



BOARD OF SELECTMEN
Meeting Minutes
January 14, 2013

Approved: January 28, 2013

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

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

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

Chair Fox called the meeting to order at 7:01 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

Chair Fox read the announcements. He noted that a videographer was not available so this meeting would not be broadcast.

APPOINTMENTS

- Chair Fox introduced Boxborough's new Inspector of Buildings/Code Administration Officer, David G. Lindberg. Member Powers related the search team's efforts which resulted in their selection of Mr. Lindberg for this position. The job description also encompasses facilities management responsibilities. The January 7th Special Town Meeting approved an increase from 25 hours to 40 hours for this position. In addition, Mr. Lindberg will be on call 24/7, for emergencies. Town Clerk, Liz Markiewicz, swore Mr. Lindberg in.
- Planning Board Chair, Nancy Fillmore; members, John Markiewicz & Owen Neville; and Town Planner, Elizabeth Hughes, were present to hold a joint meeting with the Selectmen to consider Eduardo Pontoriero as a candidate to fill the vacancy on the Planning Board, due to the resignation of Julie Carroll. The Planning Board called its meeting into session. Selectmen Chair Fox reviewed this appointment process and the background on tonight's appointment. He thanked Mr. Pontoriero for the thoughtful letter that he submitted seeking this appointment. Planning Board Chair Fillmore reviewed Mr. Pontoriero's participation on the Planning Board as an associate member.
 - ◇ Selectmen: Due to the vacancy created by Julie Carroll's resignation, Selectman Powers moved to appoint Eduardo Pontoriero to the Planning Board until the next municipal election to be held on May 20, 2013. Seconded by Selectman Suleiman. **Approved 5-0, by Roll Call Vote: Fox "aye," Powers "aye," Stemple "aye," Suleiman "aye," and Amoroso "aye."**
 - ◇ Planning Board: Due to the vacancy created by Julie Carroll's resignation, Member Neville moved to appoint Eduardo Pontoriero to the Planning Board until the next municipal election to be held on May 20, 2013. Seconded by Chair Fillmore. **Approved 3-0, by Roll Call Vote: Markiewicz "aye," Neville "aye," and Fillmore "aye."**

The Selectmen took Agenda Items 5 (a-d), out of order.

MINUTES

- Member Powers moved to accept the minutes for the Regular Sessions of December 17, 2012, as revised and January 7, 2013, as written. Seconded by Member Suleiman. **Approved 5-0.**
- Member Powers moved to accept the minutes for the Executive Sessions of December 3, 2012 and December 17, 2012, as written. Seconded by Member Stemple. **Approved 5-0.**

APPOINTMENTS (Continued)

- Personnel Board Chair, Anne Canfield, was invited to open the discussion on approving a candidate to fill the Planning Board vacancy due to the passing of Dick Golden. Philip Kicelemos and Rebecca Neville had expressed interest in serving. Both were present as candidates for this position. Personnel Board Chair Canfield related what she knew about the background of Mr. Kicelemos and Ms. Neville. Chair Fox gave Mr. Kicelemos and Ms. Neville an opportunity to discuss their reasons for seeking this position and to relate the expertise and/or experience that they have that could be beneficial to the Personnel Board. Some of the items that Mr. Kicelemos related were that: he has lived here for 44 years; this was a good opportunity to serve; he still owns and manages his own investment company; he has a master's degree; he is familiar with the Town's tax rate and feels that he could do an excellent job working on a budget. Chair Fox then asked Ms. Neville to speak. Ms. Neville noted that before she stepped down, last year, as a Selectman she had been the Personnel Board liaison. She understands the municipal budget process; public sector compensation structures; and the Personnel Board's role & responsibilities. She spoke to some of the items that she worked on while she was the Personnel Board liaison, including the Personnel Board's research into establishing a merit-based compensation system. There was a general discussion regarding the make up of the Personnel Board and its governing bylaw. Chair Fox asked for nominations. Member Suleiman moved to nominate Rebecca Neville to the Personnel Board to fill the unexpired term of Richard Golden, commencing immediately and ending on June 30, 2013. Seconded by Member Powers. Member Amoroso moved to nominate Philip Kicelemos to the Personnel Board to fill the unexpired term of Richard Golden, commencing immediately and ending on June 30, 2013. Seconded by Member Stemple. Chair Fox called for a vote to approve a candidate: Rebecca Neville – vote to **approve 5-0** and Philip Kicelemos - vote to **approve 0-5**.
- Recreation Commission member, Mitzi Garcia-Weil, as present to introduce Carol Zeroual as a candidate for appointment to the Recreation Commission. Further to the recommendation of the Recreation Commission, Member Suleiman moved to appoint Carol Zeroual to the Commission for a term effective immediately and ending on June 30, 2015. Seconded by Member Powers **Approved 5-0**.
- The Holiday Inn's Director of Sales, Lindsay Dean, was present to discuss a "live entertainment" event to be held at the Holiday Inn on February 16, 2013. The Selectmen spoke to the materials provided and reviewed what lead up to tonight's discussion. Ms. Dean and TA Shaw provided further updates regarding the arrangements for the February 16th event and other upcoming events. The promoter will be following up with Fire Chief White to address the components concerning EMT/Fire personnel. Arrangement should be finalized once these items are addressed. The Selectmen noted that it is the license holder's responsibility to make sure there is compliance with the Town's "Policy on Issuance of Entertainment Licenses". It is important that there is a clear understanding of these responsibilities going forward. Ms. Dean reviewed the hotel's practices & procedures and their previous experience with similar events. There was also discussion concerning the upcoming departure of the General Manager and the arrangements that are being made to manage of the facility during this transitional period.

REORGANIZATION OF THE BOARD OF SELECTMEN

- Chair Fox opened discussion on nominations for Clerk of the Board. He related the discussions of May 23rd, when it was proposed, that Member Powers' appointment as clerk be for a term of six months. There was discussion regarding the history of the Selectmen's appointment process and the role of the Clerk. Chair Fox called for nominations for the Clerk. Member Powers moved to nominate Vincent Amoroso as Clerk. Seconded by Member Suleiman. As there were no other nominations Chair Fox closed discussion. **Approved 5-0**.

SELECTMEN REPORTS

- Member Amoroso updated the Selectmen on the activities of the Acton-Boxborough School Regionalization Study Committee. Some significant concerns have recently arisen. It had been agreed that several key terms of the existing regional agreement would be unchanged, as our communities consider the proposed expansion, such as maintaining the current assessments formula. However, an Acton resident recently came forward to propose a major re-working of the assessment formula. A subgroup of the Committee met to review his proposal and, the subgroup will be presenting its findings and recommendation(s) to the Committee as a whole. The Committee continues to move forward in its preparation for April's Special Town Meetings. Member Amoroso also supports continuing to move forward.

There was discussion regarding voter attendance at town meetings.

- Member Suleiman reported on Energy Committee activities. They are excited about Mr. Lindberg's appointment. They are looking to meet with Department heads to discuss capital planning projects that focus on energy usage. They are, also, looking forward to providing input on when the Town re-negotiates its recycling contract. DPW Director Garmon has

provided some data on the recycling compactor's usage, which will be reviewed. The EnCom has suggested that window curtains be installed in the Grange Meeting Room. TA Shaw has further suggested that a new stage curtain be included when quotes are sought. He also reported that a resident has voiced concern that the AC window unit in data room at the front of Town Hall is very unsightly and something should be done about it. The Selectmen discussed ways to possibly fund the work that would be necessary to address this concern.

- Chair Fox reported that he and FinCom's Jim Ham had met with Chief Ryder to discuss Police & Dispatch budget matters and the status of the department's vehicle fleet.

He also reported that there was discussion, at a recent MAGIC meeting, on zoning options related to the legalization of medical marijuana. Town Counsel is already in communication with the Town on this.

- Member Powers reported that at the last Council on Aging meeting it was reported that in 2012 there were 11,001 van rides. There was also a discussion about providing shoveling services for some senior residents. This service had previously been provided but has fallen by the way. The intention is to reach out to area youth groups to re-ignite this program.

He also reported that though he was unable to attend the last Substance Abuse Task Force meeting he had been advised that its chair is looking to energize the Task Force's efforts.

NEW BUSINESS

- Chair Fox moved to reappoint Irene Boiarski, Lorraine Carvalho, Ralph DeMent, James Faulkner, Michael Fetterman, Heather Fleming, Les Fox, Susan Frederickson, Diane Friedman, Kurt Hayes, and Al Murphy to the Stow Road Concept Development Committee for terms effective immediately and ending on December 31, 2013. Seconded by Member Suleiman. **Approved 5-0.**
- Member Powers moved to accept the deed for Pine Pasture Run, pursuant to the authority granted by the vote under Article 7 of the January 7, 2013 Special Town Meeting, General Laws Chapter 82, Section 21 and any other authority in any way appertaining. Seconded by Chair Fox. **Approved 5-0.** The deed acceptance was executed by the Selectmen.
- There was discussion on expanding of the scope of the, previously authorized, compensation study and a Reserve Fund Transfer to fund these additional services. The expansion of the scope of this study is due to the feedback received after the January 7th Special Town Meeting. Member Powers moved to forward to the Finance Committee for approval the request to transfer \$3,000 from the Reserve Fund to account #001-122-5200-5306, Board of Selectmen – Consulting for the purpose of expanding the Comprehensive Compensation Study to include the union positions of Public Safety Dispatcher, Public Safety Dispatch Supervisor, Firefighter/EMT, Fire Lieutenant, Police Patrolman and Police Sergeant. Seconded by Member Stemple. **Approved 5-0.**
- The MMA and MIIA are holding their Annual Meetings on January 26, 2013. None of the Selectmen are able to attend so TA Shaw shall be designated as the Town's delegate at these meetings. Member Powers moved to authorize the Chairman of the Boxborough Board of Selectmen to designate Town Administrator Selina Shaw as the Town's voting delegate at the MMA and MIIA Annual Meetings to be held on January 26, 2013. Seconded by Chair Fox. **Approved 5-0.**
- Member Powers moved to call the annual town meeting, to begin on Monday, May 13, 2013, at 7 PM, to be held at the Blanchard Memorial School and if necessary, a special town meeting to be held within the annual town meeting. Seconded by Member Suleiman. **Approved 5-0.**

EXECUTIVE SESSION, TOWN ADMINISTRATOR'S OFFICE

- At 9:05 PM, 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 adjourn immediately thereafter. Chair Fox noted that to conduct such session in an open meeting may have a detrimental effect on the bargaining position of the Board. Seconded by Member Stemple. **Approved 5-0, by Roll Call Vote: Fox "aye," Powers "aye," Stemple "aye," Suleiman "aye," and Amoroso "aye."**

SELECTMEN'S ANNOUNCEMENTS

JANUARY 14, 2013

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

- **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.

- **The annual street listing/census forms have been mailed to residents.** Please review the information, make any corrections necessary, sign the form and promptly return it to the Town Clerk's office at Town Hall. Voters who do not complete their census form will be put on the inactive voter list. Dog owners please note that a dog license application for 2013 is included in the census mailing. These are due by March 10. Please contact the Town Clerk, Liz Markiewicz if you have not received your census form or if you have any questions.

- The Boxborough Recreation Commission is once again hosting Boxborough's Annual **Winterfest** at Steele Farm on Middle Road from 1:00 to 4:00 p.m. on Sunday, February 3rd. Come join in on a family afternoon of winter fun while taking in the beauty of Steele Farm.

- The **Boxborough Museum** at 575 Middle Road will be open from 2:00 pm to 4:00 pm on Sunday, February 10th and Sunday, March 10th. Admission is free and all are welcome. Members of the Boxborough Historical Society will be on hand to discuss this and the other exhibits. Contact John Fallon for more information or to arrange for a private tour.

- 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. For a list of forum dates and locations 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.

- Residents are reminded that a **winter parking ban** is in effect from Nov. 15th until April 1st. On street parking is not allowed between the hours of 1:00 AM and 6:00 AM and at all times whenever inclement weather is forecasted. Also no overnight or weekend parking is allowed at any of the Town owned facilities, without permission. Unattended vehicles can obstruct the snow removal operations and may be subject to towing. Please go to the Town's website under NEWS or contact the DPW for more information.

- **Sand is now available** to be picked up by residents at the DPW facility.

- The **Stow Road Concept Development Committee** continues its effort to reach out to residents to hear what you would like to see built at 72 Stow Road. You learn more by going to the Link on the Town's website under "NEWS" for background on the project and to provide your opinion by completing a brief on-line "Suggestion Box" survey.

- **Town Departments** welcome your questions and feedback on services. Please contact them through the email hyperlink appearing on each department's web page, give them a call or stop in to chat. If you are unable to stop in during normal office hours, don't hesitate to call and make an appointment for a mutually convenient time outside of normal hours.

- The **Selectmen want to hear from you** and invite residents to contact them regarding issues of concern. The Board can be contacted via e-mail from the link on the Selectmen's webpage.

- The Board of Selectmen continues to look for volunteers willing to serve on the various **Town boards and committees**, many of which have openings: Airport Study Committee (1), ZBA (1 alternate member), Housing Board (1), BITcom (4), Design Review Board (1 at-large member), Energy Committee (1), Personnel Board (1), Public Celebrations & Ceremonies Comm. (1) Recreation Commission (2) and the Steele Farm Advisory Committee (1). Also, the Town Moderator is seeking 3 volunteers to serve on the Finance Committee. Please consider participating on a town board. You will find it to be a worthwhile and rewarding experience. No matter what your knowledge or interest is, we can use your help in making Town government work.

- Contact information is available on the town website: <http://www.town.boxborough.ma.us> or you may call Town Hall at 978-263-1116 if you have any questions.
- The Selectmen can be contacted directly at selectmen@town.boxborough.ma.us.
- If you wish to find out more about **volunteer opportunities** on Town boards or committees contact Town Administrator Selina Shaw Selina.shaw@town.boxborough.ma.us
- Board of Selectmen, Boxborough School Committee and Acton-Boxborough Regional School Committee **meetings are broadcast on both Comcast's Channel 9 and Verizon's Channel 39.** Residents can also tune-in and view the public meetings playback schedule, to find out when a particular meeting is scheduled for broadcast.
- Information on the **Regionalization Study Committee** can be found on the web at: www.ab.mec.edu or email your comments to: rsd_study_comm@mail.ab.mec.edu.
- Please contact the Town Clerk, Liz Markiewicz 978-263-1116 x 117 if you have any questions regarding the **street census form or licensing your dog.**
- 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.
- For more information on the **Boxborough Museum** or to arrange for a small group private tour of the Museum or Historic Town Center please call John Fallon at 978-264-0069.



BOARD OF SELECTMEN

Meeting Agenda

January 14, 2013

Boxborough Town Hall

Grange Meeting Room

REVISED

1. CALL TO ORDER, 7:00 PM

2. APPOINTMENTS

- a) Introduction and swearing in of new Inspector of Buildings/Code Administration Officer, David G. Lindberg, 7:00 PM
- b) Eduardo Pontoriero, candidate to fill Planning Board vacancy – jointly with Planning Board, 7:05 PM
Due to the vacancy created by Julie Carroll's resignation, move to appoint Eduardo Pontoriero to the Planning Board until the next municipal election to be held on May 20, 2013 **ROLL CALL VOTE**
- c) Philip Kicelemos and Rebecca Neville, candidates for appointment to the Personnel Board, 7:30 PM
Move to appoint _____ to the Personnel Board to fill the unexpired term of Richard Golden, commencing immediately and ending on June 30, 2013 **VOTE:**
- d) Carol Zeroual, candidate for appointment to the Recreation Commission, 7:45 PM
Further to the recommendation of the Recreation Commission, move to appoint Carol Zeroual to the Commission for a term effective immediately and ending on June 30, 2015 **VOTE:**
- e) Lindsay Dean, Director of Sales, Holiday Inn regarding "live entertainment" event to be held at the Holiday Inn on February 16, 2013, 7:50 PM
- f) Citizens concerns [may be taken out of order after 2b]

3. REORGANIZATION OF THE BOARD OF SELECTMEN

- a) Nominations for Clerk
[Call for nominations... close nominations... vote...] **VOTE:**

4. ANNOUNCEMENTS

5. MINUTES

- a) Regular session, December 17, 2012 **ACCEPT & POF**
- b) Regular session, January 7, 2013 **ACCEPT & POF**
- c) Executive session December 3, 2012 **ACCEPT & POF**
- d) Executive session December 17, 2012 **ACCEPT & POF**

6. SELECTMEN REPORTS

7. OLD BUSINESS

8. NEW BUSINESS

- a) Reappointment to the Stow Road Concept Development Committee
Move to reappoint Irene Boiarski, Lorraine Carvalho, Ralph DeMent, James Faulkner, Michael Fetterman, Heather Fleming, Les Fox, Susan Frederickson, Diane Friedman, Kurt Hayes, and Al Murphy to the Stow Road Concept Development Committee for terms effective immediately and ending on June 30, 2013 **VOTE:**

b) Acceptance of Deed - Pine Pasture Run
Move to accept the deed for Pine Pasture Run, pursuant to the authority granted by the vote under Article 7 of the January 7, 2013 Special Town Meeting, General Laws Chapter 82, Section 21 and any other authority in any way appertaining **VOTE:**

c) Reserve Fund Transfer
Move to forward to the Finance Committee for approval the request to transfer \$3,000 from the Reserve Fund to account #001-122-5200-5306, Board of Selectmen – Consulting for the purpose of expanding the Comprehensive Compensation Study to include the union positions of Public Safety Dispatcher, Public Safety Dispatch Supervisor, Firefighter/EMT, Fire Lieutenant, Police Patrolman and Police Sergeant **VOTE:**

d) MMA and MIIA Annual Meetings, January 26, 2013
Move to authorize the Chairman of the Boxborough Board of Selectmen to designate Town Administrator Selina Shaw as the Town’s voting delegate at the MMA and MIIA Annual Meetings to be held on January 26, 2013 **VOTE:**

e) Special Town Meeting/ Annual Town Meeting, May 13, 2013
Move to call the annual town meeting, to begin on Monday, May 13, 2013, at 7 PM, to be held at the Blanchard Memorial School and if necessary, a special town meeting to be held within the annual town meeting **VOTE:**

9. CORRESPONDENCE **ACCEPT & POF**

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

10. PRESS TIME

11. CONCERNS OF THE BOARD

12. EXECUTIVE SESSION, TOWN ADMINISTRATOR’S OFFICE

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 adjourn immediately thereafter **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.”

13. ADJOURN

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.

Interested candidates should submit a letter of interest and qualifications to: the Planning Board, Boxborough Town Hall, 29 Middle Road, Boxborough, MA 01719, or by email to 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.

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.

December 11, 2012

To: Boxborough Planning Board & Board of Selectmen
Town of Boxborough
29 Middle Road
Boxborough, MA 01719

Dear Board Members,

By way of this letter I am expressing my interest in joining the Boxborough Planning Board as a full, voting member. I have been delighted to serve as an Associate Member to date, and this has provided me with the knowledge and experience that will help me carry out my responsibilities appropriately as a full member.

My experience vis-à-vis its relevance to the Planning Board encompasses several broad areas.

As a Civil and Structural Engineer by education, I had the opportunity to work on a wide range for design and construction projects. While these were primarily centered on commercial and industrial construction, over the past two years I had the opportunity to design and build our new home in Boxborough, where we have lived since 1995. This project educated me on the permitting process, the requirements driven by the Boxborough Conservation Commission, and the need to interact directly with many Utilities, Government Agencies, engineers, contractors and subcontractors as well as learning about zoning bylaws.

As a senior executive working in the private sector for the past twenty five years, I have learned to deal with complex problems that require research, objective analysis, and unbiased decision making. Running companies also provided me with the opportunity to define the strategy for a particular business, and devise the best operating plan to achieve the appropriate results. I believe that this experience is valuable and transferrable to a Planning Board setting, where I hope to be able to participate with other members and Town officials in thinking through the best possibilities for the development and caring of our Town.

I will be happy to provide you with any additional information that may be required in order to pursue the position with the Boxborough Planning Board.

Sincerely,

Eduardo Pontoriero
46 Loreto Drive
Boxborough, MA
978.635.5450

JAN 2, 2013

2c

Received
1-2-2013

BOARD OF SELECTION

FROM: Phil Kice Lemos
RESIDENT

At this time + since for some time there has been a vacancy on the Personnel Board, I am interested in filling this board position until the May 2013 election.

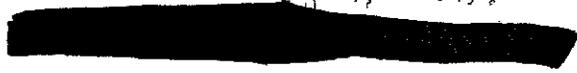
My education, masters degree in Journalism + business administration, my fourty two yrs. as a resident of Boxborough + my interest in our community qualifies me for this position. AT this time I request a interview with the board.

Look forward to being interviewed.

Sincerely

Phil Kice Lemos

307 Picnic St.
Boxborough, MA.



Resident Interest Form

Name: Rebecca Neville

Phone: 978-263-3285 ✓

E-Mail Address: [REDACTED]

Cell Phone: [REDACTED]

Address: 317 Middle Rd

Occupation: SpEd Ass't

Special Training/Education: BOS, SE

Experience/General Interest: _____

Amount of time available: Mornings

Date submitted: 1-4-13

- Acton-Boxborough Cultural Council
- Agricultural Commission
- Airport Study Committee
- Board of Health*
- Board of Registrars
- Board of Selectmen*
- Boxborough Affordable Housing Trust
- Boxborough Housing Board
- Boxborough Information Technology Committee
- Cemetery Commission
- Conservation Commission
- Council on Aging
- Design Review Board
- Emergency Reserve Corps (ERC)
- Energy Committee
- Finance Committee
- Historical Commission
- Library Board of Trustees*
- Permanent Building Committee
- Personnel Board
- Planning Board*
- Public Celebrations and Ceremonies Committee
- Recreation Commission
- School Committee*
- Steele Farm Advisory Committee
- Water Resources Committee
- Zoning Board of Appeals

The filling out of this form in no way assures appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. If you are interested in serving on an appointed town committee please fill out this form and mail to:

Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719

* Indicates an elected board

2d

Selina S. Shaw

From: carol anne zeroual [REDACTED]
Sent: Thursday, January 10, 2013 2:34 PM
To: [REDACTED]
Cc: matthewrosner [REDACTED] selina.shaw@town.boxborough.ma.us
Subject: RE: Rec Comm

I would like to move forward and join. What time and for how long would I need to be there Monday?

Carol Zeroual

From: [REDACTED]
To: [REDACTED]
CC: [REDACTED]
Subject: Rec Comm
Date: Thu, 10 Jan 2013 13:30:27 -0500

Hi Carol and Hilary,

Thank you for joining us Tuesday evening for our Rec. Comm. meeting. We have a terrific group moving forward and we are hoping you decide to join us. To that end, if you are serious about joining the commission, we will need to know so Selina Shaw, Town Administrator can get you on the Board of Selectmen's agenda so they can appoint you. If you would like to proceed immediately, you can get on next Monday's BOS agenda but Selina needs to know by 2pm today! NO PRESSURE! ☺

You can just respond to all if you want to move forward, thanks.

Best Regards,
Mitzi
[REDACTED]



ADMINISTRATION

Memo

To: Board of Selectmen
From: Selina Shaw, Town Administrator *MS*
Re: Holiday Inn – Live Entertainment
Cc: Warren Ryder, Police Chief and Randolph White, Fire Chief
Date: January 11, 2013

I received notification from Ronnie Drimer, Dept. of Public Safety, Massachusetts State Athletic Conference that Peter DiLorenzo of American Fighting Organization had been issued a license by the Commission for an event to be held at the Holiday Inn on February 16. I informed Mr. Drimer that the BoS would not be able to take up the matter until their meeting on 14th January.

I had heard nothing about the event directly from the Holiday Inn, and as of yesterday, the Chiefs reported that they had not yet been notified. I have been in touch with Holiday Inn representatives, who will be present at the Board's meeting on the 14th, along with the promoter of the mixed martial arts event. They are seeking to hold five such events during the year, for which they will provide further details when they meet with the Board on Monday evening.

In response to a cage fighting event being held at the Holiday Inn several years ago, the Board of Selectmen established a policy on the issuance of entertainment licenses in October 2008, which is included with this memo. According to the policy, the selectmen are to be notified of any planned public entertainment events planned for the year prior to the granting of the license. We did not receive notification of any such events when we received (and approved) the annual license application. For events at which 150 or more attendees are expected, the licensee, i.e. the Holiday Inn, is required to notify the BoS, at least 30 days prior to the event, with details of the event, in order that appropriate measures may be formulated and imposed to ensure that the public order and safety may be formulated and imposed. Then, within 21 days of such notification, having received input from the Police and Fire Chiefs, the BoS will inform the licensee of the required conditions to ensure to ensure the safe and orderly conduct of the event. By email this morning, I was notified by the Holiday Inn of expected attendance in the range of 700 -800 per event.

Thank you for your consideration of this matter.



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

Policy on Issuance of Entertainment Licenses

This policy establishes and standardizes the procedure relating to the application for Entertainment licenses in the Town of Boxborough (“the Town”). This policy is applicable only to publicly held events.

Chapter 140, Section 183A of the Laws of the Commonwealth, provides for the licensing of certain **publicly held** events, including but not limited to “Theatrical Exhibitions, Public Amusements, etc.” The statute is not applicable to privately held events. The Board of Selectmen (“the Board”), as Licensing Authority, is charged with the responsibility of issuing these licenses, determining that the licensee is a proper person to engage in the business, that a suitable place of business exists for the activities being licensed and that such provisions as may be required for public order and safety are ensured.

No establishment holding an alcoholic beverage license or a common victualler license, issued by the Board, shall offer entertainment without being licensed in accordance with these regulations. For purposes of this policy, entertainment is defined, as stated in Chapter 140, §183A, as any live or recorded music, the use of an amplification system, dancing by patrons, dancing by entertainers or performers, a theatrical exhibition, play or moving picture show, a floor show of any description, a light show of any description, or any other dynamic audio or visual show, whether live or recorded, and automatic amusement devices as defined in Chapter 140, §177A.

The following rules and regulations are intended to enable the Board to determine the appropriate parameters for limiting impacts to the neighbors of the establishment and to the community at large due to the establishment and the entertainment provided therein. These rules and regulations are hereby adopted to guide the Board in reviewing and ruling upon applications for Entertainment Licenses.

1. All applicants shall submit to the Board the Entertainment License Application covering any given calendar year, and incorporating therein a brief description of the **public** entertainment events planned for that year. Upon receipt of a fully completed application, the Board will, within forty-five (45) days, either grant a license or provide to the applicant an opportunity for a hearing on the application. The applicant shall be informed of the opportunity for the hearing by written notification with at least seven (7) days notice. The license shall be either granted or denied within thirty (30) days following the hearing. If said license is denied, the reasons for denial shall be stated in writing.
2. As part of the application process, applicants must sign a certification of payment of state taxes pursuant to Chapter 62c, §57.
3. Applicants shall submit all forms and additional documentation as required to the Board along with the annual fee of One Hundred Dollars (\$100) in cash, or certified, treasurer’s or cashier’s check issued by a responsible bank or trust company and payable to “Town of Boxborough.”
4. In the case of entertainment events at which One Hundred Fifty (150) or more attendees are expected, the licensee shall inform the Board at least 30 days prior to such event of the particulars of the event so that appropriate measures ensuring the public order and safety may be formulated and imposed upon the licensee as conditions on the event. Within 21 days of such notification of entertainment event parameters, the Board will communicate to the licensee any and all conditions required for the safe and orderly conduct of the event.

5. For those events requiring notification to the Board, as outlined in paragraph #4 above, the licensee shall furnish information about the event that is being proposed, including expected attendance, type of sporting event, concert, exhibition, dance, or public show; as well as the specific location and condition of the premises; and the actions, procedures, and other measures proposed by the licensee to preserve the public order, the public health and safety.
6. Individual entertainment events conducted under a license granted as described herein shall be conducted in such a manner so as to:
 - Protect employees, patrons, and members of the public, both on and off the premises, from disruptive conduct, criminal activity, and from health, safety and fire hazards.
 - Prevent an unreasonable increase in the level of noise in the area caused by the licensed activity or caused by patrons entering or leaving the premises.
 - Prevent an unreasonable level of pedestrian or vehicular traffic in the area of the event, and to prevent an unreasonable level of increased parking in the area of the premises.
7. Licenses may be issued by the Board with conditions to be imposed upon particular events as is determined appropriate and necessary. The decision to place further conditions on events shall be solely at the discretion of the Board.
8. The hours of the Entertainment License shall not extend beyond the hours of operation as stated on the establishment's alcoholic beverage license or common victualler license, and may be further limited for individual events at the discretion of the Board of Selectmen.
9. Prior to the issuance of an Entertainment License for live entertainment, the Board may require a review by the Board of Health, Fire Department, Police Department, and the Building Department, as well as proof that all necessary approvals, permits, and other licenses needed to operate have been issued.
10. Entertainment licenses shall be issued on an annual basis for a period ending on December 31.
11. The license holder may seek to amend the license during the year to add a new type of event.

Compliance with State and Local Laws and Regulations:

1. All licensees must conform to the provisions of any and all relevant state or local laws, permits, codes or other requirements.
2. The Board of Selectmen reserves the right to establish further limitations or modifications to the conditions of the license for individual events with prior notice to the license holder.
3. A licensee who fails to maintain the premises, implements or facilities, or who fails to conduct the business in a proper manner as required shall have the license revoked.

Revocation of License:

1. If any licensee conducts the licensed business in an improper manner, or, if in the opinion of the Board, a license holder ceases to be engaged in the business it is licensed to pursue, or fails to maintain on the premises the implements or facilities required by law, the Board may, after notice to the license holder and with reasonable opportunity for a hearing, suspend or revoke the license upon satisfactory proof thereof.

Selina S. Shaw

From: Chief Warren B. Ryder (BPD) [ryder@boxboroughpolice.com]

Sent: Friday, January 11, 2013 12:52 PM

To: 'Selina S. Shaw'; 'Chief Randolph T. White'

Cc: 'Les Fox'

Subject: RE: Event at Holiday Inn

Dear Chairman Fox,

The email forwarded to me states "they (DiLo Enterprises) have requested 3 detail officers through Boxborough Police".

They requested information about Police Details however, they did not request the details.

As I stated yesterday, In 2008 I worked with the organizers of Full Force Productions and determined that five (5) officers would cover the event. With limited staffing of 1 to 2 officers on a shift, I must insist that the Town require HI to hire details for events with over 150 persons combined with alcohol to assure safety.

I will require no less than four (4) officers with an advance payment in full. The last round of details for this type of event went unpaid for six months as the event sponsor claimed to have money issues.

Respectfully,
Chief Ryder

Warren B. Ryder
Chief of Police
Boxborough Police Department
520 Massachusetts Avenue
Boxborough, MA 01719

978-263-2628 Main
978-268-5123 Admin Fax
www.BoxboroughPolice.com

Selina S. Shaw

From: Lindsay Dean [ldean@hiboxborough.com]
Sent: Friday, January 11, 2013 11:21 AM
To: Selina S. Shaw
Subject: FW: Event at Holiday Inn
Importance: High

Selena,

Below is the info about the group.

Looking forward to seeing you on Monday.

Lindsay Dean
Director of Sales
Holiday Inn Boxborough
242 Adams Place
Boxborough MA 01719
P 978-889-1711
F 978-266-9429
www.holidayinn.com/boxboroughma
www.boxboroughweddings.com



Holiday Inn

4.5 Star Rating (5 Star Scale) and 95% would recommend on Tripadvisor.com
Please go to www.tripadvisor.com to read our reviews!

From: Catherine Carlson
Sent: Friday, January 11, 2013 10:58 AM
To: Lindsay Dean
Subject: FW: Event at Holiday Inn
Importance: High

Lindsay, Pete DiLorenzo will be attending this meeting as well. He needs to know time and location on Monday.

The following is the information requested for entertainment license approvals

DiLo Enterprises
264 Fruithill Avenue
North Providence RI 02111
401-300-2530
d/b/a American Fighting Organization
6 years in business
City of Braintree is used as reference
mixed crowd of men, women and families

mixed martial arts event
5 scheduled events in 2013 – Feb 16 / Apr 27 / Jun 29 / Oct 5 / Nov 27
700-800 expected attendance

1/11/2013

reserved the Parade room at the Holiday Inn Boxborough
they have requested 3 detail officers through Boxborough Police
Boxborough Fire recommended Pro Ambulance who they have contracted with

Thanks.

Catherine

Catherine Carlson
Holiday Inn Boxborough
242 Adams Place
Boxborough, MA 01719
(978) 417-9214 cell
(978) 889-1716 sales office
(978) 263-8701 hotel
ccarlson@hiboxborough.com
www.holidayinn.com/boxboroughma
www.boxboroughweddings.com

4.5 Star Rating (5 Star Scale) and 93% would recommend on Tripadvisor.com



Holiday Inn

Selina S. Shaw

From: Chief White [rwhite@boxboroughfire.com]
Sent: Thursday, January 10, 2013 3:57 PM
To: Ryder@BoxboroughPolice.com; 'Selina S. Shaw'
Cc: 'Les Fox'
Subject: RE: Event at Holiday Inn

We have not received requests for fire details at this time.

Back In 2008, I worked with the organizers of Full Force Productions (Mike Troupe) and determined that two (2) Firefighter / EMT's would be required for any events held at the Holiday Inn. We also discussed that Full Force Productions would be responsible for hiring their own private EMS company for the fighters, and that Boxborough Fire would be responsible for providing EMS coverage for the general public attending, as we would with any event at the Holiday Inn.

Regards,

Randy

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

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

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Thank you.

From: Chief Warren B. Ryder (BPD) [mailto:ryder@boxboroughpolice.com]
Sent: Thursday, January 10, 2013 2:15 PM
To: 'Selina S. Shaw'; 'Chief Randolph T. White'
Cc: 'Les Fox'
Subject: RE: Event at Holiday Inn

We have not received requests for police details at this time.

In 2008 I worked with the organizers of Full Force Productions and determined that five (5) officers

1/10/2013

would cover the event. With limited staffing of 1 to 2 officers on a shift, I must insist that the Town require HI to hire details for events with over 150 persons combined with alcohol to assure safety.

Best,
Warren

Warren B. Ryder
Chief of Police
Boxborough Police Department
520 Massachusetts Avenue
Boxborough, MA 01719

978-263-2628 Main
978-268-5123 Admin Fax
www.BoxboroughPolice.com

Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

From: Selina S. Shaw [<mailto:selina.shaw@town.boxborough.ma.us>]
Sent: Thursday, January 10, 2013 12:29 PM
To: Chief Randolph T. White; Chief Warren B. Ryder
Cc: 'Les Fox'
Subject: Event at Holiday Inn

Good afternoon, Randy and Warren.

Representatives from the HI will be attending BoS meeting at 7:45-ish on Monday evening. I know that Randy is unavailable to attend. According to Lindsay' email below, it is her understanding that the promoter has already made some arrangements for Police, Fire and EMT detail. Please let me know what you know about this event, if anything, and if you have any recommendations to ensure public order and safety at the event. I am still awaiting information from Lindsay.

Regards,
Selina

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

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

From: Lindsay Dean [<mailto:ldean@hiboxborough.com>]
Sent: Thursday, January 10, 2013 7:07 AM
To: Jules Lavoie
Cc: selina.shaw@town.boxborough.ma.us; Bob Jackson; Ron Cuomo
Subject: Re: Event at Holiday Inn

1/10/2013

Selina

I will be at Mondays meeting. I apologize for not being aware of the exact terms of this arrangement from back in 2008.

The promoter has been made aware that they need to contact the town for police, fire and EMT detail. It is my understanding that they have made some arrangements for these services already.

This group has booked this event just recently. If the event is successful they would like to have multiple events in 2013.

Looking forward to being at the selectmen's meeting Monday!

Regards
Lindsay
Sent from my iPad

On Jan 10, 2013, at 6:44 AM, "Jules Lavoie" <jlavoie@hiboxborough.com> wrote:

Good Morning Selina,

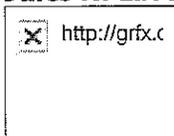
My last day of employment at the Holiday Inn is this Friday, January 11th. I take a much needed vacation between positions next week and will be in VT for the week beginning Saturday.

I have copied Bob Jackson (interim GM), Lindsay Dean (DOS) & Ron Cuomo (Regional Director of Operations). I recommend they attend the Board of Selectman Meeting next Monday night.

Selina, I have thoroughly enjoyed being a Corporate Citizen in Boxborough. I wish you and the Town of Boxborough much success.

Best regards,

Jules N. LaVoie, CHA



Holiday Inn Boxborough
General Manager
Direct Line 978-889-1701
Mobile 978-786-1060

Middlesex West Chamber of Commerce
Treasurer 2012-2013
www.mwcoc.com

www.holidayinn.com/boxboroughma
www.boxboroughweddings.com

4.5 Star Rating (5 Star Scale) and 95% would recommend on Tripadvisor.com

From: Selina Shaw [selina.shaw@town.boxborough.ma.us]
Sent: Wednesday, January 09, 2013 9:32 PM
To: Jules Lavoie
Cc: Lindsay Dean; Les Fox

Subject: Event at Holiday Inn

Good evening, Jules,

I am sorry... I had hoped to get this off sooner to you... With STM now behind us (and many challenges to which to look forward), I am in catch up mode... I cannot remember who else at the Holiday inn I was to cc, and Lindsay, I apologize if you are not the appropriate party.

As I mentioned when I saw you last week, we received notification from Ronnie Drimer, Dept. of Public Safety, Mass State Athletic Conference that Peter DiLorenzo of American Fighting Organization had been issued a license by the Commission for an event at the Holiday Inn on February 16, but we know nothing more about the event. I informed Mr. Drimer that the BoS would not be able to take up the matter until their meeting on 14th January (the following BoS meeting is not scheduled until the 28th January).

In response to a cage fighting event being held at the Holiday Inn in 2008, the Board of Selectmen established a policy on the issuance of entertainment licenses. I am sending another copy of the policy that was approved by the BoS in October 2008. According to the policy, the selectmen are to be notified of any planned public entertainment events planned for the year prior to the granting of the license. We did not receive notification of any such events when we received the license application.

For events at which 150 or more attendees are expected, the licensee, i.e. the Holiday Inn, is required to notify the BoS, at least 30 days prior to the event, with details of the event, in order that appropriate measures may be formulated and imposed to ensure that the public order and safety may be formulated and imposed. Then, within 21 days of such notification, the BoS will communicate to the licensee regarding required conditions to ensure to ensure the safe and orderly conduct of the event. We don't know how many attendees are expected at the February 16th event, nor do we have information regarding any of the particulars.

The remaining sections of the policy spell out the other requirements.

I know that you are trying to tie up loose ends. I am hoping that you, or appropriate member(s) of your staff will be able to attend the BoS meeting on the 14th, at 7:45-ish PM to further discuss this matter with the Board so that appropriate plans may be put in place.

Look forward to hearing from you. We are in the process of setting Monday night's agenda. It would be helpful if you could send us any details of the event by Friday morning to include in the Board's packet.

We are really going to miss you, Jules. You have done a wonderful job at the Holiday Inn and have been an excellent community partner. Hope to see you before you take off.

Regards,
Selina

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

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Town of Boxborough Police Department



Warren B. Ryder
Chief of Police

January 14, 2013

Peter DiLorenzo
264 Fruit Hill Avenue
N. Providence RI 02911

RE: Event - Pro/Am Mixed Martial Arts Event on 2/16/13

Dear Mr. DiLorenzo,

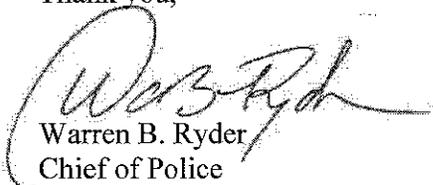
Enclosed is an invoice pre-billed for your event that is being held at the Holiday Inn in Boxborough on Saturday, February 16, 2013. Since you are a new vendor and past Martial Arts Events held at the Holiday Inn, experienced difficulty collecting payment I will require pre-payment for Police Details.

The invoice enclosed clearly states the cost for four officers at four hours each. Times for these officers will be from 7pm to 11pm and 8pm to midnight with two officers per shift. There is also a 10% administration fee.

Please mail payment promptly in order for this event to go forward. Your Company check is acceptable or a Bank check made payable to "The Town of Boxborough." Please send it to the Police Department at the above address on our letterhead to the attention of Andrea Veros.

If you have any questions regarding this letter and/or invoice, feel free to call.

Thank you,


Warren B. Ryder
Chief of Police



Town of Boxborough Police Department



Warren B. Ryder
Chief of Police

Invoice for Details

Peter DiLorenzo
264 Fruit Hill Avenue
N. Providence RI 02911
Event: Pro/Am Mixed Martial Arts Event

Event Date: 2/16/13

Four Officers: (2) Officers (4) hours each @ \$45.00 = \$360.00
Start time 7p-11p

(2) Officers (4) hours each @ \$45.00 = \$360.00
Start time 8p-12 midnight

Hours Worked: 16
Rate: \$45.00 per hour

Cost: \$720.00
Admin Fee: \$ 72.00

All charges for this invoice: \$792.00

Please make checks payable to: "The Town of Boxborough"



Boxborough Police Department

520 Massachusetts Avenue
Boxborough, MA 01719

Business 978-263-2628 Fax 978-266-1510

www.boxboroughpolice.com

1-978-635-0116



Commercial and Non-Commercial entity request for private Police Detail

The rate to hire a Police Officer for private detail is \$45.00 per hour. (Plus a 10% administration fee). There is a four-hour minimum and after four hours there is an eight-hour minimum, after the eighth hour the rate is 1 1/2 X the normal rate on an hour to hour basis.

One Officer X 4 Hours = \$180.00 Admin Fee \$18.00 4 HOUR TOTAL = \$198.00

One Officer X 8 Hours = \$360.00 Admin Fee \$36.00 8 HOUR TOTAL = \$396.00

Non-Commercial entities must provide a bank check for the total amount time needed with the request.

Commercial entities are net 30 days.

DATE AND TIME NEEDED: 2/16/13 7am # OF OFFICERS: 3-3/4
 LOCATION TO REPORT TO: HOLIDAY INN Boxborough
 PERSON REQUESTING: Peter DiLorenzo
 ADDRESS: 204 Fruit Hill Ave. North Prov. RI
 PHONE #: 401 300 2530 ALT. PHONE #: _____
 ADDITIONAL INFO:

This is for a pro/am Mixed Martial Arts Event put on by the Public Safety Office of MA and the American Fighting Organization. Expecting 600-700 Fans.

Thank You,



BOARD OF SELECTMEN
Meeting Minutes
May 23, 2012

Approved: July 30, 2012

PRESENT: Raid Suleiman, Chair; Frank Powers, Member; Les Fox, Member; Vincent Amoroso and Robert Stemple

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

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

Chair Suleiman called the meeting to order at 7:30 P.M. in the Grange Meeting Room of Town Hall; welcoming the newly elected Selectmen, Vincent Amoroso and Robert Stemple

REORGANIZATION OF THE BOARD OF SELECTMEN

The Selectmen took up the Reorganization of the Board. Chair Suleiman explained these proceeding to Members Amoroso and Stemple. Chair Suleiman called for nominations for the Chair. Member Powers nominated Member Fox. Seconded by Member Stemple. Hearing no others, Chair Suleiman closed the nominations. **Approved 5-0.**

There was a call for nominations for Clerk. Chair Fox nominated Member Powers for a six month term as Clerk. Seconded by Member Suleiman. It was noted that it was the intention of the Selectmen to re-visit this in six months and call for nominations of another member to serve out the remaining six months. Hearing no other nominations, nominations for Clerk were closed. **Approved 5-0.**

ANNOUNCEMENTS

Chair Fox read the announcements.

MINUTES

- The Board passed over approval of the Executive session (Contract Negotiating Team) minutes of May 15, 2012; #1 – May 16, 2012; and #2 – May 16, 2012.
- Member Powers moved to accept the minutes for the Regular Session of May 14, 2012 and May 17, 2012, as written. Seconded by Member Suleiman. **Approved 5-0.**

SELECTMEN REPORTS

- Member Suleiman reported he has attended no meetings since Town Meeting adjourned.
- Member Powers reported that he met with Chief Ryder this morning to go over the results of Town Meeting and to review plans for FY 13.

He also reported on plans for this year's Fifer's Day. Among the festivities will be a return of the popular donut eating contest and the introduction of a new event a tug of war – Boxborough Fire vs. Boxborough Minutemen.

- Chair Fox reported that he, Member Powers, TA Shaw & Chief Ryder have met regarding Police contract negotiations.

He also reported on MAPC spring council meeting and the election of the Executive council.

- Member Amoroso reported that he is preparing a draft letter pursuant to Article 47 which was approved at Town Meeting.
- Member Stemple had nothing to report.



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

Approved: _____

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 student 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 of 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 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; advising that this area. 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 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.**



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

Approved: _____

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.



8b

D'AGOSTINE, LEVINE, PARRA & NETBURN, P.C.
Attorneys at Law

268 Main Street | P.O. Box 2223 | Acton, MA 01720
tel 978.263.7777
fax 978.264.4868

Louis N. Levine
F. Alex Parra
Cathy S. Netburn
Maryann Cash Cassidy

January 3, 2013

Elizabeth Hughes, Town Planner
Town of Boxborough
29 Middle Road
Boxborough, MA 01719

Re: Pine Pasture Run

Dear Ms. Hughes,

In connection with the above matter and in furtherance of my e-mail to you today, enclosed please find the Quitclaim Deed.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

D'AGOSTINE, LEVINE, PARRA & NETBURN, P.C.

By:


Cathy S. Netburn

e-mail: cnetburn@dlpnlaw.com

CSN/jlc
Enclosure
Cc: Client
Re/Flannery – Pine Pasture Run/Hughes, Elizabeth

QUITCLAIM DEED

John J. Flannery, Inc., a Massachusetts corporation with a usual place of business at 544 Massachusetts Avenue, Boxborough, MA 01719, for nominal consideration paid, hereby gives, grants and conveys to the Town of Boxborough, Massachusetts, a municipal corporation with a usual place of business at 29 Middle Road, Boxborough, Massachusetts, 01719,

WITH QUITCLAIM COVENANTS,

The fee in that certain subdivision roadway being shown as Pine Pasture Run on a plan entitled, "Plan of Land in Boxborough, Mass., Owner: John Flannery Inc.", dated July 1, 1997, prepared by R. Wilson and Associates, Land Surveyors and Civil Engineers, 308 Great Road, P.O. Box 238, Littleton, MA, recorded with the Middlesex South District Registry of Deeds as Plan No. 717 of 1997 (the "Plan"), and to which Plan reference may be had for a more particular description of said subdivision roadway.

Meaning and intending to convey all our right, title and interest in and to that certain parcel of land known as Pine Pasture Run as described in an Order of Street Layout filed with the Town Clerk's office as required by M.G.L. c. 82, s. 23, on _____

Said fee in Pine Pasture Run is conveyed subject to and together with easements, rights, restrictions and agreements of record, if any there be, insofar as the same are now in force and applicable, which easements appurtenant to said Pine Pasture Run and hereby assigned and conveyed shall include:

- a) that drainage easement granted to Mariana Vorce by instrument recorded with the abovesaid Registry of Deeds in Book 26712, Page 486;
- b) that easement depicted on the Plan as "Drainage & Utility Easement B" and reserved to John J. Flannery, Inc. in the deed recorded with said Registry in Book 29808, Page 41;
- c) that easement for a dry hydrant granted to Mariana Vorce by instrument recorded with the abovesaid Registry of Deeds in Book 26712, Page 487; and
- d) that easement depicted on the Plan as "Slope Easement" and reserved to John J. Flannery, Inc. in the deed recorded with said Registry in Book 27478, Page 282.

For grantor's title, see deeds recorded in Book 27247, Page 404, and Book 28554, Page 360.

In Witness Whereof, the said John J. Flannery, Inc. has caused its corporate seal to be hereto affixed and these presents to be signed, acknowledged and delivered in its name and behalf by Edward W. Flannery, its President and Treasurer hereunto duly authorized, this 18th day of December, 2012.

JOHN J. FLANNERY, INC.

Edward W. Flannery President
By: Edward W. Flannery
Its: President and Treasurer

COMMONWEALTH OF MASSACHUSETTS

Middlesex County

December 18, 2012

Then personally appeared before me, the undersigned notary public, Edward W. Flannery, President and Treasurer of John J. Flannery, Inc., and proved to me through satisfactory evidence of identification, which was personal knowledge, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily, as President and Treasurer of John J. Flannery, Inc. as aforesaid, for its stated purpose.

Cathy J. [Signature]
Notary Public
My Commission Expires:

ACCEPTANCE OF DEED

The foregoing deed to Pine Pasture Run is hereby accepted by the Town of Boxborough, acting by and through its Board of Selectmen, pursuant to the authority granted by the vote under Article 7 of the January 7, 2013, Special Town Meeting, a certified copy of which is attached hereto, General Laws Chapter 82, Section 21, and any other authority in any way appertaining, this ____ day of _____, 2013.

TOWN OF BOXBOROUGH
BOARD OF SELECTMEN

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. _____, 2013

Then personally appeared before me, the undersigned notary public, _____
_____ proved to me through satisfactory evidence of
identification, which was _____, to be the person whose name is signed on the
preceding or attached document, and acknowledged to me that he signed it voluntarily for its
stated purpose, as member of the Board of Selectmen and acknowledged the foregoing to be the
free act and deed of the Board on behalf of the Town of Boxborough

Notary Public
My Commission Expires:



Boxborough Town Clerk

29 Middle Road, Boxborough, Massachusetts 01719

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

elizabeth.markiewicz@town.boxborough.ma.us

I, Elizabeth Markiewicz, Clerk of the Town of Boxborough, hereby do certify that the following is a true copy of the action taken on Article 7 at the Special Town Meeting, held on January 7, 2013, at the Blanchard Memorial School in Boxborough, Massachusetts.

ARTICLE 7 ROAD ACCEPTANCE – PINE PASTURE RUN

(Majority vote required)

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

ACTION ON ARTICLE 7, STM, January 7, 2013: On Ms. Fillmore's motion, the Town did vote unanimously to accept as a public way Pine Pasture Run as described in the warrant.

A true copy, attest:

Elizabeth Markiewicz
Town Clerk of Boxborough

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Reserve Fund Transfer Request

Date: January 11, 2013

It is requested by the undersigned that the sum of \$ 3,000 be transferred from the Reserve Fund to:

UMAS Acct. # 001-122-5200-5306
(Fund # - Dept. # - Object - Detail)

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

The balance in the line item as of 1/11/13 (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 expanding compensation study to include union positions (Public Safety Dispatcher, Public Safety Dispatch Supervisor, Firefighter/EMT, Fire Lieutenant, Police Patrolman, Police Sergeant).

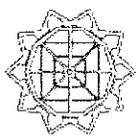
This request is for extraordinary or unforeseen expense and has been voted upon and approved by the majority of board or commission members, or in the case of a department, by the department head and Town Administrator, as indicated by the signatures below. Please also indicate name of board or commission.

<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	_____	_____



MASSACHUSETTS
MUNICIPAL
ASSOCIATION

ONE WINTHROP SQUARE, BOSTON, MA 02110
617-426-7272 • 800-882-1498 • fax 617-695-1314 • www.mma.org

8d
January 3, 2013

Received
1-7-2013

Dear Local Official,

The Massachusetts Municipal Association's Annual Business Meeting will take place during the MMA Annual Meeting and Trade Show. This year, the Business Meeting is scheduled from 10:15 to 11:45 a.m., on Saturday, January 26, 2013, in Ballroom A at the Hynes Convention Center in Boston.

This letter outlines the voting procedures at the Annual Business Meeting. Each MMA member city or town is entitled to **ONE** vote. In order to vote at the meeting, a local official must be:

- The Mayor in a member city;
- The Chair of the Board of Selectmen or the Chair of the Town Council in a member town;

If an official from one of these categories cannot attend the January 26th business meeting, a councillor, selectman, or manager from that same MMA member city or town can vote in the person's place - but **only with written authorization** from the Mayor or Chair of the Board of Selectmen.

These voting requirements are clearly stated in the MMA bylaws as follows:

"The following individuals are hereby designated as voting delegates and shall vote on behalf of members eligible to vote at any meeting of the members: (i) in the case of a city (A) its chief executive, or (B) a councillor designated in writing by such chief executive officer; (ii) in the case of a town, (A) the chairman of the Board of Selectmen, the chairman of the Town Council, or (B) another selectman or councillor designated in writing by such chairman, or (C) the manager designated in writing by such chairman."

Eligible voters must pick up a single vote card in order to cast votes at the MMA Annual Business Meeting. If you will be voting on behalf of your community but did not receive a voting card in your registration packet, please visit the credentials table before the meeting begins. Only one voting card will be issued per member community.

Those officials who cannot attend the Annual Business Meeting, and who designate someone else to take their place, must send in written authorization beforehand to the MMA, c/o Megan Devine, One Winthrop Square, Boston, MA 02110. We must receive these designation forms by **Friday, January 18th** at the latest. Please remember to include your signature when filling out the enclosed form.

Thank you very much -- we look forward to seeing you in January at Annual Meeting!

Sincerely,

Geoffrey C. Beckwith
Executive Director

**Massachusetts Municipal Association
Annual Business Meeting
Saturday, January 26, 2013**

Credential Vote Form

Note: Please fill out if you, as the eligible voting member, **cannot** attend the MMA Annual Business Meeting and wish to designate another person from your community to vote in your place.

_____ I cannot attend the MMA Annual Business Meeting on
Saturday, January 26, 2013.

Signature _____

Municipality _____

I authorize the following person to vote in my place:

Name _____

Title _____

**Please Return By January 18 To:
Megan Devine
MMA
One Winthrop Square
Boston, MA 02110**



One Winthrop Square, Boston, MA 02110
617-426-7272 or 800-882-1498
Facsimile 617-426-9546 • www.emia.org

MEMORANDUM

TO: MIIA Members

FROM: Geoffrey Beckwith, President, MIIA

DATE: December 20, 2012

SUBJECT: Report of the Nominating Committees

received
12-27-2012

It is once again time to select nominees for Directors of the Massachusetts Interlocal Insurance Association, Inc. and the MIIA Property and Casualty Group, Inc. The members for these Boards will be elected at the MIIA Annual Meeting on January 26, 2013.

The Property and Casualty Group, Inc. is the corporation that provides members with insurance coverages. The Massachusetts Interlocal Insurance Association, Inc. is the designated administrator for the organization. Your municipality is a voting member of both corporations.

Enclosed you will find the Nominating Committee Report for each of the above-mentioned organizations, a Nominating Form for each in case you wish to nominate someone else as a Director of one or more of the organizations, and a form to specify who is your "voting delegate." Please read the enclosed Requirements for Voting prior to completion of the Voting Delegate Designation Form and return that form to us as soon as possible.

We look forward to seeing you at the Annual Meeting.



MEMORANDUM

TO: MIIA Members

FROM: **Massachusetts Interlocal Insurance Association, Inc.**
Nominating Committee: Geoffrey Beckwith, Ira Singer, Mary Pat Flynn, Reginald Stapczynski, Colleen Corona

DATE: December 20, 2012

SUBJECT: Nominating Committee Report

MIIA is again calling on its members to participate in electing officials to serve on the Massachusetts Interlocal Insurance Association, Inc. Board of Directors. The Board is responsible for approving and directing the overall policies of the MIIA programs. This is an important task since MIIA now has a combined membership of more than 350 members for the health, property and liability, and workers' compensation insurance programs.

At the MIIA Annual Meeting to be held on January 26, 2013, members will elect two individuals to fill three-year terms to expire in January, 2016. The Nominating Committee respectfully submits the following candidates for nomination as members of the Board of Directors:

For three-year terms expiring in January 2016:

David Kielson, Select Person, Chesterfield – Mr. Kielson is a Certified Public Accountant and has served as Town Accountant for four small communities in western Massachusetts. He currently serves on the MIIA Property and Casualty Group, Inc. and MIIA, Inc. boards.

Wayne Marquis, Town Manager, Danvers – Mr. Marquis has served on the MIIA Board of Directors since 1991 and is currently a member of the MIIA, Inc. and MIIA Property & Casualty Group boards. He is a former member of the MMA Board of Directors and a former member of the Board of Directors of Blue Cross Blue Shield.

Colleen Corona, Selectman, Easton and Reginald Stapczynski, Town Manager, Andover will continue to serve in three-year terms expiring in January, 2014. **Ira Singer, Town Administrator, Middleton and Mary Pat Flynn, Selectman, Falmouth** will continue to serve in three-year terms expiring in January, 2015.

MIIA, Inc.



MEMORANDUM

TO: Property and Casualty Group Members

FROM: **MIIA Property and Casualty Group, Inc. Nominating Committee:**
Geoffrey Beckwith, Wayne Marquis, Ira Singer

DATE: December 20, 2012

SUBJECT: Nominating Committee Report

Three members of the Board of Directors of the MIIA Property and Casualty Group, Inc. are to be elected this year for two-year terms expiring in 2015. The Nominating Committee respectfully submits the following candidates for nomination as members of the Board.

For two-year terms expiring January 2015:

David Kielson, Select Person, Chesterfield – Mr. Kielson is a Certified Public Accountant and has served as Town Accountant for four small communities in western Massachusetts. He currently serves on the MIIA Property and Casualty Group, Inc. and MIIA, Inc. boards.

Kenneth Walto, Town Manager, Dalton - Mr. Walto has been the town manager in Dalton since 2001 and served in local government for more than 20 years. He serves on the MIIA Health Benefits Trust board and is an active member of the Massachusetts Municipal Management Association and the Massachusetts Municipal Personnel Association.

Mary Pat Flynn, Selectman, Falmouth - Ms. Flynn was the Human Resources Director for the Town of Plymouth. She is presently a member of the MIIA Property and Casualty Group, Inc. board.

Ira Singer, Town Administrator, Middleton; Wayne Marquis, Town Manager, Danvers; and Rocco Longo, Town Administrator, Marshfield, will continue to serve in two-year terms expiring in January 2014.

REQUIREMENTS FOR VOTING

The requirements for voting are detailed in the by-laws of each organization. In summary:

Each member shall have one vote which may be cast only by its voting delegate. The following individuals are eligible voting delegates.

1. In the case of a city or a town with a city form of government, (a) its chief executive, or (b) a person designated in writing by such chief executive;
2. In the case of all other towns, (a) the Chairman of its Board of Selectmen, (b) another Selectman designated in writing by such Chairman, or (c) the Manager designated in writing by such Chairman.

Voting in person is required for the election of the Board of Directors. All voting will be by a vote of hands, unless a roll call is requested by three or more voting delegates.

The nominees receiving the greatest number of votes shall be deemed elected as directors and shall commence their terms at the conclusion of the meeting.

If you are a voting delegate and wish to nominate another person as a director, such nomination must be received in writing no later than January 14, 2013, twelve days prior to the Annual Meeting. Enclosed is a nomination form for this purpose.

VOTING DELEGATE DESIGNATION FORM

The voting delegate for the City/Town of _____

is _____
(Name) (Please Print)

Please return this form by January 14, 2013 to:

Stanley J. Corcoran
Executive Vice President
Massachusetts Interlocal Insurance Association
One Winthrop Square
Boston, MA 02110

or FAX to:
(617) 426-9546



Internal Communications and Outgoing Communications
January 14, 2013

1. Notification from MEMA Director, Kurt Schwartz and DCR Commissioner, Edward Lambert, Jr. regarding available FEMA Hazard Mitigation Grant (HMGP) program funding for post-disaster mitigation grant funding associated with the October 29-30, 2011 snow storm event.
2. Correspondence/Notice from Cushing, Jammallo & Wheeler, Inc.'s Senior Project Manager, Gregory Morand, dated December 20, 2012, to the Board of Selectmen that a Class A-2 Response Action Outcome Statement had been submitted to Mass. DEP for an incident at 233 Summer Road [Robinson Marine Co., Inc.]
3. Letter from Minuteman Building Committee Chair, Ford Spalding & Minuteman Career & Technical High School Superintendent, Dr. Edward Bouquillon, dated January 4, 2013, providing an status report on the proposed school renovation project [Additional materials were also included] #
4. December 2012 Monthly Construction Activity Report from the Building Department, dated January 7, 2013.*
5. Notice from the Mass. Historical Commission announcing Round 19 of the Mass. Preservation Projects Fund (MPPF) grant program. Deadline: March 8, 2013.
6. Notice from Central Mass. Mosquito Control Project of its FY/14 Budget Proposal & 2012 Work Summary Meeting to be held January 9, 2013 at the Northborough Free Library [Estimated Assessment data attached] .

Indicates that the item had been previously distributed.

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



4

BOB-IC *

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

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

From: Building Department

Date: January 7, 2013

RE: Building Department Monthly Construction Activity Report

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

/ma

Building Department Monthly Construction Activity CY 2012

	January	February	March	April	May	June	July	August	Sept.	October	November	December	Y-T-D Total
Residential:													
Single Family - new											4		4
Additions/Alterations	8	3	10	8	11	4		6	5		9	5	69
Repairs			2		1	2	8	1		12			26
Foundation Only					1								1
Pool/Spa				1	1	1	1						4
Void													
Accessory Apartment													0
Business:													
New													0
Additions/Alterations	3	1	1		1		2	1		3	2		14
Other:													
Construct. trailers													0
Tents							2	1	1				4
Cell Tower / Antenna	1		1		1				1			1	5
Demolition		1		1	2								4
Foundation Only	1								4				5
Mechanical /Sheet Met	1	1											2
Woodstove	2	1	2							1	3	1	10
Signs					2								2
Shed/Barn				2					2			1	5
Change of Use													0
Totals:													
Number of Permits	16	7	16	12	20	7	13	9	13	16	19	7	155
Construction Cost	1,508,792	128,600	405,142	172,600	357,755	100,150	140,250	219,300	1,071,000	1,187,950	1,931,500	244,078	7,467,117
Total Fees	9,640	1,403	4,495	2,128	5,222	1,077	1,543	2,218	5,455	10,839	11,085	792	55,897
Fines Collected													0

Permit Listing Report

by District

Date Range: Issued between 12/01/2012 And 12/31/2012

Printed On: Mon Jan 07, 2013

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

District	Address (Work Location)	District	Zoning	Owner	Work Category	Est. Cost	Proposed Use And Detail		
Permit Type	Permit No	Online Permit No	Permit Status	Date Issued	Contractor (Phone #)	Work Description	Fees Paid	Check #	
Building	85 SWANSON RD BP-2013-0071		OPEN	A-B PROPERTIES LLC C/O WINSTANLEY ENTERPRISES Dec-05-2012	Perry Brown	cell tower antenna Metro PCS to replace three existing antennas	\$18,000.00 \$180.00	9323	
Building	310 LIBERTY SQ RD BP-2013-0072		SIGNED OFF	CHRISTENSEN, CRAIG W & CATHERI NE G Dec-06-2012	CHRISTENSEN, CRAIG W & CATHERI NE G	Woodstove Wood Stove	\$0.00 \$50.00	657	
Building	17 NASHOBA DR BP-2013-0073		A/R OPEN	KLEIN, ANNA P Dec-06-2012	Mike Cortner	ROOF Strip and Reroof	\$12,000.00 \$112.00	9700	
Building	221 SARGENT RD BP-2013-0074		OPEN	STONE, ROBERT W Dec-13-2012	TruGreen	Insulation Attice Insulation	\$875.00 \$50.00	199	
Building	493 MASS AV BP-2013-0075		OPEN	BOXBOROUGH, TOWN OF Dec-19-2012	Christopher Wider	ROOF Commerical Roofing of the Blanchard Memorial School	\$175,203.00 \$0.00	####	
Building	231 BURROUGHS RD BP-2013-0076		A/R OPEN	KOSLOW, DOUGLAS J Dec-20-2012	Carl Rebello	Insulation insulation of attic space	\$3,000.00		
Building	63 KENDALL RD BP-2013-0077		A/R OPEN	SHEA, CHRISTOFER E Dec-20-2012	Tim Dolan	Alteration New Bath, Replace Kitchen Cabinets	\$35,000.00 \$350.00	1525	

Permit Listing Report

by District

District	Address (Work Location)	District	Zoning	Owner	Work Category	Est. Cost	Proposed Use And Detail		
Permit Type	Permit No	Online Permit No	Permit Status	Date Issued	Contractor (Phone #)	Work Description	Fees Paid	Check #	
District () TOTALS:						ESTIMATED COST:	\$244,078.00	NUMBER OF PERMITS:	7
						FEEES INVOICED:	\$792.00	FEEES PAID:	\$742.00
							BALANCE:	\$50.00	
GRAND TOTALS:						ESTIMATED COST:	\$244,078.00	NUMBER OF PERMITS:	7
						FEEES INVOICED:	\$792.00	FEEES PAID:	\$742.00
							BALANCE:	\$50.00	

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**Minutes, Notices and Updates
January 14, 2013**

Minutes

None

Notices

1. Notice of a Boxborough Housing Board meeting held January 9, 2013.
2. Notice of a Board of Selectmen meeting to be held January 14, 2013.
3. Notice of Personnel Board meeting [possible Quorum] to be held January 14, 2013.
4. Notice of a Finance Committee meeting to be held January 14, 2013.
5. Notice of an Acton-Boxborough Cultural Council meeting to be held January 14, 2013.[Acton]
6. Notice of a Board of Health meeting to be held January 16, 2013.
7. Notice of Boxborough's 2013 Winterfest – February 3, 2013.



General Correspondence
January 14, 2013

1. Communication from Nationalgrid advising that an "Odorant Card" aka *Important Natural Gas Safety Information* may have been sent in error and providing the correct pamphlet.
2. Fall/Winter 2012 Newsletter, *Watts & Drops*, from Littleton Electric Light and Water Departments.

