:</u> Bad dreams, fear of sleeping alone, demanding to sleep with parents	<ul style="list-style-type: none"> <li>Let your child tell you about the bad dream. Explain that bad dreams are normal and they will go away. Do not ask the child to go into too many details of the bad dream.</li> <li>Temporary sleeping arrangements are okay; make a plan with your child to return to normal sleeping habits.</li> </ul>	<ul style="list-style-type: none"> <li>"That was a scary dream. Let's think about some good things you can dream about and I'll rub your back until you fall asleep."</li> <li>"You can stay in our bedroom for the next couple of nights. After that we will spend more time with you in your bed before you go to sleep. If you get scared again, we can talk about it."</li> </ul>
<u>Concerns</u> about the safety of themselves and others	<ul style="list-style-type: none"> <li>Help them to share their worries and give them realistic information.</li> </ul>	<ul style="list-style-type: none"> <li>Create a "worry box" where children can write out their worries and place them in the box. Set a time to look these over, problem-solve, and come up with answers to the worries.</li> </ul>
<u>Altered behavior:</u> Unusually aggressive or restless behavior.	<ul style="list-style-type: none"> <li>Encourage the child to engage in recreational activities and exercise as an outlet for feelings and frustration.</li> </ul>	<ul style="list-style-type: none"> <li>"I know you didn't mean to slam that door. It must be hard to feel so angry."</li> <li>"How about if we take a walk? Sometimes getting our bodies moving helps with strong feelings."</li> </ul>
<u>Somatic complaints:</u> Headaches, stomachaches, muscle aches for which there seem to be no reason.	<ul style="list-style-type: none"> <li>Find out if there is a medical reason. If not, provide comfort and assurance that this is normal.</li> <li>Be matter-of-fact with your child; giving these complaints too much attention may increase them.</li> </ul>	<ul style="list-style-type: none"> <li>Make sure the child gets enough sleep, eats well, drinks plenty of water, and gets enough exercise.</li> <li>"How about sitting over there? When you feel better, let me know and we can play cards."</li> </ul>
<u>Closely watching a parent's responses and recovery:</u> Not wanting to disturb a parent with their own worries.	<ul style="list-style-type: none"> <li>Give children opportunities to talk about their feelings, as well as your own.</li> <li>Remain as calm as you can, so as not to increase your child's worries.</li> </ul>	<ul style="list-style-type: none"> <li>"Yes, my ankle is broken, but it feels better since the paramedics wrapped it. I bet it was scary seeing me hurt, wasn't it?"</li> </ul>
<u>Concern</u> for other survivors and families.	<ul style="list-style-type: none"> <li>Encourage constructive activities on behalf of others, but do not burden them with undue responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Help children identify projects that are age-appropriate and meaningful (clearing rubble from school grounds, collecting money or supplies for those in need).</li> </ul>

## **Crisis in the Classroom: Can Your Schools' Security Pass the Exam?**

*by Kenneth S. Trump, M.P.A.*

Recent national tragedies have placed school security at the top of the priority list for many school leaders. But have those districts not facing the crises actually learned from the losses of others or will they continue to operate with a "business as usual" mentality when it comes to security in their schools?

School officials have typically addressed "safety" from a prevention-oriented, curricula-based perspective and/or an intervention-oriented perspective, such as conflict resolution or counseling services. While prevention and intervention services unquestionably are key components to an overall school safety plan, these services, along with education programs, cannot be delivered with a maximum level of effectiveness if students and staff are concerned for their safety. In short, the 9:00am prevention curricula and the 10:00am conflict program will have minimal impact if an 8:00am shooting or kidnapping could have been prevented by reasonable security risk reduction measures.

Educators are encouraged to challenge traditional approaches to school safety by focusing on first providing secure environments to address immediate safety threats. Once such an environment is established, then - and only then - will programs designed to affect long-term behavior changes stand a likelihood of being successful. Board members, superintendents, principals, and other school leaders can learn valuable lessons from the unfortunate crises experienced by their counterparts in other districts and take proactive security measures to prevent and, if necessary, to effectively manage crisis situations which may face their schools in the future.

### **Lessons Learned**

Contrary to the perceptions held by many in the public, media, and even within the education community, we *do* know some very important things about school security. Unfortunately, what we know is often not applied until after a crisis incident, and sometimes not even then. Lessons learned about school security include:

**1. Typical Responses to Crisis Situations:** Two common statements are heard after every high profile case of school violence:

- a. "We never thought it could happen here," and
- b. "There is nothing you can do to prepare for such incidents."

Recent school-related murders have occurred in small, rural, and predominantly white communities lacking histories of high-profile violence and extensive crime rates.

Gangs, drugs, weapons, and juvenile crime are present in rural, suburban, and urban communities and schools. Violence crosses all social and economic boundaries, and no community should falsely believe that their schools and neighborhoods are immune.

The reality is that some school violence incidences cannot be prevented. But there are steps which can and should be taken to reduce risks of the incidences occurring and to prepare to minimize losses should they unfortunately occur. Many of the risk reduction measures require fewer costs than most board members and administrators perceive, but they do require more leadership and less concentration on image and politics than what is often provided to this issue.

For example, the Indiana Department of Education has taken a strong leadership role in addressing school security and crisis preparedness in Indiana schools. In 1996, under the leadership of Dr. Suellen Reed, State Superintendent, the department collaborated with the Indiana State Police, Marion County Sheriff's Office, Indianapolis Public Schools, Lawrence and Wayne Township schools, and other area agencies to sponsor a mock school hostage simulation. The exercise was a very cost-effective project where both school and law enforcement officials learned many very important lessons about the dynamics and potential obstacles in effectively addressing a school hostage situation. Many of these lessons were incorporated into a reasonably-priced training video which is now available to school districts around the country.

Most recently, the Indiana Department of Education sponsored regional training workshops across the state on the topic of school security and crisis preparedness. Education, law enforcement, and school security specialists provided half-day workshops for school, law enforcement, and others interested in learning practical risk reduction measures for improving their school security. This training was free to attendees and again provided an excellent example of how leadership and cost-effective initiatives can lead to improving school security and crisis preparedness.

The lessons learned, therefore, are simple:

- a. "School violence can and may happen *anywhere at any time*," and
- b. "There *are* many practical, cost-effective steps available to reduce security risks and to prepare for managing crisis situations."

**2. Inconsistent and Limited Data:** Data on the number of crimes committed in schools and on school property at the national level is terribly inadequate. Figures most often cited originate from surveys or studies which are, by nature, limited in scope and depth. Although these studies are necessary and provide important insights into issues examined for the specific population examined in each particular project, it is extremely risky for all school policymakers, administrators, and legislators to base major policy, procedure, and funding decisions on one or two of these types of studies.

Likewise, taking law enforcement data on crimes reported by school officials to police at face value is equally faulty. School-based crimes are grossly underreported to law enforcement, making the existing data highly inaccurate. The reasons for this

underreporting range from unintentional causes, such as those resulting from our failure to train school staff on distinguishing crimes from disruptive behaviors, to intentional causes, such as those stemming from denial, image concerns, and school politics.

Educators can and should, however, use data as a part of their school safety planning process. Surveys can be administered to students and staff at specific schools, police reports and calls for service can be examined, and disciplinary data can be analyzed on a regular, ongoing basis. Locally collected data can be the most helpful in analyzing and responding to local concerns.

The lessons learned here include:

- a. Recognize the limits of nationally reported surveys, research studies, and related reports. Use this information for background, but do realize the limitations of these findings and avoid making policy and funding decisions on single, limited data sources.
- b. Establish policies and procedures to insure consistent crime reporting by school administrators to law enforcement. Invite prosecutors, police officials, and others involved in the criminal justice to train school officials in distinguishing crimes from disruptive behaviors and in consistently reporting crimes to law enforcement.

**3. Recognize Common Denominators.** In addition to recognizing that no schools are immune from school violence, there are other common underlying themes in many of the school crisis situations which all school administrators should remember. These lessons include:

- a. *Deal with small problems while they are small problems.* When closely examined, many incidences culminating in youth violence often begin with "he-said, she-said, they-said" rumors, boyfriend or girlfriend conflicts, or issues of real or perceived disrespect. Educators must deal with these "small" problems before they escalate into the use of violence. It is here that school-based conflict resolution programs, in conjunction with alert adult staff who follow-through in dealing with minor conflicts, can play an especially important role.
- b. *Avoid the "kids will be kids" syndrome.* Many threats, rumors, and similar warning signs are often dismissed by school personnel as "kids will be kids" behavior. Although we do not want a school staff constantly in panic or unnecessarily generating an alarmist environment, there is clearly a need for school officials to be more alert and responsive to behavior, information, and related indicators which often warn of impending problems prior to their actual occurrence.

**4. Prepare for the "Attack of the Charlatans."** Unfortunately, many opportunists see profit in the most tragic events. Be alert for "overnight experts" and others who claim that they can easily solve all of your security concerns for a price. Experienced

school security specialists are few and the qualifications and experience of all consultants and trainers should be reviewed prior to bringing them into your district.

These are only a few of the important lessons school officials should learn and apply from the tragedies which have struck our nation's schools:

## **Critical Applications**

Recognizing the lessons learned by other school officials is only the first step in preparing to prevent and manage school violence. It is critical that these lessons be promptly applied in day-to-day school operations in several ways. These include:

**1. A Change in Mindset, Beginning at the Top.** Too often, school security is perceived as equipment and guards. Metal detectors, security officers, and similar measures are a necessity in many districts, especially where security threats are entrenched and a part of everyday reality. However, school security does not rest exclusively with these type of measures and can involve equally important issues such as effective security-related policies and procedures, crisis preparedness guidelines, crime prevention initiatives, security education and training, physical security measures, and more.

Still, some board members and superintendents have been quick to falsely translate school security into an issue of "textbooks versus metal detectors," and then justify not taking proactive security measures by falling back on the budgetary constraint excuses. But how can you put a price tag on the life of a student or staff member? While there are limits in all budgets, investing in proactive security measures is much more productive than paying more money to lawyers, insurance adjusters, successful plaintiffs who sue your district, and media consultants to do "damage control" after a potentially preventable violent incident or crisis.

The costs of school violence are much greater than losing law suits. Parents and community members are increasingly scrutinizing school officials to determine whether their actions are truly directed toward school safety. Failure to do so will result in a loss of credibility for board members, superintendents, administrators, and ultimately the district as a whole.

School violence also takes its toll on the academic bottom line. It is somewhat ironic that many political and administrative agendas focus first on test scores and then on safety. Can we actually believe that teachers can teach and students will learn at their maximum capacity when they are really more concerned about their personal safety than what is on the exam paper?

Finally, school officials are predicting an extreme shortage of teachers in upcoming years. In fact, there are many local, state, and national efforts being focused on recruiting and retaining new teachers. While it should be no surprise that discipline and safety are top factors challenging teacher recruitment and retention, it is somewhat surprising that more coordinated efforts are not being placed on improving school security, consistently teaching new educators school security and crisis preparedness techniques, and related initiatives to proactively deal with these concerns.

**2. Address Early Warning Signs and Take Threats Seriously.** School leaders must insure that school employees are trained and guided by policies and procedures to effectively address early warning signs of possible violence. Verbal and written threats, "hit lists," and other warnings of violence must be taken seriously and include, when appropriate, the involvement of law enforcement and psychological specialists, in addition to traditional disciplinary action. Prompt follow-up on threats not only addresses the specific threat, but also serves as a deterrent to others who might jokingly or seriously threaten students or staff.

**3. Establish Mechanisms for Reporting Security Concerns.** Public reports suggest that students, staff, and/or others in the school community often hear threats or rumors of problems before they actually occur. Many individuals, especially students, are afraid of retaliation, embarrassment, or peer pressure for reporting concerns to authorities. It is imperative that school officials create education programs to "break the code of silence" and establish mechanisms for students, parents, and others to report potential problems to school and/or law enforcement officials.

Such reporting mechanisms could include traditional telephone hotlines. One school resource officer took his effort one step further by establishing a tip process where students confidentially report concerns by computer electronic mail. Regardless of the method, it is most important that school officials create an environment where individuals feel comfortable that they can anonymously report their concerns to authorities who will promptly follow-up on their concerns.

**4. Take Proactive Risk Reduction Measures in Four Basic Security Areas:**

a. *Have and enforce security-related policies and procedures* such as those dealing with gangs, drugs, weapons, visitor access, crime reporting, etc.

b. *Train all school personnel on security trends and strategies.* Typically, training, if provided at all, is given only to administrators and teachers. Yet support personnel such as bus drivers, cafeteria workers, secretaries, custodians, nurses, and even security personnel receive little, if any, in-service training on security-related issues. It is important that all training be ongoing since issues change. (For example, while many schools still debate what to do about gangs, drugs, weapons, and other problems that school officials have faced for years, new challenges entering the picture include bombs on school property, computer related offenses, and other "new crimes" for "new times.")

c. *Have school security professionally assessed and implement the recommendations.* Security is a unique profession and professional assessments are not something that simply anyone can do. In-house school security professionals, trained school resource (law enforcement) officers, and outside specialized consultants can be credible resources for assessing school security needs and providing recommendations for improvements.

d. *Establish, test, revise, and train staff on crisis preparedness guidelines.* Typically, school officials are better prepared to deal with natural disasters, such as tornadoes or fires, than man-made disasters, such as hostage situations or gunfire on campus. School officials need to incorporate criminal and other man-made crises situations into their preparedness guidelines by going through "What If?" situations prior to an actual crisis. Also remember that it is not only important to have crisis guidelines, but also to test and revise them, and to train all staff on their implementation.

## Conclusion

It is no longer a matter of "If" a school district will face a crisis or violent situation, but more so "When" such an event will occur. There are no excuses for failing to take reasonable steps to prevent or prepare for such incidences. While proactive security and crisis preparedness measures offer no guarantees that violence or crisis incidences will not occur, they do represent basic areas where steps can be taken to reasonably reduce the risks of such occurrences and, if necessary, to better prepare school staff for managing those which do occur.

Kenneth S. Trump, M.P.A., is president and CEO of National School Safety and Security Services, a Cleveland (OH) consulting firm that has provided school security training, assessments, and management consulting in 30 states and in Canada. He is author of *Practical School Security: Basic Guidelines for Safe and Secure Schools* (Corwin Press, 1998). For further information, call (216) 251-3067, e-mail [KENTRUMP@aol.com](mailto:KENTRUMP@aol.com), or visit web site <http://www.schoolsecurity.org>.

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### Site Map

[Your Voice for Advocacy](#) | [Your Link to the Federation](#) | [Your Resource to Programs & Services](#)  
[About NSBA](#) | [Reaching the School Market](#) | [NEWS](#)

### National School Boards Association

1650 Duke Street  
Alexandria, Virginia 22314  
Phone: 703-838-6722  
Fax: 703-683-7590  
E-Mail: [info@nsba.org](mailto:info@nsba.org)

## Revised Regionalization Estimates First Year Financial Benefits

- Additional transportation aid = +\$509K
- Reduction in increase of ch 70 aid = -\$149K
- Cost savings = +\$377K
- Bonus regional. aid (declines over time) = +\$139K
- Contract savings = + \$20K
- **NET TOTAL BENEFITS = +\$896K**

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## Allocation of Financial Benefits

- Estimated financial benefits to Acton and Boxborough (5 year average):

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Acton	\$729,809	\$643,949	\$558,089	\$472,229	\$386,369	\$2,790,446
Boxborough	<u>\$128,790</u>	<u>\$214,650</u>	<u>\$300,510</u>	<u>\$386,369</u>	<u>\$472,229</u>	<u>\$1,502,548</u>
<b>Total</b>	\$858,599	\$858,599	\$858,599	\$858,599	\$858,599	\$4,292,994

2

# Alternative Plan to Regionalization

December 17, 2012

10/11/12

1

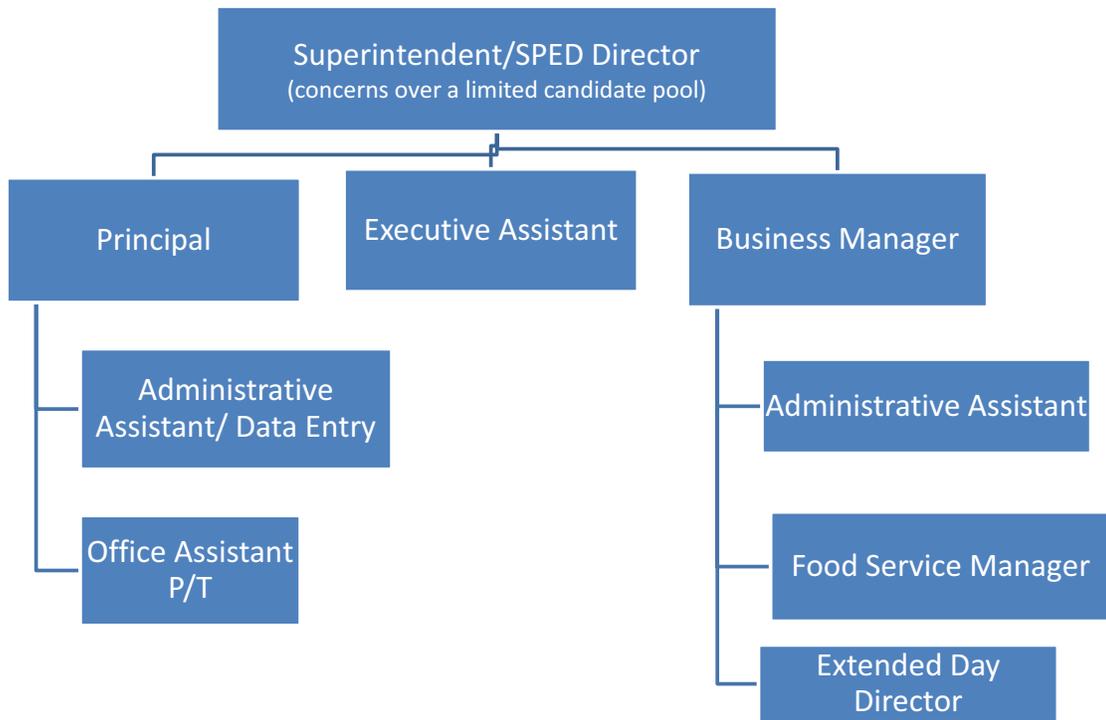
## Why Does District Size Matter?

- 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

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POTENTIAL ADMINISTRATION ORGANIZATIONAL CHART



10/11/12

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## 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

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# Projected Budget Impact of Choice

- Assume budget funding for “base” budget (2013 total budget) stays constant over time
- 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 assumes 3% increase in SPED funding.
- Three examples of how Choice Funds (\$5k per FT student) can help offset budget increases

10/11/12

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Assume 2013 Base Budget: \$6,368,100  
 Annual Budget Increase : 3%  
 Number of Choice Students Each Year: 0

FYE	Budget	Annual Increase	Cumulative Increase from base budget	Choice Funds	Choice Balance/ Shortfall	Cumm. Balance/ Shortfall at FYE
2014	\$6,559,143	\$191,043	\$191,043	\$0	\$(191,043)	\$(191,043)
2015	\$6,755,917	\$196,774	\$387,817	\$0	\$(387,817)	\$(578,860)
2016	\$6,958,595	\$202,678	\$590,495	\$0	\$(590,495)	\$(1,169,355)
2017	\$7,167,353	\$208,758	\$799,253	\$0	\$(799,253)	\$(1,968,608)
2018	\$7,382,373	\$215,021	\$1,014,273	\$0	\$(1,014,273)	\$(2,982,881)
2019	\$7,603,844	\$221,471	\$1,235,744	\$0	\$(1,235,744)	\$(4,218,625)
2020	\$7,831,960	\$228,115	\$1,463,860	\$0	\$(1,463,860)	\$(5,682,485)

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Assume 2013 Base Budget: \$6,368,100  
 Annual Budget Increase : 3%  
 Number of Choice Students Each Year: 30

FYE	Budget	Annual Increase	Cumulative Increase from base budget	Choice Funds	Choice Balance/ Shortfall	Cumm. Balance/ Shortfall at FYE
2014	\$6,559,143	\$191,043	\$191,043	\$150,000	\$(41,043)	\$(41,043)
2015	\$6,755,917	\$196,774	\$387,817	\$150,000	\$(237,817)	\$(278,860)
2016	\$6,958,595	\$202,678	\$590,495	\$150,000	\$(440,495)	\$(719,355)
2017	\$7,167,353	\$208,758	\$799,253	\$150,000	\$(649,253)	\$(1,368,608)
2018	\$7,382,373	\$215,021	\$1,014,273	\$150,000	\$(864,273)	\$(2,232,881)
2019	\$7,603,844	\$221,471	\$1,235,744	\$150,000	\$(1,085,744)	\$(3,318,625)
2020	\$7,831,960	\$228,115	\$1,463,860	\$150,000	\$(1,313,860)	\$(4,632,485)

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Assume 2013 Base Budget: \$6,368,100  
 Annual Budget Increase : 3%  
 Number of Choice Students Each Year: 60

FYE	Budget	Annual Increase	Cumulative Increase from base budget	Choice Funds	Choice Balance/ Shortfall	Cumm. Balance/ Shortfall at FYE
2014	\$6,559,143	\$191,043	\$191,043	\$300,000	\$108,957	\$108,957
2015	\$6,755,917	\$196,774	\$387,817	\$300,000	\$(87,817)	\$21,140
2016	\$6,958,595	\$202,678	\$590,495	\$300,000	\$(290,495)	\$(269,355)
2017	\$7,167,353	\$208,758	\$799,253	\$300,000	\$(499,253)	\$(768,608)
2018	\$7,382,373	\$215,021	\$1,014,273	\$300,000	\$(714,273)	\$(1,482,881)
2019	\$7,603,844	\$221,471	\$1,235,744	\$300,000	\$(935,744)	\$(2,418,625)
2020	\$7,831,960	\$228,115	\$1,463,860	\$300,000	\$(1,163,860)	\$(3,582,485)

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## 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

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## 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

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## 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

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## 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

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# 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



**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**December 3, 2012**

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

**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 MHA 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 the 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 the 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 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 unfunded mandates and administrative tasks facing school districts in Massachusetts; the necessary restructuring administrative of responsibilities if regionalization does not go forward; possible class sections, student population, and budgetary impact trends. 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 offset the operational funding deficit at the 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 the Blanchard music programs; the management of the 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 15<sup>th</sup>.
- 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 sanding 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.**





# Reserve Fund Transfer Request

Date: 12/3/12

It is requested by the undersigned that the sum of \$ 4,882 be transferred from the Reserve Fund to:

UMAS Acct. # 001-431-5200-5296  
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) DPW - Hazardous Waste Collection

The balance in DPW Hazardous Waste Collection - Other Expenses as of 12/03/12(Date) is \$ (4,882). An amount of \$ 5,000 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

The overrun was due to large turn out and hazardous waste collection every other year.

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

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

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ 4,882 from the Reserve Fund to UMAS Acct. # 001-431-5200-5296 to be used for the purposes and in the amounts indicated above.

<u>Board of Selectmen</u>	Date:	<u>Finance Committee</u>	Date:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Copy to:	Initial Distribution Date Sent:	Notification of Finance Committee Action Date Sent:
Finance Committee	_____	_____
Department Head	_____	_____
Board of Selectmen	_____	_____
Town Administrator	_____	_____
Town Treasurer	_____	_____
Town Accountant	_____	_____



Filter by: Segment 2: 431

Parameters: Fiscal Year: 2013 Start Date: 7/1/2012 end: 12/31/2012

### Ledger History - Detail - Expenditure Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Account: 001-431-5200-5296	Public Works - Hazardous Waste Collection	<i>Summary:</i>	0.00	9,882.00	5,000.00	-4,882.00
	Block/Batch:	Posted: 07/01/2012		0.00	5,000.00	5,000.00
Tran. Type: Beginning Balance		By: mag				
FY2013 BUDGET				0.00	5,000.00	5,000.00
Warrant: 2013-083	Block/Batch: 2013/083	Posted: 11/20/2012		9,832.00	0.00	-4,832.00
Tran. Type: Payable		By: mag				
C112243182		Clean harbors Env. Services		9,832.00	0.00	-4,832.00
Warrant: 2013-098	Block/Batch: 2013/098	Posted: 12/11/2012		50.00	0.00	-4,882.00
Tran. Type: Payable		By: mag				
87464		HI HO Container Service Inc		50.00	0.00	-4,882.00
1 Account(s) totaling:			0.00	9,882.00	5,000.00	-4,882.00

**TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT**

*For the Period 07/01/12 To 12/31/12*

<i>AccountNumber</i>	<i>AccountName</i>	<i>Original Budget</i>	<i>Budget Adjustments</i>	<i>Current Budget</i>	<i>Payments This Period</i>	<i>Payments To Date</i>	<i>Receipts This Period</i>	<i>Receipts To Date</i>	<i>Payments to Date-Net</i>	<i>Ending Balance</i>	<i>Percent Expended</i>
	<b>Public Works - Hazardous Wast</b>										
001-431-5200-5296	Public Works - Hazardous Waste Collectio	5,000.00	0.00	5,000.00	9,882.00	9,882.00	0.00	0.00	9,882.00	-4,882.00	197.64%
<b>Sum</b>	<b>Public Works - Hazardous Waste</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>9,882.00</b>	<b>9,882.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,882.00</b>	<b>-4,882.00</b>	<b>197.64%</b>

**HI-HO CONTAINER SERVICES INC.**

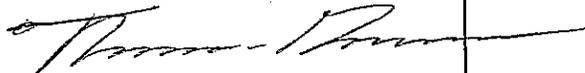
**Invoice**

369 CODMAN HILL ROAD  
 BOXBOROUGH, MA  
 01719

Date	Invoice #
11/15/12	87464

Bill To
Town of Boxborough 29 Middle St. Boxborough, MA 01719

P.O. No.	Terms
Town Barn	Net 15

Description	Qty	Rate	Amount
<b>TRUCKING &amp; DISPOSAL</b>  WE NOW ACCEPT MC & VISA CC# _____ EXP. _____ NAME ON CARD _____  <i>431-5200-5296</i> 		50.00	50.00
		<b>Total</b>	<b>\$50.00</b>
		<b>Payments/Credits</b>	<b>\$0.00</b>
		<b>Balance Due</b>	<b>\$50.00</b>

Phone #	Fax #
1-978-263-8458	1-978-263-1879



**INVOICE**  
Invoice No C11243182

**REMIT TO:**  
Clean Harbors Env. Services  
PO Box 3442  
Boston, MA 02241-3442

**OFFICE:**  
Clean Harbors Env Services Inc  
1 Hill Avenue  
Braintree, MA 02185- 0000  
(781) 380-7100

*If you have any questions regarding this invoice, please contact your customer service representative at the telephone number listed above*

**SOLD TO:**  
Tom Garmon  
Boxboro Town of  
29 Middle Road  
Boxboro, MA 01719- 0000

**JOB SITE/GENERATOR:**  
Clean Harbors Env Services Inc  
577 Massachusetts Avenue  
Boxborough, MA 01719

Job Description: Household Hazardous Waste Service (10/27/12)

\*\* Payable in USD funds \*\*

Last Service Date	Invoice No	Customer	Sales Order	Purchase Order	Terms
29 Oct 2012	C11243182	BOX001	C14720690	No PO Needed	NET 15 DAYS

Last Service Date	Task	Task Type	Description	Total
29 Oct 2012	C14720690-001	GENERAL	Setup Fee Region 3,4,5	\$900.00
29 Oct 2012	C14720690-002	GENERAL	Disposal Per Car/Half Car	\$8,932.00
<b>SUBTOTAL</b>				<b>\$9,832.00</b>
<b>TAX</b>				<b>\$0.00</b>
<b>PLEASE PAY THIS AMOUNT → INVOICE TOTAL</b>				<b>\$9,832.00</b>

431-5200-5296

Interest will be charged at a rate of 1.5% per month for all past due amounts.



**INVOICE**  
Invoice No C11243182

TASK C14720690-001 - Setup Fee Region 3,4,5

Item ID	Description	Fixed Price Amount	Percent Complete	Billable Amount
29 Oct 2012				
FIXD	Setup Fee Region 1 & 2	900.0000	100%	\$900.00
<b>SUBTOTAL</b>				<b>\$900.00</b>
<b>TAX</b>				<b>\$0.00</b>
<b>TASK TOTAL</b>				<b>\$900.00</b>

TASK C14720690-002 - Disposal Per Car/Half Car

Item ID	Description	Qty	Units	Unit Price	Amount
27 Oct 2012					
DISPSL / FB1	CONSOLIDATED SOLVENTS hhwfb1	16.000	55DM	0.0000	\$0.00
DISPSL / LPTP	PROCESSABLE PAINTS IN CANS hhwlptp	6.000	FBIN	0.0000	\$0.00
DISPSL / LCCRQ	RCRA MIXED AEROSOLS hhwlccrq	3.000	55DF	0.0000	\$0.00
DISPSL / LCCRC	PESTICIDE LIQUIDS IN CONSUMER PACKAGING hhwpestl	5.000	55DF	0.0000	\$0.00
DISPSL / LCCRO	Labpack Oxidizers For Incineration LCCRO	1.000	30DF	0.0000	\$0.00
DISPSL / LCCRO	Labpack Oxidizers For Incineration LCCRO	1.000	30DF	0.0000	\$0.00
DISPSL / LCCRC	PESTICIDE SOLIDS IN CONSUMER PACKAGING hhwpests	2.000	55DF	0.0000	\$0.00
DISPSL / LAT-A	Labpack Acid & Acid Compatibles For Aqueous Treatment lat-a	1.000	55DF	0.0000	\$0.00
DISPSL / LCCRC	Labpack Organics For Incineration LCCRC	1.000	55DF	0.0000	\$0.00
DISPSL / LAT-B	Labpack Basic & Basic Compatibles For Aqueous Treatment lat-b	1.000	55DF	0.0000	\$0.00
DISPSL / LCCRB	Labpack Basic & Basic Compatibles For Incineration LCCRB	1.000	55DF	0.0000	\$0.00
29 Oct 2012					
FIXD	Half Car	139.000	Half Car	28.0000	\$3,892.00
FIXD	Car	105.000	Car	48.0000	\$5,040.00
<b>SUBTOTAL</b>					<b>\$8,932.00</b>
<b>TAX</b>					<b>\$0.00</b>
<b>TASK TOTAL</b>					<b>\$8,932.00</b>



## **Boxborough Planning Board Vacancy**

The recent resignation of Julie Carroll has caused a vacancy to be filled on the Boxborough Planning Board. Massachusetts General Law provides that such a vacancy be filled by joint appointment of the Planning Board and Board of Selectmen until the next annual municipal election on May 20, 2013. The Boxborough Planning Board and Board of Selectmen will interview interested candidates on Monday, January 14 at 7:00 p.m., at a joint meeting to be held in the Grange Meeting Room at Town Hall.

There is currently a Planning Board associate member serving on the Board, who is eligible to apply for the open seat on the Board. This member sits on the Board for the purpose of acting on a special permit application in case of absence, inability to act or conflict of interest on the part of any member of the planning committee members who serve. If the current associate member applies and is selected for the Planning Board seat, there will then be a need to fill the unexpired term of the associate.

Therefore, interested parties should indicate in their application letters if they are interested in: 1) only the full member seat; 2) only the associate member seat; or 3) either seat. Application letters should also specify reason for interest in the position(s) and relevant experience.

Please send letters of interest to the Planning Board, Boxborough Town Hall, 29 Middle Road, Boxborough, MA 01719, or by email to [elizabeth.hughes@town.boxborough.ma.us](mailto:elizabeth.hughes@town.boxborough.ma.us). Letters must be received no later than Monday, January 7. Please contact Town Planner Elizabeth Hughes by email above or phone (978-263-1116, x 112) with any questions.

December 9, 2012

Town of Boxborough  
Middle Road  
Boxborough, MA 01719

Planning Board:

This is to inform the Board that effective December 2012 my primary residence will be in Littleton Mass and our secondary residence in Boxborough and I must regrettably give up my position as a Planning Board member under the town regulations.

I thank you for the opportunity to serve the community and as a continued property owner look forward to supporting the boards future goals.

Thank You  
Julie Carroll  
Planning Board Memeber

## POLICY ON JOINT ELECTIONS

**BACKGROUND:** On occasion, due to resignations or lack of candidates for elections, it is necessary for an elected Board/Committee and the Board of Selectmen to jointly elect a member of that Board/Committee to serve until the next Annual Town Election in May.

**State Law** requires that:

- The resignation is effective when delivered to the Town Clerk
- The Board/Committee must notify the Board of Selectmen, in writing, within 30 days of the resignation or lack of election. If not, only the Board of Selectmen may participate in the election of the new member.
- There must be seven days notice given of the Board of Selectmen Meeting at which the Election will take place.
- The Election must be done in a joint meeting.
- The Election must be a roll call vote.
- A majority of those eligible to vote must vote for the successful candidate.
- All phases of the process must follow the Open Meeting Law.

**By policy**, the Board of Selectmen requires that the election

- Be fair and open and appear to be fair and open
- Be joint between the two Boards

### **Fair and Open**

The application process will be carried out by the Board/Committee needing a new member.

- 1) Application process should be public
  - announced in an Open Meeting
  - notices posted in the appropriate places (Town Hall, etc.)
  - publicity in the Beacon
- 2) Application process should be clear
  - how to apply and when
  - formal end date

### **Joint**

- 1) If there are more than three candidates, the Board needing the member may conduct preliminary screening if desired but to no less than three finalist candidates. The Board of Selectmen should not be provided with one candidate.
- 2) Joint interviews should be held of the candidates/finalists



**PART I** ADMINISTRATION OF THE GOVERNMENT  
(Chapters 1 through 182)

**TITLE VII** CITIES, TOWNS AND DISTRICTS

**CHAPTER 41** OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS

**Section 11** Appointment to fill vacancy in town office

Section 11. As used in this section, the term "vacancy" includes a failure to elect. If a vacancy occurs in any town office, other than the office of selectman, town clerk, treasurer, collector of taxes or auditor, the selectmen shall in writing appoint a person to fill such vacancy. If there is a vacancy in a board consisting of two or more members, except a board whose members have been elected by proportional representation under chapter fifty-four A, the remaining members shall give written notice thereof, within one month of said vacancy, to the selectmen, who, with the remaining member or members of such board, shall, after one week's notice, fill such vacancy by roll call vote. The selectmen shall fill such vacancy if such board fails to give said notice within the time herein specified. A majority of the votes of the officers entitled to vote shall be necessary to such election. The person so appointed or elected shall be a registered voter of the town and shall perform the duties of the office until the next annual meeting or until another is qualified.

### GRANT OF EASEMENT

We, KEN C. FABIAN and SANDRA G. FABIAN (a/k/a SANDRA S. FABIAN) of 90 Barteau Lane, Boxborough, Middlesex County, Massachusetts 01719 (together, "Grantor"), in consideration of one (\$1.00) dollar paid and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, GRANT to the TOWN OF BOXBOROUGH, a municipal corporation acting by and through its Conservation Commission with an address of 29 Middle Road, Boxborough, Massachusetts 01719, its successors and assigns (the "Town"),

#### WITH QUITCLAIM COVENANTS,

a perpetual easement in those portions of Grantor's lands at 90 Barteau Lane, Boxborough, Massachusetts, depicted as "Proposed Trail Easement" on the plan entitled: "Easement Plan, 90 Barteau Lane, Boxborough, MA; Prepared for: The Town of Boxborough and Ken C. and Sandra G. Fabian", scale: 1"=40'; dated: September 2, 2012, and prepared by Places Site Consultants, Inc., to be recorded herewith, for the purpose of allowing the Town, its agents, employees, representatives, contractors, licensees and invitees, which may include the public, to pass and repass, on foot and by non-motorized means, to and from lands of the Town described in deeds recorded with said Registry in Book 30993, Page 241, and in Book 22185, Page 278, and to use the easement premises for passive recreational purposes and to do all other necessary acts incidental thereto, including clearing, inspecting, renewing, operating, and maintaining a trail thereon and trail signs or markers.

The purpose of this grant is to relocate a portion of the access easement originally granted to the Town over Grantor's property by way of a deed recorded with said Registry in Book 22281, Page 67. A release of a portion of said access easement is recorded herewith.

Grantor agrees not to interfere with, nor grant any other easements, leases or licenses to the easement premises that interfere with the Town's use of the easements granted herein, nor construct or maintain any permanent structures within the easement premises, without the prior written permission of the Town. Any easements, leases or licenses granted in violation of this provision shall be null and void, and any such structures shall be removed by the owner at the Town's request.

All rights and privileges herein granted, including all benefits and burdens, shall run with the land and shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, executors, administrators, successors, assigns and legal representatives.

For Grantor's title see deed recorded with the Southern Middlesex District Registry of Deeds in Book 22281, Page 77.

Executed as an instrument under seal this \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

\_\_\_\_\_  
Ken C. Fabian

\_\_\_\_\_  
Sandra G. Fabian

THE COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss \_\_\_\_\_, 201\_

Then personally appeared the above-named Ken C. Fabian, as aforesaid, and proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name he signed on the foregoing instrument in my presence, and further acknowledged the foregoing instrument to be his free act and deed, before me.

Notary Public

My Commission Expires:

THE COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss \_\_\_\_\_, 201\_

Then personally appeared the above-named Sandra G. Fabian, as aforesaid, and proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name she signed on the foregoing instrument in my presence, and further acknowledged the foregoing instrument to be her free act and deed, before me.

Notary Public

My Commission Expires:

ACCEPTANCE

The Town of Boxborough, acting by and through its Conservation Commission, pursuant to the authority granted by G.L. c.40, §8C, hereby accepts the foregoing Grant of Easement from Ken C. and Sandra G. Fabian, for the purposes stated therein.

TOWN OF BOXBOROUGH  
CONSERVATION COMMISSION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved:

TOWN OF BOXBOROUGH  
BOARD OF SELECTMEN

\_\_\_\_\_  
By:  
Its: Chairman

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss

On this \_\_\_\_\_ day of \_\_\_\_\_, 201\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, who proved to me through satisfactory evidence of identification, which were \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose, as a member of the Conservation Commission of the Town of Boxborough.

\_\_\_\_\_  
(Official Signature and Seal of Notary)





**Boxborough Conservation Commission**

29 Middle Road, Boxborough, Massachusetts 01719

Phone: 978.263.1116 (ext. 111) • Fax: 978.264.3127

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

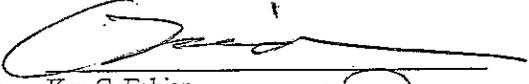
The ConsCom has recently had several discussions with you relative to modifying the easements that the Town owns on your land on Barteau Lane. This letter is intended as a **"Memo of Understanding"** so that both you, the ConsCom, the Board of Selectmen and Town Planner are in agreement on the path forward.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

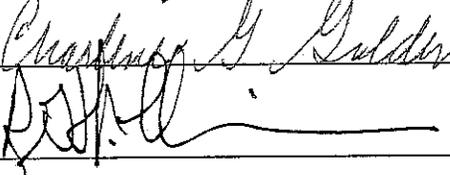
1.     Prior to the Special Town Meeting on January 7 of 2013, Ken and Sandra Fabian will deliver to the Conservation Commission a fully-executed grant of easement conveying to the Town a permanent easement for public access purposes in the portion of their property shown as "Proposed Trail Easement" 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

  
\_\_\_\_\_  
Charles G. Gilder  
  
\_\_\_\_\_  
N. Hanover

  
\_\_\_\_\_  
David M. Hance

CC: Selectmen  
Town Planner  
Selina Shaw



**Internal Communications and Outgoing Communications**  
**December 17, 2012**

1. Copy of a Commendations issued by Police Chief, Warren Ryder, dated December 5, 2012, to:
  - a. Sergeant Warren O'Brien commending him for consistently going beyond what is expected of a patrol supervisor. \*
  - b. Police Officer Patrick Colburn commending him for the Public Outreach work on behalf of the department. \*

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



# Town of Boxborough Police Department



Warren B. Ryder  
Chief of Police

Date: December 5, 2012  
To: Sergeant Warren J. O'Brien  
From: Chief Warren B. Ryder  
RE: Commendation; Administration and Supervision

Today, I was reviewing our special officer's personnel files and training records. I am thoroughly impressed with the depth and detail you take in these administrative duties. I want you to know that you are doing a great job with as a Sergeant and consistently going beyond what is expected of you as a patrol supervisor. Your designation as the Training coordinator encompasses research, organization and devotion. Many of your responsibilities are new to this department and it takes a great deal of creativity to produce successful project endeavors.

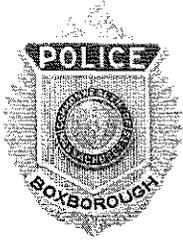
Also, I wanted to send you a quick note of appreciation for supervising and participating in our first VIN Etching program. You did an excellent job delegating responsibilities and working with the volunteers and State Police. With your assistance we were able to etch a total of 70 vehicles for the residents of Boxborough and surrounding communities.

Your enthusiasm and professionalism reflect well on the entire department. Again, a sincere thanks for all your hard work. Keep up the good work!!

A handwritten signature in cursive script that reads "Warren B. Ryder".

Warren B. Ryder  
Chief of Police

cc: O'Brien Personnel File  
Board of Selectmen



# Town of Boxborough Police Department



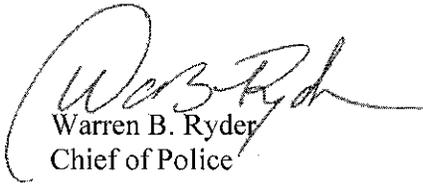
**Warren B. Ryder**  
Chief of Police

Date: December 5, 2012  
To: Officer Patrick Colburn  
From: Chief Warren B. Ryder  
RE: Commendation; Public Outreach

Although this is a little overdo, I want you to know that you are doing a great job with our public outreach. Your designation as the Family Services Liaison encompasses domestic violence, victim services, restorative justice, community well being and recently you offered your services to participate in the Substance Abuse Task Force (SATF). Many of these designations and projects are new for us and it takes a great deal of imagination and creativity to make them the successful endeavors they have become.

Also, I wanted to send you a quick note of appreciation for coordinating our first VIN Etching program. You did an excellent job promoting this event and working with the volunteers and State Police. With your assistance we were able to etch a total of 70 vehicles for the residents of Boxborough and surrounding communities.

Your enthusiasm and professionalism reflect well on the entire department. Again, a sincere thanks for all your hard work. Keep up the good work!!

  
Warren B. Ryder  
Chief of Police

cc: Colburn Personnel File  
✓ Board of Selectmen



**Minutes, Notices and Updates  
December 17, 2012**

**Minutes**

1. Finance Committee minutes of the meeting held November 26, 2012.
2. Personnel Board minutes of the meeting held November 14, 2012.

**Notices**

1. Notice of a joint Boxborough Housing Board and Stow Road Concept Development Committee meeting held December 5, 2012.
2. Notice of a Substance Abuse Task Force meeting held November 30, 2012.
3. Notice of a Boxborough Emergency Reserve Corps [ERC] meeting held December 11, 2012.
4. Notice of Finance Committee meetings:
  - a. Held December 10, 2012
  - b. To be held December 17, 2012.
5. Notice of Personnel Board meetings:
  - a. Held December 11, 2012
  - b. Held December 14, 2012.
6. Notice of a Board of Health meeting held December 12, 2012.
7. Notice of a Boxborough School Committee meeting held December 13, 2012.
8. Notice of a Board of Selectmen meeting December 17, 2012.
9. Notice of an Agricultural Commission meeting to be held December 19, 2012.
10. Notice of a MART Advisory Board meeting to be held December 19, 2012.