



**BOARD OF SELECTMEN
Meeting Minutes
January 7, 2013**

Approved: January 14, 2013

PRESENT: Les Fox, Chair, Frank Powers, Clerk; Member; Vincent Amoroso, Member and Raid Suleiman, Member Robert Stemple, Member (not present for votes under New Business)

ALSO PRESENT: Selina Shaw, Town Administrator

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

CALL TO ORDER

At 6:30 P.M., Chair Fox called the meeting to order in the Superintendent's Conference Room, Blanchard Memorial School.

NEW BUSINESS

Appointment of Inspector of Buildings/Code Administration Officer

Selectman Suleiman moved to appoint David G. Lindberg to serve as the Inspector of Buildings/Code Administration Officer for an initial term commencing January 15, 2013 through June 30, 2013 as unanimously recommended by the BICAO Search Team, and subject to town meeting's authorization and appropriation of the additional funding required to increase the position's hours from twenty-five to forty per week. Seconded by Selectman Powers and approved (4-0).

Resignation of Michael G. Guzzo as Assistant Veteran's Agent

Selectman Suleiman moved to accept and place on file the resignation of Michael G. Guzzo as Assistant Veteran's Agent effective December 18, 2012. Seconded by Selectman Powers and approved (4-0).

Reserve Fund Transfer Request

Selectman Powers moved to forward to the Finance Committee for approval the request to transfer \$9,000 from the Reserve Fund to account #001-152-5200-5306, Personnel Board – Consulting, for the purpose of hiring a consultant to undertake a compensation study for Schedule B employees. Seconded by Selectman Suleiman and approved (4-0).

OLD BUSINESS

Special Town Meeting – final prep

There was a brief review and discussion regarding the selectmen's presentation under the first three articles.

ADJOURN

At ≈ 6:50 P.M., it was moved, seconded and approved (5-0) to adjourn.



BOARD OF SELECTMEN
Meeting Agenda
January 7, 2013
Blanchard Memorial School
Science Lab

1. CALL TO ORDER, 6:30 PM

2. NEW BUSINESS

- a) Appointment of Inspector of Buildings/Code Administration Officer (subject to STM approval)
Further to the unanimous recommendation of the BICAO Search Team, and subject to town meeting's authorization and appropriation of the additional funding required to increase the position's hours from twenty-five to forty per week, move to appoint David G. Lindberg to serve as the Inspector of Buildings/Code Administration Officer for an initial term commencing January 8, 2013 through June 30, 2013 **VOTE:**

- b) Resignation of Michael G. Guzzo as Assistant Veteran's Agent
Move to accept and place on file the resignation of Michael G. Guzzo as Assistant Veteran's Agent effective December 18, 2012 **VOTE:**

- c) Reserve Fund Transfer Request
Move to forward to the Finance Committee for approval the request to transfer \$9,000 from the Reserve Fund to account #001-152-5200-5306, Personnel Board – Consulting, for the purpose of hiring a consultant to undertake a compensation study for Schedule B employees **VOTE:**

3. OLD BUSINESS

- a) Special Town Meeting – final prep

4. CORRESPONDENCE

ACCEPT & POF

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

5. CONCERNS OF THE BOARD

6. ADJOURN



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

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

December 20, 2012

David G. Lindberg
 [REDACTED]

Dear Dave,

I am delighted to formally extend to you an offer to fill our Inspector of Buildings/Code Administration Officer (including facilities management) vacancy in the Town of Boxborough. Your background experience and education provide an excellent match to our needs. As we discussed, the offer of the forty hour per week position is subject to town meeting's authorization on January 7 of the additional monies necessary to fund the increased hours of the position (from twenty-five hours). I plan to ask the Board of Selectmen, at their brief meeting prior to the town meeting that same evening, to make the appointment subject to town meeting's authorization and then would invite you to the selectmen's next regularly scheduled meeting on January 14th for introduction to the Board.

You and I still need to formalize your start date, which could be as soon as the 8th January, or later that week. Craig Martin, Stow's Building Commissioner, and our interim, will be happy to meet with you at a mutually convenient time to review open items. I understand that you have already scheduled a meeting with Town Planner Elizabeth Hughes.

As we discussed, the initial salary for the position will be set at \$61,688.38 per year (Step D, Grade 60 on our FY 2013 salary schedule). The salary schedule for FY14 has not yet been set.

We did not have the opportunity to discuss hours of the position. Traditionally, the Building Department has had late hours on Monday, until 7 PM, with the opportunity for a shorter day on Friday. A typical week would be:

- Monday: 8 AM – 7:00 PM
- Tuesday: 7:30 AM – 3:30 PM
- Wednesday: 7:30 AM – 3:30 PM
- Thursday: 7:30 AM – 3:30 PM
- Friday: 7:30 AM – 12:30 PM

The position is governed by the town's Personnel Bylaw, and as all non-union positions in Boxborough, has a six-month probationary "training" period. If during that time your service were considered unsatisfactory, you would be separated from employment in Boxborough. Along with this letter, I have provided you with the Treasurer's new hire package, which includes the Personnel Plan. The Employee Handbook has also been included, but please note that it is in the process of revision.

I have tried to cover the most pertinent items. Please don't hesitate to contact me with any questions. I will be out of the office as from Monday, December 24 and will return on Tuesday, January 2; however, I will be checking my e-mail periodically and you are welcome to phone me at home (508-481-8210).

Thank you for your verbal acceptance of our job offer. I know that you will find your work in Boxborough very satisfying and the Town employees a wonderful group with whom to work. We look forward to welcoming you aboard.

Best wishes to you and your family for a Merry Christmas!

Sincerely,



Selina S. Shaw
Town Administrator

cc: Board of Selectmen

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OFFICE OF THE
TOWN ACCOUNTANT
BOXBOROUGH, MASSACHUSETTS 01719

Per this letter I am resigning effective December 18, 2012 the position of Assistant
Veteran Agent for the Town of Boxborough.

Michael Surzo

2c



Reserve Fund Transfer Request

Date: January 4, 2013

It is requested by the undersigned that the sum of \$ 9,000 be transferred from the Reserve Fund to:

UMAS Acct. # 001-152-5200-5306
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Personnel Board - Consulting

The balance in the line item as of 1/4/13 (Date) is \$ 0. An amount of \$ 0 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 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Funding required for compensation study of Schedule B compensated positions, per discussion with Personnel Board at 12/17 BoS meeting.

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.

<u>[Signature]</u>	(Signature)	<u>Town Administrator</u>	(Title)
_____	(Signature)	_____	(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 \$ _____ from the Reserve Fund to UMAS Acct. # _____ to be used for the purposes and in the amounts indicated above.

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

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	_____	_____

5 Fee for Services

The all-inclusive, fixed fee for services as outlined in Human Resources Services, Inc.'s proposal to conduct a *Comprehensive Compensation Study* for the Town of Boxborough Massachusetts is **\$9,000.00**. This fee represents *all* costs associated with completing the specified services, including all consulting fees, clerical support, travel to Boxborough, meals, printing, and other incidental costs associated with the project completion.

We are available as the Town may wish Human Resources Services, Inc. to provide additional professional services from time to time through December 31, 2013 at the rate of \$100.00 per hour, plus expenses at cost.

Human Resources Services, Inc. maintains all appropriate business insurances: errors and omissions, business liability, automobile, workers compensation. A certificate of insurance can be provided upon request.

We are a certified SDO Woman-Owned Business Enterprise (WBE) with the Commonwealth of Massachusetts.



Internal Communications and Outgoing Communications
January 7, 2013

1. Coverletter and brochures *Cable Services Buying Guide & Lifeline* from Mass Dept. of Telecommunications & Cable Commissioner, Geoffrey Why dated December 7, 2012, to Whom It May Concern to provide information to the public on basic communication services available to low income consumers.
2. Copy of a letter from Town Counsel, John Giorgio, Kopelman & Paige, PC, dated December 11, 2012, to Powers & Sullivan, CPA, regarding the Town of Boxborough's Fiscal Year Audit 2012.
3. Letter from MMA Executive Dir. Geoffrey Beckwith, dated December 11, 2012, to the Selectmen advising them of this year's 2011 Annual Town Report Contest.
4. Communications from xfinity (Comcast)'s Senior Mgr of Gov't & Regulatory Affairs, Timothy Kelly, to the Board of Selectmen:
 - a. Dated December 19, 2012, advising of price adjustments to go into effect January 22, 2013. [*along with schedules outlining price changes*]
 - b. Dated December 21, 2012, to correct information provided in the December 19th communication.
5. Letter from Mark Sylvia, Commissioner of the Mass. Dept. of Energy Resources (DOER), dated December 21, 2012, to TA Shaw offering her an appointment to the DOER's Green Communities Division Advisory Committee. *

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

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COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF
ENERGY AND ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENERGY RESOURCES

100 CAMBRIDGE STREET, SUITE 1020

BOSTON, MA 02114

Telephone: (617) 626-7300

Facsimile: (617) 727-0030

Deval L. Patrick
Governor

Richard K. Sullivan, Jr.
Secretary

Timothy P. Murray
Lieutenant Governor

Mark D. Sylvia
Commissioner

December 21, 2012

Ms. Selina Shaw
Town Administrator
29 Middle Road
Boxborough, MA 01719

Dear Town Administrator Shaw,

I am pleased to offer you an appointment to the Department of Energy Resources' (DOER) Green Communities Division Advisory Committee ("Advisory Committee"). This newly-created panel will meet three times annually (and/or at other intervals, as needed). The Advisory Committee will provide input and advice to the DOER Green Communities Division with respect to proposed policy changes, new initiatives, and other issues and activities relating to the work of the Division.

It is expected that each Green Communities Advisory Committee appointee will serve a term of two years. Participation on the Advisory Committee is an unpaid voluntary opportunity.

The first meeting is scheduled for January 9th, 10am – noon, at the Worcester DEP offices. Meg Lusardi, Director of the Green Communities Division, will be contacting you with further information.

We look forward to your participation and thank you for helping advance a clean energy future for Massachusetts cities and towns.

Sincerely,

Mark D. Sylvia
Commissioner,
Department of Energy Resources

Cc: Meg Lusardi
Senator James Eldridge
Representative Jennifer Benson



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Minutes, Notices and Updates
January 7, 2013

Minutes

1. Finance Committee minutes of the meeting held December 10, 2012.
2. Conservation Commission minutes of the meetings held November 20, 2012; December 5, 2012 and December 19, 2012.

Notices

1. Notice of an Energy Committee meeting held January 2, 2013.
2. Notice of a Finance Committee meeting to be held January 7, 2013. [Pre-STM]
3. Notice of a Boxborough Emergency Reserve Corps meeting to be held January 8, 2013.
4. Notice of a Steele Farm Advisory Committee meeting to be held January 10, 2013.
5. Notice of a Board of Selectmen meeting to be held January 7, 2013.
6. Notice of a Recreation Commission meeting to be held January 8, 2013.
7. Notice of a Library Board of Trustees meeting to be held January 17, 2013.
8. Notice of Board of Health meeting dates for 2013.
9. Notice of a Boxborough School Committee meeting to be held January 10, 2013.
10. Boxborough School District Job Posting – Math Support Specialist.
11. Registration Notice for Blanchard School's Early Childhood and Kindergarten Programs for the 2013-2014 School Year.

4/c



**General Correspondence
January 7, 2013**

1. Letter from the Acton Community Supper and Food Pantry, dated December 31, 2012 to the Selectmen thanking them for their generous food donation [*“Leftovers” – Appreciation Event*].*

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

Bos*

Acton Community Supper and Food Pantry



Helping Feed our Neighbors since 1984

Received
1-2-2013

December 31, 2012

Cheryl Mahoney
Boxborough Town Hall
29 Middle Rd.
Boxborough, MA 01719

Dear Boxborough Selectmen,

The Community Supper is very grateful to you for your generous donation of 10/3/2012.

The Acton Community Supper and Food Pantry, Inc. is a non-profit organization working to alleviate hunger in Acton, Massachusetts and the towns that touch its borders. The Acton Food Pantry and Clothes Closet are free and open to all in need.

In these difficult economic times, the need is greater than ever. The Pantry currently serves nearly 200 households per week. Your contribution is especially appreciated at his critical time.

Sincerely,

Acton Community Supper and Food Pantry, Inc.

Leftovers from appreciation event

